



# Council Onboarding

COUNCIL OPERATIONS

# City Council 2025

## January – June

### Organize

- Elect Council President/Vice President
- Possible - Establish committee structure
- Possible - Adopt rules of procedure

### Implement & Engage

- Meet as committees, if committee structure established by resolution
- Engage with constituents
- Consider legislation in committee/council
- Confirm appointments (as needed)

### Budget Process

- Engage with constituents regarding budget process
- Budget consideration by full Council



# Committees - Overview

# Council Committees



Are the mainstay of council policymaking



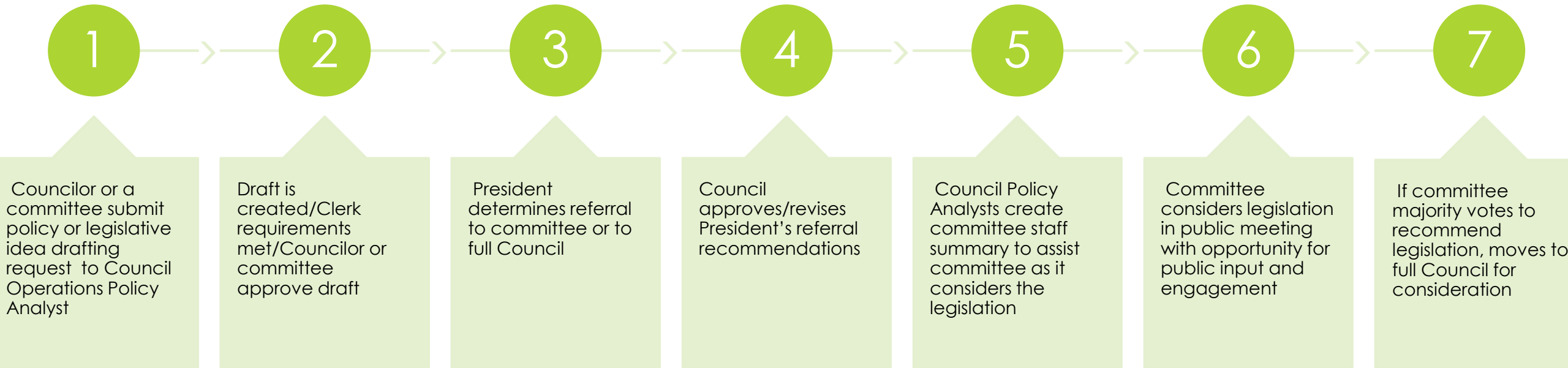
Do the legislative “homework” of full council



Provide citizens and interest groups with a formal opportunity to affect policy and legislative decisions

# Drafting and Committee Overview

Council/Legislative proposed drafting and committee process



*Committee staff summary will 'travel' with legislation. CSS does not replace impact statements.*



# Council Policy Analysts

## Drafting

Ordinances  
Resolutions  
Amendments  
(drafting request handout)

## Committee Staffing

Research  
Analysis  
Committee Staff Summary  
(CSS template handout)

# Committee Structure (a proposal)

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# Proposed Standing Committees

Housing and Homelessness

Public Safety

Community Development and Livability

Transportation and Infrastructure

Governance, Finance and Accountability

\*SPECIAL COMMITTEES, AS NEED MAY ARISE

\*SUBCOMMITTEES, AS NEED MAY ARISE

(COMMITTEE STRUCTURE RESOLUTION  
HANDOUT)



# Notes on Proposed Committee Structure

- ▶ Each councilor, other than President and Vice President serves as a chair or vice chair
- ▶ Each committee, except Governance, Finance, and Accountability Committee, has one (1) member from each district
- ▶ Each committee, except Governance, Finance, and Accountability Committee, has four (4) members
- ▶ Each councilor (except for President/Vice President) serves on the same number of committees
- ▶ President and Vice President are automatically part of Governance, Finance, and Accountability (though do not serve as chair or vice chair and do not serve on other standing committees)

Housing and Homelessness	Public Safety	Community Development and Livability	Transportation and Infrastructure
1B	1C	1B	1C
2A	2B	2C	2A
3A	3B	3A	3B
4A	4B	4C	4A

## Committee Grid (a proposal)

Governance, Finance, and Accountability (Chair and Vice Chair from Districts 2 and 4)	Sub-committees and Special Committees (TBD)		
1A			
2B			
3C			
4B			
2C			
4C			



# Walking Through A Committee Meeting

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# Committee Chair/Vice Chair

- ▶ Committee Chair
  - ▶ Guides committee processes
  - ▶ Manages committee workload and sets the committee agenda
  - ▶ Mediates committee conflicts, if any, and maintains decorum
  - ▶ Presides over committee meetings
- ▶ Committee Vice Chair
  - ▶ Fulfills tasks of chair when chair is unavailable

# Before the Committee Meeting

## Committee Staff

- ▶ Draft committee staff summary (CSS)
- ▶ Draft amendments – if any
- ▶ Confirm impact statements (various)
- ▶ Enter and route item through E-Council
- ▶ Committee agenda is published (Council Clerk)

## Committee Members

- ▶ Getting up to speed on committee topics
- ▶ Review committee agenda
- ▶ Are you the sponsor of the legislation before the committee? If so, prepare to speak to legislation

# During the Committee Meeting

## Committee Staff

- ▶ Support the chair
- ▶ Support committee members
- ▶ Support stakeholders and the public
- ▶ Provide verbal committee staff summaries of the legislation being considered to support written summary
- ▶ Answer questions about legislation or amendments
- ▶ Serve as resource on legislative procedures (with Council Clerk staff)

## Committee Members

- ▶ Listen to presenters, to other members, and to public giving testimony
- ▶ Ask questions and contribute to discussion
- ▶ Vote
- ▶ Help maintain decorum



# After the Committee Meeting

## Committee Staff

- ▶ Finalize committee recommendation and report
- ▶ When legislation moves to full council, finalize committee staff summary
- ▶ Follow-up with stakeholders or research in response to committee member questions
- ▶ Amendments – integrate text of what passed or was adopted
- ▶ Plan next meeting

## Committee Members

- ▶ When legislation moves to the full council, be prepared to speak to committee recommendation
- ▶ Amendment work, if additional committee work on the legislation is contemplated

# Constituent Relations (as supported by Council Ops staff)

## District Administrative Specialists

- Communication support
- Webpage/newsletter support
- Calendaring/scheduling support
- Administrative support as determined by councilors from applicable district (may vary by district)

## Zendesk and 311

- Available through districts and individually (may require additional fee for individual office)
- District Administrative Specialists assist with district inquiries as directed by councilor(s)

## Additional Options

- BTS exploring additional options for individual councilor use

# Council Operations Team

LORI BROCKER  
COUNCIL OPERATIONS MANAGER

CLAIRE LELAND ADAMSICK  
COUNCIL POLICY ANALYST

CHRISTOPHER JOHN HERR  
COUNCIL POLICY ANALYST

MEGAN LEHMAN  
COUNCIL COORDINATOR

ASHLEY HERNANDEZ  
COUNCIL OPERATIONS  
ADMINISTRATIVE SPECIALIST

## DISTRICT ADMINISTRATIVE SPECIALISTS

EVA STANGANELLI  
DISTRICT 1 ADMINISTRATIVE  
SPECIALIST

JENNIFER STEWART  
DISTRICT 2 ADMINISTRATIVE  
SPECIALIST

ALEX BROWNE  
DISTRICT 3 ADMINISTRATIVE  
SPECIALIST

ASHLEY MCKENZIE  
DISTRICT 4 ADMINISTRATIVE  
SPECIALIST