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CITY OF SAINT PAUL

Council Operations Update

Presented by Jay Willms, Director of Operations



Looking Back at 2025

- **Leadership & Membership Changes**
 - Departure of Council President
 - New Council President
 - Leadership Team Restructure
 - Interim Councilmember
 - Election of permanent Councilmember
 - New Committee Chairs
- **Staffing & Organizational Transitions**
 - New Director of Operations
 - New Chief Budget Officer (Kumud Verma)
 - New Chief Policy Officer (Tim Greenfield)
 - Retirement of the City Clerk
 - Onboarding of new staff across roles
- **Systems, Tools, and Ways of Working**
 - Committee Administration
 - Creation of a new committee
 - New internal tools and workflows
 - New time tracking system (WFM)
- **Major, Unplanned Events Requiring Responses:**
 - Cybersecurity incident
 - Federal actions

All while maintaining full legislative, appeals, budget, and constituent workloads.



Operations Focus in 2026

- **Increase clarity in roles, processes, and expectations**
- **Improve predictability of workloads and timelines**
- **Strengthen organizational resilience and collaboration.**
- **Prioritize work that directly supports Council decision-making.**



Staffing & Capacity Update (As of January 2026)

- **28 FTEs within Council**
 - 14 ward-focused
 - 14 centrally focused
- **Vacancies**
 - City Clerk
 - Communications Lead (new role)
 - Executive Assistant I (provisional appointment)
- **Where workload is heaviest:**
 - Ward-specific
 - Supervisory
 - Transitions & Vacancies



Key Operational Work Ahead in 2026

- **Hiring**
 - City Clerk
 - Communications Lead
 - Executive Assistant I
- **Office Renovation**
- **Other Items:**
 - Harm Report Study
 - Legislative Advisory Committee on Administrative Citations (RES 25-658)
 - Changes to A-1 & A-2

Note: Legislative and policy items not included



Operational Pressure Points & Risks

- **Scheduling Density & Committee Workloads**
 - Weekly HRA meetings
 - New Committee
 - Year-Round Budget Committee
 - External Boards & Commissions
- **Transitions**
 - Training and onboarding gaps
 - Supervisory capacity
- **Cross-branch Coordination**



What Operational Success Looks Like

- Fewer last-minute agenda issues
- Clearer roles and expectations
- Faster turnaround on Council priorities
- More predictable workloads
- Fewer “fire drills”



Operations Focus in 2026

- **Increase clarity in roles, processes, and expectations**
 - SharePoint Sites
 - Training materials
- **Improve predictability of workloads and timelines**
 - Workplan
- **Strengthen organizational resilience and collaboration.**
 - Organizational chart for structural changes
- **Prioritize work that directly supports Council decision-making.**
 - Committee review expectation
 - Iterating on the legislative drafting process
 - Review agenda process & templates



Committee Meeting Calendar

- **Audit Committee at 4pm**
 - 3rd Tuesdays
- **Budget Committee at 10am**
 - 1st and 3rd Wednesdays
 - Weekly in the fall
- **Policy Committee at 10am**
 - 2nd and 4th Wednesdays
 - Weekly in the winter
- **Public Safety Committee at 1pm**
 - Monthly on 4th Wednesday
- **Library Board at 1pm**
 - Monthly on 1st Wednesday
- **HRA**
 - Weekly at 2pm