

Council Chief of Staff Update

5/19/26

Staff Out-of-Office

5/20-5/27: Karen Out

5/22-5/31: Lorissa Out

5/26-5/29: Debbie Out

5/28: Liz Out

6/11-6/12: Liz Out

Karen will also be out from August 5 through 14

City Offices are closed on May 25 and June 19

Alder Resources

Honoring Resolutions and Civic Recognition Awards

The Common Council provides two options for alders to formally recognize the contributions of constituents and groups in Madison.

- The **civic recognition award** is an award that is printed on parchment, signed by the Council president and the nominating alder, and is presented to recipient on location in the community or mailed. This can be presented at a community event or neighborhood association meeting, for example.
- The **honoring resolution** is a legislative file that is included on a Council meeting agenda and may be presented during a Council meeting or mailed to the recipient.

In addition, the Mayor's Office offers **mayoral proclamations**. Please contact Dylan Brogan (dbrogan@cityofmadison.com), Citywide Communications Manager, for more information.

Detailed information is in your alder mailbox and was sent to you via email on 5/7/26.

Project Updates

2026 Alder Retreat

Our 2026 All-Alder retreat is scheduled for Saturday, September 19. New alders participated in the Becoming Public workshop and are thus caught up on key material in preparation for this one.

BCC Steering Group Updates

Isaac and Karen are putting the finishing touches on a BCC basics training guide for staff assigned to a BCC.

Expense Account Guidance Updates: Fundraisers, Galas, and Other Networking Events

Karen sent out the guidance about this topic to alders via email on 4/30/26. The Office of the City Attorney memo providing additional details is attached to that message.

Fleet Fuel Update Emails Removed from Alder Inboxes

In an effort to streamline your inboxes, Fleet has removed all alders from their notifications about fuel availability. If you would like to receive these emails again, please let Karen know. If

Council Chief of Staff Update

5/19/26

you have suggestions on which additional City emails no alders need to receive, please let Karen know.

Sign Up for Tabling Opportunities

Lorissa has sent out information about tabling opportunities throughout the summer. Check your inboxes for information and sign up.

Alder Meet & Greets

We would like to get all of the 2026 alder meet and greet dates established ahead of time. Lorissa is sending out information to each regional group of alders about possible dates. Please check your inboxes for an email with options and let us know your availability.

AASPIRE Intern

Our 2026 summer AASPIRE intern starts on June 8. If you have projects that you would like intern assistance with, please reach out to Isaac so he can build it into their workplan.