



**CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: June 16, 2026**

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To: Honorable Mayor and City Councilmembers
From: Kerrie McNally, City Personnel Attorney
 Deborah Muchmore, Human Resources Consultant
 Mary Gourley, City Manager
Department: City Administration
Subject: Approval of Resolution Authorizing City Manager to be assigned "such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution or other action of the City Council" pursuant to Sebastopol Municipal Code 2.12.210.

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RECOMMENDATION(s):

That the City Council Approve Resolution Authorizing City Manager to be assigned critical City Clerk responsibilities, pursuant to Sebastopol Municipal Code 2.12.210, which must be completed while the City Clerk position is vacant.

PROCESS OF AGENDA ITEM:

- If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar.
- If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:
 - a. Presentation by staff
 - b. Council questions and discussion
 - c. Public comment
 - d. Council deliberation and action

EXECUTIVE SUMMARY:

The City Council is being asked to approve a resolution authorizing the City Manager to perform essential City Clerk functions on a temporary basis. This delegation is made pursuant to Sebastopol Municipal Code Section 2.12.210 and is necessary due to the current vacancy in the City Clerk position. The City Manager will handle critical duties until a new City Clerk is recruited and appointed.

BACKGROUND:

With the recent appointment as permanent City Manager, the City is recruiting to fill the City Clerk position.

DISCUSSION:

The City Clerk position is currently vacant. To ensure continuity of essential government operations, the following critical City Clerk functions must be formally assigned to the City Manager until the City Clerk position is filled:

- Attesting to and signing official City documents, including resolutions, ordinances, contracts, minutes, and other legal instruments;
- Maintaining custody of the official City seal and administering oaths of office;
- Handling elections-related tasks, including coordination with the County Registrar of Voters, processing nomination papers;
- Administering Fair Political Practices Commission (FPPC) requirements, conflict of interest laws, and campaign disclosure filings;
- Managing public records requests under the California Public Records Act and maintaining the City's official records and archives;

- Processing and maintaining ordinances, resolutions, and other legislative documents;
- Ensuring compliance with records retention schedules and destruction policies;
- Performing other ministerial and statutory duties required of the City Clerk under California Government Code and Sebastopol Municipal Code.

This temporary delegation formalizes existing arrangements and prevents any operational or legal gaps. No additional compensation will be provided.

STAFF ANALYSIS:

This action is a standard administrative practice in California cities during staffing transitions. It maintains compliance with state law regarding municipal records, elections, and legislative processes while the recruitment for a new City Clerk proceeds.

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

Restore public trust, improve public communications, and strengthen collaborative partnerships with outside agencies and service providers.

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: There is no fiscal impact associated with approval of this item. The City Manager will not receive any additional compensation for performing these critical duties.

RESTATED RECOMMENDATION: That the City Council Approve Resolution Authorizing City Manager per Sebastopol Municipal Code 2.12.210 to be assigned "such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution or other action of the City Council" This item is to approve critical" clerk functions" that need to be completed in the time period when the City is without a Clerk and assign them to the City Manager until position is filled.

CITY COUNCIL OPTIONS:

None. It is required that these duties be delegated until such time that the Clerk position is filled.

ATTACHMENT(S):

Resolution

APPROVALS:

Department Head Approval: Approval Date: 6-8-2026

CEQA Determination (Planning): Approval Date: NA

The proposed action is not a project under the California Environmental Quality Act (CEQA)

General Plan Goal (Planning): Approval Date:

Administrative Services (Financial) Approval Date:

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

Account Code (f applicable) _____

City Attorney Approval: Approval Date:

City Manager Approval: Approval Date:

RESOLUTION NO. XXXX-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING THE TEMPORARY DELEGATION OF CRITICAL CITY CLERK FUNCTIONS TO THE CITY MANAGER

WHEREAS, the City Clerk position for the City of Sebastopol is currently vacant; and

WHEREAS, Sebastopol Municipal Code Section 2.12.210 authorizes the City Council to assign additional duties and powers to the City Manager by resolution; and

WHEREAS, it is necessary to ensure the continuous and uninterrupted performance of essential governmental functions, including but not limited to the preparation of City Council agendas, maintenance of official records, signing of official documents, and compliance with state and local laws; and elections; and

WHEREAS, Mary Gourley, serving as City Manager, is qualified and prepared to perform these critical City Clerk functions on a temporary basis until a new City Clerk is recruited and appointed; and

WHEREAS, this temporary delegation will prevent operational delays, maintain compliance with the Brown Act, Public Records Act, elections requirements, and other statutory obligations; and

WHEREAS, no additional compensation will be provided to the City Manager for performing these delegated duties.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sebastopol as follows:

Section 1. The City Council hereby authorizes the City Manager to exercise the powers and perform the critical duties of the City Clerk on a temporary basis, including but not limited to the following functions:

- Attesting to and signing official City documents, including resolutions, ordinances, contracts, minutes, and other legal instruments;
- Maintaining custody of the official City seal and administering oaths of office;
- Preparing, posting, and distributing City Council agendas and supporting materials in compliance with the Brown Act;
- Handling elections-related tasks, including coordination with the County Registrar of Voters and processing nomination papers;
- Administering Fair Political Practices Commission (FPPC) requirements, conflict of interest laws, and campaign disclosure filings;
- Managing public records requests under the California Public Records Act and maintaining the City's official records and archives;
- Processing and maintaining ordinances, resolutions, and other legislative documents;
- Ensuring compliance with records retention schedules and destruction policies;
- Performing other ministerial and statutory duties required of the City Clerk under California Government Code and the Sebastopol Municipal Code.

Section 2. This delegation shall remain in effect until the City Council appoints a new City Clerk or until otherwise directed by the City Council.

Section 3. This resolution shall take effect immediately upon adoption.

IN COUNCIL DULY PASSED, APPROVED AND ADOPTED this 16th day of June 2026.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Sebastopol by the following roll call vote:

VOTE:

- Ayes:
- Noes:
- Absent:
- Abstain:

APPROVED:

Mayor Jill McLewis

ATTEST:

Mary Gourley, City Manager

APPROVED AS TO FORM:

Alex Mog, City Attorney