

City Council

Mayor Stephen Zollman
Vice Mayor Jill McLewis
Councilmember Phill Carter
Councilmember Neysa Hinton
Councilmember Sandra Maurer



City Manager

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Assistant City Manager/City Clerk, MMC

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City of Sebastopol

CITY COUNCIL MEETING AGENDA

Meeting of Tuesday, March 4, 2025

Meeting Start Time: 6:00 pm

Meeting to be held in Person and Virtual /Remote Participation

In Person: 425 Morris Street, Sebastopol, CA 95472

Zoom Link Below: Zoom Link can be used for providing public comment/ (Vimeo) is utilized for viewing only of meeting

City Council is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting - March 4, 2025

Time: Mar 4, 2025 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/85073236836>

Meeting ID: 850 7323 6836

Passcode: 392114

One tap mobile

+16694449171,,85073236836#,,,,*392114# US

+16699006833,,85073236836#,,,,*392114# US (San Jose)

Dial by your location

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 253 205 0468 US

Meeting ID: 850 7323 6836

Passcode: 392114

Find your local number: <https://us02web.zoom.us/j/85073236836>

Vimeo Link: <https://vimeo.com/event/4788666>

COUNCIL PROTOCOLS FOR MEETING:

This in person and virtual/remote meeting is compliant with the Governor’s Executive Order allowing for a deviation of teleconference rules required by the Brown Act. Traditional Brown Act and AB 2449 requirements can be utilized for all City Council meetings as long as required notice and posting is conducted per the Brown Act.

Please Note the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting. “Disrupting” means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

PUBLIC COMMENT

Due to the length of recent City Council Meetings, it is strongly encouraged that written comments be submitted to the City Council by sending them by email to: citycouncil@cityofsebastopol.gov with either General Public Comment Written in the Subject Line or the Specific Agenda Item Number or Title Written in the Subject Line.

**MEETINGS ARE HELD AT 425 MORRIS STREET, SEBASTOPOL, CA 95472
(SEBASTOPOL YOUTH ANNEX) UNLESS OTHERWISE NOTICED**

Emails are distributed to the City Council as well as posted to the City Council meeting as public comment. Public Comment questions may be directed to City staff for a response at a later time.

CALL TO ORDER

ROLL CALL

SALUTE TO THE FLAG

REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED): To consider and take action on any request from a Council Member to participate in a meeting remotely due to Just Cause or Emergency Circumstances pursuant to AB 2449 (Government Code Section 549539(f)). Assembly Bill 2302 (2024) ("AB 2302") revises rules for when members of local legislative bodies may participate in meetings remotely. Specifically, it amends the number of meetings that may be attended remotely for just cause and under emergency circumstances and clarifies the definition of the term "meeting," for purposes of remote attendance. AB 2302 caps the number of remote meetings a member can attend each year based on the frequency of a legislative body's meetings: Five meetings per year for those meeting twice a month.

PROCLAMATIONS/PRESENTATIONS/INTRODUCTIONS:

- Presentation – Recognition of Former Sebastopol Library Manager Mathew Rose
- Proclamation - Proclaiming March 2025 as Women's History Month
- Proclamation – Proclaiming March 2025 as American Red Cross Month
- Proclamation – In Recognition of the 40 Year Anniversary of Sebastopol World Friends and Takeo City

STATEMENTS OF CONFLICTS OF INTEREST: Conflicts of interest may arise in situations where a public official deliberating towards a decision, has an actual or potential financial interest in the matter before the Council. In accordance with state law, an actual conflict of interest is one that would be to the private financial benefit of a public official, a relative or a business with which the Councilmember is associated. A potential conflict of interest is one that could be to the private financial benefit of a Councilmember, a relative or a business with which the Councilmember is associated. A Councilmember must publicly announce potential and actual conflicts of interest, and, in the case of actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue and must remove themselves from the dais.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (FIRST COMMENT PERIOD): *Up to Twenty (20) Minute Time Limit (Two Minutes for up to ten speakers). Additional public comment will be held at the end of the discussion and action items for up to an additional twenty (20) minutes. Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.*

Process for calling on Speakers: Mayor or designee shall ask for public comment as follows: Speakers to be called on in an alternate manner (One speaker in person to be called on first; then one speaker remote to be called on second with additional speakers to be called on in the same manner) based upon the time limit.

CONSENT CALENDAR: The consent agenda consists of items that are routine in nature and do not require additional discussion by the City Council or have been reviewed by the City Council previously. These items may be approved by one motion without discussion unless a member of the City Council requests that the item be taken off the consent calendar.

The Mayor will read aloud the title of each consent item (either full agenda title or a simplified version of the agenda title), and ask if a Councilmember wishes to remove one or more items from the consent calendar; and then open public comment to the members of the public in attendance. At this time, a member of the public may speak for up to two (2) minutes on the entire consent calendar and request at that time that an item or items removed for discussion.

If an item or items are removed from the consent calendar, the item shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor. Council Members may comment on Consent Calendar items or ask for minor clarifications without the need for pulling the item for separate consideration. Items requiring deliberation should be pulled for separate consideration and shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor.

1. Approval of City Council Special Meeting – Closed Session Meeting Minutes of February 18, 2025 (Responsible Department: Assistant City Manager/City Clerk)
2. Approval of City Council Regular Meeting Minutes of February 18, 2025 (Responsible Department: Assistant City Manager/City Clerk)

3. Approval of Amendment 58 to Master Agreement with GHD for the preparation of the City's Water Master Plan Update for amount Not-to-Exceed \$97,358. The project is within the approved budget of \$120,000 from Water Capital Fund 501
There is no fiscal impact to the City budget as the funds are authorized in the current FY budget.
 (Responsible Department: Public Works/City Engineer)
4. Introduction and First Reading of Ordinance Amending various Sections in Sebastopol Municipal Code changing Title of Public Works Superintendent to Public Works Director.
There is no fiscal impact with approval of item
 (Responsible Department: Public Works Director/City Engineer)
5. Adopt Amendment No. 1 to 4Leaf contract for planning services to include expanded Scope of Work to expedite Barlow Hotel Development Agreement process, including a revised not to exceed budget of \$41,688 (from \$20,520), increase in hours to perform work, and increase in number of meetings including public hearings and authorize the City Manager to execute the amendment to the agreement. All funding will be provided by the developer so there is no cost to the City.
There is no fiscal impact to the City budget; Fees to be associated with Developer Agreement Reimbursement fund.
 (Responsible Department: Community Development)
6. Approval of Acceptance of Bid for Well 7 Filter Media Replacement and CO2 Skid Retrofit. The total cost for the Well 7 media replacement and CO2 skid retrofit is \$102,198, which exceeds the planned and budgeted amount of \$94,250 in the 2024/25 Water Enterprise Fund. However, the overage can be absorbed within the current approved budget. De Nora Water Technologies, Inc. provided the lowest bid for the replacement of new treatment media, labor costs for the physical change-out of the materials, and disposal of the spent media, totaling \$85,382.69. Additionally, their quote for the CO2 skid retrofit is \$11,948.09. City staff is also requesting a 5% contingency (\$4,867) to address any unforeseen issues during the replacement process.
There is no fiscal impact to the City budget as the contract amount can be absorbed within the current budget.
 (Responsible Department: Public Works/City Engineer)

INFORMATIONAL ITEMS/PRESENTATIONS: Informational Items or Presentations are items that are informational only and do not require action by the City Council. Presentations shall be scheduled as necessary for the promotion of an event or service or general information items to the Council and should be limited to ten (10) minutes total in length of item (total length includes questions of Council to presenter and public comment). **NONE**

PUBLIC HEARING(s): **NONE**

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):

7. Presentation and Discussion of FY 24-25 Quarter 2 Financial Update for Enterprise Funds.
There is no fiscal impact with discussion of this item.
 (Responsible Department: Administrative Services)
8. Presentation and Discussion of FY 24-25 Quarter 2 Financial Update for General Fund.
There is no fiscal impact with discussion of this item.
 (Responsible Department: Administrative Services)
9. Presentation and Discussion of Long-term Budget Model and Projections and Preview of FY 25-26 Budget.
There is no fiscal impact with discussion of this item.
 (Responsible Department: City Manager)
10. Approval of Employment Agreement with New Police Chief Sean McDonagh. The term of the initial employment agreement will be three years with a base salary of \$174,896.

There is no fiscal impact to the budget as the salary is in the approved Police Department Salary Budget and additional costs can be absorbed within the departmental budget

(Responsible Department: City Manager/Human Resources)

11. Approval of contract with Chavan & Associates LLP for Professional Auditing Services at a cost of \$29,000 for the first three years, with an option to extend 2 more years and request for a budget adjustment of \$4,000.

The fiscal impact to the budget will be \$4,000; therefore this item requires a budget adjustment.

(Responsible Department: Administrative Services)

12. Consideration of Direction to Staff for Solicitation of Requests for Proposals(RFP) for IT Services. This item is for consideration to authorize direction to staff to create an RFP for IT Services and Return the RFP to the City Council for Consideration of Issuance at a future city council meeting

There is no fiscal impact with discussion of item

(Councilmember Hinton and Mayor Zollman)

13. Consideration of Direction to Staff for Establishing a Public Oversight Committee for Measure U and Utility Rates to develop a formal process to create an oversight committee based on the framework contained in the staff report, incorporating specific operational parameters that protect staff resources and comply with applicable law and to return the item to a future City Council meeting for consideration of approval.

There is no fiscal impact with discussion of this item

(Requestor: Councilmember Carter)

14. Consideration of Amendment to Council Protocols to Include on Regularly scheduled City Council Meeting Agenda an Item to allow Councilmembers to place an agenda item at the next Regular Scheduled Council Meeting with an Affirmative Vote of Two Councilmembers.

There is no fiscal impact with discussion of this item

(Requestor: Councilmember Hinton)

15. Consideration of Direction to Staff to Create Flag Policy for City Buildings and Facilities. Item would be to direct staff to return to a future City Council meeting with a proposed policy.

There is no fiscal impact with discussion of this item.

(Requestor: Mayor Zollman)

16. Discussion of City Council Direction to Staff for Processes and Procedures for Responding to Media Inquiries. Item would be to consider direction to staff related to media contact: Currently, the only formal adopted policy is within the policy on the role of the mayor. It provides that:

- It is the Mayor's duty to serve as the City's primary media spokesperson in coordination with City staff. Appropriate City staff should always be alerted to media contact.
- Nothing under the Mayor's duties shall limit any individual Council Member's ability to interact with members of the public or media.

There is no fiscal impact with discussion of this item

(Requestor: Mayor Zollman)

ADDITIONAL PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: Two minutes per speaker for up to twenty (20) minutes total for public comments but can be reduced at Mayor's discretion depending upon the number of speakers or Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.

CITY COUNCIL/CITY STAFF REPORTS/COMMUNICATIONS/ANNOUNCEMENTS/FUTURE MEETINGS:

17. City Manager and/or City Clerk Reports: (This will be either verbal reports at the meeting, or written reports provided at or prior to the meeting)

18. City Council Reports/Committee/Sub-Committee Meeting Reports: (Reports by Mayor/City Councilmembers Regarding Various Agency Meetings/Committee Meetings/Sub-Committee Meeting /Conferences Attended and Possible Direction to its Representatives (If Needed) on Pending issues before such Boards. ((This will be either verbal reports at the meeting, or written reports provided at or prior to the meeting)
19. Council Communications Received (Information/Meetings/Correspondence Received from the General Public to Councilmembers)

CLOSED SESSION: NONE

ADJOURNMENT OF CITY COUNCIL MEETING

March 4, 2025, City Council Regular Meeting will be adjourned to the City Council Regular City Council Meeting of Tuesday, March 18, 2025, at **6:00 pm**, Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA.

American Disability Act Accommodations/Accessibility: A request can be made orally or in writing, and submitted to the ADA Coordinator by email: building@cityofsebastopol.org or to the City Clerk's Office so as to avoid delay in reviewing and processing the request. Requests can be made by contacting the ADA Coordinator's Office at (707) 823-8597, via email at building@cityofsebastopol.org or by mailing such a request to the ADA Coordinator's Office located at 7425 Bodega Avenue, Sebastopol, CA. Note that if you contact the ADA Coordinators Office, via mail, you need to make the request early enough that a response can be timely provided.

NOTICE: All Resolutions and Ordinances introduced and/or adopted under this agenda are waived of all reading of entire resolution(s) and ordinance(s). The City of Sebastopol is a general law city formed under the laws of the State of California. With respect to adoption of ordinances and resolutions, the City adheres to the requirements set forth in the Government Code. Unless otherwise required, the full reading of the text of standard ordinances and resolutions is waived.

SB 751 Legislative bodies of local agencies must publicly report: (1) any action taken and (2) the vote or abstention on each action taken by each member present for the action at a meeting.

If you have any questions regarding this meeting, please contact the City at Email: info@cityofsebastopol.org or citycouncil@cityofsebastopol.org or please call: 707-823-1153. The public is advised that pursuant to Government Code section 54957.5 all writings submitted to the City Council are public records and will be made available for review at City Hall during normal business hours. The Sebastopol City Council welcomes you in person or remotely to its meetings that are generally scheduled for the 1st and 3rd Tuesday of every month. Your interest and participation are encouraged and appreciated.

Government Code Section 54953.

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b)

(1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

There are times that the City Council open meetings may not be live streamed due to technical issues; if that is the case, the meeting will be video-taped and uploaded as soon as possible to the City Web Site. In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering

public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

COUNCIL PROTOCOLS FOR MEETING RESTATED:

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Please Note the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting.

Prior to removing an individual, the presiding member or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior. This paragraph does not apply to any behavior described in subparagraph (B) of paragraph (1) of subdivision (b).

(b) As used in this section:

(1) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

(A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.

(B) Engaging in behavior that constitutes use of force or a true threat of force.

(2) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

How can I provide Public Comment on Zoom?

The Mayor will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Mayor has announced the public comment period, please do one of the following.

USING A COMPUTER OR SMART PHONE:

- *Click on the "Raise Hand" feature in the webinar controls. This will notify City staff that you have raised your hand and you would like to speak.*
- *City staff will unmute your microphone when it is your turn to provide public comment.*
- *A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have two minutes to provide public comment.*
- *Once your public comment has ended, you will be muted again.*

USING A REGULAR PHONE:

- *Dial *9 (star 9), this will notify City staff that you have "raised your hand" for public comment.*
- *City staff will unmute your microphone when it is your turn to provide public comment. *6 (star 6) is used to mute/unmute.*
- *You will hear "you are unmuted" and then you will have two minutes to provide public comment.*
- *Once your public comment has ended, you will be muted again*