Special Meeting
July 31, 2008

The City Council-CAO Committee of the City of Palo Alto met in the Council Conference Room on this date at 4:05 p.m.

PRESENT: Barton, Drekmeier, Kishimoto, Schmid

STAFF: Grider, Morariu

FACILITATOR: Sherry Lund

ORAL COMMUNICATIONS
Members of the public may speak to any item not on the agenda; three minutes per speaker. Council reserves the right to limit the Oral Communications period to 30 minutes.

None

1. Determination of Goal Setting Sessions and Evaluation Schedule for the New City Manager

Chair Barton suggested a more frequent review process for the Council Appointed Officer’s (CAO’s). He mentioned the process would be a quarterly status update for the CAO and the Council with a full review once a year. The new City Manager, Jim Keene, would meet with Council in September 2008 to bring him up to speed on the City’s top four priorities in September of 2008 with a more formal review of the progress in January 2009 and again at the close of the fiscal year.

Council Member Schmid agreed with the concept of frequent meetings with the CAO’s. He suggested reviewing the staff work plan with Mr. Keene in September to inform him of what had happened prior to his arrival.

Council Member Kishimoto stated filling Mr. Keene in on the upcoming and ongoing city goals would give him a more clear perspective of what Council expected of him.
Council Member Barton stated the meeting should be in Closed Session to discuss broader personnel issues that may affect the City Manager responsibilities.

Vice Mayor Drekmeier agreed in having an open community goal setting session. He felt this would give Mr. Keene an overview of the community and bring them a comfort level with him as the new City Manager.

Chair Barton asked when the Committee felt would be a good timeframe for the community meeting.

Council Member Kishimoto stated her preference would be prior to the Closed Session.

Interim Deputy City Manager Kelly Morariu asked for clarification on what Council needed from staff.

Chair Barton stated this would be a chance for the Mr. Keene to bring his views to the Council priorities.

Council Member Kishimoto brought up the sustainability team ending in October 2008. She stated she had not seen a plan to reinstate a new team or a dedicated employee.

Vice Mayor Drekmeier asked for detail on the Closed Session.

Chair Barton stated the structure was to set goals for the end of the year where there would be three informal meetings throughout the year for feedback on what challenges might be faced or progress reports on the goals with a formal review at the end of the year.

Vice Mayor Drekmeier asked whether the first meeting would set the process and become the first informal review.

Chair Barton stated yes, the first meeting would be a chance for Mr. Keene to check-in with the Council.

Council Member Schmid stated the first meeting was to review goals but Mr. Keene has not been given any goals.

Chair Barton stated the first meeting in September would begin the process of goal setting by reviewing the Council priorities and letting him know what was expected of his position.
Council Member Kishimoto asked whether the goals for the City Manager would be set for January or through to June.

Chair Barton stated that would be determined through Council discussion.

Council Member Schmid stated he supported the process.

**MOTION:** Council Member Barton moved, seconded by Vice Mayor Drekmeier to establish a calendar of goals for the new City Manager and review the Work Plan in September of 2008, a follow-up in January of 2009 and a formal review at end of the fiscal year. Council would hold a public session on the top 4 priorities 1-2 weeks prior to the Closed Session.

**MOTION PASSED:** 4-0

Chair Barton stated the item should be agendized for a September Council meeting with the Closed Session agendized for the end of September of 2008.

Vice Mayor Drekmeier broached the subject of the multi-review process for all of the CAO’s.

Council Member Barton mentioned since this agenda item did not mention all four CAO’s, that subject could not be discussed.

Facilitator Sherry Lund asked whether there ‘was a formal on-boarding process for the new City Manager. She suggested creating a process to inform the City Manager of the functions and required duties to the City Council and his staff so he may educate himself prior to the first public appearance.

Chair Barton stated as the CAO Committee Chair it would be the responsibility of the Mayor, Vice Mayor and himself to create such a process if they chose to go forward with it.

**ADJOURNMENT:** The meeting adjourned at 4:24 p.m.