

**CITY OF MADISON  
INTER-DEPARTMENTAL  
CORRESPONDENCE  
Common Council Office  
210 Martin Luther King, Jr. Boulevard, Room 417  
Madison WI 53703  
266-4071**

DATE: December 3, 2009

TO: Common Council Organizational Committee Members

FROM: Lisa Veldran, Administrative Assistant to the Common Council

SUBJECT: **July – November 2009 Staff Report – CCOC Meeting 12/8/09**

Ald. Tim Bruer, Common Council President, has requested that I provide CCOC members with periodic staff reports. The following is an update on staff activities and initiatives in the Common Council Office since the July 7, 2009 CCOC meeting.

**Office Training Schedule**

**Training Completed**

Lisa Olmsted	Excel Training	October 13, 2009
Lisa Veldran	Email and Business Writing Workshop	October 19, 2009
Lisa Veldran	Supervisors Prohibited Harassment Training	November 9, 2009
<i>(Debbie Fields)</i>	<i>Stress – How Do I Handle It?</i>	<i>November 4, 2009)</i>

**Upcoming Training:**

None scheduled at this time.

**Weekly Staff Meetings**

Weekly staff meetings were held on:

July 27, 2009	September 14, 2009 (Brad Wirtz in attendance)
August 3, 2009	September 21, 2009 (Ald. Mark Clear in attendance)
August 24, 2009	October 5, 2009 (Ald. Mark Clear in attendance)
September 8, 2009 (Ald. Mark Clear in attendance)	November 6, 2009

**Common Council Office Rules & Procedures**

Reviewed and signed Office Rules & Procedures – Lisa Olmsted 8/3/09

**Office Security**

Office security door project was approved by Council. Will be meeting in January 2010 with City Architect and Facilities Management to coordinate construction, painting and carpet replacement.

**Voluntary Transfer**

Temporary voluntary transfer between Lisa Olmsted and Debbie Fields occurred on July 27, 2009. Temporary voluntary transfer will terminate at the end of December 2009.