



, RACI Chart – Project 1c1

Council hiring freeze for NET new positions, and Succession Management Plan

Project Sponsor – Pam Coulter (PC)

Project Team – Melissa Clancy (MC), and Annie Reed (AR)

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Task #1 – Policy Drafted for discussion	Nov 30, 2023	MC	MC	AR, Kristen Van Alphen, PC	n/a	



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Consulted

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Task #2 – Group review of RACI and Project Charter	Dec 20, 2023	PC, MC, AR	MC	n/a	n/a	
Task #3 – Policy Approved by City Manager	December 30, 2023	MC, Tim Simmonds	MC	Tim Simmonds	n/a	Once approved MC to present to SLT with PC.



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Task #4 – Succession Management Plan in Progress	December 2026 (aligned with updated Job Descriptions)	MC, AR, PC	MC	SLT, Managers, Supervisors	All Staff	

