

2025-2026 Organizational Strategy and Administration Committee Workplan

1. City Manager Recruitment – Prioritized as initial topic for consideration.

- **Definition:** Planning and overseeing the process for hiring the next permanent City Manager.
- **Concerns/Issues:**
 - Clarifying the process and how Council will be involved.
 - Leveraging prior efforts and material already drafted with HR staff.
- **Goals:** Ensure a structured, inclusive, and cost-efficient recruitment process that reflects the Council's expectations and the community's needs.

2. Council Staffing – Prioritized as initial topic for consideration.

- **Definition:** Addressing staffing support for Council Members, particularly in response to recent changes to the City Charter.
- **Concerns/Issues:**
 - Questions around resource allocation, hiring timeline, and roles.
 - Ensuring readiness for transitions and equipping incoming members with adequate support.
- **Goals:** Establish a sustainable, equitable staffing model that meets Council needs.

3. Charter Review Process and Timeline – Preliminary prioritization of Q3.

- **Definition:** Outlining a timeline, process, and resource plan for 2024 charter review items that have been delegated to Council Committees as well as the next review of the City Charter.
- **Concerns/Issues:**
 - Ensuring consistent process for items delegated from the Charter Review process to Council Committees including when to involve the full Council.
 - Interest in completing this work during the current council term.
 - High importance placed on ensuring the review process begins early enough to be impactful.
- **Goals:** Ensure alignment and follow through on 2024 Charter Review follow up items across Council Committees. Refine the next Charter Review effort with clarity on timeline, responsibilities, scope, and community involvement.

4. Council Project Alignment – Preliminary prioritization of Q3 – Q4.

- **Definition:** Creating a process to coordinate individual Council Member projects and priorities to avoid duplication or confusion for staff.
- **Concerns/Issues:**
 - Instances where staff receives conflicting direction or redundant assignments.
 - Need for better visibility into each other's efforts and shared goals.
- **Goals:** Improve internal coordination and strategic alignment across Council initiatives.

5. Legislation Sponsorship Process – Preliminary prioritization of Q3 – Q4.

- **Definition:** Reviewing and potentially revising how legislation is sponsored, tracked, and brought forward by Council Members.
- **Concerns/Issues:**
 - Lack of clarity or consistency in how legislation moves forward.
- **Goals:** Create a transparent and efficient process that reflects collective priorities and allows for equitable participation by all Council Members.

6. Communication with Council and Staff – Preliminary prioritization of Q3 – Q4.

- **Definition:** Improving methods for internal communication between Council, the City Manager, and staff.
- **Concerns/Issues:**
 - Information is scattered or duplicated, making coordination difficult.
 - Need to clarify communication channels and expectations for updates.
- **Goals:** Streamline information flow to support more informed decision-making and responsive administration.

7. Council Retreat Planning – Preliminary prioritization of Q4 2025 – Q1 2026.

- **Definition:** Designing the structure and agenda of the annual Council Retreat.
- **Concerns/Issues:**
 - Currently planned by the Mayor's Office, potentially without full insight into individual member goals.
 - Consideration for the needs of newly elected Council Members, the dynamics of the body as a whole, and the strategic or tactical work at hand.

- **Goals:** Use OSAC as a planning forum to shape a more collaborative, representative retreat agenda that builds team cohesion and focuses on strategic priorities.

Items Being Addressed via Other Avenues

Interim City Manager Priorities

- **Definition:** Setting and tracking expectations and focus areas for the Interim City Manager during the leadership transition.
- **Concerns/Issues:**
 - Need for oversight and clarity during this unique bridge period across political transitions.
 - Ensuring continuity in city operations and priority initiatives.
- **Goals:** Define deliverables and checkpoints to guide and evaluate interim leadership success.