



# Agenda Report

---

**Agenda of:** December 16, 2025

**Department:** Administration

**Subject:** Discussion and appropriate action to set a date for the Council Planning Workshop.

## Recommended Motion:

N/A – the council will discuss their availability and establish a date that works for everyone.

## Background:

The City Council has expressed interest in holding a **strategic planning workshop** to establish collective Council goals and priorities and to provide clear direction to the City Administrator for work-plan development and performance accountability.

Three current Council members have announced that they will **not** seek re-election in May 2026. To ensure continuity and meaningful participation from incoming leadership, the Mayor and City Administrator recommend **scheduling the workshop after the February 13th candidate filing deadline**, allowing potential candidates to be invited and included in the planning process. This will help ensure that long-term goals and expectations developed in the workshop reflect the leadership that will be in place following the May election.

Council previously established a **budget not to exceed \$6,000** for this workshop.

At the Mayor's recommendation, staff contacted the **Texas Rural Water Association (TRWA)** to identify experienced facilitators. TRWA referred the City to **Cathi Hight**, a Kaizen consultant with extensive experience facilitating strategic planning for public and nonprofit organizations. The Mayor and City Administrator are scheduled to meet with Ms. Hight on **Thursday, December 18th at 2:30 p.m.** to discuss workshop goals, desired outcomes, and the scope of facilitation services. Following that meeting, Ms. Hight will prepare a proposal for the City's consideration.

Staff recommends holding the workshop **after February 13th**, ideally during the **week of February 17th or the week of February 23rd**, at The Hillside Hotel, which has been identified as an appropriate off-site venue.

## STAFF RECOMMENDATION

Staff recommends that the City Council select a date **after February 13th** for the Council Planning Workshop and authorize staff to finalize logistical arrangements with the facilitator and venue.

**Fiscal Impact:**

Costs for facilitation, venue, and materials will be funded from the previously approved budget allocation **not to exceed \$6,000.** ☒ **Budgeted**   ☐ **Requires Budget Amendment**

**Source of Funding:** N/A

**Urgency (0-5 = Low Urgency to High Urgency):** 3

**Impact (0-5 = Low Impact to High Impact):** 4

**Submitted by:** R. Scott Dixon

**Attachments:** None.