

Council Chief of Staff Update **11/10/22**

Council Office Updates & Announcements

- We have removed the CLOSED TO THE PUBLIC sign from the council office door. Staff have set up hybrid work schedules that should provide regular coverage of the council office during the week.
- Lorissa and Katie will each be reaching out to you to set up meetings to get your thoughts on community engagement (Lorissa) and your policy projects (Katie).
- Debbie is transitioning the Weekly Meeting & Events Highlights to Lorissa and Katie. They will be taking it over as a team.
- Liz has made headway in the backlog of open records requests and developer billings that we had due to staffing shortages. She is creating a number checklists and instructions for key council office processes as part of our efforts to strengthen our internal documentation and cross-training processes.
- Debbie and Liz have been working to review and update the information on the alder webpages as a result of redistricting and the annexation of Town of Madison.
- We have begun an assessment and updating of the [Council Policy Guide](#), which we will present to CCEC soon.
- We have also begun building out a framework for new alder onboarding in advance of the arrival of a new cohort of alders in April, which I plan to be able to share in the coming weeks.

Upcoming Council Information Session

Election season upon us and many of you are contemplating whether or not to seek re-election in April. There are several restrictions that go into effect from December to April of election years that will impact how you do alder business. There will be an information session before the 11/22 Common Council meeting where Attorney Haas will cover the regulations and answer your questions. We were able to coordinate with IT Media Team for this to be a hybrid information session, so that alders can attend in person in CCB 201 or virtually.