

Council Chief of Staff Update
11/7/2023

Announcements

Upcoming Staff Out-of-Office

11/10 Karen out afternoon
11/20-22 Debbie out
11/22 Liz out
11/22 Karen out
11/27 Debbie out

Important Tips, Reminders & Courtesy Deadlines

Training Materials Available Now for November 8 Blog Tool Updates

There are brief training videos available on the [Alder Onboarding page](#) under Common Council, as well as two tip sheets in the documents list. We recommend that you watch the training videos before your tools are upgraded on November 8.

Training Videos:

- [Creating a Blog Post](#)
- [Adding Images](#)
- [Adding Documents](#)
- [Managing Blog Categories](#)
- [Email Lists Training](#)

Tip Sheets:

- [Blog](#)
- [Text Editor \(adding images and documents\)](#)

Drafting Ordinances with the OCA: If working on a draft ordinance with the Attorney's Office, please note that final drafts of proposed ordinance changes should be returned to the drafting attorney by noon on the Tuesday before the Council meeting at which the ordinance is being introduced.

Requesting News Releases: If requesting a news release from the Council Office, we are requesting a 48-hour courtesy deadline for getting the details to Lorissa.

Requesting Resolutions: The courtesy deadline for submitting materials to the Council Office to create resolutions for the December 5 Council meeting is Tuesday, November 21.

Neighborhood Meeting Scheduling: A friendly reminder to provide three weeks' notice for scheduling neighborhood meetings, public information meetings (PIMs), or other events through the Council Office.

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Alder BCC Feedback: I have received feedback from four alders on this. If you would like us to take your initial feedback into account in our analysis, please return your completed spreadsheets. We are starting the analysis now.

Upcoming Council Trainings

Facilitated Policy Discussion: We will be offering a facilitated policy discussion in January. The alders who responded to my training survey that they were interested in attending this have received a follow-up communication asking for their preferences on some things. I will be finalizing the details this week.

NAMI Mental Health and Illness Training: I am hoping to get this scheduled in December. I will be following up with those who expressed interest.