

Alder Onboarding Videos: Content Guide

Topic	Preferred Format	Length	Staff	Key Content/Topics	Attachments/ Resources/Links	Notes
Introductions	Video	~5 mins.	Agency Head	• Introduce agency head • Agency mission • Agency structure • Examples of main agency services • Introduce key staff	• Link to agency website • Important reports • Important MGO/WI statutes • Important Council resolutions • List of boards, commissions, and/or committees (BCCs) that your agency staffs • List of commonly-used acronyms related to your agency	Re-record when key agency staff changes
Major Initiatives/Strategic Plans-Overview	Voice-Over Presentation	Under 10 minutes	Relevant subject matter expert (SME) staff	• Overview of agency strategic plans • Overview of agency work plans for 1-5 years, including CIP and operating budget, connect to Elements of a Great City throughout • Overview of major initiatives	• Links to agency strategic/work plan documents • List of relevant prior Council actions • Document highlighting upcoming committee and Council actions/hearings for incoming cohort of alders	Attach additional relevant documents or resources as needed

Alder Onboarding Videos: Content Guide

(multiple) Major Initiatives-In-Depth	Voice-Over Presentation One presentation per issue/category	Under 15 minutes each	Relevant SME staff	• Description of initiative • Connect to Elements of a Great City • Key staff • Relevant previous Council action • Overview of community engagement on issue	• Links to relevant project documents • Memos to Council related to initiative • Links to relevant Legistar files and reports • Information on current status of project (updated for each incoming cohort of alders) • Expected upcoming actions (tailored to the timing of the specific orientation, ex. Upcoming 2023 actions for 2023 incoming alder cohort)	If you have questions about which major initiatives to cover, please contact the Council Chief of Staff for discussion
Agency Budget Overview	Voice-Over Presentation	Under 10 minutes	Agency Head, relevant budget SMEs	• Overview of agency capital budget • Overview of agency operating budget • Anticipated large upcoming budget issues	• Links to agency section of capital and operating budget • Capital projects map (or other relevant links) • Links to agency CIP (if relevant)11/22/22	
Interdepartmental Interphases		~5 mins.	Agency Heads	• Departments and your department most often collaborates or intersects with on	• Relevant joint reports • Other resources on collaborations	

Alder Onboarding Videos: Content Guide

				projects/service delivery • Describe common points of interaction		
Alder/Constituent FAQs	Voice-Over Presentation	Under 15 minutes	Relevant SME staff	• Most common issues alders will be contacted about regarding your agency (ex. snow removal, development proposals) and where they can find answers • Key staff to contact	• FAQ documents • Key staff to contact for common issues	