



City Council Staff Report

From: CAO Committee

Report Type: ACTION ITEMS

Lead Department: Human Resources

Meeting Date: January 22, 2024

Report #:2401-2482

TITLE

Approval of an Employment Agreement and Approval of Resolution to Appoint Mahealani Ah Yun to the Position of City Clerk at an Annual Salary of \$165,000. CEQA Status – Not a Project

RECOMMENDATION

The Council Appointed Officers Committee recommends the City Council approve of an employment agreement and adopt a resolution to appoint Mahealani Ah Yun to the position of City Clerk at an annual salary of \$165,000.

BACKGROUND

The City Council makes appointments to council-appointed officer positions. The appointment of the City Clerk position is subject to the approval of the Council.

The duties of the City Clerk are outlined in the Charter of the City of Palo Alto and Palo Alto Municipal Code section 2.08.110. The City Clerk proactively supports the City Council and works collaboratively with other Council Appointed Officers (CAOs) and City departments to facilitate the Council's vision, while upholding the duties and role of the City Clerk's Office with confidence and independence. The City Clerk must apply accuracy, attention to detail, timely communication and responsiveness, and ensure high-quality work products. The City Clerk is responsible for providing clear communications and maintaining strict standards of accountability.

The former City Clerk Lesley Milton resigned in May 2023, to take a new opportunity at another California city. On May 1, 2023, the Council Appointed Officers (CAO) Committee met to discuss a recommendation to the City Council regarding the City Clerk vacancy. The CAO Committee motion which passed 3-0 recommended that Council authorize the following:

1. Invite letters of interest and a resume from interested internal applicants for the interim City Clerk position, have HR review for qualifications, and schedule a closed session interview of candidates with the full Council pending a full recruitment process.
2. Contract with the recruitment firm Peckham & McKinney who conducted the previous City Clerk recruitment, and the literature previously used be included in a late packet report on the next meeting agenda.

The City Council approved the CAO Committee recommendation on May 8, 2023 (Report #2305-1405).

On June 5, 2023, the City Council appointed Mahealani Ah Yun as the interim City Clerk, as recommended by the CAO Committee.

ANALYSIS

As requested and authorized by Council, the executive recruitment firm Peckham & McKenney conducted an extensive search for the City of Palo Alto's next City Clerk. Qualified applicants were evaluated for the position, and Mahealani Ah Yun was selected by the City Council as the top candidate.

Mahealani Ah Yun has served as Deputy City Clerk for the City of Palo Alto beginning in November 2021. She has served as Interim City Clerk from June 5, 2023 to the present. Under the direction of the former City Clerk, Ms. Ah Yun closely supported Council members and assisted in supporting five Council standing committees and nine boards and commissions, preparing minutes, and facilitating the agenda production process. In addition, Ms. Ah Yun administered public records requests and played a key role in launching the new agenda management system. As Interim City Clerk, Ms. Ah Yun served as a team leader and championed the adoption of new technology and procedures to promote access to public meetings and records. Ms. Ah Yun has over 5 years of experience working for a non-profit agency, the Service League of San Mateo, working closely with the San Mateo County Sheriff's Office staff overseeing correctional programs and services.

Ms. Ah Yun holds a Master's Degree of Public Administration from Notre Dame de Namur University and a Bachelor of Science Degree in Psychology, Community and Criminal Justice, and Political Science. She is a Notary Public and holds several other industry certifications and related Clerk training.

FISCAL/RESOURCE IMPACT

The City Clerk position is budgeted within the City Clerk's Office and is included in the FY 2024 Adopted Budget. Ms. Ah Yun will be paid an annual salary of \$165,000 and will receive standard

management benefits consistent with the Compensation Plan for Unrepresented Management and Professional employees.

STAKEHOLDER ENGAGEMENT

Staff, in coordination with the Council Appointed Officers Committee, City Council, and the executive recruitment firm, completed the interview process to bring forward this action.

ATTACHMENTS

Attachment A: Employment Agreement City Clerk Mahealani Ah Yun

Attachment B: Resolution Appointing Mahealani Ah Yun City Clerk

APPROVED BY:

Sandra Blanch, Human Resources Director