

## Common Council needs:

- Alder orientation & support
  - New alder orientation – Chief of Staff/Legislative Management System Specialist in conjunction with Council leadership
  - Retreats – Chief of Staff in conjunction with Council President
  - Help alders navigate working with other city staff – Chief of Staff
  - Empower alders to be successful
  - Scheduling **high level** meetings – Chief of Staff/Legislative Management System Specialist in conjunction with Council leadership
  - **Attending high level meetings** – Chief of Staff
  - Postcards
  - Expense report – Legislative Management System Specialist with support from Chief of Staff, if needed
  - 3rd party for conflict resolution/reconciliation (**Tory to reword**) – Chief of Staff
- Operations of council office
  - Hiring, Training, Supporting, Coaching council staff – Chief of Staff
  - Efficient ~~o~~ Operations – Chief of Staff
  - **Performance review of Council staff** – Chief of Staff
- BCC Admin Support – **Under supervision of Chief of Staff (possible new position)**
  - Legistar for CC meetings
  - CCEC
  - Pres. Workgroups
  - Ad Hoc Committees
  - BCC support
- Policy Development & Analysis – **Oversee the work assignments of the Legislative Analyst and assist with research prioritization. Assign and coordinate with Legislative Analyst the process to review or create City initiatives, studies, programs and include City staff in the process.**
- Mayor's office communication – Chief of Staff
- Resident Engagement and Communication – **Possible new position**
  - ~~Mayor's office communication – what's happening~~
  - Supporting alders to connect with their constituents
  - Ensuring public gets the info they need
  - Helping residents get what they need from city agencies
- Other
  - ~~Staff historical knowledge like~~ **Navigating the City budget process with alders, Finance, and other City departments.** – Chief of Staff

## Current Council Office Staffing

- Legislative Management (Matalin)
- Legislative Analysis (Karen)

- Clerical support (Debbie)
- *Chief of Staff (vacant)*
- *Communications & Resident Engagement (proposed)*