

Council Chief of Staff Update

02/25/25

Upcoming Staff Out-of-Office

2/28: Debbie out

3/7: Debbie out

Tips & Reminders

There are two more Council meetings left in this term. If you are planning to have something introduced on the 3/11/25 agenda for action on the 3/25/25 meeting, please remember that it must be entered into Legistar and through the fiscal note process by noon on Wednesday, 3/5/25.

AASPIRE Internship Postings Now Live!

Common Council Office

Community Engagement and Policy Intern:

The Office of the Common Council is seeking a passionate and creative Community Engagement Intern. This person will work collaboratively with the Community Engagement Strategist and the Legislative Analyst on projects to generate awareness of the Common Council, assist in research that impacts local decision-making, and assist in the planning and implementation of alder engagement events.

- Support and collaborate in the development of frameworks for community engagement, by identifying engagement needs and develop innovative strategies to increase public engagement, generate awareness of City services and resident needs, and promote citywide accomplishments.
- Plan and develop marketing initiatives and complete projects related to branding, content creation, and social media marketing. Update website and develop website content. Manage editorial and event calendars.
- Incorporate print, audio/visual, social media, and other methods of communication most effective at serving our diverse communities.
- Collaborate with staff on new ideas, directions, and tools for marketing and communications.
- Assist with research requests and the preparation of policy reports.

Council Office Project Updates

BCC Streamlining Project

The current phase of this project is wrapping up with Council action scheduled for 3/11/25. Review of the BCC staff training materials is underway.

Alder Onboarding

This will be the focus of my work for the next few weeks.

Due to the logistics of turning over access to the district email addresses and the MFA requirements of the M365 system, **2025 Council Leadership elections will be in person with a paper ballot vote at the noon meeting.**

Annual Report

Estimated release: Early March.