



City Council Staff Report

From: CAO Committee

Report Type: CONSENT CALENDAR

Lead Department: Human Resources

Meeting Date: June 5, 2023

Report #:2305-1561

TITLE

Adoption of a Resolution to Appoint Mahealani Ah Yun as Interim City Clerk Through December 1, 2023 at the annual salary of \$121,285 - CEQA exempt

RECOMMENDATION

The Council Appointed Officers Committee recommends the City Council appoint Mahealani Ah Yun as Palo Alto's Interim City Clerk through December 1, 2023 at the annual salary of \$121,285

BACKGROUND

The Palo Alto City Charter provides that the City Council appoint a City Clerk who serves at the Council's will. The duties of the City Clerk are set forth in the Charter of the City of Palo Alto and in Palo Alto Municipal Code section 2.08.110.

City Clerk Lesley Milton provided the City Council notice that she was resigning effective May 19, 2023 to take a new opportunity at another California city. Clerk Milton served as City Clerk approximately 2 years. 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:

- A. 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.
- B. 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)

ANALYSIS

In accordance with City Council's direction, the Human Resources Department posted the internal recruitment for the Interim City Clerk on May 11 and all City Clerk staff was notified to submit their resume if interested. On May 22, 2023 the City Council interviewed one candidate followed by request to HR Director to take next steps to have Mahealani Ah Yun appointed as the Interim City Clerk through December 1, 2023 or until the formal executive recruitment is completed.

Mahealani Ah Yun has served as Deputy City Clerk for the City of Palo Alto since November 2021. Under the direction of former Clerk Milton, Mahealani 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, Mahealani administered public records requests and played a key role in launching the new agenda management system. Prior to this, Mahealani worked for over 5 years for a non-profit agency, The Service League of San Mateo, working closely with the Sheriff's Office staff overseeing correctional programs and services.

Mahealani holds a Master's Degree of Public Administration from Notre Dame de Namur University and a Bachelor of Science Degree in Psychology, Community & Criminal Justice, 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 23 Annual Budget and FY24 proposed budget. Mahealani will be paid annual salary of \$121,285 prorated during this interim assignment and will continue to 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 and City Council, completed the interview to bring forward this action. Further discussion and engagement is expected with the CAO Committee to complete the next steps to fill the Clerk position for the long term.

ATTACHMENTS

Attachment A: Resolution Appointment of Interim City Clerk Mahealani Ah Yun

APPROVED BY:

Sandra Blanch, Human Resources Director