

Common Council Chief of Staff (CoS) Updates 10/15/19

- The survey on the Chief of Staff position will be send out in the next week. I would like to thank all alders and the HR Department for the support and feedback.
- Starting this week until November 23rd, Ms. Denita Baptista, a professional fellow of the 2019 Young South East Asian Leadership Institute will be visiting and shadowing me to learn how the legislative process works and how the City delivers services to residents. Denita is a Communication Associate with the United Nations World Food Program. Denita is visiting from Timor-Leste and for her project, she wants to develop an understanding of local leadership and constituent engagement and how private organizations engage with government. She also wants to learn how we advance civic engagement as a city.
- I participated in a work shop at the urban league along with City staff in Planning and Economic Development as well as Deputy Mayors. The objective was to hear concerns about gentrification on the Southside of Madison as well as learning about how Asset Based Community Development has been applied in Milwaukee and other cities to empower residents and boost economic development in blighted neighborhoods. Case studies included the Dudley Street Neighborhood Initiative in Boston, community wealth building by the Sherman Phoenix model (<https://www.fixdevelopment.com/projects/sherman-phoenix/>), the Genesis II Housing Cooperative in Chicago and the Lindsay Heights Community Wealth Building Campaign.
- Along with some alders, I attended the Dane County Housing Summit and attended breakout sessions on building sustainable and racially equitable communities.
- **Debbie Fields** is currently working on four neighborhood meetings, mailings about changes to the Snow Emergency Zone and Clean Streets/Clean Lakes in four aldermanic districts, a community safety meeting, several alder meetings with staff/constituents, and fielding many of the miscellaneous requests that come into the office from alders, residents, and City staff.
- **Lisa Veldran Currently Working On:**
 - Staffing President's Work Group on Council Communication Tools & Processes
 - Creation of Survey for PIO's
 - District 8 Vacancy, scheduling special CCEC meeting, logistics, creating resolution appointing individual for Council consideration on 11/5/19
 - New Alder Orientation Session: MPD, MFD, Public Health / October 29 @ 5:30 pm
 - Organizing tour schedule for Ald. Baldeh & Mayor of Kanifing, Gambia
 - Organizing bus tours of Aldermanic Districts
 - Working on the development of a Committee Staff Training Academy with City Attorney, Mayor, Human Resource Offices (January 2021)
 - Working with City Clerk's Office & City IT to address concerns with timely posting of meeting agendas, access to agendas/minutes
 - Discussions with City IT on RFP for Legislative Management System
 - Open Records Request received last week (October 9, 2019)
 - Processing reimbursements, purchasing card reconciliations, invoicing, payroll
 - Processing 2019 Combined Campaign contributions (please get your form in ASAP ☺)

- **Karen Kapusta-Pofahl**

- Youth Summit planning update: Partnering with Goodman Community Center for venue for event, assistance with event promotion and participant recruitment; scheduled meeting with MMSD staff to brief them on event; forming event planning leadership team; working on draft logos and fliers
- Completed memos on the feasibility of offering free menstrual products in City buildings, recycling behavior, property tax delinquency process, and the racial wealth gap
- Assisted alders with several requests, including short-term rentals, several sustainability issues, community wealth building, mental health-related first responder calls for service; statements and resolutions; and the activities of standing committees
- Staffing the Presidents Work Group on Surveillance Policies and Procedures
- Conducted Introduction to RESJI trainings at the Streets and Fleet divisions
- Co-Chairing the Performance Excellence Line of Sight committee

Upcoming Items:

- 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.