Council Chief of Staff Update
7/1/25

Upcoming Staff Out-of-Office

7/2-7/3: Isaac out
7/3-7/8: Debbie out
7/30: Karen out
8/6-8/8: Karen out

Reminders & Tips

July 4: City Offices Closed

City Website Accessibility-How Alders Can Help

We are legally required to make City public facing web content accessible. This is due to a federal ruling. At this time, alders can assist by avoiding ALL CAPS when writing their blog posts. We know that content coming from agencies may contain all caps, so this ask is focused on the content you write yourself, or draft content that you are given and can easily modify before posting. If you'd like to learn more about best practices to keep in mind while blogging, there are several resources and articles available on EmployeeNet (access with your City login). Here are some examples of all caps in some recent blogs that caught the attention of the software (Siteimprove) that the City is using to help staff identify issues (highlighted in red below).

Press Release: Avoid Flash Flooded Areas *posted June 24, 2025*

PRESS RELEASE COPY

:Heavy Rain Continues, Urban Flash Flooding Expected, Avoid Flash Flooded Areas"The next few days are expected to have multiple, brief but heavy storm events which may result in urban flash flooding of roadways. If you…

4506 and 4514 Verona Road-Plan Commission Public Hearing *posted June 20, 2025*

Monday, June 23, 2025 @5:30pmLocationThis meeting is being held virtually.Watch Online

Category: Notices

STOP THE VIOLENCE SAVE THE CHILDREN-Meadowood *posted June 18, 2025*

SIXTH ANNUAL STOP THE VIOLENCE SAVE THE CHILDREN COMMUNITY SUPPERThe event will be held inside Good Shepherd Church tonight

Project Updates

AASPIRE Intern

Our AASPIRE intern, Ella, is hard at work assisting with policy research and community engagement. She will be in the chambers tonight between 6 and 6:30 with the Clerk's

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7/1/25

Office interns collecting videos for the Pass the Phone Challenge. She is in the CCB on Tuesdays and Thursdays, so please stop by to meet her.

Council Office Budget Request
Please refer to the 7/1/25 CCEC agenda for links to the proposed budget request. If you aren't able to attend CCEC today, please watch the recording or contact me to find out more about our agency operating budget request.

Annual Workplan
Now that staggered terms are in effect and there will be alder elections every year, the Council Office has an opportunity to create an annual workplan that maps out the large projects that occur throughout the year. For a sneak peak, come to the Council Office conference room to review the notes on the whiteboard.

All-Alder Retreat: Being Public: Navigating the Spectrum of Disagreement and Conflict as Elected Officials Facilitated by Abha Thakkar, Mosaic LLC. Saturday, September 13, from 9-2 at the Parks Office. Lunch from Melly Mel's (including vegetarian and vegan options).

City Training Opportunities

The on-demand training portal has a number of additional trainings on topics that may be of interest, including Giving & Receiving Feedback, How to Run Effective Meetings, Customer De-Escalation, and an orientation to the Equitable Hiring Plan (formerly the Equitable Hiring Tool).

Conflict Management
Description: Increase your self-awareness regarding our common styles to approaching and navigating conflict. July 9, 10:00 – 11:30 am, Virtual

Sparking Growth
Description: Sparking Growth is a training focused on exploring topics like grief, the window of tolerance, and strategies to foster balance and mental health. Join us for this interactive session where we will explore components of mental health and will practice skills to assist with emotional regulation and balance. Leave the space with practical tools and knowledge to foster your wellbeing at home and workplace. August 12, 1:30 – 3:00 pm, Virtual