

Alder Onboarding Videos: Content Guide

| Topic | Preferred Format | Length | Staff | Key Content/Topics | Attachments/ Resources/Links | Notes |
|---|-------------------------|------------------|--|--|---|---|
| Introductions | Video | ~5 mins. | Agency Head | <ul style="list-style-type: none"> • Introduce agency head • Agency mission • Agency structure • Examples of main agency services • Introduce key staff | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |

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| <p>(multiple) Major Initiatives-In-Depth</p> | <p>Voice-Over Presentation</p> <p>One presentation per issue/category</p> | <p>Under 15 minutes each</p> | <p>Relevant SME staff</p> | <ul style="list-style-type: none"> • Description of initiative • Connect to Elements of a Great City • Key staff • Relevant previous Council action • Overview of community engagement on issue | <ul style="list-style-type: none"> • 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) | <p>If you have questions about which major initiatives to cover, please contact the Council Chief of Staff for discussion</p> |
| <p>Agency Budget Overview</p> | <p>Voice-Over Presentation</p> | <p>Under 10 minutes</p> | <p>Agency Head, relevant budget SMEs</p> | <ul style="list-style-type: none"> • Overview of agency capital budget • Overview of agency operating budget • Anticipated large upcoming budget issues | <ul style="list-style-type: none"> • 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 | |
| <p>Interdepartmental Interphases</p> | | <p>~5 mins.</p> | <p>Agency Heads</p> | <ul style="list-style-type: none"> • Departments and your department most often collaborates or intersects with on | <ul style="list-style-type: none"> • Relevant joint reports • Other resources on collaborations | |

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| | | | | <p>projects/service delivery</p> <ul style="list-style-type: none"> Describe common points of interaction | | |
| Alder/Constituent FAQs | Voice-Over Presentation | Under 15 minutes | Relevant SME staff | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> FAQ documents Key staff to contact for common issues | |