



City of Palo Alto

City Council Staff Report

(ID # 10289)

Report Type: Consent Calendar

Meeting Date: 5/6/2019

Summary Title: Department Director Appointments

Title: Approval of the Appointment of Kiely Nose as Director of Administrative Services (Chief Financial Officer,) Dean Batchelor as Director of Utilities, and Kristen O'Kane as Director of Community Services

From: City Manager

Lead Department: Human Resources

Recommendation

The City Manager recommends that Council approve the appointments of (1) Kiely Nose as Director of Administrative Services (Chief Financial Officer); (2) Dean Batchelor as Director of Utilities; and (3) Kristen O'Kane as Director of Community Services.

Background

The Palo Alto Charter and Municipal Code establish the City Manager as the appointing authority for all officers, department directors, and employees under the City Manager's control. The Charter and Municipal Code additionally specify that appointments of department heads are subject to the approval of the Council. As such, the City Manager is requesting that Council approve his selections to the positions of Director of Administrative Services (Chief Financial Officer), Director of Utilities, and Director of Community Services. These positions became vacant as a result of a retirement and other internal promotions.

Discussion

The City Manager requests approval of appointments to the following director positions¹:

- Kiely Nose to Administrative Services Director (Chief Financial Officer);
- Dean Batchelor to Utilities Director; and
- Kristen O'Kane to Community Services Director.

¹ Department Director responsibilities are specified in Palo Alto Municipal Code as follows: 2.08.150 Administrative Services (Chief Financial Officer); 2.08.200 Utilities; and 2.08.210 Community Services.

Each of the employees listed above have proven their ability to successfully fulfill higher level duties. The City Manager's selections are based upon each employee's efficacy, excellent managerial abilities, quality work product, and alignment to City values and principles.

In regard to these promotional appointments:

- **Kiely Nose** joined the City of Palo Alto in October 2015 with the Office of Management and Budget (OMB) and has served as the Director of OMB since 2016. Kiely was appointed Interim Director of Administrative Services (Chief Financial Officer) in July 2018. Kiely earned her degree in Political Science and Economics from Santa Clara University and has held positions with the City of San Jose and OpenGov (a government sector start-up) prior to her arrival at Palo Alto. She has 10 years of experience and expertise in governmental budgeting and management practices.
- **Dean Batchelor** has served in Palo Alto's Utilities Department for approximately 10 years. Dean promoted from Assistant Director of Utilities to Chief Operating Officer in October 2016. In January of this year, Dean was appointed to Acting Utilities Director when the Director position became vacant. Dean earned his degree in Business Administration at Cal State Long Beach and has over 35 years of experience in power, water, gas, wastewater and telecommunications in both investor-owned and municipal environments. Dean's experience includes 15 years with PG&E, where he served as the Corporate Director for Field Services Training. After PG&E, Dean worked with Alameda Power and Telecom, where he was the Assistant General Manager of Operations.
- **Kristen O'Kane** joined Palo Alto in 2015 as the Assistant Director of Community Services and has served as the Chief Operating Officer (COO) since April 2018. As COO of Community Services, Kristen has worked with the Interim Community Services Director/Library Director Monique leConge Ziesenhenné in a collaborative effort to better coordinate services between Community Services and Libraries. Kristen came to Palo Alto following more than 11 years with the Santa Clara Valley Water District, where she managed watershed field operations and environmental regulatory programs. Kristen served on the City of San Jose's Parks and Recreation Commission/Parks and Recreation Bond Oversight Committee from 2011-2013. Kristen's educational background includes a bachelor's degree in Nuclear Medicine and a master's degree in Environmental Studies from San Jose State.

These internal promotions are a testament to the strong culture of professional development and succession planning in the Palo Alto workforce. In addition to bringing strong skills to their interim assignments, Kiely, Dean and Kristen participated as a cohort in an accelerated executive development program hosted by former City Manager James Keene and current City Manager Ed Shikada. The executive development program is an intensive 12-week series and the first of its kind in this region. The program includes conversational leadership lessons, an executive book club, tactical skill-building and personalized executive feedback, coaching and mentoring.

These internal promotions will provide stability and leadership to the organization, as the Executive Leadership Team has experienced high turnover in the past year due to retirements, departures to private sector and other agencies. Once these appointments are made, the City Manager will focus on filling four additional vacancies on the Executive Leadership Team.

The appointee salaries are as follows:

	Salary Upon Appointment	Maximum Salary for the Position
Utilities Director Dean Batchelor	\$268,225	\$322,755
Administrative Services Director (CFO) Kiely Nose	\$230,000	\$246,210
Community Services Director Kristen O’Kane	\$216,000	\$248,102

Resource Impact

Each of these positions is included in both the current FY 2019 Budget and the Proposed FY 2020 Budget. Therefore, no budget modifications or additional funding are necessary.

Attachments:

- Attachment A: Director Duties (ASD, UTL and CSD)