



DATE: October 13, 2020

CATEGORY: Consent

DEPT.: Human Resources

TITLE: **Professional Services Contract with Peckham and McKenney, Inc. to Conduct the City Clerk Recruitment Process**

RECOMMENDATION

1. Authorize the Human Resources Director to execute a professional services contract with Peckham and McKenney, Inc., in an amount not to exceed \$27,000, to conduct the recruitment and selection process to fill the anticipated vacancy of the City Clerk position; and
2. Appropriate \$27,000 from the Human Resources Department, General Non-Operating Fund for the cost of these services. (Five votes required)

BACKGROUND

City Clerk Lisa Natusch announced her resignation from the City of Mountain View effective November 25, 2020, and will be joining the Town of Hillsborough to serve as their City Clerk. The recruitment and selection process for a City Clerk is a significant undertaking, typically supported by an executive search firm. Executive search firms have substantial experience working with city councils and assessing candidates to determine those who are the best fit for the City. The City Clerk position requires extensive knowledge and experience with legal and administrative procedures and requirements to support the City Council and other boards. Firms, such as Peckham and McKenney, Inc., have the experience and professional networks to conduct outreach in order to identify and attract highly qualified candidates.

ANALYSIS

Staff seeks Council's approval to execute a contract with Peckham and McKenney, Inc. to conduct the recruitment and selection process to fill the anticipated City Clerk vacancy. Approval of this contract and appropriation of general operating funds is consistent with direction provided by Council in a Closed Session meeting on Public Employee

Appointment – Title of Position: City Clerk. This report serves as the public reporting of action taken in Closed Session under the Brown Act relative to this Council appointee.

FISCAL IMPACT

The cost of services is not expected to exceed \$27,000 and will be funded from the General Non-Operating Fund, which has sufficient available funds.

ALTERNATIVES

1. Provide staff with direction to enter into a contract with another recruiting firm.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Sue C. Rush
Human Resources Director

Approved by:

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

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