

## **Council Chief of Staff Update**

**3/25/25**

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

**3/27 (afternoon): Liz out**

**3/28: Liz out**

**3/27-28: Karen out**

### **Incoming/Outgoing Alder Information for April Transition**

**Outgoing Alders:** You will be receiving an offboarding survey toward the end of the week of March 31 from Liz, which includes important information on public records retention. The week of April 7, you will be receiving information on unsyncing personal devices from your City email account. Additionally, Debbie will be contacting you regarding your outgoing alder honoring resolution.

**Returning Alders:** You will be contacted by IT to pick up your City laptops sometime before the week of April 14. Additionally, we will have some information on alder public records custodian responsibilities requiring a signature that we will be distributing to you, as well as the updated alder onboarding handbook. I will also be sending a meeting invitation to the Agency Lightning Roundtable onboarding event on April 8, which returning alders are invited to attend.

**Outgoing/Incoming Alder Brunch:** If you haven't yet had a chance, please RSVP to me regarding whether you will attend the Alder Brunch on April 15 and, if so, how many people will be in your party. I will follow up soon with information on how to pay.

**Common Council Noon Meeting (April 15):** Returning alders please note that the Council Leadership election will be in person with paper ballots. If you would like to get an updated official alder photo, you will have an opportunity to get one after the noon meeting.