



City of Palo Alto
City Council Staff Report

(ID # 12370)

Report Type: Special Orders of the Day Meeting Date: 6/21/2021

Summary Title: Resolution for Beth Minor Retirement

Title: Adoption of a Resolution Expressing Appreciation to Beth Minor Upon her Retirement

From: City Manager

Lead Department: City Clerk

Attachments:

- Attachment A: Resolution Expressing Appreciation to Beth Minor Upon her Retirement



Resolution

EXPRESSING APPRECIATION TO BETH MINOR UPON HER RETIREMENT

WHEREAS, Beth Minor served in the City Clerk’s office for the last 13 years, first as the Assistant City Clerk starting in 2007 and then as the City Clerk since 2014. She has been a leader in helping the community fully participate in its government and a pillar of transparency. During the Covid-19 Pandemic, Beth helped the City adapt to online meetings while maintaining public participation, all while running her team remotely; and

WHEREAS, to provide increased transparency and service to the community, Beth Minor implemented a Council policy delivering agenda packets 11 days in advance of Council Meetings, a best-in-class practice among Bay Area cities. She also initiated a rotating staff schedule to ensure her staff be available to the public and City Council five days a week, rather than the 9/80 system that operates in other City Hall departments; and

WHEREAS, Beth manages the logistics of all City Council meetings facilitating discussion between the City Council, City Staff, and local policy makers. During these meetings, she provides a unique service to both the Council Members and citizens of Palo Alto by providing the Council motions in a viewable format, a service not typically provided in other communities; and

WHEREAS, as the City’s Election Official, Beth successfully managed 4 citywide Elections for Council Members and ballot initiatives. She provided neutral and fair assistance to all Council candidates and was a trusted source of information for the public. Furthermore, Beth oversaw the biannual recruitment process of the City’s multiple Boards and Commissions; and

WHEREAS, Beth Minor managed the onboarding and training of new department employees and implemented policies and procedures to better serve the Council and entire community. Many employees from her department have taken the skills learned in the Clerk’s office and grown into other roles within the City and region; and

WHEREAS, Beth Minor has managed and overseen various special projects within the city such as the Clerk’s Office remodel, the Council Chambers audio/visual upgrade, as well as the request for proposal, training and implementation of vital Clerk tools: MinuteTraq and Netfile; and

WHEREAS, for the last 13 years, Beth has coordinated many community events such as the Boards and Commissions volunteer appreciation events, City Council retreats, and State of the City addresses at a wide variety of venues around Palo Alto providing the public with greater opportunities for connection and involvement with their local government.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Palo Alto hereby gratefully records and extends its sincere appreciation as well as the appreciation of the community to Beth Minor for professional, gracious and excellent service rendered to the City.

INTRODUCED AND PASSED: June 21, 2021

ATTEST:

APPROVED:

City Clerk

Mayor

APPROVED AS TO FORM:

City Manager

City Attorney