AGENDA ITEM NUMBER 1

DRAFT

City of Sebastopol City Council Regular Meeting Minutes

Meeting of February 2, 2016

6:00 pm - Convene Regular City Council Meeting, Sebastopol Youth Annex/Teen Center, 425 Morris Street, Sebastopol, Ca

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.

Please note that minutes are not verbatim minutes and are meant to be the City's record of a summary of actions that took place at the meeting.

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 Sebastopol City Council welcomes you to its meetings that are generally scheduled for the 1st and 3rd Tuesday of every month. Your interest and participation are encouraged and appreciated.

A notice of the meeting was posted by the City Clerk on January 28, 2016.

6:00 pm Convene Regular City Council Meeting, Sebastopol Youth Annex, 425 Morris Street, Sebastopol, Ca

Call to Order: Mayor Gurney called the meeting to order at 6:07 p.m.

Roll Call

Present:	Mayor Gurney
	Vice Mayor Glass
	Councilmember Eder
	Councilmember Jacob
	Councilmember Slayter
Absent:	None
Staff:	City Manager-City Attorney Larry McLaughlin
	City Clerk Mary Gourley
	Building Official Schainblatt
	Engineering Manager Henry Mikus
	Finance Director Ana Kwong
	Fire Chief Bill Braga
	Planning Director Kenyon Webster
	Police Chief Jeff Weaver
	Superintendent of Public Works Rich Emig

SALUTE TO THE FLAG: Mayor Gurney led the salute to the flag.
Mayor Gurney opened the meeting with a special thank you to theLaguna Foundation for the kayak tour that was conducted tday.

PROCLAMATION(S)/PRESENTATION(S):

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The following were presented:

- Presentation of Certificates of Appreciation to GPAC Committee Members
- Presentation of Certificates of Appreciation to Outgoing Public Arts Committee Member (Cie Cary)
- Presentation of Certificates of Appreciation to Outgoing Planning Commissioner (Scot Stegeman)

PUBLIC COMMENTS: (This is an opportunity for the public to address the City Council on items that are not listed on the agenda. This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to City Council business. Pursuant to the Brown Act, however, the City Council cannot consider any issues or take action on any requests during this comment period. Speakers are allowed to speak for a maximum of three minutes so that all speakers have an opportunity to address the City Council. The Mayor has the authority to limit the time allowed for speakers dependent on the amount of speakers in attendance. It is the goal of the Council to conclude the public comments portion of the agenda within 30 minutes. If the public comment period exceeds twenty minutes, the presiding officer, typically the Mayor, reserves the right to reduce the time per speaker or carry over public comments to after all business items are completed.)

Jim Wheaton, Jesse Street, commented as follows:

- Read a prepared statement
- Discussed a need for a new crosswalk on Sebastopol Avenue
- As a tenant at the newly refurbished Ford Building at 6791 Sebastopol Ave., I often have need to cross Sebastopol Ave to do shopping at Community Market, The Barlow, and other downtown locations.
- The existing sidewalks are inconvenient for many people in my local area. When exiting the parking lot at 6791 Sebastopol Ave, I am forced to walk about 400' in either direction to reach one of the two crosswalks, and then back 400' on the other side. While this many not sound like much, in rainy weather it is detrimental to encouraging a walking-friendly town.
- I am proposing that Sebastopol ask CalTrans or who ever is responsible for Sebastopol Ave. in that location to install a crosswalk between 6791 Sebastopol Ave., and the existing building housing Guayaki. This sidewalk would be advantageous for many reasons:
- * Increased foot traffic between shopping on both sides of the highway
- * Reduced "jaywalking" of people who cross that street.
- * Increase safety for pedestrians and bicyclists.
- * Another way to slow the traffic along that avenue.
- The existing sidewalk at the west end of that block (in front of Napa Auto Parts at Barnes Ave.) is a very plain sidewalk, with no signs or lights – just the two white stripes and ADA ramps on either end. I have found this sidewalk to be fine for crossing this street, and would think something similar would be fine. For a signalled crossing, the cross walk at Morris St. is available.

Nina, 7777 Bodega Avenue, commented as follows:

- Discussed incident of resident being injured and hurt by automobile on Bodega Avenue near Nelson Way
- Stated she is a retired teacher, author and poet and provided a song to the Council

Shira Haddock, resident of Burbank Heights, commented as follows:

- Discussed the intersection at Nelson Way and Bodega Avenue and the driveway into Burbank Heights

- Discussed a neighbor being hit in the sidewalk and was hurt
- Discussed a personal experience of walking in the crosswalk and almost being hit
- Discussed it is a speedway between Pleasant Hill Road and Jewell Avenue
- Urged the Council to look at it and put on an agenda at the next meeting

Calbary (sp) Whitmore, Burbank Heights, commented as follows:

- Stated it is an amazingly dangerous intersection
- Elderly people walk this intersection
- Two schools within five blocks
- Intersection for children also
- Stated the road is steep from Pleasant Hill Avenue down Bodega Avenue
- Stated the City Speed Sign does not work
- Stated Public Works has been working on getting it fixed
- Only light for intersection is 25 feet away
- Crosswalk has no light – cannot see anything at that intersection
- Average speed 32, 42, 52 miles per hour in this area
- Stated it is a natural speedway
- Stated a speedway should not be next to 200 elderly people living there
- Suggested:
- Flashers
- Crosswalk
- Better lighting
- City to fix the broken sign
- Would like this on the next City Council agenda
- Serious issue
- Lots of traffic accidents
- Dangerous intersection

Diane Davis, resident of Sebastopol, commented as follows:

- Working with Operation 1-4-1 Club - One student for one student
- Awareness to importance of encouraging healthy life style, choices and living better
- Calvin Terrell back to community – national speaker will be speaking in Sebastopol
- Lasting impression to students and larger community as well
- March 1st – 3rd
- Middle School students and all three high schools in West County District will be involved
- Present on Thursday March 3rd to larger community
- 6:30 – Analy auditorium
- Free to public
- Dinner prior to presentation – 5:00 pm at the Analy cafeteria – fundraiser – Food to be prepared and served by the Culinary Boot Camp – a program out of the Operation 1-4-1-Club
- $6.00 per person
- Invited Council to come to the dinner and presentation

Steve Tesh, resident, lives on west end of town, commented as follows:

- Important entry speed be reduced from the West

- Discussed a personal incident that happened two weeks ago when it was drizzling; young school aged children were waiting to cross street and the youngest one took off across the street to the South side of Highway 12
- Stated he stopped to inform the kids of the dangers of crossing like that
- Belief is that 40 MPH is a speed that is easy for motorists to not pay attention to the crosswalk
- Reduce speed might sequence traffic
- Reduction of speed coming in from the West is imperative

ila Benavidez-Heaster, 7777 Bodega Avenue, commented as follows:

- Stated there needs to be a stop light at Bodega and Nelson and not just blinking lights
- Police Officers can only enforce the laws, they cannot make the law
- Need the Council to get this and understand this
- Another woman was injured at this location
- Stated this has to stop
- Need a stop light
- What is it going to take for us to take some action
- Not the first person to be injured
- Stated there are blinking lights across from the library and people do not stop
- Impress to the Council that a stop light is needed
- Slows down traffic
- We need to do something to slow down the traffic and turn this around
- Do not wait until there is a death
- Discussed the Lumber Yard hotel – read in newspaper, demand for hotel use
- Where is that coming from
- Where is that thinking coming from
- Know the City wants tax dollars
- Discussed gentrification par excellence
- $300 a night for a room
- No commitment to the City from the developer
- Discussed the commitment of GPAC members
- Stated the hotel developers will be using the town and moving on
- Need to put something else there
- Need to talk of revitalization
- Discussed a hostel or multi use building

Mayor Gurney commented as follows:

- Issue of Bodega Avenue/Nelson Avenue will probably come up under Number 7 (mid-year budget)
- Discussed projects from Traffic Impact Fee Fund
- Stated it will also be discussed under Item Number 12 (goals and priorities)
- Not see anything clear in the goals of creating culture of safety in town

Councilmember Slayter commented as follows:

- Discussed the recent accident up there and stated this is the kind of thing we do not need to experience in town and should not tolerate
- Stated he will be carving time out of his schedule to start an agenda item for this very item
- Hope to finish the request tomorrow and get to staff to get formal agenda item

- Formal analysis of this intersection needs to take place
- All manners of staff need to be involved
- A lot to talk about of this one thing
- Seems relatively fast to complete but government is not simple
- Stated the Council takes this very seriously
- Stop light may be the answer or it may not
- Not know until we have that conversation
- Need to address it and have conversation with community

Mayor Gurney commented as follows:

- Thanked the community who let the City know right away of the incident
- Asked the public to be watchful for the February 16th agenda
- Discussed the conversation should include how speed, traffic, and safety issues can be addressed in this area
- Requested the Police Chief explain the process on how a citizen can address type of situation and how this can brought to the Council as an agenda item

Police Chief Weaver commented as follows:

- Stated his door is always open
- Stated he appreciates the feedback
- Stated he was at Burbank Heights today
- Helped with information for a newsletter
- Bring traffic calming measures twice a year before the Council
- Can be more frequent on urgent basis
- Discussed the process
- Discussed enforcement – stated soon the Police Department will be back to full strength
- Discussed this cuts into discretionary time (when do traffic enforcement)
- Discussed grants from Traffic Safety
- Discussed focusing their efforts in this area

Mayor Gurney discussed the safety talk that the Chief of Police uses on Walk and Roll to School Day – thin strip of paint does not prevent but to not use the crosswalk until all cars stop.

STATEMENTS OF CONFLICTS OF INTEREST BY MAYOR/CITY COUNCILMEMBERS FOR ITEMS ON THE AGENDA (This is the time for the Mayor or City Councilmembers to indicate any statements of conflicts of interests for any item listed on this agenda) *There were none.*

Consent calendar items are routine matters or matters which 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. Items removed from the consent calendar will be taken up upon completion of action on the remainder of the items on the consent calendar.

Councilmember Eder requested Item Number 1 be removed.

Vice Mayor Glass moved and Councilmember Jacob seconded the motion to approve Consent Calendar Items Numbers 2, 3, 4, and 5.

VOTE:

Ayes: Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney

Noes: None
Absent: None
Abstain: None

CONSENT CALENDAR ITEM(s):

2. Approval of Resolution Approving the 70th Annual Apple Blossom Parade and Festival and Approving Closure of Main Street (State Highway 116) and Requesting that the State Highway be Closed for a Parade on Saturday, April 16, 2016 and Approving Suspension of Section 20L of Ordinance Number 696 during the 2016 Apple Blossom Festival (City Manager/City Clerk)

City Council Action: Approved Resolution Approving the 70th Annual Apple Blossom Parade and Festival and Approving Closure of Main Street (State Highway 116) and Requesting that the State Highway be closed for a Parade on Saturday, April 16, 2016 and Approving Suspension of Section 20L of Ordinance Number 696 during the 2016 Apple Blossom Festival
Minute Order Number: 2016-025
Resolution Number: 6067

3. Approval of Rejection of Claim for Damages against the City of Sebastopol – Janet Greene (City Manager/Attorney/City Clerk)

City Council Action: Approved Rejection of Claim for Damages against the City of Sebastopol – Janet Greene
Minute Order Number: 2016-026

4. Approval of Resolution Awarding a Service Agreement for the Design, Implementation, Maintenance and Support of a Re-Designed City website to Planeteria; and Authorize the City Manager to execute the contract and necessary documents associated with the service agreement (City Clerk)

City Council Action: Approved Resolution Awarding a Service Agreement for the Design, Implementation, Maintenance and Support of a Re-Designed City website to Planeteria; and Authorize the City Manager to execute the contract and necessary documents associated with the service agreement
Minute Order Number: 2016-027
Resolution Number: 6068

5. Approval of Agreement with the County of Sonoma Health Services for Reducing Youth Retail Access to Alcohol and High Risk Drinking; and Approval of Agreement with Diane Davis to Administer the County of Sonoma Health Services for Reducing Youth Retail Access to Alcohol and High Risk Drinking Grant and Approval to Authorize the City Manager or his Designee to execute any and all agreements on behalf of the City of Sebastopol (Police Chief)

City Council Action: Approved Agreement with the County of Sonoma Health Services for Reducing Youth Retail Access to Alcohol and High Risk Drinking; and Approval of Agreement with Diane Davis to Administer the County of Sonoma Health Services for Reducing Youth Retail Access to Alcohol and High Risk Drinking Grant and Approval to Authorize the City Manager or his Designee to execute any and all agreements on behalf of the City of Sebastopol
Minute Order Number: 2016-028

1. Approval of Minutes of January 19, 2016 City Council Meeting Minutes (City Clerk)

Councilmember Eder requested page 6 of the minutes be amended.

Councilmember Slayter moved and Councilmember Eder seconded the motion to approve the minutes as amended and directed the City Clerk to review the video for correction.

VOTE:

Ayes:	Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Noes:	None
Absent:	None
Abstain:	None

City Council Action: Approved Minutes of January 19, 2016 City Council meeting as amended and directed the City Clerk to review the video for correction.
Minute Order Number:2016-024

INFORMATIONAL ITEM(s) AND/OR PRESENTATION(S): NONE
PUBLIC HEARING(s): NONE

REGULAR CALENDAR AGENDA ITEM(S) (DISCUSSION AND/OR ACTION):

6. Discussion and Action of Request from Water Sub-Committee for Opportunities to Collaborate with Daily Acts for Water Conservation Opportunities in Sebastopol (Water Sub-Committee)

Water Sub-Committee Members Mayor Gurney and Vice Mayor Glass presented the report and recommended the City Council discuss and act on the request for opportunities to collaborate with Daily Acts for Water Conservation Opportunities in Sebastopol.

Briana Schaeffer and Michael Sturgis, Daily Acts, were in attendance and commented as follows:

- Approached by Cittaslow to discuss opportunities for education programs
- Excited to include Sebastopol
- Discussed rainwater harvesting and installation workshop
- Hands on experience for the community

Councilmember Eder commented as follows:

- Both great concepts
- Unclear reading staff report and proposal who is responsible for outreach and advertising of event

Brianna commented as follows:

- Daily Acts is responsible for the outreach and Cittaslow is supportive and helping with outreach effort
- Discussed the production of the workshop and presentation costs
- Stated outreach is a big component

Clare Najarian, Cittaslow, stated Cittaslow is really wanting to market this and get it into the community and get people on board.

Councilmember Eder commented as follows:

- Stated that once the dates are finalized that this should be included in the water bills
- Stated not everyone will be able to attend the rain water event and the grey water event is restricted to 25-50 people and suggested that these be included on the City website for use as instructional videos

Brianna discussed the limitation of people is based on the size of the site.

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Mayor Gurney opened for public comments. There was none.

Councilmember Slayter commented as follows:

- Stated this seems like a really great idea
- Stated he was glad that the Water Sub-Committee brought this forward
- Stated there is a significant question of the fee
- Stated for a one day class for a program that Daily Acts has great experience with, this is a significant fee
- Need more justification for this amount
- Requested it be broken down to it is understandable
- $4500 for one day class for 25-50 people seems excessive

Mayor Gurney stated she would like to have the City staff be authorized to negotiate the contract with Daily Acts.

Brianna commented as follows:

- Two separate events
- Placed in combination with each other
- Presentation separate event
- Hosted on week night
- Educational presentation
- All informational together, outreach, time on day of event goes to the costs
- Quarter of that cost is associated with that
- ¾ - associated with actual hands on workshop itself
- Discussed site evaluations
- Discussed process
- Discussed design of system
- Discussed securing parts to system
- A lot of back and forth and communication
- A lot that goes into beyond the outreach
- Pay to installer of system as well

Councilmember Slayter commented as follows:

- Would be supportive of this if this is at a public site for a public benefit
- Stated if this was a private resident without reimbursement on the part of private property owner, he would not be in support of this

Mayor Gurney stated that is a great suggestion.

Councilmember Jacob commented as follows:

- Additional costs for installation, placement of tanks, costs of tanks, piping, new gutters, etc. needs to be considered
- Installation location should be responsible for all those expenses as well
- Additional costs to City if public property

Vice Mayor Glass commented as follows:

- Believe talked of funding this partly in response to State mandate and State law

- State is telling us (unfunded mandate) to provide public education to help reduce water usage
- State has told us to spend money on this

City Manager McLaughlin commented as follows:

- Discussed a future agenda item with proposal to change some of our regulations in Sebastopol
- Discussed that the citizens were great at conserving and that with conservation on top of conservation, the City did not meet 25% goal established for City
- Missed by less than a percentile
- Item seen as contributing towards that goal and will ensure that the City is in compliance

Vice Mayor Glass commented as follows:

- We are in fact helping us to comply with State law by expending these funds
- This is a very green and sustainable way of approaching dealing with water consumption
- City has history of doing that - being a forward looking town that tries to set the bar high and to show the way for sustainable practices
- Look back at history and discussed public education by the City
- Highest rates of solar adoption of any zip code in the State of California
- Stimulated by investment of public education
- Public education is going to influence our private activities

Clare Najarian, Cittaslow, commented as follows:

- Sebastopol hardware has rain storage equipment
- Stated this is a business in town that would help with that process
- Stated Friedman also carries it
- Urged keeping it local and stated this is very important

Councilmember Jacob commented as follows:

- Understand concerns around cost
- Daily Acts is best deal in town when it comes to rain water catchment
- Echo concern of costs and getting them down
- Staff working on how to get cost down and can negotiate with Daily Acts
- Stated the City can assist with outreach
- Stated he would love to see this item come through Cittaslow in their annual budget request and suggested this to Cittaslow for their next year's budget

Clare Najarian, Cittaslow, commented that the time for rainwater harvesting is now because of the weather and that the grey water will be part of Cittaslow budget for next year's proposal.

Councilmember Jacob commented as follows:

- If he were to have this versus card board and wood ships for lawn program, he might choose that option
- As this needs to continue as project and education needs to continue, he suggested that the Water Sub-Committee or Cittaslow look at wood chip and cardboard for lawns
- Missed being able to bring these items as Mayor
- Stated this will be a great addition to the community

Councilmember Jacob to postpone this item and to discuss it during the mid-year budget adjustments.
There was no second.
The motion fails.

Mayor Gurney moved and Vice Mayor Glass seconded the motion to direct staff to negotiate the contract with Daily Acts rainwater harvesting and installation workshops as soon as we can to coordinate that in this fiscal year.

Discussion:
Mayor Gurney commented as follows:

- Discussed the cardboard and mulch program
- Stated so many front lawns have been lost
- Stated there is great conversion already
- This community is interested in moving forward
- Not sure needs to be incentivized
- Program is in keeping with our forward thinking
- Second program could be in Cittaslow proposal for next year

Vice Mayor Glass commented as follows:

- Believe reason why this item came forward at this time was in response to our fractional falling short of our State mandated goal for water conservation
- Responding to make sure the City stays in compliance with State directives by educating the public in reducing water consumption

Councilmember Jacob commented as follows:

- Questioned if the water fund is doing well
- Questioned the increase in rates
- Questioned if the rates were sufficient to cover the City's needs or do they need to be increased
- Questioned the position of the Finance Department on the status of the water fund

Finance Director Kwong commented as follows:

- This is the last year of the four year water rate increases
- Stated the activity in the current water fund is stabilized
- Stated she is not sure if additional increases will be necessary as of tonight

City Manager McLaughlin stated that we cannot answer that tonight but does not believe there is a need for additional rates.

Councilmember Jacob questioned if we can fund additional water expenditures without raising rates.

City Manager McLaughlin commented as follows:

- Stated the City has the money now to fund programs to meet State goal
- Stated the rate increases were to fund the water account so that the City is self-sustaining with infrastructure requirements
- Finance Director Kwong has indicated that the account is stable at this point

- Stated the City is able to meet the continuing infrastructure needs
- Stated there is ample money for conservation as well

Mayor Gurney commented as follows:

- Significant amount of work to find site and evaluate choices
- Looking for public site staff will have to assist Daily Acts with that
- Questioned if there will be a point of decision making in the near future for the City Council to determine which site

City Manager McLaughlin stated the Council could delegate to the Water Sub-Committee the determination for site location in consultation with Daily Acts.

The Council was in concurrent to allow the Water Sub-Committee to determine the location in consultation with Daily Acts.

Councilmember Slayter requested the motion be amended to state that the project would be located on a public site.

Mayor Gurney amended her motion and Vice Mayor Glass seconded the amended motion to direct staff to negotiate the contract with Daily Acts rainwater harvesting and installation workshops as soon as we can to coordinate that in this fiscal year and to require the installation be on a public site.

Councilmember Jacob questioned if the budget should be amended to allow funding to pay for the additional materials that will be needed for this project.

Councilmember Slayter commented that we do not know those figures yet.

Mayor Gurney stated that this will be an evaluation of the Water Sub-Committee and that any increased costs will be returned to the City Council for discussion.

VOTE:

Ayes:	Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Noes:	None
Absent:	None
Abstain:	None

City Council Action: Directed staff to negotiate the contract with Daily Acts rainwater harvesting and installation workshops as soon as we can to coordinate that in this fiscal year and to require the installation be on a public site.

Minute Order Number: 2016-029

Mayor Gurney called for a break at 7:09 pm and reconvened the meeting at 7:20 pm.

7. Discussion and Consideration of Adoption of Resolution Approving the Mid-Year Budget adjustments to the City of Sebastopol Budget for 2015-2016 and Acceptance of Quarterly Financial Informational Report (Finance Director)

Finance Director Kwong presented the staff report recommending the City Council discuss and consider the adoption of the Resolution Approving the Mid-Year Budget adjustments to the City of

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Sebastopol Budget for 2015-2016 and Approve Acceptance of Quarterly Financial Informational Report.

Councilmember Jacob commented as follows:

- Discussed the Transit Occupancy Tax (TOT)
- Stated the Budget Sub-Committee received information that the fund was performing better than expected
- Questioned what percent is better than expected

Director Kwong commented as follows:

- Stated the TOT fund is budgeted at $320,000 for an entire year, as of December, collections was $206,000. This amount represents the total collected through November as this is on a cash basis.
- Stated this amount does not include the month of December
- Stated the City still has seven months to go for additional revenues in the TOT fund

Councilmember Jacob questioned if this revenue is from a higher use of hotel rooms.

Director Kwong stated that is correct.

Councilmember Jacob questioned if staff has travel information or statistics of occupancy rates.

Director Kwong commented as follows:

- Discussed the presentation by Ben Stone at a recent luncheon meeting
- Discussed that all Sonoma County cities have seen a significant increase in TOT
- Stated cities within the County have seen occupancy rate averaging at 76 percent

Councilmember Jacob questioned what the previous occupancy rate was.

Director Kwong stated it was 68 percent.

Vice Mayor Glass stated she is not remembering the $50,000 transfer of funds.

Director Kwong stated the City normally in June transfers $150,000 into the Street Reserve Fund but the Budget Sub-Committee and staff suggested transferring $50,000 now and the remainder during the June budget process.

City Manager McLaughlin commented that the Street Reserve transfer is to try to keep the streets in good repair. He stated this is a conservative approach as normally these funds are transferred as one large transfer at the time of the regular budget adoption in June.

Vice Mayor Glass questioned where the funds are being transferred from.

Director Kwong stated they are being transferred from the Special Sales Tax Fund to the Street Reserve Funds.

Councilmember Jacob commented as follows:

- Stated staff has requested $100,000 transfer, but the Budget Sub-Committee is recommending $50,000

- Council could choose to pull those funds now and use it for other items
- Questioned if $68,000 is available as surplus after deduction of $50,000

Director Kwong stated that is correct and if the Council chooses not to transfer the funds, the surplus would be about $108,000.

Councilmember Jacob corrected that the surplus would be about $118,000.

Mayor Gurney stated this does not include any money set aside for reserves.

Director Kwong stated that is correct.

Mayor Gurney stated this does not advance any monies into the general reserves.

Director Kwong stated if the Council did not make the transfer tonight, it would be transferred to the general reserves.

Councilmember Eder discussed the figure shown for the Finance Department staff and questioned if that figure includes the total costs of all employee benefits associated with that position.

Director Kwong stated that in the June budget, this position was listed as a part time employee and that figure of $41,000 was to fund that part time employee. She stated the new figure listed would be for a full time employee for the remainder of this fiscal year and committed to future years.

City Manager McLaughlin commented as follows:

- If the Council commits to the $21,000 figure tonight for the remainder of the fiscal year, the Council is committing to an additional full time employee commitment to the Finance Department and that will be brought back during the FY 16-17 budget in June
- Stated this figure shown tonight ($21,000) is just the amount of money needed to fund this full time positon from now until June 30th

Vice Mayor Glass requested clarifications to the options on page 12 and questioned if although the Council is seeing a specific number, that number is fluid and the actual number would depend on which option is chosen.

Director Kwong stated that the $21,000 figure would carry a temporary employee in the Finance Department through the end of the Fiscal Year and stated that is Option Number 1 in the staff report. She stated the proposal to bring on a full time employee will take a while and she can tap temporary services to bring someone on in a few weeks.

Councilmember Slayter discussed the job description for an office assistant and an account clerk are identical but the salaries are not and questioned if an Account Clerk 1 is more skilled and could be perceived as having more knowledge in the Finance area.

Director Kwong commented as follows:

- Stated an office assistant could be trained on utility billing and help out with customers
- Discussed that the office assistant could help with the meter reads process.
- Discussed an office assistant can take care of customers and other routine administrative duties

Councilmember Slayter commented that the Finance Department current has two Junior Accountants and questioned if those skills can be said are supposed to be above the industry's standard for an Account Clerk.

Director Kwong commented that a Junior Accountants should have a higher level of knowledge, duties and responsibilities than an Account Clerk.

Councilmember Jacob questioned if the $41,000 number is the amount to be taken out of the General Fund.

Director Kwong stated 25 percent will be taken out of the General Fund.

Councilmember Jacob questioned if the remaining amount will be used from the water and sewer funds. He questioned if the surplus in the General Fund is $118,000 minus the $50,000 if transferred, with minus the additional $20,150 figure as well. He stated it would be helpful to have an accurate number for deliberations.

Director Kwong commented that $5,000 would be used from the General Fund and $15,000 from the water and sewer funds to fund this position for the remainder of this Fiscal Year.

City Manager McLaughlin commented as follows:

- Discussed the Pine Grove Square project
- Discussed the memo from the Pine Grove Square committee which is in the staff report
- Discussed the overlap between retention of consultant to do project (if approved) and the items to be done by an Economic Development Coordinator
- Stated staff would return the Pine Grove Consultant contract as a full agenda item
- Stated in course of Pine Grove committee discussions with proposed consultant, it was realized that some of the same tasks to be completed would be the same task as an economic development coordinator would be performing
- Stated that he is anticipating that, if approved, hiring an assistant in the Finance Department will allow the Finance Director to transfer routine duties that she is currently doing now to the current Finance staff and allow her to focus on human resources
- Stated this would free the City Manager from human resources duties that he is currently doing now

Mayor Gurney stated that the $60,000 figure is in the budget, but that she believes the services performed would bridge two fiscal years.

City Manager McLaughlin commented as follows:

- Consultant services were anticipated to commence on January 1st, but now is estimated to commence March 1st
- Stated this delay could push some services into the next Fiscal year
- Stated the consultant has not broken this out specifically
- Have ability to work with the consultant and structure it this year to expend a certain amount this Fiscal Year

Councilmember Slayter commented as follows:

- Discussed the Budget Sub-Committee Worksheet (needs assessment list)

- Discussed the positions on Lines 7 and 8
- Stated originally this was a shared employee for the City Manager, City Clerk and Finance Departments
- Questioned if that position is now proposed to disappear from this list
- Questioned if it is accurate that this position is not being considered for the City Manager and City clerk's office or is there still a request for an additional position

City Manager McLaughlin commented as follows:

- Stated it is accurate that the position for the City Manager and City Clerk's office is not being proposed for this year
- Stated staff had hoped that there would be enough funding to be able to fund this position, but stated after review, it is not being proposed to be considered this particular Fiscal year
- Stated the Finance Director has indicated that she has a need to hire a lower level employee so that the Finance Director can focus on higher level finance duties and responsibilities
- Stated the Finance Department has a higher need for this type of employee and it would cost less to fund
- Stated it would be difficult to find a full time employee who would be able to function for all three departments
- Stated the level of work that the City Clerk performs and would expect of an assistant to perform goes beyond the elevation of answering phones or routine office work
- Stated an assistant for the City Clerk would need to be quite skilled, technical and specialized and would be more expensive to hire than it would be to hire an office assistant for the Finance Department
- Staff at this time does not believe it has the funding to hire for this type of position
- Stated that the request is being made to fund an office assistant for the Finance Department in lieu of a shared position for all three Departments
- Stated this new position will assist the Finance Department in routine duties and allow the Finance Director to focus on human resources as well

Councilmember Slayter stated it sounds like the Human Resources functions will be returning back to the Finance Department and will be coming off the City Manager's desk.

City Manager McLaughlin commented that is the intent is to put the Human Resources back into the responsibility of the Finance Department.

Councilmember Slayter discussed Item Number 11 – digital flashing traffic signs – and questioned if these were specific for Bodega Avenue.

Director Kwong stated that is correct.

Councilmember Slayter discussed Item Number 14 – MTC Grant Local match – 10% - and questioned if this is the State Highway Bicycle Lane Project Set Aside Funds.

Director Kwong stated that is correct.

Councilmember Slayter discussed Line Item #22 – Class 1 Feasibility study and questioned if this is now $100,000 rather than $80,000.

City Manager McLaughlin stated $80,000 was an estimate given previously and that the likely range now is $80,000 to $100,000, but that the City Council is not approving the item tonight by budgeting for it.

Mayor Gurney clarified if the Council is not approving the item by placing it in the budget.

City Manager McLaughlin stated that is correct and that an item can be budgeted for but staff will bring the item back as an agenda item.

Vice Mayor Glass discussed Page 23, CIP expenditures and questioned if the City has a fund balance of $965,000 in the CIP.

Director Kwong stated that figure is correct as of July 1, 2015.

Vice Mayor Glass questioned if the budget is showing a projected revenue of $324,000 over the next several years up until Fiscal Year budget 2019-2020. She questioned the list of different expenditures and questioned if the City is not approving these budgeted items, but these are proposed budget items.

City Manager McLaughlin commented that is correct. He stated staff is changing the format of the CIP to make it more understandable and stated that is a goal for this year. He stated he will be discussing the format of the CIP at the next staff meeting and stated currently it is all over the place if projects are funded or proposed. He stated if they are funded, it is hard to understand where the money is coming from. He stated the CIP is attached tonight to show the magnitude of projects, but is of limited use for the mid-year budget adjustments.

Vice Mayor Glass stated it would be helpful to have projects that have been approved in one color and projects not approve in another color.

City Manager McLaughlin stated staff is working on that but that is has not yet been achieved.

Vice Mayor Glass commented that she is confused as to the $200,000 listed for Bike Lanes but that the total in it is listed as zero.

Director Kwong commented as follows:

- Discussed the figures in the FY 15-16 columns
- Stated if Council looked in the approved City Budget Book, at the CIP tab all projects all those in the five year CIP plan
- Stated the Council technically approved those projects with the approval of the budget
- Stated the City did not receive grant funding for the bike project
- Stated the Council approved splitting up those funds and using them for local streets engineering design costs, gateway signs, speed control signs and multi-use trails.
- Stated the fund is being split up into different projects

City Manager McLaughlin commented as follows:

- Stated there is no formal approval of using those funds that way yet
- Stated it is an example of items that have figures placed in the budget but are not yet approved

- Stated the Council is the final decision as where the money could go and what it could be used for
- Stated this is why the $200,000 is not a part of the list

Director Kwong commented as follows:
- Stated the figure of $200,000 is in the budget but was taken and split into different projects
- Stated those funds are proposed to be used for different purposes

City Manager McLaughlin stated that the budget sub-committee has the work page of the packet when discussing these proposals.

Vice Mayor Glass commented as follows:
- Stated she does understand the use of the $200,000
- Stated she thought this was for one of the City's proposed projects
- Discussed looking at the total amount spending over next five years
- That is a proposed project and that it should be part of the total
- Discussed bike lanes on Highway 116 is another project that we did not get funding for

Mayor Gurney commented that the $200,000 is shown on page 22 and is shown to be divided in certain ways.

Vice Mayor Glass commented that she understands that, but the $200,000 was going to a project that we did not get and questioned now if we are not doing that project.

Director Kwong commented that the project is now proposed to be completed with a 10 percent local match to be used for grant applications.

City Manager McLaughlin commented as follows:
- Stated the City is still trying to do the project
- Stated the engineering still needs to be completed for that project
- Stated staff will be bringing back the feasibility study to the Council
- Stated items for use of these funds will be returning to the City Council for final decision
- Stated this is an attempt to give the Council a snap shot of where these potential funds could be used

Vice Mayor Glass commented it is very helpful to see what the City will be spending funds on over the next five years, but it is confusing to do some projects but it is not yet decided if the others will not be done.

City Manager McLaughlin commented that is the overall problem with our CIP.

Councilmember Jacob commented if there is now an additional $200,000 to be allocated in the CIP section and the figure should be $318,213 instead of $118,213.

City Manager McLaughlin commented that the $200,000 comes from the Traffic Impact Fund and is not available for General Fund items. He stated the $200,000 amount is a holding place in the CIP.

Councilmember Jacob commented as follows:
- Stated if the $200,000 is only available for traffic impact items

- Stated on the budget worksheet, the $200,000 is already funded in the CIP
- Stated projects should be shown in green if the project is already funded
- Stated if the project was not funded, it should still be put on the list for potential funding

Councilmember Jacob questioned if this is an additional $200,000 that can be used.

Director Kwong stated it is proposed to be used for a local match.

Director Jacob commented as follows:

- Stated a 10 percent match is $100,000
- Questioned if the Council wants to maintain and have available $100,000 for the matching grant and then have an additional $100,000 in the Traffic Impact Fund

Mayor Gurney discussed the grant and the low figure the City received for the grant application.

City Manager McLaughlin commented as follows:

- Stated staff will return to the Council with an updated CIP for review and approval
- Stated the figures in this report are not set
- Stated the use of funds will need to be approved by the Council as an agenda item
- Councilmember Jacob discussed the proposed Finance position and questioned the numbers.
- Director Kwong commented that $20,150 increase in the budget is proposed for this year for the Finance Department for this position.
- Councilmember Jacob questioned if this total will be from the General Fund.

Director Kwong commented some of the funds will be used from the General Fund.

Councilmember Jacob stated the $118,000 figure is a surprise figure for the General Fund and stated it is hard to understand what budgetary number to use.

Mayor Gurney commented as follows:

- Questioned the amount of funds needed for the remainder of the Fiscal Year for the Finance position
- Stated if the Council approves this tonight, they are committing the City to this position and that it will be a commitment to the next fiscal year

Mayor Gurney opened for public comments.

ila Benavidez-Heaster commented as follows:

- Stated she believes the City Clerk is deferring her request for a positon and is not getting her needs met
- Stated she believes this is a concern
- Stated she does not want to see that happen
- Discussed the Economic Development person and stated now those funds are being discussed for Pine Grove Square and relocating City Hall
- Stated she needs to get educated on this
- Talked about this town needs to generate money

- Hoping that positon would begin to cover that
- Stated it was indicated that many of the functions would be covered through the position for the Pine Grove project
- Afraid that will get washed away
- Discussed the digital signs for Bodega Avenue
- Questioned what means for a stop light in this area
- Stated whatever is installed, needs to be installed at Bodega and Nelson
- Stated humans are being affected
- Stated she wants to see a real stop light
- Stated she understands it is rather costly
- Reiterated to please get a stop light
- Urged the Council to get money or set up the town to begin to generate money so we do not have to things like a hotel in the lumber yard

Mayor Gurney asked staff to clarify the budget process and requests before the City Council tonight.

City Manager McLaughlin commented as follows:

- Explained the budget process
- Stated the Budget Sub-committee had a worksheet of all items proposed
- Stated the Budget Sub-committee addressed the items that impacted the General Fund and stated those items are before the City Council tonight such as:
    - New Employee for Finance
    - Community Center Flooring upgrade
    - Pine Grove Square consultant
- Stated these are the item staff would specifically need a decision from the Council tonight
    - Discussed the annual transfer out of funding to the Street Reserve Fund

Councilmember Jacob commented as follows:

- Voiced concern around losing the economic development position
- Discussed postponing the development of publicly owned land for private/public partnership
- Supports $5,000 for the Finance positon
- $15,000 to a reserve account for signs
- $50,000 CIP
- $10,000 for Community Center
- Discussed using $30,000 for the Pine Grove Square consultant and $30,000 to fund the Economic Development positon for ½ year
- $28,000 add to general reserve

Vice Mayor Glass commented as follows:

- Discussed the Department Needs Assessment List and stated the budget impacts a lot of those things
- Stated her intention to visit those specific items first

City Manager McLaughlin commented as follows

- Stated page 6 is an explanation for items and staff attempted to summarize the items
- Stated these items need a decision tonight
- Stated staff was directed to bring this list back from the June 30th budget meeting

Vice Mayor Glass commented as follows:

- Stated Item 8 – Is not proposed
- Item 33 and 34 – Economic Development Position– Councilmember Jacob is now recommending $30,000 for ½ year
- #7 – $20,150 (a portion of these will be out of the water and sewer fund as well as the General Fund
- Questioned if $20,150 is an accurate figure for this position and questioned how much out of which funds will be used for this position

Director Kwong commented that $20,150 is the correct figure to be used for these three funds.

Vice Mayor Glass commented as follows:

- Stated staff is proposing a new position
- Stated there is zero change for the Community Center
- Discussed the transfer of $50,000
- Stated what staff is suggesting tonight is on page 6
- A – $0
- B – $30,000
- C – $20,150
- D – $50,000
- Zero net for Community Center

Diane Rich commented as follows:

- Stated with the net zero, questioned if an additional $10,000 should be added to the budget
- Stated the amount should be zero
- Stated the money is being transferred from the kitchen remodel fund

Director Kwong commented there is net zero affect and that the amount earmarked for the kitchen remodel is now reallocated for the flooring.

City Manager McLaughlin stated that was not understood when this was before the Budget Sub-committee.

Director Kwong stated the $10,000 is in the $118,000 and there is no additional $10,000 to be added and that it is just a matter of moving funds from one budget to another.

Mayor Gurney stated she would like to address the comment of how the Council discussed additional help for the City Manager's office and how will staff address the work load or will this be a wish list item now.

City Manager McLaughlin this item was discussed and he felt it was more a priority for the Finance Department to have an additional position.

Councilmember Slayter commented as follows:

- Supports the $5,000
- Agrees about a reserve fund for the traffic signals of $15,000
- Supports $35,000 to Pine Grove Square consultant

- Sees the need for an Economic Development Coordinator
- Believes there will be an overlap with the Pine Grove Square consultant and Economic Development Coordinator
- Stated he is not comfortable with letting go of the economic development and letting it slide time wise, but sees how the City may need to do tat
- Stated the Pine Grove consultant is getting some of the Economic Development work done in addition to a whole lot of other work
- Supports $50,000 transfer to Street Reserve

Vice Mayor Glass commented as follows:

- Discussed the Economic Development Position and Pine Grove Square consultant
- Stated it makes sense because the work product of that consultant is going to be the basis for continuing on for further economic development work
- Stated it makes sense to have them engage in that kind of work (collection of information, numbers, creating presentations that can be used to invite redevelopment of that area
- Getting that information together is helpful
- Having two different people at same time not as functional

City Manager McLaughlin commented as follows:

- Stated staff is ready to go with the retention of the Pine Grove Square consultant
- Stated staff is not ready to go out for an Economic Development Coordinator
- Stated he is unsure how much could be achieved with the remainder of the Fiscal Year with an Economic Development Coordinator

Mayor Gurney commented as follows:

- Staff the Council is looking at a couple of new positions
- Stated the intent is for the Finance Department to return back to an Administrative Services Department
- Stated the Council is looking to table help for the City Clerk
- Discussed the Economic Development positon work is being moved to the Pine Grove Square consultant work
- Stated this work will help the City to understand what it may want in an Economic Development position
- Stated a new position will assist the Finance Department
- In favor of both of those items
- See $35,000 for Pine Grove Square consultant
- Stated she is not sure how much work is loaded up front or if that amount will move into the next fiscal year
- Stated it will be at least a six month project
- Stated she is not comfortable with making the Bodega Avenue traffic sign go into a reserve fund that is not specifically dedicated to anything
- Stated the Council needs a detailed report on possibilities of Nelson and Bodega
- Supports the Community Center flooring
- Supports transferring $50,000 to the Street Reserve
- Supports $5,000 for Finance position
- Want speed sign specifically for Bodega Avenue and not into a reserve

Councilmember Slayter questioned if the City moves forward with the purchase of the speed flashers and then in seven months puts in a stop light in this area, can those flashing speed signs be relocated somewhere else with relative ease.

Chief Weaver stated they can be; however, they may need to stay where they are, even in the event a signal is installed.

Vice Mayor Glass questioned how much does a Traffic Signal cost.

City Manager McLaughlin commented that traffic signals are quite expensive.

Superintendent Emig commented follows:

- Stated he has talked to Burbank Heights regarding repairs to the apparatus of signs on Bodega Avenue
- Stated his staff is working on this
- Stated he asked the question regarding the costs of a street smart cross walk and stated in 2009, the cost was about $155,000
- Stated a traffic signal will be quite a bit more

Councilmember Eder questioned if the $15,000 will cover the three flashing signs.

Chief Weaver stated there are two signs proposed and it should cover the costs.

Councilmember Eder stated he would like to move forward as quickly as possible for the flashing speed signs and stated he does not want to see this item languish.

Vice Mayor Glass commented as follows:
Supports:

- $5,000 – Finance staff person
- $15,000 – digital signs flashers
- $35,000 – Pine Grove Square Consultant
- $50,000 – street paving reserve
- $13,000 – general fund

Councilmember Jacob commented as follows:

- Was in support of the first three items
- Discussed the Economic Development Position and stated the economy is doing well and now is a great time to bring on an Economic Development Coordinator
- Suggested bring this person on with the Pine Grove Square consultant
- Stated this will create acceleration
- Stated it will be a significant amount of loss to have someone come then disappear
- Stated the money is here to hire someone
- Stated he believes in economic development
- Discussed having this person work on the special business district
- Stated it is the right time for this position
- Suggested:
- $5,000
- $15,000

- $35,000
- Remainder to be left open for discussion

Councilmember Slayter moved and Councilmember Eder seconded the motion to approve the mid-year budget adjustments as follows:

- $5,000 – Finance staff person
- $15,000 – digital signs flashers
- $35,000 – Pine Grove Square Consultant
- $50,000 – street paving reserve
- $13,000 – general fund
- Acceptance of the quarterly financial report

Vice Mayor Glass commented as follows:

- In agreement the City needs economic development
- Thinking if we are starting with Pine Grove Square consultant and then bring on someone after they have started and then have overlap

Councilmember Jacob commented as follows:

- Stated if this position is funded, they would not start until September or October
- Discussed processes of City
- Concerned if this is funded in June, the person would come on late after Pine Grove Square consultant's role is completed

Director Kwong requested clarification if the flashing signs are out of the Traffic Impact Fee or General Fund and if the balance would go into the Reserves.

Councilmember Slayter amended his motion to approve the mid-year budget adjustments as follows:

- $5,000 – Finance staff person
- $15,000 – digital signs flashers
- $35,000 – Pine Grove Square Consultant
- $50,000 – street paving reserve
- $13,000 – general fund
- Acceptance of the quarterly financial report
- Remainder balance ($28,175) to be dedicated to the Economic Development position with the expectation of some ramp up time will be required

Vice Mayor Glass questioned if the remaining funds for the Finance Positon should be a part of the motion.

Councilmember Slayter amended his motion to approve the mid-year budget adjustments as follows:

- $5,000 – Finance staff person with remainder of funds required to be used out of the enterprise funds (water and sewer)
- $15,000 – digital signs flashers
- $35,000 – Pine Grove Square Consultant
- $50,000 – street paving reserve
- $13,000 – general fund

- Acceptance of the quarterly financial report
- Remainder balance ($28,175) to be dedicated to the Economic Development position with the expectation of some ramp up time will be required

Councilmember Eder withdrew his second.

Vice Mayor Glass seconded the motion.

Discussion:
Mayor Gurney commented as follows:

- Stated this has no money going to the General Reserves
- Stated the City does not know what we want from an Economic Development position
- Hard time committing money to positon we do not know
- More responsible to agendize that discussion for process for hiring, salary range, work required, etc.
- Suggested reviewing this at the next budget
- Stated the City has a consultant ready to go
- Suggested putting money into the General Reserve

Councilmember Jacob stated staff will not do the work on this position until it is funded.

Mayor Gurney commented that is not true.

Councilmember Jacob stated he has only seen the letter written by staff on the Pine Grove Square consultant. He stated he does not know what this positon will do.

Mayor Gurney commented that the Council has seen this item before and had approved the Request for Proposals and stated it was announced that the City received one proposal.

Councilmember Jacob stated the City needs a permanent solution to deal with economic development needs.

Mayor Gurney stated the City has had this position at least five times previously.

Councilmember Eder commented as follows:

- Thinks that if the City takes on both positions somewhat simultaneously, it creates a new burden on staff
- City should allow to focus on Pine Grove Square consultant first
- Stated bringing both people on seems to be doing seemingly parallel tasks
- Suggested monitor, supervise, and figure out what we want them to come up wit
- Suggested taking the Economic Development position more slowly
- Get entrenched with one or the other
- Discussed demands on staff time
- Questioned whether we have the ability to absorb both positions

Councilmember Slayter commented as follows:

- Pine Grove Square consultant is just that
- Finite defined project that has a clear ending definition

- Not staffed by City
- Position is not in City Hall

Vice Mayor Glass concurs with Councilmember Eder and believes that the City should agendize Doing some definition work and defining what it is the Council wants to see in an Economic Development position.

VOTE:

Ayes: Councilmember Jacob and Councilmember Slayter
Oppose Councilmember Eder, Vice Mayor Glass and Mayor Gurney
Absent: None
Abstain: None
Motion Failed.

Councilmember Slayter moved and Councilmember Eder seconded the motion to approve the mid-year budget adjustments as follows:

- $5,000 – Finance staff person with remainder of funds required to be used out of the enterprise funds (water and sewer)
- $15,000 – digital signs flashers (Traffic Impact Fund)
- $35,000 – Pine Grove Square Consultant
- $50,000 – street paving reserve
- Acceptance of the quarterly financial report
- Remainder balance ($28,175) to go into the General Reserves

Discussion:

Mayor Gurney stated the Agenda Review Committee can look at when to agendize review of the Economic Development position job description.

VOTE:

Ayes: Councilmembers Eder, Slayter, Vice Mayor Glass and Mayor Gurney
Oppose Councilmember Jacob
Absent: None
Abstain: None

City Council Action: Approved the mid-year budget adjustments as follows:

- $5,000 – Finance staff person with remainder of funds required to be used out of the enterprise funds (water and sewer)
- $15,000 – digital signs flashers (Traffic Impact Fund)
- $35,000 – Pine Grove Square Consultant
- $50,000 – street paving reserve
- Acceptance of the quarterly financial report
- Remainder balance ($28,175) to go into the General Reserves

Minute Order Number:2016-030
Resolution Number: 6069

Vice Mayor Glass moved and Councilmember Slayter seconded the motion to reallocate funds from the Community Center kitchen remodel to the Community Center flooring.

VOTE:

Ayes: Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Oppose None
Absent: None

Abstain: None
City Council Action: Approved the reallocation of from the Community Center kitchen remodel to the Community Center flooring.
Minute Order Number:2016-031

8. Discussion and Action of Planning Commission Appointment Due to Resignation of Former Planning Commissioner Scot Stegeman (City Manager/City Clerk)

City Manager McLaughlin presented the staff report recommending the City Council discuss and act to appoint an applicant to the Planning Commission to fill out the term of former Planning Commission Scot Stegeman due to his resignation.

Councilmember Eder commented from review of the tally from the previous meeting, results were that Councilmember Slayter and himself were interested in appointing Mr. Fritz to the Planning Commission and that there was no indication of support of that time for Mr. Skinner.

Mayor Gurney opened for public comments. There were no comments.

Mayor Gurney commented as follows:

- Geoffrey Skinner brings intimate immediate throughout knowledge of every street sidewalk and turnoff this community
- Understands the community
- Highly valuable to Planning Commission
- Grateful Geoffrey kept application in
- Alternate position will be coming open once the process has been completed by the City Council

Councilmember Slayter moved and Councilmember Jacob seconded the motion to appoint Paul Fritz to the Planning Commission to fill out the term of former Planning Commissioner Scot Stegeman.
VOTE:
Ayes: Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Oppose None
Absent: None
Abstain: None

Mayor Gurney requested clarification on the timeline for the alternate position.

City Clerk Gourley commented the Council will have the introduction and first reading to amend the ordinance at their February 16th meeting, with a second reading and approval on the March 1st meeting, and stated the ordinance is in affect 30 days after adoption and stated staff announce the opening for applications April 1st.
City Council Action: Approved to appoint Paul Fritz to the Planning Commission to fill out the term of former Planning Commissioner Scot Stegeman.
Minute Order Number:2016-032

9. Discussion and Consideration of Request from Mayors and Councilmembers Association for Suggested Topics for regional issues of significance they would like the Association General

Membership to take up as issues in 2016/Authorize Mayor to sign letter to Mayors and Councilmembers Association (City Manager/Vice Mayor Glass)

City Manager McLaughlin presented the staff report recommending the City Council discuss and consider the Request from Mayors and Councilmembers Association for Suggested Topics for regional issues of significance they would like the Association General Membership to take up as issues in 2016/Authorize Mayor to sign letter to Mayors and Councilmembers Association.

City Clerk Gourley stated she had received the Draft Minutes of this meeting and read the portion of the draft minutes relating to this item.

Mayor Gurney questioned if they are looking for educational programs of regional issues.

Vice Mayor Glass commented as follows:

- Stated she was in attendance at the Mayors and Councilmembers Meeting when this was discussed
- Stated since then she has spoken with other councilmembers in other cities
- Not hearing from other councilmembers that they heard what they thought they heard
- Stated there is confusion on this issue
- Talk of issues of interest for programs of educational benefit of all cities
- Not support any notion that the M&C could be voting when there is no staff report, no legal platform for that organization to be recommending information from credible position that includes staff information

Mayor Gurney commented as follows:

- Not think appropriate for the Mayor of a City to vote without discussion from entire Council
- Knows there are issues of regional significance
- Surprised the M&C entertained this item as a practical idea

Councilmember Slayter commented as follows:

- Stated we should say what we think
- Stated that while he was Mayor, this item was tentatively discussed and brought up to executive committee and that was the only time he was involved with this discussion
- Think the idea of it was sincere and good intent
- Rather than thinking we are legislative group, think more input as to presentation topics and getting speakers on programs that are of intent to the entire region to educate makes more sense

Mayor Gurney stated this is handled in the by-laws and stated when she was Chair, she pooled the Cities to see what the hottest topic of regional interest was and tried to get a program for that meeting on that topic.

Vice Mayor Glass suggested coming up with suggestions for topics.

Mayor Gurney stated the Vice Mayor will be attending the meeting in her place.

Councilmember Eder commented as follows:
Confused as to what is being asked
Questioned what are cities in Sonoma County concerned about

Stated his understanding is not what we want to have a class about
Discussed topics such as:
Proliferation of Wineries and Events
Homelessness
Transit connectors to smart train system
Affordable Housing

Vice Mayor Glass commented that cities can become more educated on connectors of the Smart Train from Transportation Agency as to what the plans are and if the plan works for us.

Councilmember Slayter suggested Infrastructure Finance.

Mayor Gurney suggested ideas for new revenue sources.

Councilmember Slayter suggested:
Resource sharing
Shared personnel, equipment

Councilmember Jacob suggested:
Temporary Occupancy Surge in county (Tourist and Visitor Bureau)

Mayor Gurney suggested rent control.

Mayor Gurney opened for public comments. There were none.

Mayor Gurney moved and Councilmember Jacob seconded the motion to send the topics listed below to the M&C:
Rent Control
Resource Sharing
TOT surge
Tax Increment Financing – (same concept as redevelopment money)
Compost
Water Education
Conservation Education

VOTE:

Ayes:	Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Noes:	None
Absent:	None
Abstain:	None

City Council Action: Approved send the topics listed below to the M&C:

- Rent Control
- Resource Sharing
- TOT surge
- Tax Increment Financing – (same concept as redevelopment money)
- Compost
- Water Education
- Conservation Education

Minute Order Number:2016-033

Vice Mayor Glass moved and Mayor Gurney seconded the motion to direct staff to include that the City Council wants to participate in the organization for educational purposes but we don't support the organization taking positions or legislative actions on issues because there is no legal basis for it doing so.

Discussion:
Councilmember Jacob stated the M&C has no information, staff report or education from any staff for items of taking position or legislative action.

Vice Mayor Glass questioned if the M&C as a legislative body can take positions on legislative issues.

Councilmember Jacob commented that the League of CA Cities does.

City Manager McLaughlin commented that in his opinion, the M&C could be reformulated where it would be able to do those things, but right not it is not set up to do that. He stated there is no staff to provide analysis and no voting structure.

Mayor Gurney commented that if there is something of regional interest, the City could take a position and vote with their Council and the Council could send a copy of that to all the other cities.
VOTE:

Ayes:	Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Noes:	None
Absent:	None
Abstain:	None

City Council Action: Approved including in the letter that the City Council wants to participate in the organization for educational purposes but we don't support the organization taking positions or legislative actions on issues because there is no legal basis for it doing so.
Minute Order Number:2016-034

10. Consideration and Direction to Mayor or his/her Designated Representative for Voting for Various Boards and Committee Vacancies at the February 2016 City Selection Committee and Sonoma County Mayors and Councilmembers Association Meeting (City Manager/City Clerk)

City Manager McLaughlin presented the staff report recommending the City Council discuss and provide direction to the Mayor or his/her Designated Representative for Voting for Various Boards and Committee Vacancies at the February 2016 City Selection Committee and Sonoma County Mayors and Councilmembers Association Meeting.

The Council discussed the applicants.

Mayor Gurney opened for public comments. There were none.

Councilmember Jacob moved and Councilmember Slayter seconded the motion to provide direction to the Mayor or his/her Designated Representative for Voting for Various Boards and Committee Vacancies at the February 2016 City Selection Committee and Sonoma County Mayors and Councilmembers Association Meeting to support letter of interest of Mayor Matt Millan.
VOTE:

Ayes: Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Noes: None
Absent: None
Abstain: None
City Council Action: Approved motion to provide direction to the Mayor or his/her Designated Representative for Voting for Various Boards and Committee Vacancies at the February 2016 City Selection Committee and Sonoma County Mayors and Councilmembers Association Meeting to support letter of interest of Mayor Matt Millan.
Minute Order Number:2016-035

11. Discussion and Appointment of Members to Staff Committee Appointments/Assignments and City Council Committee Appointment Assignments (One Committee) (City Manager/City Clerk)

City Manager McLaughlin presented the staff report recommending the City Council discuss and make appointment to the Staff Committee Appointments/Assignments and City Council Committee Appointment Assignments (One Committee) (Sebastopol Downtown Association).

Vice Mayor Glass volunteered to be the liaison.

Mayor Gurney opened for public comments. There were none.

Councilmember Jacob moved and Councilmember Eder seconded the motion to appointed Vice Mayor Glass as the liaison to the Sebastopol Downtown Association.
VOTE:
Ayes: Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Noes: None
Absent: None
Abstain: None
City Council Action: Appointed Vice Mayor Glass to the Sebastopol Downtown Association as the Council liaison.
Minute Order Number:2016-036

Mayor Gurney called for a break at 9:43 pm and reconvened the meeting at 9:50 pm.

12. Review and Status Update of 2013-2015 City Council Goals and Priorities (City Manager)

City Manager McLaughlin presented the staff report review and receive the status update of the 2013-2015 City Council Goals and Priorities.

Mayor Gurney felt one item missing

- Not see any expression of goal to enhance safety of community
- Discussed safety alongside the road
- Creation of culture of slower drivers
- Goal of enhanced safety
- Educational component to that
- How to cross the crosswalk safely
- Add on page 5 of 16 – Traffic circulation enhancement

Councilmember Slayter commented as follows:

- Stated he agrees
- Stated 2.2 is the perfect logical place to put it in
- Topic has been danced around
- Not specific enough and needs to be

Mayor Gurney suggested wording such as working to enhance safety of our pedestrian, cyclists, drivers, (transit) by slowing traffic on neighborhood streets.

Councilmember Eder commented as follows:

- Discussed the Ives Park Master Plan
- If cannot do the whole picture at Ives Park, suggested looking at the intersection of Jewell Avenue
- Discussed the little triangle and having to cross a curbed two lane road to get to refuge triangle and then cross street
- Stated people get confused at this triangle
- Stated people stop at Willow where there is no stop sign

Mayor Gurney commented as follows:

- Stated this is in the Draft General Plan to deal with this triangle
- Not ready to commit to it
- Discussed Sue Kelly's opinion to regularize that to a T intersection and add property to park would have been costly and not add valuable real estate
- Perfect place for round about

Councilmember Eder stated that it does not have to be 90 degree intersection and is not sufficient traffic to justify a round about.

Councilmember Slayter stated:
Page 8 of 16 – Goal 3.2.1 – Done
Page 15 of 16 – Item 9.1.6. – Done – formula business ordinance

Councilmember Eder commented as follows:

- Discussed the items are being alluded to being dealt with in the General Plan update
- Who is responsible to ensure that they are dealt with in General Plan
- Would like a list of what has been taken care of or what needs to be dealt with
- Would like to see a list of what has been accomplished

Mayor Gurney opened for public comments. There were none.

Mayor Gurney moved and Councilmember Jacob seconded the motion to affirm the City Council Goals and Priorities as amended.

VOTE:

Ayes:	Councilmembers Eder, Jacob, Slayter, Vice Mayor Glass and Mayor Gurney
Noes:	None
Absent:	None
Abstain:	None

City Council Action: Approved affirmation of the City Council Goals and Priorities as amended.

AGENDA ITEM NUMBER 1

Minute Order Number: 2016-037

CITY COUNCIL REPORTS:

13. City Manager-Attorney/City Clerk Reports:

City Manager McLaughlin reported as follows:

- City of Sebastopol is hosting the February 11th Mayors and Councilmembers Dinner/Meeting
- Provided an update on the CVS project and stated he received an email from the CVS architects that CVS will be pulling permits within the next two weeks

Councilmember Eder questioned if this includes demo permits.

City Manager McLaughlin stated the first permit will be a demo permit but that they are intending to pull all building permits.

Councilmember Eder questioned if as part of plan check process, did CVS submit architectural renderings and elevations.

City Manager McLaughlin commented that he did not know if the elevations has been submitted as he has not seen them, but stated he asked the CVS attorney upon the request for an agenda item on this issue for information and stated he will provide that information in the event the item is brought to the City Council.

Councilmember Eder questioned if the information is available now or will it be part of an agenda item. He stated it would be nice to see elevations and a site plan.

City Manager McLaughlin he will have staff verify where items are and will make them available for review.

Councilmember Eder stated he would like to know how they plan to treat the location that was formerly identified as the Chase Bank site and see what is going to happen there.

14. 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):

Councilmember Eder commented as follows:

- Met with Engineering Manager and staff from RRWSA
- Discussed the Fiscal Year work plan
- Stated staff will be bringing this as part of the budget
- Stated if the Council would like a presentation, the RRWSA is open to that
- Mandated programs costs have gone up 20% budget request gone up about 10 percent from last year

15. Council Communications Received: Mayor Gurney commented she has received emails from residents near Bodega and Nelson Avenues.

16. Future City Meeting Dates/Events (Informational Only): (See agenda for dates/times of upcoming meetings)

Mayor Gurney adjourned the City Council Meeting at 10:07 to the closed session meeting.
CLOSED SESSION:
Call to Order: Mayor Gurney called the meeting to order at 10:10 p.m.
Roll Call

Present:	Mayor Gurney
	Vice Mayor Glass
	Councilmember Eder
	Councilmember Jacob
	Councilmember Slayter
Absent:	None
Staff:	City Manager-City Attorney Larry McLaughlin

PUBLIC COMMENT (Prior to adjournment into Closed Session, the public may speak up to 3 minutes on items to be addressed in Closed Session).

City Clerk Gourley commented as follows:

- Discussed working with City Manager McLaughlin
- Discussed the deferment of the City Manager and City Clerk's need for office staff, and stated that the City Manager and City Clerk's office is seen as running smoothly and effortlessly and is because of the close working relationship between the City Manager and City Clerk
- Stated that the flow of information between these two offices allows the ability that if one or the other is out of the office, the other person can step right in
- Appreciates the respect that the City Manager and City Clerk have for each other

17. Closed Session: Closed Session: To Consider the Employment of a Public Employee:
City Manager
(Gov't Code sect. 54957)

City Council Action: None Taken.
Minute Order Number:2016-038
REPORT OUT OF CLOSED SESSION: There was no report out.
ADJOURNMENT OF CLOSED SESSION: Mayor Gurney adjourned the closed session at 10:20 pm to the regular City Council Meeting.

Adjournment: Mayor Gurney adjourned the regular City Council meeting of February 2, 2016 at 10:21 pm to the Special Joint City Council/Planning Commission Meeting to be held on Tuesday, February 9, 2016 at 6:00 pm, at the Sebastopol Youth Annex/Teen Center, 425 Morris Street, Sebastopol.

Respectfully submitted,

Mary Gourley, CMC. City Clerk