

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



City Manager
Don Schwartz
dschwartz@Cityofsebastopol.gov
Assistant City Manager/City Clerk, MMC
Mary Gourley
mgourley@Cityofsebastopol.gov

City of Sebastopol

CITY COUNCIL MEETING AGENDA SPECIAL MEETING Meeting of Tuesday, December 17, 2024

Special Meeting Start Time: 5:00 pm
Regular Meeting Start Time: 6:00 pm

Meeting to be held in Person and Virtual /Remote Participation

Zoom Link is to be used for providing public comment/Live Stream is utilized for viewing only of meeting
City Council is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting – December 17, 2024

Special Meeting Start Time: 5:00 PM Pacific Time (US and Canada) – Special Meeting – Brown Act Training
Regular Meeting Start Time: 6:00 PM Pacific Time (US and Canada) – Regular Meeting

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 FOR ITEMS NOT ON THE AGENDA

This is an opportunity for members of the public to speak on matters within the jurisdiction of the City Council which are not otherwise on the agenda. 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 Public Comment Written in the Subject Line. Emails are distributed to the City Council as well as posted to the City Council meeting as public comment for items not on the agenda. Public Comment questions may be directed to City staff for a response at a later time.

Topic: City Council Meeting – December 17, 2024

Time: Dec 17, 2024 05:00 PM Pacific Time (US and Canada) – Special Meeting Start Time

Time: Dec 17, 2024 06:00 PM Pacific Time (US and Canada) – Regular Meeting Start Time

Join Zoom Meeting

<https://us02web.zoom.us/j/85246643409?pwd=MjQwdWREbXlobkNSN1NLUThxWEJoQT09>

Meeting ID: 852 4664 3409

Passcode: 586251

One tap mobile

+16699006833,,85246643409#,,,,*586251# US (San Jose)

+16694449171,,85246643409#,,,,*586251# US

Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 669 444 9171 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

Meeting ID: 852 4664 3409

Passcode: 586251

Find your local number: <https://us02web.zoom.us/j/kdM8715hyH>

5:00 pm **SPECIAL MEETING – BROWN ACT TRAINING**

CALL TO ORDER

ROLL CALL

1. Brown Act Training (City Attorney).

The City Attorney will be providing a Brown Act training to the City Council. The Ralph M. Brown Act is California’s open meetings law. It mandates open and transparent government meetings for local legislative bodies. The Ralph M. Brown Act is a “public access law” that ensures the public’s right to attend the meetings of public agencies, facilitates public participation in all phases of local government decision-making, and curbs misuse of the democratic process by secret legislation. Under the Act, all meetings of local legislative bodies are open and public, and all persons are permitted to attend the meetings except as otherwise provided by State Law.

ADJOURNMENT

6:00 pm **Regular City Council Meeting**

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)).

PROCLAMATIONS/PRESENTATIONS/INTRODUCTIONS: NONE

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.

2. Approval of Minutes of Special City Council Meeting – Closed Session Meeting of December 2, 2024 (Responsible Department: City Clerk)
3. Approval of Minutes of Regular City Council Meeting of December 3, 2024 (Responsible Department: City Clerk)
4. Approval of Minutes of Special City Council Meeting – Closed Session Meeting of December 9, 2024 (Responsible Department: City Clerk)
5. Approval of Adoption of Ordinance Number 1151: Ordinance to Repeal Ordinance Number 1132 (Electronic Filing of Campaign Finance Disclosure and Statements of Economic Interests) (Responsible Department: City Clerk/City Attorney)
6. Receipt of Code of Conduct Policies (Request for Councilmembers to Sign Yearly) (Responsible Department: City Clerk)
7. Approval of Local Appointments List (Maddy Act Government Code Sections § 54970- 54975) This is a current list (As of December 31, 2024) of City Commission/Board/Committees: Planning Commission, Design Review, Public Arts and Climate Action Committee (Responsible Department: City Clerk)
8. Receipt of Notice that the City of Sebastopol Offices will be Closed Monday December 23rd – Thursday December 26th. In response to approved employee agreements, as well as minimal staffing, the City will be closed for the Holiday period. The Police Department and Fire Departments will be staffed and Public Works will be on Stand by. The Building Department, Administrative Services, Planning and Public Works Offices will be closed. (Responsible Department: Assistant City Manager/City Clerk)
9. Approval of AB 1600 Report for Fiscal Year 2023-24. "AB 1600" refers to Assembly Bill 1600, a California state law that establishes guidelines for the collection and usage of "development impact fees" imposed on new development projects, essentially requiring local governments to justify and transparently account for fees they charge developers to fund necessary public infrastructure related to new development; it's often called the "Mitigation Fee Act. AB 1600 requires agencies to annually report on the fees collected and their use. (Responsible Department: Engineering)
10. Approval of Agreements with the California Department of Tax and Fee Administration (CDTFA) for Implementation of a Local Transactions and Use Tax for ¼ cent sales tax as approved at the November 5, 2024 Municipal Election and Agreement with Sonoma County for Regarding Measure U and Measure I. In exchange for the City waiving collection of a portion of the ½ cent sales tax authorized by Measure U, Sonoma County will pay the City an amount equal to what the City would receive if it collected the full amount (Responsible Department: City Attorney)
11. Adoption of a Resolution approving the Final Map and Subdivision Improvements Agreement for the Canopy Subdivision located at 1009-1011 Gravenstein Highway North, APN 060-261-026 & 028

(Property), and accepting the dedication of public easements for utilities, emergency vehicle access and public (pedestrian and bicycle) access (Responsible Department: Engineering)

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):

12. Receipt of Council Appointment to Committee Requests and Discussion of 2025 City Council and City Staff Annual Board and Committee Assignments. After discussion of the requests, the item will be returned to the next City Council Meeting for City Council to consider and ratify the Mayor's recommendations for committee assignments per City Council Protocol. (Responsible Department: City Clerk)
13. Discussion and Consideration of Staff Support for Climate Action Committee. (Responsible Department: Planning/City Manager)
14. Consideration of Council Approval of the Sebastopol Fire Department Stipend Policy. There is no budget amendment required for approval of this policy. (Responsible Department: Fire/City Manager/Human Resources)
15. Consideration of Council Approval of Fire Captain Job Description and Salary Range. There is no budget amendment required for the approval of the job description or salary range. (Responsible Department: Fire/City Manager/Human Resources)
16. Consideration of Contract Amendment for Scope of Work for City Gate Contract for Fire Department Reorganization Items for an Additional Allocation of \$25,000. The FY 24 25 budget has budgeted and allocated \$50,000 for Consolidation Negotiation Advising and the City hired CityGates for fire negotiation items. This item requires Council approval for City Manager to sign this contract which is above the purchasing authority. \$25,000 will be transferred within the fire department budget which is within the City Manager's authority. There is no increase to the budget. (Responsible Department: City Manager)
17. Consideration of Council Approval to Proceed with Update to Staffing Assessment Study. This item has been budgeted in the FY 24 25 City Budget for \$10,000; therefore there is no budget amendment required. This item was reviewed by the Budget Committee at their meeting of December 2, 2024. City staff is requesting Staffing Assessment be Completed prior to the 2025 Goals and Priority Setting (Responsible Department: Assistant City Manager/City Clerk)
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)
19. Designating Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2025 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings (Responsible Department: City Clerk)

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:

20. 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)
 - a. Departmental Reports
 - b. Update/Status of Active Transportation Plan
21. 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)
 - a. Budget Committee Report Out
22. Council Communications Received (Information/Meetings/Correspondence Received from the General Public to Councilmembers)

CLOSED SESSION: NONE

ADJOURNMENT OF CITY COUNCIL MEETING

December 3, 2024 City Council Regular Meeting will be adjourned to the Regular Meeting of Tuesday, December 17, 2024 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. 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*