

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: December 3, 2024

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**TO:** Honorable Mayor and City Councilmembers  
**From:** City Clerk  
**Subject:** Ratification of Installation of Mayor and Vice Mayor: Council shall Ratify the appointment  
Stephan Zollman as Mayor and Jill McLewis as Vice Mayor Per City Council Policy

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**EXECUTIVE SUMMARY:** The item is to request the Council Ratify the appointment of Stephan Zollman as Mayor and Jill McLewis as Vice Mayor Per City Council Policy.

**BACKGROUND:** On November 5, 2024, the City Council approved Policy Number 1 and Policy Number 2: Selection of Mayor and Selection of Vice Mayor.

Selection of Mayor/Vice Mayor shall be as follows:

Rotation of Vice Mayor/Years on Council: Vice Mayor shall assume the role of Mayor and the most \*senior member of the Council who has not served as Vice Mayor would become Vice Mayor. Councilmembers would be rotated through as Mayor and Vice Mayor, with their position in the rotation determined by their consecutive years on the Council, and councilmembers with equal years of service placed in the rotation based on \*total vote count received in the election. Under this rotation system, the Vice Mayor would automatically be advanced to Mayor.

**DISCUSSION:**

The Council is requested by motion to formally ratify the appointment of Stephan Zollman as Mayor and Jill McLewis as Vice Mayor Per City Council Policy.

**STAFF ANALYSIS:**

Based upon certification of the County Registrar of Voters, Staff is requesting the Council ratify the appointment of Stephen Zollman as Mayor and Jill McLewis as Vice Mayor.

**FISCAL IMPACT:** There is no fiscal impact associated with the ratification.

**RESTATED RECOMMENDATION:**

That the Council Ratify the appointment of Stephan Zollman as Mayor and Jill McLewis as Vice Mayor Per City Council Policy (assuming certification of the Election by the County Registrar of Voters).

**OPTIONS:**

There are no options for this item at this meeting as the Council has adopted the policies above. If the Council does not ratify the appointments as recommended, the current Vice Mayor would serve as acting Mayor until the Council modifies the adopted policy at a future meeting.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

**ATTACHMENTS:**

None

**APPROVALS:**

Department Head Approval: Approval Date: 11-25-2024

CEQA Determination (Planning): Approval Date: 11-25-2024

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 11-25-2204

Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: 11-25-2204

City Manager Approval: Approval Date: 11-25-2024