

AGENDA ITEM NUMBER 18

CITY OF SEBASTOPOL CITY COUNCIL  
MEETING OF: January 21, 2025

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**To:** Honorable Mayor and City Councilmembers  
**From:** City Attorney Alex Mog  
Mary Gourley, City Clerk  
**Subject:** Ratification of Agenda Items From the December 17, 2024 City Council Meeting

**Item Number 18**  
**Consideration of Approval for Budget Amendment for Additional \$1500 for newly elected Councilmember to attend the League of CA Cities /CAL Cities New Mayors and Council Members Academy, January 22-24, 2025 in Sacramento (Responsible Department: City Clerk)**

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**RECOMMENDATION:**  
That the City Council re-approve the Action Items from the December 17, 2024 City Council Meeting Due to an Alleged Brown Act Violation

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CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024

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**To:** Honorable Mayor and City Councilmembers  
**From:** Mary Gourley, City Clerk  
**Subject:** Consideration of Approval for Budget Amendment for Additional \$1500 for newly elected Councilmember to attend the League of CA Cities /CAL Cities New Mayors and Council Members Academy, January 22-24, 2025 in Sacramento

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**EXECUTIVE SUMMARY:** This item is to request that the City Council Approve Budget Amendment for Additional \$1500 for newly elected Councilmember to attend the League of CA Cities /CAL Cities New Mayors and Council Members Academy, January 22-24, 2025 in Sacramento.

**BACKGROUND:**

The League of California Cities is an association of cities within the state of California, founded in 1898. Most of the state's 482 cities are represented in the league. The league strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. The league advocates tirelessly on the issues that matter most to California's cities and works with regional field staff and lawmakers to sponsor, draft, and support legislative and regulatory measures that promote local decision-making.

Educating local officials is one of the League's core missions, and the organization engages newly elected mayors and council members in their first months of office for three days of specialized training. The League's New Mayors and Council Members' Academy, held each January in Sacramento, features seasoned experts who present the nuts and bolts of city council operations.

The League designs the academy to be jam-packed with informative sessions on a wide range of topics and issues that mayors and council members will encounter while serving their cities, such as laws, regulations, municipal finance, the council-manager form of city government, running effective meetings, communication and ethics. Attendees will have an opportunity to meet some of the League's leadership as well as the regional public affairs manager for their division. A copy of the January academy is attached for reference.

**DISCUSSION:**

As approved in the FY 24 25 budget, the Council approved funding for two Councilmembers to attend the New Mayors and Councilmembers Academy in Sacramento in January 2025. When the requests for RVSPs came out from the League for registration to this conference, two councilmembers requested to be registered for the academy.

Since that time, the Council Election was conducted and certified and Councilmember Carter was elected to the Council and has indicated interest in attending the Academy. Attendance for an additional Councilmember would require a budget amendment of \$1500 to cover registration and hotel. Anything above \$1500 would be covered by each councilmember attending.

As of the writing of this report, Mayor Zollman and Vice Mayor McLewis are registered to attend the Academy. The City Clerk has registered Phill Carter as a cautionary measure as registrations and hotels fill up immediately; however, advance registration can be cancelled by January 15<sup>th</sup>.

**Staff Analysis:**

For newly elected Mayors, Vice Mayors and Councilmembers, this academy is an opportunity to learn about the basic legal and practical framework in which city officials operate. The academy covers the legal, financial, and practical fundamentals being an elected city official and helps prepare newly elected officials for their new role behind the dais.

**Budget Committee:**

City staff presented this item to the Budget Committee at their meeting of December 2 2024. There was not a consensus on this item.

- Vice Mayor Zollman supported the budget amendment request for three Councilmembers to attend the academy
- Councilmember Maurer did not support the request for an additional Councilmember to attend and requested that only two councilmembers attend per the approved budget

**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.

**FISCAL IMPACT:**

That the Council approve \$1,500 for conference and hotel registration as follows:

100-10-01-4510 for conference registration of \$650

100-10-01-4515 for accommodations \$850

**RESTATED RECOMMENDATION:** That the Council City Council Approve Budget Amendment for Additional \$1500 for newly elected Councilmember to attend the League of CA Cities /CAL Cities New Mayors and Council Members Academy, January 22-24, 2025 in Sacramento.

**OPTIONS:**

That the Council deny the request for a third Councilmember to attend the 2025 New Mayors and Councilmembers Academy. If this option is chosen staff would request that the Council determine which two Councilmembers would attend the academy.

**ATTACHMENTS:**

Academy Pamphlet

Budget Amendment Resolution

**APPROVALS:**

Department Head Approval: Approval Date: 12-2-2024

CEQA Determination (Planning): Approval Date: 12-2-2024

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

Administrative Services/Financial Approval: Approval Date: 12-2-2024

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

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

City Attorney Approval:

Approval Date: N/A

City Manager Approval:

Approval Date: 12-8-2024



Schedule subject to change.  
Speaker names will be added as they are confirmed.

## Wednesday, Jan. 22

**8:00 a.m.-5:30 p.m.**

**Registration Open**

**9:00-11:00 a.m.**

### **Harassment Prevention Training for Supervisors and Officials (AB 1661)**

*Sign-in will begin 30 minutes prior to the session and you must be present for the full two hours to receive the certification of attendance. Entry will be prohibited once the session begins.*

This informational and interactive workplace harassment prevention training will focus on current and emerging issues and teach officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation, and abusive conduct in order to avoid personal and agency liability in compliance with AB 1825, AB 2053, AB 1661 and SB 396.

*The Institute for Local Government is a State Bar of California minimum continuing legal education (MCLE) approved provider and certifies this activity meets the standards for MCLE credit by the State Bar of California in the total amount of 2 hours (general credits). Provider #13881*

**11:30 a.m.-12:30 p.m.**

### **Your Cal Cities and How To Use It**

As a city official, you are the League of California Cities. Meet the Cal Cities leadership team and learn about the organization's mission and structure, the advocacy and educational tools Cal Cities provides, and how you can get the most out of your membership.

**Opening Remarks:** Debbie Baker, President, Mayors and Council Members Department and Council Member, La Palma

**Moderator:** Jennifer Whiting, Deputy Executive Director, League of California Cities

**Speakers:** Carolyn Coleman, Executive Director and CEO, League of California Cities

Lynne B. Kennedy, President, League of California Cities and Mayor Pro Tem, Rancho Cucamonga

12:30-1:45 p.m.

**Networking Luncheon**

2:00-3:30 p.m.

**Developing an Effective City Council and City Manager Team: The Key to Good Governance and City Success**

Successful communities require highly effective governance and management, key to which is a positive city council/city manager working relationship guided by good, open communication. This session will help you to better appreciate the roles that the city council governing body, individual council members, and the city manager fulfill in a successful working relationship based on effective communication and sound governance practices.

**Moderator:** Patricia E. Martel, West Coast Regional Director, ICMA

**Speakers:** Karen Pinkos, City Manager, El Cerrito

Gabriel Quinto, First Vice President, League of California Cities and Mayor Pro Tem, El Cerrito

3:30-4:00 p.m.

**Dessert Break**

4:00-5:30 p.m.

**Your Legal Powers and Obligations; Open Government and Conflicts of Interest**

You were elected to make things happen in your city. Learn the breadth and limitations of your powers as a city official. Then, acquire a basic understanding of the legal authorities and restrictions under which cities and city officials operate, with a focus on open government laws, such as the Brown Act and the Public Records Act, and laws pertaining to conflicts of interest.

**Moderator:** Kuldip Thusu, First Vice President, Mayors and Council Department and Council Member, City of Dinuba

**Speakers:** Susana Alcala Wood, City Attorney, Sacramento

Michael Lawson, City Attorney, Hayward

Prasanna W. Rasiah, City Attorney, San Mateo

5:30-6:30 p.m.

**Networking Reception**

*Planned with the Cal Cities Partners*

Take this opportunity to network with your peers from throughout the state after a full day of educational sessions.

**Thursday, Jan. 23**

**7:30 a.m.-4:00 p.m.**

**Registration Open**

**7:30-9:00 a.m.**

**Networking Breakfast**

**9:00 -10:15 a.m.**

**Policy Role in Land Use Planning**

Land use planning is one of the most important parts of a city official's responsibilities due to the long-term impacts it can have on a community's environment, economic vitality, and the physical health of its residents. Learn about tools and processes in land use planning, such as the general plan, zoning, and the California Environmental Quality Act, as well as the role of regional agencies and the state. This knowledge will help you foster a solid working relationship with your city's planning commission and planning staff.

**Moderator:** Debbie Baker, President, Mayors and Council Members Department and Council Member, La Palma

**Speakers:** Eric A. Nelson, Vice Chair - Planning Commission, City of Dana Point  
Mark Teague, Managing Principal, PlaceWorks

**10:30 a.m.-12:00 p.m.**

**Effective Advocacy and Key City Issues**

Meet the League of California Cities' legislative team and learn about the 2024 Cal Cities Action Agenda, legislative calendar, and trending issues in the Legislature. The Cal Cities team will also share ideas for establishing practical skills to develop persuasive arguments and testimony that will serve your city's interests.

**Moderator:** Jason Rhine, Director of Legislative Affairs, League of California Cities

**Speakers:**

Kristine Guerrero, Director of Public Affairs, League of California Cities

Caroline Cirrincione, Legislative Representative, League of California Cities

Damon Conklin, Legislative Representative, League of California Cities

Brady Guertin, Legislative Representative, League of California Cities

Johnnie Piña, Legislative Representative, League of California Cities

Melissa Sparks-Kranz, Legislative Representative, League of California Cities

Ben Triffo, Legislative Representative, League of California Cities

Jolena Voorhis, Legislative Representative, League of California Cities

**12:00-1:15 p.m.**

**Networking Lunch**

**1:30-3:00 p.m.**

**Social Media / Digital Communications and Civic Engagement**

With constant advancements in social media over the last several years, it can be hard to keep up with the “do's and don'ts” of every platform. Moreover, as misinformation increases, elected officials need to be quick on their feet and have the necessary skills to proactively manage public perceptions about local governmental affairs. Discover what cities should be doing to communicate with their constituents in the 21st century, and the rules that elected officials must follow.

**Moderator:** Jan Arbuckle, Department Director, Mayors and Council Members Department and Mayor, City of Grass Valley

**Speakers:** Gena Burns, Partner, Burke, Williams & Sorensen, LLP  
Brandon A. Castillo, Partner, Bicker, Castillo, Fairbanks & Spitz

**3:00-3:30 p.m.**

**Dessert Break**

**3:30-5:00 p.m.**

**Financial Responsibilities, City Revenues Workshop (Part 1)**

Learn about your responsibilities as an elected official when exercising fiduciary accountability and transparency in open government. In this enlightening conversation, discuss the local government financial cycle, elected official financial oversight duties, and state and local funding relationships, and the four stages of fiscal meltdown. Plus, learn how to be a better leader by discovering how to avoid micromanagement and manage complacency. The importance of structurally balanced budget tips for setting city council goals and the need for financial policies will be stressed during this session.

**Speakers:** Michael Coleman, CalCities Fiscal Policy Advisor, CaliforniaCityFinance.com  
Christina Turner, City Manager, Morgan Hill

**Friday, Jan. 24**

**7:15-11:00 a.m.**

**Registration Open**

**7:15-8:15 a.m.**

**Networking Breakfast**

**8:15-9:45 a.m.**

**Financial Responsibilities, City Revenues Workshop (Part 2)**

Learn about your responsibilities as an elected official when exercising fiduciary accountability and transparency in open government. In this enlightening conversation, discuss the local government financial cycle, elected official



financial oversight duties, and state and local funding relationships, and the four stages of fiscal meltdown. Plus, learn how to be a better leader by discovering how to avoid micromanagement and manage complacency. The importance of structurally balanced budget tips for setting city council goals and the need for financial policies will be stressed during this session.

**Closing Remarks:** Kuldip Thusu, First Vice President, Mayors and Council Department and Council Member, City of Dinuba

**Speakers:** Michael Coleman, Cal Cities Fiscal Policy Advisor, CaliforniaCityFinance.com  
Christina Turner, City Manager, Morgan Hill

### 10:15 a.m.-12:15 p.m.

#### **Understanding Public Service Ethics Laws and Principles (AB 1234)**

*Sign-in will begin 30 minutes prior to the session and you must be present for the full two hours to receive the certification of attendance. Entry will be prohibited once the session begins.*

State law requires elected and appointed officials to receive two hours of training in specified ethics laws and principles every two years. Newly elected and appointed officials must receive this training within one year of becoming a public servant. Join a panel of experts as they help navigate the ethics laws and principles.

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RESOLUTION NUMBER: XXXX-2024

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING A BUDGET ADJUSTMENT TO THE CITY COUNCIL BUDGET OF \$1,500 FOR NEWLY ELECTED OFFICIAL TO ATTEND THE LEAGUE OF CALIFORNIA CITIES CONFERENCE

WHEREAS, the League of California Cities aims to protect local government authority and help cities serve their residents effectively by educating newly elected mayors and council members through a three-day training academy. This academy includes informative sessions on laws, regulations, municipal finance, city government, effective meetings, communication, and ethics; and

WHEREAS, the FY 24-25 budget approved funding for two Councilmembers to attend the New Mayors and Councilmembers Academy in Sacramento in January 2025. Two councilmembers requested registration, but after the Council Election, Councilmember Carter also expressed interest; and

WHEREAS, for newly elected Mayors, Vice Mayors and Councilmembers, this academy is an opportunity to learn about the basic legal and practical framework in which city officials operate. The academy covers the legal, financial, and practical fundamentals being an elected city official and helps prepare newly elected officials for their new role behind the dais and an additional \$1,500 budget amendment is needed for registration and hotel, with any excess costs covered by the attending councilmembers; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Sebastopol approves an increase of \$1,500 to the City Council budget account numbers 100-10-01-4510 for \$650 and 100-10-01-4515 for \$850 for accommodations to cover the cost for an additional attendee at the League of CA Cities /CAL Cities New Mayors and Council Members Academy, January 22-24, 2025, in Sacramento.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 17<sup>th</sup> day of December, 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Stephen Zollman, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

Alex Mog, City Attorney