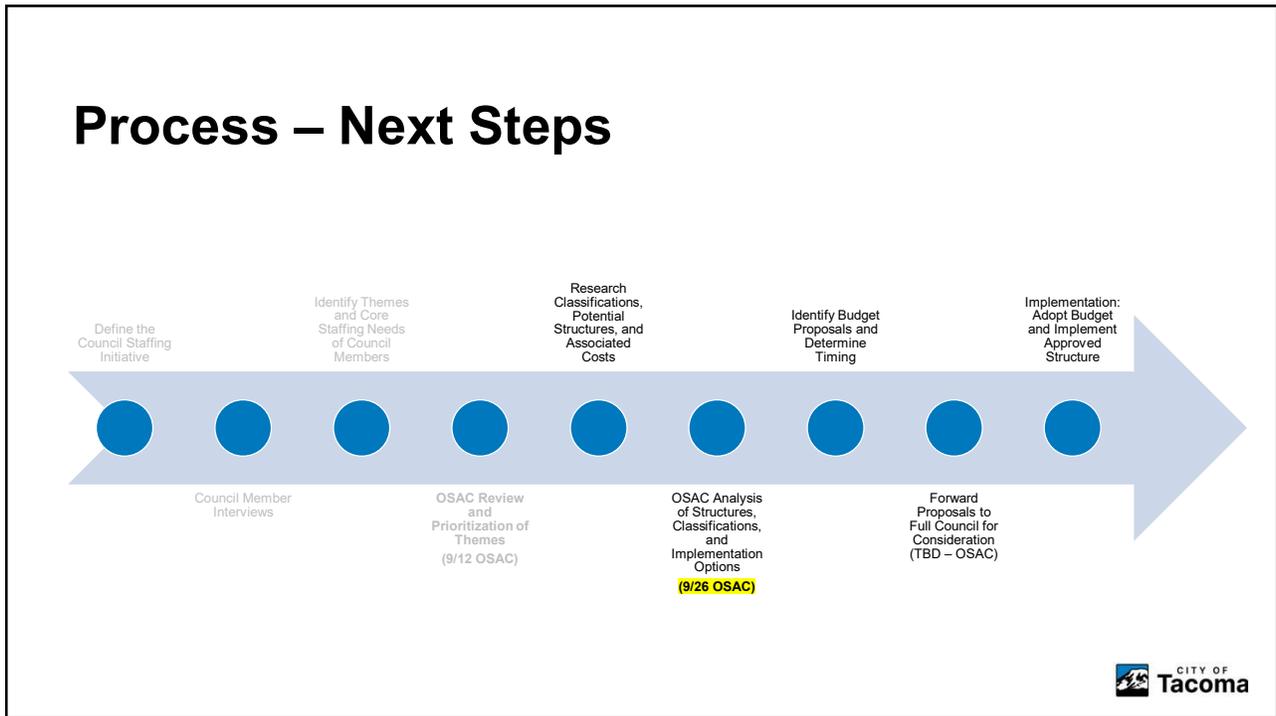




City Council Staffing

2025

1



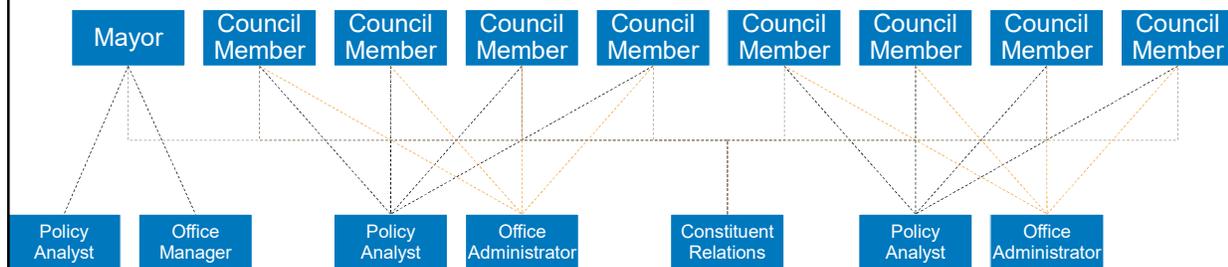
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8 Focused Areas of Council Need



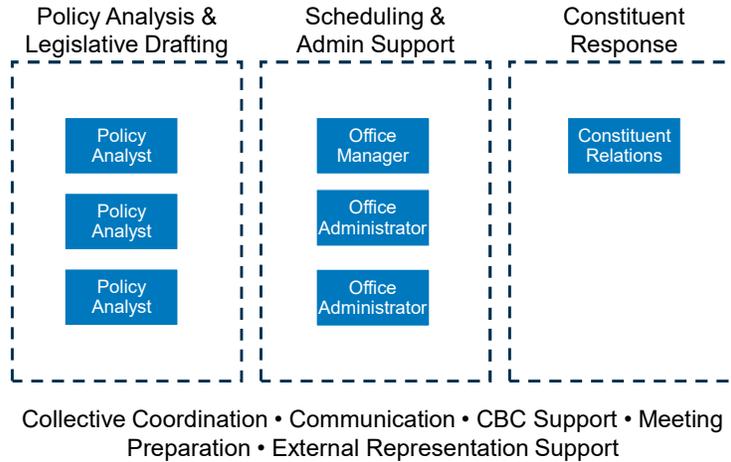
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Existing Resources



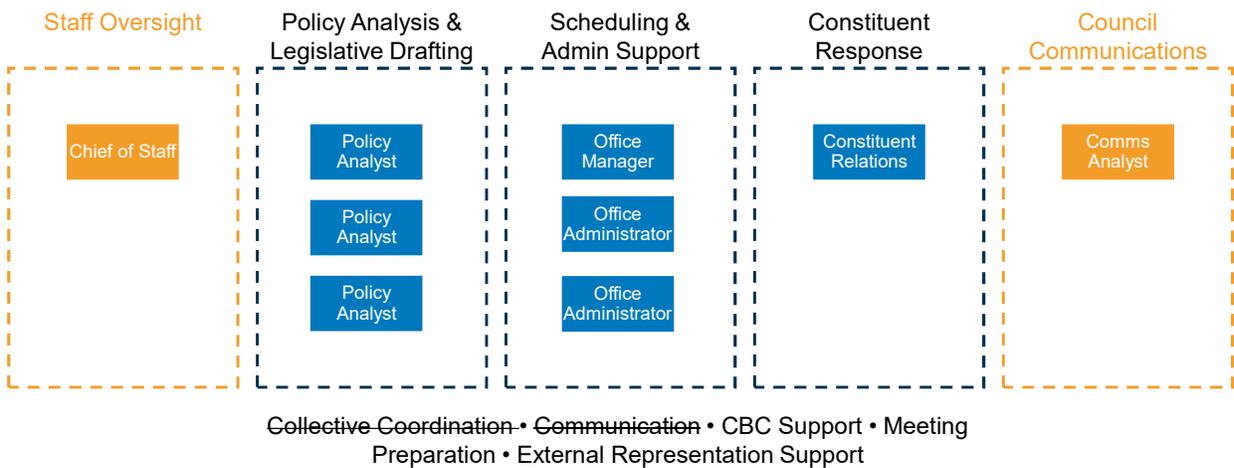
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Existing Resources



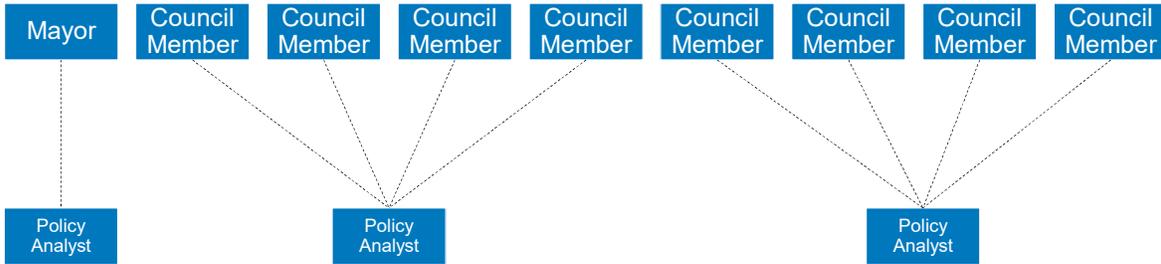
5

Potential New Resources



6

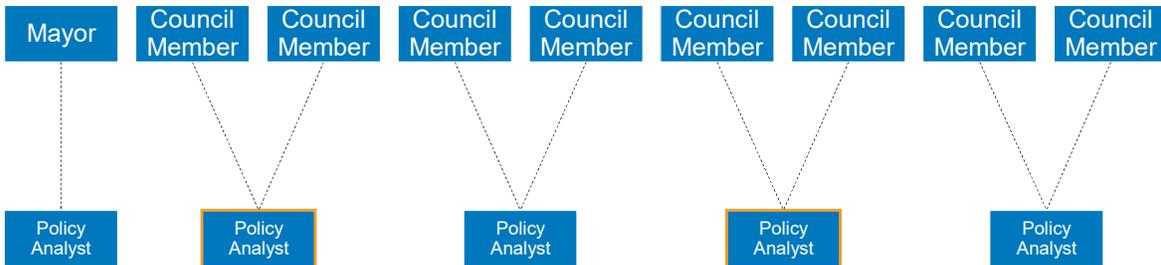
Enhancing Policy Analysis & Legislation



7

Enhancing Policy Analysis & Legislation

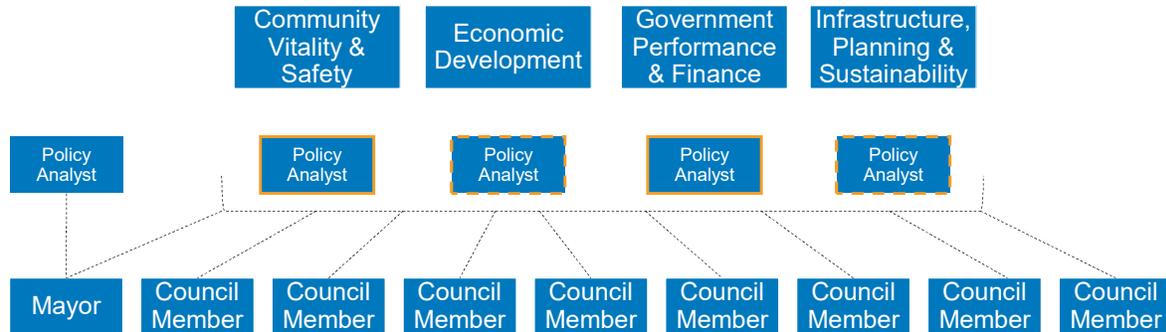
Concept 1: Maintain existing structure, but improve the ratio of Policy Analysts to Council Members



8

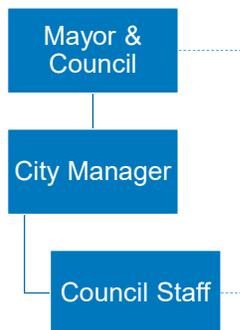
Enhancing Policy Analysis & Legislation

Concept 2: Align Policy Analysts with Council Committees to develop subject matter expertise and robust organizational connections and institutional knowledge specific to their areas.



9

Management of Council Staff - Current



The City Manager has administrative oversight of Council staff for hiring, development, and day-to-day management.

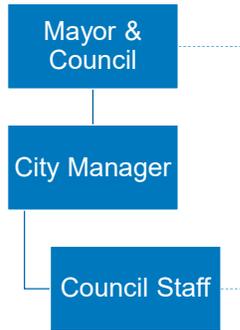
Council staff have direct interaction with Council Members who drive the work.



10

Management of Council Staff

Concept 1: Maintain existing structure with expanded staffing.



The City Manager has administrative oversight of Council staff for hiring, development, and day-to-day management.

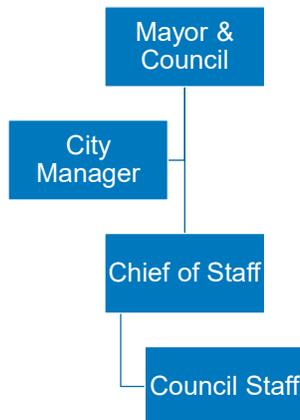
Council staff have direct interaction with Council Members who drive the work.



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Management of Council Staff

Concept 2: Mayor & Council have direct management authority over support staff.



The Mayor and/or Council directly employ a Chief of Staff who has responsibility for managing Council Staff.

The City Manager plays a supporting role in ensuring the Chief of Staff aligns with organizational and personnel management policies and practices.



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Implementation Considerations

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Rough Estimates of Fully Loaded Costs

Category	Estimated Loaded Cost per Year
Chief of Staff*	\$180K - \$190K
Policy Analyst	\$140K - \$155K
Constituent Relations Analyst	\$120K - \$140K
Communications Analyst*	\$120K - \$140K
Administrative Staff	\$115K - \$120K

*Estimates are based on existing classifications that perform similar functions, but a classification & compensation analysis would be required to determine the appropriate classification and level of these positions.



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Rough Estimates of Fully Loaded Costs

Concept	Estimated Loaded Cost per Year
Add 2 Policy Analysts in the existing structure to create a 2:1 Council Member to Analyst ratio (+2 FTE)	\$300K
Expand Constituent Relations (+1 FTE) and Communications Support (+2 FTE)	\$420K
Create shared-pool of Committee / Policy Area SME Policy Analysts (+4 FTE)	\$600K
Dedicated Support for Council Members w/ Chief of Staff for oversight (+1 Chief of Staff, +6 Policy Analysts, +2 Admin, + 3 Communications, +4 Constituent Relations)	\$2.3M



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Timeline Factors

Activity	Estimated Time to Complete
Creation of any new classifications	3 Months
Recruitment & Hiring	3-6 Months

Budget Opportunities	Proposal Window	Council Consideration	Effective
2025-2026 Mid-Biennial Modification	September 2025	October 2025	January 2026
2027-2028 Biennial Budget Development	Spring/Summer 2026	Fall 2026	January 2027
2027 Reappropriation	Q1 2027	Q1 2027	2027



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Continuous Improvement Opportunities

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Optimizing Council & Council Staff Processes

Goal: Free up existing staff time from administrative rework and reduce cognitive load on Council Members.

Pain Point	Problem	Strategic Opportunity
Policy Analysis & Legislative Drafting	Good policy ideas risk stalling due to bandwidth limits or delayed review, preventing timely lawmaking.	How might we improve the front-end process for <i>scoping a policy idea</i> so Council moves faster from concept to a vetted draft?
Meeting Preparation (All Council Business)	Members often face information overload and limited prep time , struggling with uncertainty about what matters most in meetings	How might we adopt a single, standard format for <i>pre-reads and agenda items</i> to make prep faster and focus staff time on decisions?



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Leveraging Operational Professionals

Goal: Build public credibility and prevent expensive policy rework by engaging subject matter experts (SMEs) early.

Pain Point	Problem	Strategic Opportunity
Constituent Response & Engagement	Inboxes overflow and there is limited support for managing resident inquiries from start to resolution.	How might we redirect constituent inquiries to operational staff where appropriate to reduce Council's workload?
Constituent Response & Engagement	There is a need to ensure consistent response to residents across Council Members in a way that is consistent with Council priorities & policy.	How can operational departments better equip Council Members with accurate, real-time information so their responses build credibility?
Policy Analysis & Legislative Drafting	Good policy ideas risk stalling due to bandwidth limits or delayed review, preventing timely lawmaking.	How might we better leverage operational subject matter experts to develop policy more quickly without disrupting day-to-day operations?



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Improving Strategic Alignment

Goal: Standardize the preparation for Council business to ensure clear, decision-focused meetings in alignment with strategic priorities.

Pain Point	Problem	Strategic Opportunity
Constituent Response & Engagement	Council needs clear understanding of a meeting's purpose, expected actions, and key information in advance to be prepared to make decisions and meet resident expectations.	What practices could we adopt <i>across City departments</i> to ensure that every agenda item sent forward to Council includes the same level of clarity (<i>purpose, options, impacts, resident lens</i>)?
Committees, Boards & Commissions (CBC) Support & Integration	Council committees, boards, and commissions operate with limited preparation, follow-through, or integration with Council priorities.	How can we better connect committee/commission workplans to Council's priorities?



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