

Council Office Update

January 8, 2019

Lisa Veldran, Council Office Legislative Services/Office Manager

Common Council Legislative Analyst

Karen Kapusta-Pofahl will be starting on Monday, January 28, 2019. The first week of her employment will be devoted to onboarding activities. Her email address will be kkapusta-pofahl@cityofmadison.com and her direct phone number will be (608) 261-9159.

Remodel of Council Office Space

The Common Council Office remodel is part of a larger 4th floor remodeling project that will also see the City Attorney's Office, Mayor's Office and Finance Department remodeled. There is a 5th floor project that involves City IT and the DCR offices. This encompasses DCR moving into the vacated HR space and soon to be vacated IT space and City IT taking over the DCR space and consolidating their department services on that wing of the CCB.

The Common Council Office will remain in its current location but will be expanding into space currently occupied by the Finance Department. The new configuration will provide for:

- Large meeting room
- Small meeting room
- Alder work area (mail, couch, computers)
- Reception/Waiting area
- Workspaces for Chief of Staff, Legislative Services/Office Manager, Legislative Analyst and Program Assistant 2 and two work areas for interns.
- Printing area
- Storage space

Anticipated start of construction is late summer of 2019 with anticipated completion in the beginning of 2020.