Council Chief of Staff Update
10/28/25

Upcoming Staff Out-of-Office

10/30-31: Debbie out
11/26: Karen, Liz & Lorissa out
12/1-3: Lorissa out
12/18-22: Isaac out
12/22-26: Liz out
12/22-29: Lorissa out
City Offices Closed: 11/27, 11/28, 12/24, 12/25, 12/31

Reminders & Tips

- **CRASE Training:** October 30
- **Equity and Social Justice Division Training:** November 4
- **Reminder:** November 11 budget session starts at **5:30 p.m.**

50-Piece Rule goes into effect on December 1 for all alders up for re-election who have not filed their non-candidacy papers. Please review the guidance available in **50-Piece Rule And Other Campaign Restrictions Facts & FAQ** and **RES-22-00610** and reach out to me with any questions.

CCB Basement Parking
There are three dedicated spots for Common Council members and staff in the basement of CCB. As some of you know, we have had challenges keeping unauthorized users out of those spots. The County has installed more visible signage and we have created yellow cards to place on your dashboard when parking there. Thank you very much to those of you who are using your yellow card when using a Council space! Contact me if you would like a yellow card for your vehicle.

City Website Accessibility-How Alders Can Help
We are legally required to make City public-facing web content accessible by April of 2026. This is due to a federal ruling. At this time, alders can assist by:

- **Adding alt text descriptions** to any images you use in your blog
- **Writing out the information** from event flyers into the text of your blog post
- **Avoiding ALL CAPS** when writing your blog posts

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).