

Council Chief of Staff Update

7/11/2023

Office Announcements

Upcoming Staff Out-Of-Office

- July 28-31: Lorissa out
- August 4-12: Karen out
- August 4: Isaac out

Important Tips & Reminders

Council Retreat/Workshop with YWCA

If you have not yet updated your availability for the new dates added to the [Doodle poll](#) for the Council retreat/experiential workshop, please do so tonight. The final date for this event will be chosen tomorrow based on the results.

Syncing Calendars, DANenet Assistance for Alders, and Calendly

If you haven't already, you will receive an email from Andrew at DANenet asking if you would like help figuring out whether/how to sync your calendars to your City Outlook calendar. In addition to calendar syncing, Andrew can also help triage assistance with other tech-related issues you may have.

If your City Outlook calendars are synced or otherwise up-to-date, please let me know [here](#).

Additionally, we have permission to use the [Calendly](#) app, to help coordinate calendars and simplify scheduling, which means you can sign up for it with your district email account. If you choose the paid pro option (reimbursable to your alder expense account, contingent on your account balance), you can sync multiple calendars and only need to share out your [Calendly](#) link. If you have a Calendly link all set up and would like us to use it, please send it to me.

New Alder Orientation Videos Spotlight: Planning Division Major Initiatives

In preparation for budget season, the Planning Division has created several new videos that discuss their major initiatives, which are now available on the [New Alder Orientation webpage](#).

Planning

Videos

- [Agency Introduction](#)
- [Budget Overview](#)
- [Alder Constituent FAQA](#)
- [Neighborhood Grant Program \(6/5/2023\)](#)
- [Arts & Culture](#)
- [Comprehensive Plan/Annual Comprehensive Plan Progress Update](#)
- [Historic Preservation Program](#)
- [Planning 101](#)
- [Services & Major Initiatives](#)
- [Intergovernmental Agreements](#)

Documents

- [Agency Introduction PDF ↗](#)
- [Budget Overview PDF ↗](#)
- [Alder Constituent FAQA PDF ↗](#)
- [Planning Framework PDF ↗](#)
- [Neighborhood Grant Program PDF ↗](#)
- [Comprehensive Plan/Annual Comprehensive Plan Progress Update PDF ↗](#)
- [Historic Preservation Program PDF ↗](#)
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Council Chief of Staff Update

7/11/2023

As a reminder, we strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Reminder: Deadline for Resolutions

The deadline for submitting resolution materials to the Council Office for the **August 1 Council meeting is Monday, July 17**. 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.

Providing Feedback to Council Office Staff

Now that we are fully staffed and rolling out a number of new offerings and procedures, if you would like to provide any feedback/suggestions on Council Office staff members or operations, please contact me. If you provide feedback to a Council Office staff member individually via email, please copy me as well.

Project Updates

BCC Administrative Support Team

The BCC Administrative Support Team has engaged HR Organizational Development/Performance Excellence to assist us to evaluate existing BCC staff and member training resources and develop a roadmap for creating/revamping a BCC staff onboarding and ongoing training plan.

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.

- **City of Madison [Disability Summit: Collective Visioning for a More Equitable Future](#)**

July 27 – 28, 2023

This event is open to the public and City staff are encouraged to attend. Visit our [upcoming events page](#) for more information.

- [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

Council Chief of Staff Update
7/11/2023

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

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

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