Council Chief of Staff Update
12/9/25

Upcoming Staff Out-of-Office

12/12: Karen out, Debbie out
12/15: Lorissa out
12/19: Debbie out
12/23: Karen out
12/18-22: Isaac out
12/22-26: Liz out
12/22-29: Lorissa out
1/2/26: Liz out

City Offices Closed: 12/24, 12/25, 12/31, 1/1

FYI: Karen has jury duty the week of December 15, so her schedule will be subject to change. Karen also plans to be on vacation from May 20-31, 2026.

Reminders & Tips

No-Meeting Holidays & Election Dates

In the coming days, you will notice a number of notifications appearing on your Outlook calendars. These are the days in 2026 that are designated by ordinance as prohibited meeting dates for City committees. It is strongly recommended to avoid these dates when scheduling neighborhood meetings. There are also some additional holidays that are not prohibited by ordinance, but are strongly recommended to avoid.

Alder Expense Claims Due December 10

Please check your inboxes for a message from Liz on how to submit any remaining 2025 claims for reimbursement.

50-Piece Rule went 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.

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).

Project Updates

Council Staff Work Planning & Annual Employee Check Ins

Council Office staff are in the process of creating individual work plans for 2026. Additionally, with the new cadence of annual elections, the Council Office is finalizing its agency work plan. The Chief of Staff carried out HR's upgraded annual employee check-ins with all Council Office staff this month.

Council Chief of Staff Update
12/9/25

Legistar Resources & Training
Liz has brought online a repository of Legistar tips and resources to assist staff as they work with the system.

BCC Staff Training and Resources
With Karen and Attorney Haas as executive sponsors, Performance Excellence Specialist Kara Kratowicz and Isaac led a discovery process that resulted in 19 BCCs sharing the onboarding materials they use when welcoming new members to their BCC. A comprehensive list of resources was created, then presented to a multi-agency focus group of BCC staff for feedback. The final list of items was prioritized, then priority items were divided out amongst a working with a group of volunteers BCC staff contacts. Together we are working toward a toolkit for BCC staff onboarding. Learning & Development Specialist Andie Hopkins is working with the Attorney's Office as a Learning Partner to record several videos in support of the toolkit.

Emergency Preparedness
Karen attended a multi-agency Emergency Management crisis tabletop exercise this month. This event was a half-day scenario-based workshop designed to further the City's emergency and crisis readiness organization-wide.

Retreat Report
The 2025 alder retreat report-out is attached to this update. There will be a presentation on this material at the January 13, 2026, CCEC meeting. If you have ideas for elements you would like to have me incorporate into the 2026 retreat, please reach out to Karen as she will be beginning 2026 planning in the next few weeks.