Task/Project	Area of Responsibility	Timeline
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	1 – 4	Ongoing
Coordinate, review and recommend applicants for Ward 1 vacancy consideration	1	Immediate
Lead the Council's responsibilities related to the Chief of Police vacancy, including establishment of minimum qualifications and seating of the Examining Committee	1	Completed/Ongoing
Facilitate and maintain dialogue with the administration	1, 3	Ongoing, including weekly meetings with the Deputy Mayor and meetings as needed with department directors
Reimagine Council offices for efficiency and future use: 1. *Technology updates* 2. *Staff study* 3. *Office space/safety redesign*	1 – 4	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.
Plan and coordinate Organizational Committee meetings	1, 2	Ongoing
Ongoing development and implementation of the Council Workplan	1, 3	Ongoing
Fiscally manage Council's operations budget	1 – 4	Ongoing
Coordinate tours of various city facilities for insights on services provided	1, 3 and 4	Ongoing
Perform yearly reviews of all Council staff	2, 3	Begin January 2023
Oversee and implement timely external communications about key Council news and business	1, 3, and 4	Ongoing
Plan and implement Inauguration, New Member Orientation, and Council Retreat after the 2023 election	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