

**Council Chief of Staff Work Plan April 2022-April 2023**

Position Description/Task	Status	Notes
<b>Chief of Staff Onboarding</b>		
Supervisor Trainings	In Progress	
Dept/Div Head Meetings	In Progress	
<b>Strategic Management of Common Council Office Operations</b>		
<b>Hiring New Staff</b>		
Legislative Administrative Assistant	Completed	Hired. Start date: 8/1/22
Legislative Analyst	Completed	Hired. Start date 10/17/22
Community Engagement Strategist	Completed	Hired. Start date 10/17/22
<b>Onboarding New Staff</b>		
Legislative Administrative Assistant	Completed	
Legislative Analyst	In Progress	
Community Engagement Strategist	In Progress	
<b>Managing Council Office Staff Work Planning, Check-In, and Evaluation Processes</b>		Ongoing: initial set-up in progress
<b>Staff Professional Development</b>	In Progress	Included in Council Office Workplan
<b>Staff Cross-Training</b>	In Progress	Included in Council Office Workplan
<b>Council Office Process Documentation/Improvement</b>	In Progress	Included in Council Office Workplan
<b>Create Council Office Work Plan</b>	In Progress	April 2022-April 2023 completed
<b>Council Policy Guide Revisions Proposal</b>	In Progress	Included in Council Office Workplan
<b>Racial Equity and Social Justice Initiative</b>		Ongoing: Member of RESJI Strategy Team (Dept/Div. Head Level) and RESJI Teaching & Learning Co-Lead
<b>Policy Development, Analysis, and Implementation</b>		
<b>Council Budget (2023)</b>	Completed	Budget request submitted
<b>Special Projects</b>		
Surveillance Tech Annual Reports	In Progress	Estimated introduction 11/1/22 CC meeting
Dark Sky Community Application		Transitioning this project to Legislative Analyst
Performance Excellence Department Work Plan Pilot	Not Started	Part of a pilot group of departments to create/improve work plans at agency level; starts in December
<b>CCEC Staffing</b>		Ongoing
<b>Common Council Office Communications</b>		
<b>Alder Onboarding/Offboarding Processes and Trainings</b>	In Progress	
<b>Communication Process Improvements</b>	In Progress	Working with Community Engagement Strategist
<b>Clarify Records Retention Policy</b>	In Progress	
<b>Boards, Committees, &amp; Commissions (BCC) Administrative Support Team</b>		
<b>Re-engage the Administrative Support Team</b>	In Progress	
Review and Revise the Admin Services Team Work Plan	Not Started	
Schedule Regular Team Meetings	Not Started	
Create a Protocol for Communication/Instructions to BCC Staff	In Progress	