



DATE: February 27, 2018

CATEGORY: New Business

DEPT.: City Manager/Human Resources

TITLE: **Appointment of City Clerk and Authorization to Execute Employment Agreement with Lisa Natusch**

RECOMMENDATION

Appoint Lisa Natusch to serve as City Clerk for the City of Mountain View and authorize the Mayor to execute an employment agreement with Ms. Natusch.

BACKGROUND

The City of Mountain View conducted an extensive recruitment and selection process for the City Clerk position following the prior City Clerk's retirement in December 2017. The purpose of this item is for the City Council to approve the selection of Lisa Natusch for the City Clerk position. Ms. Natusch brings 16 years of experience in local government, including serving as Deputy City Clerk in the City of Sunnyvale for the last nine years and achieving the status of Certified Municipal Clerk. The City Council will also take final action on the recommendation for the salary and compensation for the position.

ANALYSIS

Following City Council approval of Ms. Natusch's appointment, an employment agreement will be drafted. Staff recommends approval of the following terms of the employment agreement as detailed below and authorize the Mayor to execute the agreement on behalf of the City Council:

- Salary of \$135,000 annually.
- Participation in the CalPERS retirement system under the 2.7 percent @ 55 retirement formula, with the employee's share of the CalPERS contribution deducted from salary (8 percent) as well as 3.5 percent cost-share of the employer contribution deducted from salary, for a total of 11.5 percent deducted from salary.

- Participation in health, retirees' health, life and disability insurance plans with the same employer contribution as provided to department heads.
- Holidays, sick leave, and management leave as provided to department heads.
- Vacation leave in the amount of 22 days per year, and an initial bank of vacation and sick leave of 40 hours each.
- Cell phone allowance of \$50 per month.
- In the event of termination of the employment agreement, six months of severance as provided to Council Appointees.

FISCAL IMPACT

There are sufficient funds in the Fiscal Year 2017-18 budget for the proposed compensation.

ALTERNATIVES

1. Provide different direction regarding the employment agreement.
2. Continue the City Clerk search process.
3. Provide other direction.

PUBLIC NOTICING – Agenda Posting.

Prepared by:

Sue Rush
Human Resources Manager

Audrey Seymour Ramberg
Assistant City Manager

Approved by:

Daniel H. Rich
City Manager

SR-ASR/LB/4/CAM
034-02-27-18CR-E