Council Committee Management

City Staffing Model

Presented by

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Council Audit & Finance Committee
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Dedicated Committee Staff Support

- **Executive Lead** (ACM, CFO/City Auditor)

- **Committee Liaison** (Department/Deputy Director)

- **Executive Assistants** (City Manager's Office & Lead Dept.)

- **Agenda Office**

- **City Clerk's Office**

- **Finance Department**

- **City Attorney's Office**

- **Department Staff** (specific to the agenda item)

Executive Lead

Assistant City Manager, Chief Financial Officer or City Auditor (Audit/Finance)

- **Provides leadership/coordination of City Staff:**

  - Ensures staff is supporting Committees; agenda item preparation (e.g. research, alternative development, fiscal/legal impact analysis, public engagement, etc.); meeting logistics, administrative support.

- **Works directly with Committee Chair to help plan future meetings and presentation of agenda items.**

Committee Liaison

Assistant City Manager or Dept. Director/Assistant Director, or Chief Financial Officer/City Auditor (Audit/Finance)

- Works directly with the Council Committee Chair to help determine the current Agenda.

- Supervises Committee administrative support.

Admin Support – City Mgr.'s Office

Assistant City Manager's Executive Assistant

- Works with Department Lead's Executive Assistant to ensure meeting room is prepared for committee meeting.

- Supports speaker sign-up during committee meetings.

- Helps prepare draft summary minutes and the final Committee Report.

Admin Support – City Departments

Department Executive Assistant

- Gathers back-up information for agenda items (e.g. previous actions, previous public input, results from Boards, etc.).

- works with Departmental staff and Council Committee Chair's policy aide to coordinate committee agendas.

- works with the Executive Lead's Executive Assistant in handling meeting logistics.

- manages speaker sign-up during committee meetings; helps prepare draft Summary minutes and Final Committee Report.

Admin Support – City Departments

Agenda Office

- Coordinates agenda posting using the SIRE system.

City Clerk's Office

- Uploads posted agendas; provides transcripts, etc.

Fiscal/Legal Analyses

Finance Department

- Provides fiscal analysis and other financial data.

Law Department

- Provides legal analysis and drafts supporting documents.

Department Staff

- **Department Staff will provide back-up information (specific to agenda item):**

  – Research

  – Analysis

  – Alternative development

  – Public engagement

Questions?

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