



## MEMO

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**To:** City of Palo Alto CAO Committee

**From:** Debra Figone

**Date:** April 26, 2018

**Subject: 2018 CAO Performance Evaluation Process**

### **Purpose**

The purpose of this memorandum is to transmit to you materials that will be used during the CAO Committee meeting scheduled for April 30, 2018, 4:00-5:00pm. Additional materials may be presented during the meeting.

Attached you will find the following:

- 1) A “working agenda” for the meeting
- 2) An abbreviated process overview, including the proposed key elements for each CAO and a proposed schedule.

The goal reflected in the schedule is to complete the 2018 CAO performance evaluations by September 10. Compensation decisions and process debrief would follow in October. A modified evaluation process for the City Manager is assumed, as will be discussed when we meet.

If you have any questions before April 30, please do not hesitate to contact me. I look forward to once again working with you and the City Council on this year’s process.

Debra Figone

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**City of Palo Alto  
2018 CAO Performance Evaluation Process  
Working Agenda  
CAO Committee - April 30, 2018**

**Purpose:**

- Review the proposed 2018 CAO Performance Evaluation Process (e.g. schedule, key assumptions, key processes, etc.).
- Receive CAO Committee feedback on elements that are important to the process.

**Topics:**

Review Process and Key Assumptions

- Key Assumptions
- 2018 Process Elements
- Process Elements by CAO
- Proposed Schedule

What else should MRG know?

Other Issues?

Confirm CAO Committee Feedback

Next Steps





**City of Palo Alto  
2018 CAO Performance Evaluation Process  
CAO Committee Process Review  
April 30, 2018**

**Process Elements by CAO**

Processes	City Attorney Molly Stump	City Clerk Beth Minor	City Auditor Harriett Richardson	City Manager James Keene
Direct Report Survey	Yes	Yes	Yes	No
Direct Reports Interviews	Yes	Yes	No	No
Self-assessment	Yes	Yes	Yes	Yes
Council Survey	Yes	Yes	Yes	No
Compensation Survey	Yes	Yes	Yes	Yes

**Proposed Process Schedule**

Launch Direct Report survey	May 7
Close Direct Report survey	May 11
MRG Drafting (Direct Report summaries)	May 10-14
Direct Report Interviews	May 16 & 17
Final Direct Report Summaries	May 18-24
Consultant Vacation	May 28-June 24
Council Recess	June 26-August 10
CAO Self-Assess to MRG	July 1 (latest July 9)
Prep Council Packet	July 1-11
Mail Council Packet to Home	July 11
Council Receives Packet	July 13
Launch Council Surveys	July 13



Close Council Surveys	July 27
MRG Drafting (Preliminary Evaluations)	July 28-August 3
Council Interviews Phone or In-Person (as needed)	
Process Overview	June 27 & 28
Follow up to surveys	July 30-August 8
Closed Session without CAO	August 15/16 and/or August 22/23
Closed Session with CAO	August 29/30 and September 5/6
Prep Final Evaluations for signatures	September 10
Closed Session Comp CAO committee	September 24
Closed Session Comp Council	October 10
CAO Committee Process Debrief (if needed)	Week of October 29
Approve Compensation in Open Session	Late Nov./Early Dec.