

Council Chief of Staff Update

02/01/2023

Announcements

Finance is preparing to release the 2023 adopted budget books. This year, if you would like a printed version, please opt-in by emailing Christine Koh by February 3. Electronic copies will be available to all on the [budget website](#).

Hiring Update

We have exhausted the list of eligible candidates from the previous search, so we will be starting a new recruitment.

Project Updates

New Alder Orientation/Onboarding

We have a new onboarding survey tool that collects the contact information and details on things like parking passes and business cards from the incoming alders all in one place. This will allow Debbie to get started on ordering cards and nameplates sooner, and streamline the process of collecting all of that information.

With Katie's departure, Liz has leaned in to continue work on creating several short video tutorials on how to use the public-facing Legistar site to find legislation and look up committee meetings, an overview of the main parts of the Council agenda, and instructions on the consent agenda and consent agenda document.

Code of Conduct Implementation

On Monday, a small group of us (OCA, DCR, HR, Mayor's Office, Council Office) met to discuss implementation of the Code of Conduct, particularly regarding situations where a City staff member files a complaint against a member of a BCC. We will be convening regularly to plan ways to expand existing processes available to City staff under [APM 3-5](#), plan for additional processes such as mediation, and address issues that may arise while processes are being solidified. Of note: APM 3-5 lays out a process for investigating a complaint lodged by a City staff member against an elected official (page 3 of APM 3-5).

BCC Admin Services Team

The Administrative Services Team met on Tuesday to discuss a number of issues related to BCCs. We worked out a plan for communicating to BCC staff about the new Elected and Appointed Official Code of Ethical Conduct and instructions for sharing it with their members and placing it on their agenda annually. We made a plan for reviewing all of the existing BCC staff training materials to determine what elements are not out-of-date, what is missing that would need to be created, and compiled them together for staff to use. Currently, BCC staff are expected to train their new members and chairs. We also discussed ways to package existing City training offerings specifically for BCC staff, BCC chairs, and BCC members, and push out targeted communications to these various groups. We also addressed some logistical concerns arising as BCCs implement the ordinance to record all meetings (this may be audio or video, depending on a number of circumstances).

Records Retention

We are working with the OCA and IT to clarify expectations and requirements for alders regarding creating and retaining public records, including the issue of retaining constituent email

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correspondence for the Historical Society. We met Monday and will meet again on Friday to continue the discussion.

Upcoming City Trainings of Interest

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it. There are also a growing number of [on-demand online recorded courses](#) that you can access with your City login. Organizational Development has greatly expanded their course offerings, making this a great resource for personal and professional development at no added cost to you as alders.

Live Virtual Courses

- [Involving People in Decisions that Impact Them](#) (several offerings)
- [Service Animals and Emotional Support Animals in Places of Public Accommodation](#) (02/07/23)

On-Demand Courses

- [Trauma-Informed Customer Service](#) (scroll down to course and materials links)
- [I Feel Safe: Creating Healthy Cultures Where People Thrive](#) (scroll down to course and materials links)

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