

Council Chief of Staff Update **01/11/2023**

Announcements

- City offices will be closed on 01/16/23.
- Reminder: There are additional restrictions on the use of alder expense accounts in place until April. Expending of funds is limited in the four months preceding an election to ensure funding is available and equitable for existing and incoming alders. On November 21, Liz sent out emails to each alder regarding this issue.

Hiring Update

Due to the unexpected departure of our legislative analyst, the Council Office is working on hiring again. We are currently reaching out to candidates on the eligibility list, per HR guidance.

Project Updates

Administrative Services Team

The team is meeting at the end of this month to discuss a review of committee staff training materials and a plan for outreach to BCCs about the Code of Ethical Conduct.

New Alder Orientation/Onboarding

We are creating materials and tutorials on topics including how to find things in Legistar, navigating the Council agenda and consent agenda document, preparing for Council meetings, understanding the legislative process, scheduling neighborhood meetings, and more.

Upcoming City Trainings of Interest

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it.

- [I Feel Safe: Creating Healthy Cultures Where People Thrive](#) (01/18/23)
- [Creating Accessible Virtual Meetings and Trainings](#) (01/24/23)
- [Involving People in Decisions that Impact Them](#) (several offerings)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.