

# Council Chief of Staff Update 7/25/2023

## Office Announcements

### Upcoming Staff Out-Of-Office

- July 28-31: Lorissa out
- August 4: Isaac out
- August 4-12: Karen out
- August 18-28: Liz out

## Important Tips & Reminders

### Council Retreat/Workshop with YWCA

The retreat will take place on August 19 from 10-1 p.m. in person at the new Parks building at 330 E. Lakeside St. A meal will be served after the YWCA experiential circle.

### Syncing Calendars

If your City Outlook calendars are synced or otherwise up-to-date, or if you have provided me with your Calendly link, please let me know [here](#).

### Scheduling Upcoming Alder Training Events

I will be checking your availability through Doodle polling in order to schedule a number of Council trainings/workshops on various aspects of workplace safety, as well as opportunities to gather together and discuss your policy priorities, in the upcoming months.

### New Alder Orientation Videos Spotlight: Water Utility Major Initiatives

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

#### Water Utility

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##### Videos

- [Agency Introduction](#)
- [Budget Overview](#)
- [Alder Constituent FAQA](#)
- [Major Initiatives: Overview](#)
- [Major Initiatives: Master Plan](#)
- [Major Initiatives: Financial Plan](#)
- [Major Initiatives: Strategic Asset Management Plan](#)
- [Major Initiatives: Well 14](#)
- [Major Initiatives: Well 15](#)
- [Major Initiatives: Well 19](#)

##### Documents

- [Agency Introduction PDF ↗](#)
- [Budget Overview PDF ↗](#)
- [Alder Constituent FAQA PDF ↗](#)
- [Strategic Plans & Major Initiatives PDF ↗](#)
  - [Financial Plan PDF ↗](#)
  - [Master Plan PDF ↗](#)
  - [Strategic Asset Management Plan PDF ↗](#)
  - [Well 14 - Chloride Mitigation PDF ↗](#)
  - [Well 15 - PFAS Treatment PDF ↗](#)
  - [Well 19 - Iron, Manganese, and Radium Treatment PDF ↗](#)

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.

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### Reminder: Submitting Receipts for Reimbursement

Receipts are due within 60 days of the purchase, which is required by City policy and the IRS. You can drop off your receipts at the Council Office or send photos of receipts directly to Liz at [lwindsor@cityofmadison.com](mailto:lwindsor@cityofmadison.com). Please contact Liz with any questions.

### Reminder: Deadline for Resolutions

The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 5 Council meeting** is **Monday, August 21**. 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.

### Reminder: 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.

### City 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 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.