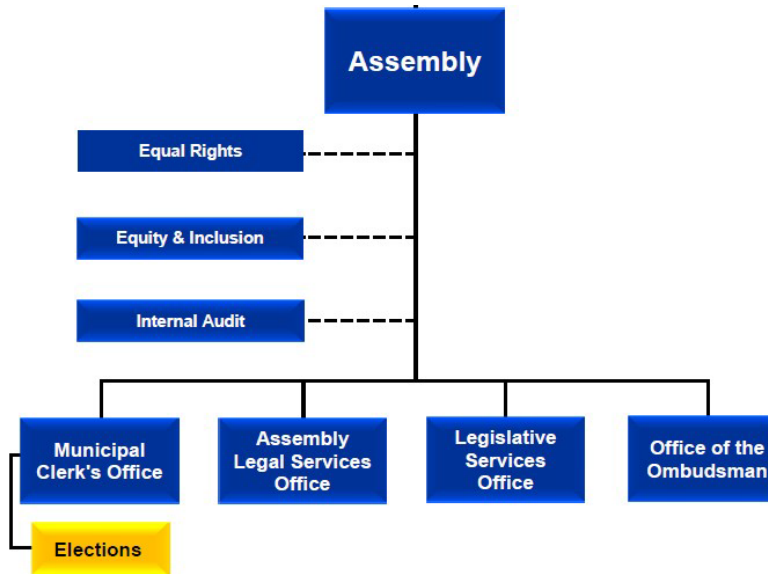


Legislative Branch – Organizational Chart and Contact List



Assembly Legal Services Office

Assembly Counsel
Legislative Counsel
Legal Assistant

Legislative Services Office

Legislative Services Director
Communications Director
Legislative & Policy Analyst
Constituent Services Aide

Office of the Ombudsman

Municipal Ombudsman
Deputy Ombudsman
Deputy Ombudsman – Communications and Outreach

Municipal Clerk's Office

Municipal Clerk
Deputy Municipal Clerk
Assembly Budget Analyst
Election Administrator
Executive Assistant
Legislative Specialist

Agenda Team

Supervisor: Deputy Municipal Clerk
Agenda Coordinator
Agenda Assistant & Minutes Clerk
Records Clerk
Office Specialist

Licensing Team

Supervisor: Business License Official
Scheduling & Business License Assistant

Elections Team

Supervisor: Election Administrator
Deputy Election Administrator (oversees temporary election workers)
Election Operations & Communications Assistant

Legislative Branch – Organizational Contact List

If in doubt, contact Jamie, Jasmine and Clare and we'll help you figure it out.

Assembly Meetings and Legislation

Task	Who
Procedure/parliamentary questions	Municipal Clerk and Deputy Clerk
Request Legal Services, legislative drafting	Assembly Legal Services
Create a recognition resolution	Municipal Clerk and Deputy Clerk
Questions re Agendas or Agenda Items	Agenda Team
LOTTs	Agenda Team & Legal Services
Floor amendments	Legal Services
Request a worksession	Ask Chair, cc Clerk & Deputy Clerk
Records Research (records missing from Portal)	Agenda Team
Forward an email to the body – meeting related	Municipal Clerk and Deputy Clerk
Forward an email to the body – project related	Legislative Services

IT, Finance, Travel and Aides

Task	Who
IT issues	IT Help Desk
MOA Budget	Budget Analyst
Travel Requests	Clerk AP Team
Aide contracts	Budget Analyst
Individual accounts	Clerk AP Team

Business Functions and Projects

Task	Who
Submit an item for the Assembly event calendar	Assembly Events
Election issues	Elections Team
Title 10 Business Licenses	Licensing Team
Communications	Communications Director
Youth Representatives	Policy Analyst
Research and projects	Policy Analyst
Constituent questions	Constituent Services Aide