

Task/Project	Area of Responsibility	Timeline
<i>Daily and long-term management and oversight of Council offices and operations, including staff hiring and supervision, Council agendas, task assignment, workflow planning, safety protocols, COVID-19 response, and strategic decision making</i>	1 – 4	Ongoing
<i>Coordinate, review and recommend applicants for Ward 1 vacancy consideration</i>	1	Immediate
<i>Lead the Council's responsibilities related to the Chief of Police vacancy, including establishment of minimum qualifications and seating of the Examining Committee</i>	1	Completed/Ongoing
<i>Facilitate and maintain dialogue with the administration</i>	1, 3	Ongoing, including weekly meetings with the Deputy Mayor and meetings as needed with department directors
<i>Reimagine Council offices for efficiency and future use:</i> <ol style="list-style-type: none"> <i>1. Technology updates</i> <i>2. Staff study</i> <i>3. Office space/safety redesign</i> 	1 – 4	<ol style="list-style-type: none"> 1. Ongoing as needed 2. RFQ is in development. Goal to have report back by the end of the year. 3. Concurrent with staff study report.
<i>Plan and coordinate Organizational Committee meetings</i>	1, 2	Ongoing
<i>Ongoing development and implementation of the Council Workplan</i>	1, 3	Ongoing
<i>Fiscally manage Council's operations budget</i>	1 – 4	Ongoing
<i>Coordinate tours of various city facilities for insights on services provided</i>	1, 3 and 4	Ongoing
<i>Perform yearly reviews of all Council staff</i>	2, 3	Begin January 2023
<i>Oversee and implement timely external communications about key Council news and business</i>	1, 3, and 4	Ongoing
<i>Plan and implement Inauguration, New Member Orientation, and Council Retreat after the 2023 election</i>	1 – 4	Begin planning late 2022

Major Areas of Responsibility

1. Strategic leadership
2. Staff management and support
3. Councilmember and ward office support
4. Constituent services