Council Chief of Staff Update
3/10/26

Staff Out-of-Office

3/20: Debbie out
4/17: Isaac out
Karen will be out from May 20 through 27 and August 5 through 14

Alder Resources

Finding Answers to Constituent Questions
The Council Office has created a number of resources to assist alders in their duties. This month, we are highlighting some resources to assist you in answering constituent questions.

The documents linked below provide guidance on where to go when seeking answers for constituent questions:

- How to Find Answers to Constituent Questions
- How to Find City Staff Contact Info

When in doubt, please send the constituent email or question to the Council Chief of Staff or Council Office staff and we will help connect you.

Project Updates

Alder Offboarding/Onboarding
Preparation for alder offboarding and onboarding for the even district alders has begun in earnest. Please mark your calendars for April 21 for a number of activities for outgoing, new, returning, and continuing alders. With the small number of incoming alders, we will be individually connecting them with agency staff and resources this year.

Information for returning and continuing alders:

- If you would like a new headshot, you will have an opportunity to get one on April 21.
- If you are planning on attending the Alder Brunch on April 21, please use the Eventbrite link to formally RSVP and find instructions on payment options.
- Council Leadership elections will be held in person with paper ballots again this year. Please plan to attend the noon April 21 meeting in person to vote. If you have a conflict, please reach out to Karen.
- Please plan to bring your City laptop with you on April 21, so we can get it hooked up to the network and make sure it has the necessary updates and is working properly. You have access to several useful M365 tools through your district account, including OneDrive, Teams chat, and Microsoft Lists. Go to www.office.com and sign in with your district account to find more.

Reminders for outgoing alders:

- Please be prepared to return your City laptops, badges, bus passes, and access cards by April 21.
- Debbie will be reaching out to you about your outgoing honoring resolutions. Please abide by the instructions and deadlines she provides.
- Liz will be sending an offboarding survey to you.

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2026 Alder Retreat

Planning for our 2026 Alder Retreat is underway. Please monitor your inboxes for a Doodle poll asking for your availability on Saturdays in June and July. It will likely consist of a morning session for new alders, then sessions in the later morning and afternoon for all alders.

BCC Steering Group Updates

The BCC steering group meets quarterly to work on ways to improve and refine BCC staff training and support. The major project that is underway currently is a review, assessment, and revision of BCC staff training materials. Because there is a lot to tackle, we are working with Kara Kratowicz, City Performance Management Specialist, and Andie Hopkins, HR OD Learning & Development Specialist.