

**Common Council Chief of Staff - Updates**  
**10/02/18**

- We will be meeting with the architects on Thursday, October 4 to discuss the expansion of the office. Tentatively:
  - The Common Council Office would remain on the 4<sup>th</sup> floor with the potential to expand into space currently occupied by the Finance Department's Document Services.
  - The vacant Human Resources space on the 5<sup>th</sup> floor will serve as temporary space for the 4<sup>th</sup> floor agencies to be relocated during the remodeling.
  - Information Technology would occupy the vacant Human Resources space on the 5<sup>th</sup> floor and consolidate their offices at that end of the building
  - DCR would expand into IT's space (Room 525)
  
- Today, HR will be sending 20 applications to four Alders and an outside subject matter expert with scoring rubrics to rate the applicants. Scores will be submitted next week to HR at which time the first round of interviews will be scheduled (one alder, one Council staff, and one Department staff with analysis background). After the first round of interviews, the top two scoring applicants will be forwarded to the Chief of Staff for final selection. Anticipating a late October/early November start date.