

Council Chief of Staff Update 9/24/24

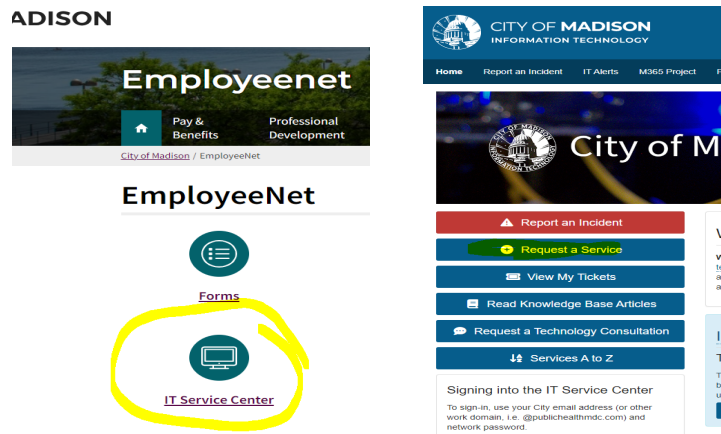
Announcements

Council Office is scheduled to move up to the 5th floor of the CCB on Thursday, October 10. Our new room number will be #505

- **9/20-25:** Karen & Isaac out (at International City/County Managers' Association (ICMA) conference)
- **9/29-10/6:** Lorissa out
- **10/7:** Liz out

Reminders & Tips

Reminder: If you are planning on accessing your City login while out of the country, please contact me **3 weeks** before you go with the dates you will be gone so we can put in an IT ticket to have them grant you access while you are away. Alternately, you can log in with your City account and enter an IT ticket directly through [EmployeeNet](#).



Project Updates

Budget Events Analysis and Reporting

We have finished answering the 218 questions that were submitted on notecards with contact information. The document we provided you with today holds the most common questions that we received and their answers.

Campaign Season Guidelines

In collaboration with the City Attorney's Office, we are working on detailed guidance for the 50-piece rule, which goes into effect December 1 for everyone who is running for office.

Cross-Training & Documenting Office Practices

We have trained on core office functions, so that at least two people know how to do the essential tasks. Staff is finishing up writing SOPs documenting their process.

Alder Onboarding Preparation

April will be here before we know it, so we will be turning our attention to creating, refining, and planning the program and resources for alder onboarding this spring.

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City Training Opportunities

The City offers many trainings relevant to your work as alder that are available to you. If you take a training, please let me know your thoughts about it and whether you would recommend it to your colleagues.

How to Run Effective Meetings

Description: Swamped with way too many meetings? We know that poorly organized and run meetings lead to frustration and disengagement. In this webinar, you'll learn practical tools to plan and run effective meetings so that you can lead people towards clear and actionable outcomes with greater confidence.

Presented by: [Sylvia Larrass](#) - Voice and Leadership Excellence. **Upcoming Date:** October 5, 8:30-10 a.m., virtual.

Values-Based Leadership: The 4 Principles of Practice

Description: Before we lead others, we must first learn to effectively lead ourselves. For many, our personal values affect what we think and how we behave. This highly reflective and interaction course explores the four principles of Values-Based Leadership- self-reflection, balance and perspective, true self confidence, and genuine humility- to help learners lead from their values while remaining curious and open to the values and experiences of others. This course is bound to grow your leadership from *any* position and is excellent for people at all levels of leadership. **Presented by:** [Jay Winston](#) - Leadership Development Specialist, HR-OD.

Upcoming Date: October 8, 1-2:30 p.m., virtual.