

disseminating the survey in other public places, such as libraries. Councillor Maher asked that the survey be advertised in a press release and in the city's upcoming newsletter.

Regarding the timeline for decision on the City Manager's contract, Councillor Maher noted that it provides for negotiations and action on the contract by December 31. The format of meetings is similar to the process two years ago. As to specific dates, Councillor Maher emphasized that it was important to schedule time for group evaluation of the City Manager's performance by the Council, a step that was omitted from the previous process. By October 11, Councillors will hold their individual meetings with the Manager; the group evaluation is currently scheduled for November 13. Councillor Maher asked the City Clerk to provide the councillors with evaluation forms, which they can use at their discretion in their meetings with the Manager. Mayor Sullivan pointed out that if the evaluation forms are completed and given to the Manager, they may become public records, which councillors should consider.

Mayor Sullivan then recommended shortening and completing the process of evaluating the Manager by November. Councillor Maher explained that he wants the public to be satisfied that the process was adequate, with enough public input. Mayor Sullivan stated that he believes that the goal setting and manager evaluation are mutually exclusive, and should be because of the immense amount of work to produce the goals and contract. He recommends completing action on the contract before Thanksgiving, with an opportunity for public comment.

The group discussed ways of doing a group evaluation and/or combining the evaluation with the Council decision on the contract. City Clerk Drury reminded the group that, in the last manager evaluation, some members of the City Council were unhappy that the contract was negotiated at a full City Council meeting without prior committee discussion. Mayor Sullivan noted that in the efforts to juggle the goal setting and evaluation last time, the contract was lost in the shuffle.

After discussing various dates for the events in the timeline, the participants agreed on the following schedule (**to be Attachment A from Sandra Albano**):

- October 23, 2002 5:30 P.M. Public Testimony regarding City Manager's performance
- October 30, 2002 4:30 P.M. Presentation of results of telephone survey
- October 30, 2002 6:00 P.M. Public hearing to receive testimony regarding City Council's FY04 Goals
- November 7, 2002 9:00-5:00 Off-site meeting with facilitator to review the current City Council's Goals and consider changes if necessary. No public comment.
- November 13, 2002 9:00-11:00 A.M. Government Operations Committee holds working meeting with City Manager for group evaluation by members of the City Council and to discuss what the Committee will recommend to the full City Council.
- November 18, 2002 5:30 P.M. City Council's Goals adopted by full City Council; decision on City Manager's contract.

Councillor Maher thanked those present for their attendance and adjourned the meeting at 1:05 P.M.

For the Committee,

David P. Maher

Councillor David P. Maher, Chair *me*

UPDATED 9/19/02

Government Operations Committee

Proposed Time Line

Chair: Councillor David P. Maher

September 18, 2002 - 12:30 p.m. Sullivan Chamber

- Review the fall schedule of the Government Operations Committee as it relates to the City Manager's Evaluation and City Council's Goal Setting.
- City Manager to contact all City Councillors and arrange to individual meetings by Friday, October 11, 2002.

October 23, 2002 - 5:30 p.m. - Sullivan Chamber

Public testimony regarding the City Manager's performance.

October 30, 2002 - 4:30 p.m. - Sullivan Chamber

Presentation of results of telephone survey

October 30, 2002 - 6:00 p.m. - Sullivan Chamber

Public hearing to receive testimony regarding City Council's FY 04 Goals.

*Government Operations Committee
Proposed Time Line
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November 7, 2002 – 9:00-5:00 p.m. – Site to be determined

Off site meeting with Facilitator to review the current City Council 's Goals and consider changes if necessary.

November 13, 2002 – 9:00-11:00 a.m. – Sullivan Chamber

Government Operations Committee holds working meeting with City Manager for group evaluation by members of the City Council and to discuss what the Committee will recommend to the full City Council.

November 18, 2002 – 5:30 p.m. – Sullivan Chamber

City Council's Goals adopted by full City Council & Decision pursuant to City Manager's Contract

Please note:

Public comment on City Manager's Evaluation
October 23, 2002 and November 18, 2002

Public comment on City Council's Goal Setting
October 30, 2002 and November 18, 2002

City of Cambridge

GOVERNMENT OPERATIONS AND RULES

COMMITTEE MEMBERS

*Councillor David P. Maher, Chair
Councillor Anthony D. Galluccio
Councillor Brian Murphy
Councillor Kenneth E. Reeves
Councillor Timothy J. Toomey*

In City Council September 23, 2002

The Government Operations and Rules Committee held a public meeting on September 18, 2002, beginning at 12:40 P.M. in the Ackermann Room, for the purpose of reviewing the fall committee schedule with regard to the City Manager evaluation and City Council goal setting.

Present at the hearing were Councillor David P. Maher, Chair of the Committee, Councillor Brian Murphy, Councillor Timothy J. Toomey, Jr., Mayor Michael A. Sullivan, Sandra Albano, Assistant to the City Council, D. Margaret Drury, City Clerk, Donna Lopez, Deputy City Clerk, and Elaine McGrath, Cambridge City Clerk's Office. Also present were Robert W. Healy, City Manager, Richard Rossi, Deputy City Manager, and Julia Bowdoin, City Manager's Office.

Councillor Maher convened the hearing and reviewed the proposed schedule for the evaluation of the City Manager and goal setting. The proposed calendar was the product of Council discussions and a meeting that he had with City Clerk Drury and Ms. Albano. He also stated that this year's process would rely heavily on a statistically reliable telephone survey as well as an internet posting for public comment.

According to Ms. Bowdoin, the contract for the phone and Web surveys was awarded to Opinion Dynamics, Inc., the company that conducted the survey two years ago. This year's survey will cost approximately \$21,000, which is less than the previous survey. It will include 400 phone interviews, as well as a questionnaire on the city's Web site. The City Manager's office is in the process of putting together the final questions, including eliminating outdated questions from 2000. Opinion Dynamics will then conduct two nights of phone interviews, and also post the survey on the city's Web site for a three to four week period. The company will tally all the responses and compare them to the 2000 results within a week after the surveys are completed. Ms. Bowdoin estimated that the results would be available 4 weeks after the questions are finalized and by October 30.

Councillor Maher then reviewed the proposed schedule for October 30, which includes a working meeting of the Council to present the results of the survey at 4:30 p.m., and a public hearing at 6:00 p.m. to receive comments on the city goals.

Councillor Murphy asked that the Council be give the opportunity to review the survey questions before the survey is taken.

There was further discussion about making the survey available in places besides the Web, and publicizing it. The participants agreed to leave the question open as far as

Committee Report #4

Committee Report from Councillor David P. Maher, Chair of the Government Operations and Rules Committee, for a meeting held on September 18, 2002 for the purpose of reviewing the fall committee schedule with regard to the City Manager evaluation and City Council goal setting.

In City Council September 23, 2002

**REPORT ACCEPTED.
RECOMMENDATIONS
ADOPTED.
PLACED ON FILE.**