

Council Chief of Staff Update

8/1/2023

Office Announcements

Upcoming Staff Out-Of-Office

- August 4-12: Karen out
- August 4: Isaac out
- August 18-25: Liz out
- August 21-25: Debbie out

Important Tips & Reminders

Council Retreat/Workshop with YWCA

The retreat will take place on August 19 from 10-1 p.m. at the new Parks building at 330 E. Lakeside St. Please arrive between 9:45 and 10 a.m. Program will start at about 10:15. Food will arrive around 12:30.

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 >

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: Council Office Resources on New Alder Onboarding Webpage

Additionally, we also recommend that you review all of the material on the [New Alder Onboarding page](#), including a number of helpful tutorials from the Council Office.

Common Council

Videos

- Agency Introduction
- Finding City Staff Contact Info
- Using Legistar
- Navigating a Council Agenda
- Boards, Commissions, and Committees (BCCs) Overview
- The Legislative Cycle & Creating Legislation
- Understanding the Consent Agenda & Consent Agenda Document

Documents

- Agency Introduction PDF >
- Finding City Staff Contact Info PDF >
- Using Legistar PDF >
- Navigating a Council Agenda PDF >
- Boards, Commissions, and Committees (BCCs) Overview PDF >
- The Legislative Cycle & Creating Legislation PDF >
- Understanding the Consent Agenda & Consent Agenda Document PDF >
- Guide to Preparing for Council Meetings PDF >

Council Chief of Staff Update 8/1/2023

Reminder: Deadline for Resolutions

The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 5 Council meeting** is **Monday, August 21**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

City Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- [Trauma-Informed Living](#)

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Upcoming Offerings: August 23, 9-10:30 AM

- [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 AM.

Additional Upcoming Trainings of Interest

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