



**DATE:** March 9, 2021

**CATEGORY:** New Business

**DEPT.:** Human Resources

**TITLE:** **Appointment of City Clerk and Authorization to Execute Employment Agreement with Heather Glaser**

### **RECOMMENDATION**

1. Appoint Heather Glaser to serve as City Clerk for the City of Mountain View and authorize the Mayor to execute an employment agreement with Ms. Glaser.
2. Adopt a revised salary plan to reflect this compensation change to the City Clerk classification (Attachment 1 to the Council report).

### **BACKGROUND**

The City of Mountain View conducted an extensive recruitment and selection process for the City Clerk position following the prior City Clerk's resignation in November 2020. The City Council has selected Heather Glaser for the City Clerk position with the action at this meeting serving as the Council's formal appointment and report out on its Closed Session direction. Ms. Glaser brings 15 years of experience in local government, including serving as City Clerk for the last four years with the City of Malibu where she has gained expertise in a wide range of City Clerk functions, achieving high levels of service and transparency for the public. Ms. Glaser is expected to receive her Master Municipal Clerk certification this month.

### **ANALYSIS**

Following Council approval of Ms. Glaser's appointment, an employment agreement will be drafted. Staff recommends approval of the following terms and compensation and authorization for the Mayor to execute the agreement, including these terms, on behalf of the City Council:

- Salary of \$175,000 annually.

- Participation in the CalPERS retirement system with the same employee cost-share and employer contribution as provided to department heads.
- 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, increasing to 23 days after four years of service. Initial bank of vacation and sick leave of 40 hours each.
- Cell phone allowance of \$50 per month.
- Eligible to request relocation reimbursement and a home loan through City Council Policy D-13, Mountain View Employee Homebuyer and Relocation Assistance Program, subject to City Council approval and availability of funds at the time of the request.
- 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 2020-21 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 C. Rush  
Human Resources Director

Audrey Seymour Ramberg  
Assistant City Manager/Chief  
Operating Officer

Approved by:

Kimbra McCarthy  
City Manager

SCR-ASR/6/CAM  
032-03-09-21CR  
200936

Attachment: 1. Revised Salary Plan (Fiscal Year 2020-21 Revision No. 4)