

Council Chief of Staff Update **12/13/22**

Announcements

- City offices will be closed on 12/26/22 and 01/02/23.
- Beginning January 1, 2023, all in-person BCC meetings are required to be recorded. Virtual BCC meetings are currently required to be recorded. Instructions have been sent to BCC staff about how to audio record in-person meetings.
- The County is offering an active shooter response training with the Sheriff's Office on Thursday night at a closed session of the County Board meeting and has invited us. If you missed this fall's offering with MPD, and would like to attend, please email Josh Schroeder by Wednesday morning at Schroeder.josh@countyofdane.com.

Project Updates

Administrative Services Team

I met with the other members of the BCC [Administrative Services Team](#) last week to discuss ways to distribute the Code of Ethical Conduct to all BCCs. The upgrades to Legistar that IT is making should make distributing and collecting documents digitally much easier. Our next meeting will be in January.

New Alder Orientation/Onboarding

We are working on a detailed outline of alder onboarding activities and materials, which we plan to have ready to present by the 1/11/23 CCEC meeting.

Alder Social Media Pilot

Lorissa is finishing up work on a framework, roll-out, and evaluation process for the alder social media pilot and expects to be ready to present it at the 1/11/23 CCEC meeting. It turns out that alder social media use processes, both during and outside of election season, have some complex nuances that have required consultation with the City Attorney's Office. In addition to the pilot materials, Lorissa is finishing up a document on considerations for alders who have opened up social media accounts on their own where they do alder business. Like the pilot materials, that document has required OCA consultation. We hope to have everything ironed out and the document sent out by the end of the month, at the latest.

Council Policy Guide

Staff is continuing work on an overhaul of the existing Council Policy Guide. IN PROCESS: synthesizing and updating existing content, fleshing out subject areas that previously were not covered, and coordinating with the alder orientation to maximize efforts and information for both projects.

Alder Intern Matching Program

Katie is finishing the framework for the alder intern matching program and is planning to be ready to present it to CCEC by the 2/1/23 meeting.

Communication Process Improvements

Lorissa is working on communication process improvements. This involves identifying alder communication tools, which is complete, and creating processes for how alders can utilize these tools, which is in progress.