

# Council Chief of Staff Update

## 9/5/2023

### Announcements

Thank you to all of you who have responded to the survey regarding your level of interest in some training and discussion opportunities this winter. If you haven't yet had a chance to fill out the survey, please do so tonight. I will be reaching out to those who have indicated interest each opportunity to discuss finalizing dates and providing details, so I strongly encourage everyone to weigh in to the survey: <https://www.surveymonkey.com/r/6CP58V7>

### **Upcoming Staff Out-of-Office**

9/18 Karen out (afternoon)

9/29-10/2 Karen & Lorissa at ICMA annual conference

### **Workplace Safety**

If you receive any concerning emails, calls, or interactions in the course of carrying out your alder duties, please contact me to schedule a debrief appointment.

### Important Tips & Reminders

#### **Recent City Staff Communications to Note**

- DPCED Director Matt Wachter sent out a memo to all alders describing the work the City is currently doing on housing.
- Mick Rusch, Metro Transit, sent an announcement that Metro will be holding public hearings in September on proposed December route changes.
- The Homeless Issues Consortium sent out a [survey](#) regarding updates to their Community Plan to Prevent and End Homelessness.
- Liz will be sending out the quarterly balance update for your alder expense accounts, as well as some important reminders regarding receipt deadlines for reimbursements, and an overview of alder responsibilities regarding public records.

**Budget Season Advice:** If you are at all able, please attend the Finance Committee capital budget briefings on 9/12 at 4:30 p.m. Check your inbox for emails from Christine Koh for updates and resources.

### **New Alder Orientation Videos Spotlight: Agency Budget Overviews**

As a reminder, we strongly recommend that alders watch the overview of each agency's budget in order to make the whirlwind of budget season a bit more manageable. Here are some of the offerings on the [New Alder Orientation webpage](#).

#### Streets & Recycling

##### Videos

- Agency Introduction
- **Budget Overview**
- Snow Plowing Operations FAQA
- Streets Division Services FAQA
- Urban Forestry FAQA

##### Documents

- Agency Introduction PDF ↗
- Budget Overview PDF ↗
- Alder Constituent FAQA PDF ↗
- Snow and Ice FAQA PDF ↗
- Forestry Alder Constituent FAQA PDF ↗

#### Police

##### Videos

- Agency Introduction
- **Budget Overview**
- Alder Constituent FAQA

##### Documents

- Agency Introduction PDF ↗
- Budget Overview PDF ↗
- Alder Constituent FAQA PDF ↗

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### Engineering

#### Videos

- Agency Introduction
- [Budget Overview](#)
- Alder Constituent FAQA

#### Documents

- Agency Introduction PDF [↗](#)
- Budget Overview PDF [↗](#)
- Alder Constituent FAQA PDF [↗](#)

### Civil Rights

#### Videos

- Agency Introduction
- [Budget Overview](#)
- Alder Constituent FAQA

#### Documents

- Agency Introduction PDF [↗](#)
- Budget Overview PDF [↗](#)
- Alder Constituent FAQA PDF [↗](#)

### Community Development

#### Videos

- Agency Introduction
- [Budget Overview](#)
- Alder Constituent FAQA (COMING SOON)
- Infant & Early Childhood Mental Health Introduction
- Funding Process Overview

#### Documents

- Agency Introduction PDF [↗](#)
- Budget Overview PDF [↗](#)

### Economic Development

#### Videos

- Agency Introduction
- [Budget Overview](#)
- Alder Constituent FAQA

#### Documents

- Agency Introduction PDF [↗](#)
- Budget Overview PDF [↗](#)
- Alder Constituent FAQA PDF [↗](#)

## Reminder: Deadline for Resolutions

The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 19 Council meeting is Tuesday, September 5.**

## City Training Opportunities (free to alders)

Alder feedback on the Trauma-Informed Living training: "The presentation helped me build on the inner work that I've been doing and gave me new tools. The material, was provided in an approachable manner and felt safe to learn"

## Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new. Please reach out to me if you participate in a training, especially if you have experienced one you found valuable and think other alders might as well.

- [Civilian Response to Active Shooter Events \(CRASE\)](#)

**Description:** Officers will present active shooter case studies that highlight strategies victims used and the ultimate outcomes of their choices. These will also help participants understand **Avoid, Deny, Defend** in deeper detail. In person at MPD Training Center.

**Upcoming Offerings:** September 13 6-8 p.m., November 11 6-8 p.m.

- [Giving and Receiving Feedback, Part 1](#)

**Description:** "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

**Upcoming Offerings:** September 27, 9-11 a.m.

## Additional Upcoming Trainings of Interest

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