

Staff Development and Work-Plan Summary

Prepared by: Tony Mannor, Public Information Officer, City Manager's Office

Assessment period: July 2 through August 3, 2026

1. Summary of Completion

All four one-on-one meetings and all four individual work plans are complete.

- One-on-one meetings held with 100 percent of the communications staff reporting to the Public Information Officer, four of four.
- An individual work plan developed for each, four of four, with SMART goals, measures of success, key performance indicators, development goals, and identified resource needs.
- A recurring team meeting and reporting cadence established, including the reinstated communications team meetings requested by staff.
- A standing quarterly review cadence set, with the next formal review in October 2026.

A reusable one-on-one and work-plan template was created first, so the process is repeatable.

2. Meetings Held

- **Louie Ambriz.** Communications Lead and Senior Video Producer. Held July 16, 2026.
- **Ernestina Rodriguez.** Video Production Specialist. Held July 16, 2026.
- **Marianne Castillo.** Communications Specialist, Website Content and Social Media. Held July 16, 2026.
- **Thom Holbrook.** Government Access Broadcast Engineer. Held July 20, 2026.

The first three positions listed are the three positions that make up OPTIC. The Government Access Broadcast Engineer reports to the Public Information Officer and supports Council Chamber broadcast operations.

Each meeting followed the same structure: workload and capacity check-in, recent accomplishments, blockers and support needs, 30-day priorities, two-way feedback, professional growth interests, and action items with owners and target dates.

3. Capacity

The team reports adequate capacity for assigned work. The constraint identified during the period was the absence of a system to track incoming work and make the pipeline visible. That finding corroborates the central finding of the assessment, and building the tracking and measurement system is addressed in Recommendation 13 of the Communications Inventory and Recommendations.