



DATE: November 28, 2017

CATEGORY: Unfinished Business

DEPT.: City Manager/Human Resources

TITLE: **Appointment of Interim City Clerk**

RECOMMENDATION

Appoint Wanda Wong to serve as Interim City Clerk and authorize a 10 percent increase in compensation effective the pay period including December 27, 2017.

BACKGROUND

After seven years of service to the City of Mountain View and a 28-year total public service career, current City Clerk Lorrie Brewer has announced her retirement, effective December 26, 2017. At the September 26, 2017 Council meeting, City Council provided direction for staff to select an executive search firm and begin the recruitment and selection process for the City Clerk position. The City entered into an agreement with Peckham and McKenney and the recruitment is under way.

When an executive-level position is vacated, the City's general practice is to appoint internal staff to assume the duties of the higher-level position until the position is filled. In 2010, Deputy City Clerk Wanda Wong served as Interim City Clerk from June 2010 until Lorrie Brewer was appointed in January 2011. While serving as interim City Clerk, Ms. Wong was responsible for the day-to-day activities in the City Clerk's office, which included managing the 2010 general municipal election filling three Council seats.

ANALYSIS

The recruitment timeline anticipates that a City Clerk will be appointed and ready to start in Mountain View in late March or early April 2018. Staff seeks Council's approval to appoint Deputy City Clerk Wanda Wong as Interim City Clerk and provide 10 percent additional compensation for this assignment effective the pay period including December 27, 2017. Approval of this assignment 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

Funding is available for the proposed compensation within the City Clerk's Office Fiscal Year 2017-18 budget.

ALTERNATIVES

1. Leave the position vacant until a new City Clerk is appointed.
2. Direct staff to identify an outside consultant or retired annuitant to serve as Interim City Clerk and return to City Council for approval.
3. Provide other direction.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Sue C. Rush
Human Resources Manager

Audrey Seymour Ramberg
Assistant City Manager

Approved by:

Daniel H. Rich
City Manager

SCR/EB/3/CAM
032-11-28-17CR-E