

Common Council Chief of Staff Updates
11/20/18

- **Leadership Development Conference**
 - On October 31, I attended the Leadership Development Conference with Lisa Veldran, and Alder Keith Furman. I attended sessions on analyzing data and aligning agency missions and visions with the City's Mission and Vision etc. We also had two excellent speakers who talked about the value of Performance Excellence, why it was important and we read about Fort Collins as a case study municipality that won the Bainbridge Ward. The conference was also an opportunity to network with other department and division heads and help break down the silos between agencies.
- **Work with CDD on Community Development Contracts**
 - I made notes of Alders concerns regarding the \$200,000 for Peer Support services. Specifically the need for assurances that the money is used effectively and efficiently for services and a case manager rather than staff salaries. Nancy Saiz who manages the contract received the concerns and stated that she is negotiating the contract with FIC as well as the scope of services and the responsibilities of Anesis. She stated that she will keep me in the loop so that Alders have assurances as to how the money is being used and the outcomes so that we are not in the same predicament next year.
- **Mayor's Neighborhood Conference**
 - I attended Mayor's Neighborhood Conference on Saturday November 17. Aside from hearing presentations on the efforts of FIC and Peer Support, Flood mitigation efforts and the new vision for transportation in the city, I assisted Alders Carter, Rummel and Harrington-McKinney in a work shop addressing residents about how to work with alders and the Council office to have issues addressed and ensure that the city is providing excellent customer service. We discussed working with developers, the types of issues that residents tend to call in about, as well as how alders like to communicate with their residents and receive communications from their resident.
 - I assisted Alder Carter in a second workshop on empowering neighborhood associations, how to sustain and develop the associations and ensuring that all areas of a neighborhood are represented so that their advocacy is a true reflection of everyone in their community.
- **Legislative Analyst Position Update**
 - On June 27, I sent out an updated position description of the Legislative Analyst position and solicited feedback from alders to ensure that I am seeking all the skill sets that would meet the needs of the alders.
 - In late August, I submitted another email soliciting assistance from alders to participate in the application process including screening applications.
 - The job was posted and advertised from 8/17 to 9/7.
 - 4 alders and 1 outside subject matter expert agreed to review the applications after the first round of screenings were completed for minimum qualifications (49 applicants) were conducted by HR.
- These are the supplemental questions that were included in the application:
Common Council Legislative Analyst Supplemental Questionnaire

1. This position requires extensive knowledge of research strategies and techniques (e.g., internet, library and structured interviews) to solicit information requested by both individual Common Council members and Common Council committees. This involves gathering, assembling, and reporting diverse policy and budgetary information to the Common Council.

Please provide details of your training and/or learning experiences (including dates, employers, and job titles you may have held) that would make you an ideal candidate for this position. If applicable to your background, please specifically address experiences significant to the development and/or evaluation of legislative policies.

2. In one page or less, write an executive summary of a policy memo in response to ONE of the following three options below. Please note that you are not expected to be familiar with any of the suggested policy areas; the expectation is for you to conduct research, identify key elements including data you would use and how you would analyze the data and respond in a succinct manner:

1.) Write an executive summary outlining arguments for and against the establishment of a vehicle registration fee of \$20 per vehicle.

2.) Write an executive summary on the preemption of municipal authority by the state government. Provide examples of these actions and how they affect the municipality.

3.) Write an executive summary on three (3) violence prevention models that the city council should consider implementing, including costs.

- 13 applicants were forwarded to be interviewed. 2 applicants withdrew so 11 applicants were interviewed. The first round interviews were conducted on 11/12. A copy of the interview questions are attached.
- On 11/19, I interviewed the three leading candidates. The questions that I asked attached as well. I have a leading candidate in mind however, on 11/26 I will confer with the interview panel from the first round before making a decision and present that to the CCEC. Meanwhile, reference check will be conducted and a background check will be completed by HR before an offer is made some time in December. The start date is expected to be upon my return, soon after 1/17.