

**CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: July 7, 2026**

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To: Honorable Mayor and City Councilmembers
From: Mary Gourley, City Manager
 Deborah Muchmore, Human Resources Advisor, MTC
Department: City Administration
Subject: Adoption of a resolution of the City Council of the City of Sebastopol approving the revised classification of City Clerk and the related specification and pay range, changing reporting to the City Manager, and authorizing the City Manager to take the necessary actions to affect the personnel changes.

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RECOMMENDATION(s):

That the City Council adopt a Resolution approving the revised classification of City Clerk and the related specification and pay range, changing the reporting structure so the position reports to the City Manager, and authorizing the City Manager to take the necessary actions to affect the personnel changes.

PROCESS OF AGENDA ITEM:

- The item will be heard as a part of the consent calendar:
 - a. Public comment
 - b. Council deliberation and action

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve a resolution to revise the existing City Clerk classification specification and pay range to prepare for recruitment, place the City Clerk under the oversight of the City Manager, and authorize the City Manager to take the necessary actions to affect the personnel change. Approval of this item will effectively separate the formerly combined position of City Clerk/Assistant City Manager and establish the City Clerk as an unrepresented, "At Will", FLSA-Exempt, management position, outside of the classified services and under the authority of the City Manager. The City Manager is handling critical City Clerk duties until a new City Clerk is recruited and appointed.

BACKGROUND:

With the recent appointment of Mary Gourley as permanent City Manager, the Assistant City Manager/City Clerk role is now vacant. The Council and Ms. Gourley have discussed the need to separate the positions due to the workload and financial burden. Recent fiscal updates show that fiscal prudence is necessary to prevent overspending the City's resources.

DISCUSSION:

With the Assistant City Manager/City Clerk position currently vacant, City staff have reviewed the classifications, staff models in comparable surrounding cities, the demands of the role, and the needs of the City, City Council, and City Manager. In line with past Council direction, staff recommends separating the Assistant City Manager and City Clerk roles. Additional information on each role is provided below.

Assistant City Manager role

To maintain a fiscally sustainable staffing profile, staff recommends the Assistant City Manager role not be funded and filled at this time.

The City Clerk Position

The City must have a City Clerk, as required in California Government Code section 36501, as it is not sustainable for the City Manager to continue performing both sets of duties. The separate classification and related

specification and pay range have not been updated since before 2018. Therefore, staff recommends the Council approve revisions to the classification specification and pay range and authorize the City Manager to take the necessary actions to fill the role and bring an employment agreement to the Council for approval at a future meeting.

STAFF ANALYSIS:

The City continues to promote fiscal sustainability and prudent fiscal decision-making. Separating the roles of Assistant City Manager and City Clerk and filling both roles would cost the City significantly more than it did as a combined role. However, staff realize the value of splitting the roles as the work of each of the roles has grown significantly and is now greater than one person can perform. To promote fiscal sustainability, staff suggests filling only the City Clerk role at this time.

Assistant City Manager

While there is a full-time body of work that was being performed by the Assistant City Manager/City Clerk in the Assistant City Manager role, the City could defer, reassign, or choose the work to be done, as well as set reasonable timelines for projects to manage cost outlay and provide a more fiscally sustainable staffing profile. For the time being, staff recommends that the City not fill the Assistant City Manager position to promote fiscal sustainability.

City Clerk

The body of work exists, much of which is mandated by Sebastopol Municipal Code 2.12.210 and California Government Code sections 40801 - 40814. The City Clerk position, when exercised as expertly as it has been in the past, requires years of experience and on-the-job training. Finding someone with the seasoned expertise, credentials upon hire, and election experience that Mary Gourley has may prove significantly challenging. However, hiring someone who has begun training to become a Certified City Clerk, with the aptitude and attitude to learn from Mary Gourley, one of the best, is a good and fiscally prudent alternative.

Therefore, the staff recommend revising the job classification and related specifications to allow for:

- Six months to acquire a Notary Public license, and
- Thirty-six months to become a certified Municipal Clerk.

Staff further recommends revising the pay range, which has not been updated since before 2018 and allowing advancement beyond the C step of the salary range only after becoming a Certified Municipal Clerk (CMC) in California. Once received, maintenance of the CMC certification is a condition of employment.

The pay range for the City Clerk position included during the 2026-2027 Budget hearings is shown below:

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
City Clerk	Unrepresented	A	\$ 48.21	\$ 3,857	\$ 8,357	\$ 100,278
		B	\$ 50.62	\$ 4,050	\$ 8,774	\$ 105,292
		C	\$ 53.15	\$ 4,252	\$ 9,213	\$ 110,557
		D	\$ 55.81	\$ 4,465	\$ 9,674	\$ 116,085
		E	\$ 58.60	\$ 4,688	\$ 10,157	\$ 121,889

This salary is above the City Accountant/Analyst and below all City managers, which seems appropriate for a new Clerk attending training, acquiring license and certification, and learning their trade.

Therefore, based on the above, staff recommends Council approve the revised job classification of City Clerk and the related specification and pay range, change the reporting relationship to the City Manager, and authorize the City Manager to take the necessary actions to affect the changes.

CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 4: HIGH PERFORMANCE ORGANIZATION

Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management.

PUBLIC COMMENT: As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

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

FISCAL IMPACT: The fiscal impact of approving this item will be a total of \$189,400 which includes \$103,000 in salary, \$66,800 in estimated for benefits, and \$19,600 in estimated costs for General Liability and Workers Compensation insurances. These costs are included in the approved FY 26-27 budget

RESTATED RECOMMENDATION: That the City Council adopt a Resolution approving the revised classification of City Clerk and the related specification and pay range, changing the reporting structure to have the position report to the City Manager, and authorizing the City Manager to take the necessary actions to affect the personnel changes.

CITY COUNCIL OPTIONS:

1. Approve the Resolution as presented, which will revise the City Clerk classification, specification, and pay range, change the reporting structure to have the position report to the City Manager, and authorize the City Manager to take the necessary actions to affect the personnel changes.
2. Reject the item in total or reject an element of the item approving the rest (class spec changes, pay, authority to affect changes).
3. Provide staff with direction to request the item be returned to Council for consideration.

ATTACHMENT(S):

Resolution and attached class specification.

APPROVALS:

Department Head Approval:	Approval Date: 7/1/26
CEQA Determination (Planning):	Approval Date: NA
<u>The proposed action is not a project under the California Environmental Quality Act (CEQA)</u>	
General Plan Goal (Planning):	Approval Date: N/A
Administrative Services (Financial)	Approval Date: 7/1/26
<u>Costs authorized in City Approved Budget:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Account Code (f applicable)	_____
City Attorney Approval:	Approval Date:
City Manager Approval:	Approval Date:

RESOLUTION NUMBER: XXXX-2026

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING THE REVISED CLASSIFICATION OF CITY CLERK, REPORTING TO THE CITY MANAGER AND OUTSIDE OF THE CLASSIFIED SERVICE PER ORD. 2.60.030, THE RELATED SPECIFICATION AND PAY RANGE, AND AUTHORIZING THE CITY MANAGER TO TAKE THE NECESSARY ACTIONS TO AFFECT THE PERSONNEL CHANGES.

WHEREAS, the City Council of the City of Sebastopol has established, approved, and adopted a classification plan with classifications that accurately and clearly reflect the duties and responsibilities of each position; and

WHEREAS, from time to time, it is necessary to review the classification plan based on business needs and demands; and

WHEREAS, the City desires to create a separate City Clerk classification and the related specification and set the pay range as reflected below; and

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
City Clerk	Unrepresented	A	\$ 48.21	\$ 3,857	\$ 8,357	\$ 100,278
		B	\$ 50.62	\$ 4,050	\$ 8,774	\$ 105,292
		C	\$ 53.15	\$ 4,252	\$ 9,213	\$ 110,557
		D	\$ 55.81	\$ 4,465	\$ 9,674	\$ 116,085
		E	\$ 58.60	\$ 4,688	\$ 10,157	\$ 121,889

WHEREAS, the City Council desires to place the position under the oversight and direction of the City Manager and outside of the classified service per Ord. 2.60.030 as an "At Will" classification serving under an employment agreement approved by the City Council; and

WHEREAS, staff have determined that the position is exempt from the overtime rules of the FLSA and continues to be aligned with the services provided by similar classifications of Unrepresented "At Will" Management employees,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Sebastopol hereby takes the following actions:

1. Approves the new "At Will" FLSA exempt, unrepresented management classification of City Clerk reporting to the City Manager and the related class specification, and
2. Sets the pay range for the classification as indicated in the chart above, and,,
3. Authorizes the City Manager to take the necessary steps to effect the personnel changes.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 7TH day of July 2026.

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

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Jill McLewis, Mayor

ATTEST:

Mary Gourley, City Manager / Acting City Clerk, MMC

APPROVED AS TO FORM:

Alex Mog, City Attorney

Attachments: Exhibit A: Classifications – City Clerk



City of Sebastopol

CITY CLERK

DEFINITION:

To plan, organize, direct, and review the activities of the City Clerk's Office including City Council agenda preparation, records management, and the conduct of municipal elections; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS:

The City Clerk is an "at will", single-position, executive management class responsible for the administration and daily operations of the City Clerk's Office, serving at the pleasure of the City Council and receiving direction from the City Council and City Manager. The position performs its duties with significant autonomy, authority, and the ability to make independent decisions.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the City Manager. May provide supervision to lower-level administrative staff.

Exercises direct supervision over assigned administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan, and implement the goals and objectives of the City Clerk's Office; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and

City Manager; prepare and present staff reports and other necessary correspondence.

- Direct, oversee, and participate in the development of the department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Direct and participate in the development and administration of the City Clerk's budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Serve as the City's official record keeper, direct the publication, filing, indexing, and safekeeping of all proceedings of the City Council and other City boards and commissions; direct the research, coordination, and compilation of records in response to mandated and routine public and City staff inquiries.
- Attend City Council and related meetings; provide staff assistance to the City Council, including preparing, posting, distributing, recording, and transcribing agendas and public notices and minutes; administer or oversee the recording and broadcasting of the City Council and other Brown Act meetings; responsible for coordinating the City Council meeting venue(s).
- Follow up on Council actions; maintain the City's Municipal Code, attest documents, publish, and post ordinances and resolutions, execute legal contracts, oversee the recording of documents, and prepare follow-up correspondence.
- Plans, oversees, and coordinates the processing of subpoenas and summons against the City; delegates the gathering of necessary information; interacts with other City staff and the City Attorney regarding such actions.
- Serve as Chief Elections Official responsible for planning and directing municipal elections; ensure compliance with State Fair Political Practices Commission's disclosure and reporting requirements; provide candidate services and administer oaths of office to elected officials and City employees.
- Conduct Conflict of Interest, Brown Act, Ethics and Parliamentary Procedures, Board and Commission orientation, and other related training sessions.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures

as required; maintain discipline and high standards necessary for the efficient and professional operation of the City Clerk's Office.

- Represent the City Clerk's Office to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles, practices and procedures of City Clerk functions and requirements and municipal government operations and organization.
- Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the City Clerk's Office.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at a desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weights of up to 35 pounds.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Supervise, train, and evaluate personnel.
- Read, write, and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to the prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five years of progressively responsible administrative experience in a City Clerk's Office or similar clerk experience for a public body, attesting to documents, responsible for official records, and administering public meeting laws, including two years of functional or direct supervisory responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of certification as a California Municipal Clerk within thirty-six months of appointment. Maintenance of a current and valid CMC designation within six months and once acquired is a condition of continued employment.

Ability to obtain and possess a Public Notary designation within six months of hire.

Working Conditions:

Work is performed in a typical temperature-controlled office environment, subject to typical office noise and environment. Duties require work outside normal business hours, including evenings and weekends, as well as travel.