

Council Chief of Staff Update
11/21/2023

Announcements

City Offices Closed 11/23 & 11/24

Upcoming Staff Out-of-Office

11/22 Debbie out

11/22 Liz out

11/22 Karen out

11/27 Debbie out

11/28 Lorissa out of office at conference

Important Tips & Reminders

Statement of Interest (SOI) Forms

Reminder that SOI forms are due by January 1. You can find the link in your inbox or [on the Mayor's Office website](#).

Alder Expense Account Balances

Liz will be sending out alder expense account balances to each alder at the end of the month. Alder account balances refresh on 1/1/24 and do not carry over.

Reimbursements for 2023 must have receipt dated 12/31/23 or earlier.

Project Updates

Council Office Cross-Training

I am happy to report that our office cross-training effort is advancing, with Liz making significant progress in training Isaac on all facets of the Council agenda and consent agenda document review processes. Our goal is to have at least two people trained on each of the core tasks of the office by mid-2024.

Upcoming Custom Council Trainings

Facilitated Policy Discussion

The facilitated policy discussion will be held on Saturday, January 20. I am researching venues and will provide more information soon.

NAMI Mental Health and Illness Training

December dates unfortunately did not work out. I am now trying for January. I would like to offer two options, one online and one in person.