

Common Council Chief of Staff (CoS) Updates
06/11/19

- **Results of CCEC Priority Survey:**

12 Alders out of 20 took the survey to prioritize existing future CCEC agenda items. Survey Monkey created an aggregate score. The results are listed below in order of priority:

1. Review of Council Policy Guide & Incorporation of APMs. (Note: the CoS went through the list of APMs and those which by state statute or Ethics etc. will apply to Alders. The list will be presented to Council Leadership along with the justifications and then presented to CCEC and the Council. These include travel policies, weapons in City facilities etc.)
2. Improving Electronic Communication Tools for Alders to share information with Constituents. (Note: CoS met with Alder Foster and had a conversation with the City's IT Web Manager to address concerns raised by alders regarding blogging etc.)
3. Update on Flood Mitigation Efforts. (Note: Cos is working with Engineering to schedule a date when a presentation can be made during a Council meeting as part of the Council President's agenda items.)
4. Audit Process for City Departments. (Note: The Finance Department just hired an Internal Audit Associate who will manage internal audits that will be contracted out by the City. It will be up to the Auditors to review the City's Comprehensive Annual Financial Report, Develop a risk assessment to prioritize audits and create an annual audit plan. CoS can arrange to have Finance present on the steps to CCEC)
5. Chief of Staff Annual Performance. (Note: It will be helpful to the CoS to have Alders, particularly CCEC members review the position description of the CoS position and as a body and establish specific, measurable, attainable, relevant and timely goals for the position so that expectations and benchmarks are clear for the CoS, Council staff and the Office as a whole.)
6. Creating a Common Council Annual Report. (Note: Alders may want to consider the content and structure of such a report and its intent.)

Additional Priorities and Issues:

- We are anticipating having at least one Wanda Fullmore intern for the summer so I am working on developing a list of possible projects and a structure for the intern. Karen met with Hugh Wing to discuss further duties that we can assign to the high school interns.

Council Staff Updates:

Debbie Fields

Completed 10 neighborhood meetings including follow-up work over the last 3 weeks; currently working on two neighborhood meetings; coordinated several alder meetings with staff/constituents; and fielded a number of requests for information from alders for their constituents.

Lisa Veldran

- Assisting with scheduling two of the remaining alder orientation activities with agencies.

New Alder Orientation: Public Works
Friday, June 21, 2019 | 4:30 pm –7:30 pm
Room 153, Madison Municipal Building

New Alder Orientation: Department of Civil Rights & RESJI
Friday, July 26, 2019 | 5:30 pm –7:30 pm
Room 153, Madison Municipal Building

- Attended Granicus Summit (parent company of Legistar) in Washington DC and attended the following breakout sessions (link to presentations <https://granicus.com/summit19-replay/>)
 - Leveraging a Multipronged Approach to Engage Citizens in the Public Meeting Process
 - Engaging a Diverse & Large Audience Effectively
 - Alexa, how do I better engage with citizens?

Karen Kapusta-Pofahl

- Completed work on several requests, including residential leaf pick-up and social impact bonds
- Working with several alders on next steps for their projects, including short-term rental policy and multiple areas of sustainability
- Creating a work plan for a Wanda Fullmore intern
- Will be attending [ABCD Institute Training: An Intro to Asset-Based Community Development](#), Wednesday, June 19, 2019 - Friday, June 21, 2019 at DePaul University Student Center, Chicago, IL

Upcoming Items:

- The office is working with the Finance Department on a retreat scheduled for July 13 in MMB 153 from 8:30a to 2:00p
- Lisa and I will be working to coordinate a district tour for alders to include districts in the on the Far East side and Far West side where development is really booming.
- The office is also be rolling out a Council twitter page in the month of June.
- I will be in Washington DC starting on Thursday, June 13 and returning to work on Monday, June 17. I will have limited access to emails. I will also be out of the office on July 1.