



CITY COUNCIL WORK SESSION MEETING

AGENDA SECTION	WORK SESSION
MEETING DATE	FEBRUARY 2, 2026

ITEM:	Assistant City Manager and Acting City Manager Planning		
<i>Aaron Chirpich – City Manager</i>			
DEPARTMENT:	Administration	BY/DATE:	Aaron Chirpich/ January 29, 2026
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an “X” in front of the selected text below)</i>			
<input type="checkbox"/> Community that Grows with Purpose and Equity		<input checked="" type="checkbox"/> Engaged, Effective and Forward-Thinking	
<input type="checkbox"/> High Quality Public Spaces		<input type="checkbox"/> Resilient and Prosperous Economy	
<input type="checkbox"/> Safe, Accessible and Built for Everyone		<input type="checkbox"/> Inclusive and Connected Community	

BACKGROUND

This staff report is intended to provide an update regarding administrative continuity plans during periods when the City Manager is temporarily unavailable due to vacation, training, illness, or other absences.

Additionally, staff would like to update the Council on emerging plans to provide assistant city manager capacity through an internal management fellowship program utilizing existing City staff.

SUMMARY OF CURRENT STATUS

In the immediate term, it is important to provide a framework to ensure clear lines of authority and administrative continuity during periods of absence for the city manager. To this end, staff have established an internal plan for acting city manager coverage during absences. Under routine circumstances, day-to-day administrative responsibilities will be managed by designated senior staff in coordination with the city manager, as appropriate.

During periods involving emergency management, declared emergencies, or civil unrest, the Police Chief, or their designee will serve as acting city manager. This designation ensures unified command, timely decision-making, and effective coordination of public safety and emergency response functions.

MANAGEMENT FELLOWSHIP

The City Manager’s Office has been evaluating options to strengthen administrative capacity and ensure continuity of operations while also supporting leadership development within the organization. Current employees have expressed interest in gaining additional management experience and exposure to executive-level responsibilities.

Rather than creating a permanent assistant city manager position at this time, staff proposes establishing a Management Fellowship Program. This program would allow selected internal candidates to rotate through the City Manager’s Office for a defined period of time. Fellows would gain hands-on experience with citywide operations, executive decision-making, and interdepartmental coordination.

As part of the program, fellows would assist with day-to-day administrative responsibilities, policy development, project management and, when appropriate, serve as Acting City Manager for routine operational matters. This structure would provide meaningful leadership experience while increasing organizational resilience and succession planning capacity. Benefits of this approach include:

- Utilizing existing staff talent and institutional knowledge
- Provides professional development and leadership opportunities
- Enhance administrative coverage and operation continuity
- Allows flexibility without committing to a permanent position

NEXT STEPS

Staff will further develop program parameters, including eligibility criteria, duration, responsibilities, and budget implications, and will return to the Council with additional details as the program framework is finalized.

Request Council Action/Discussion Topics/ Key Questions
Staff requests a brief discussion and seeks feedback regarding the proposed management plan.

ATTACHMENT(S)

- None