

# 2025-2026 Organizational Strategy and Administration Committee Workplan

## 1. Interim City Manager Priorities – **completed.**

- **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.

## 2. City Manager Recruitment – **in progress.**

- **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.

## 3. Council Staffing – **on hold to align with 2027-2028 Biennial Budget Development.**

- **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.

## 4. Charter Review Process and Timeline

- **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. (Updated as discussed on 10/10/25)
- **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.

## 5. Council Project Alignment

- **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.

## 6. Legislation Sponsorship Process

- **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.

## 7. Communication with Council and Staff

- **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.

## 8. Council Retreat Planning

- **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.