

Common Council Chief of Staff Updates
02/05/19 CCEC Meeting

- Since my return from vacation, we have held 2 staff meetings to reset the button on the role of the Council Office, responsibilities and culture. We worked to clearly define who would be responsible for each task and who the backup individual will be if the primary is not available. This work is also helpful with succession planning with the office. Please see the attached document. The attachment is a working document and will be modified as necessary. We are still brainstorming ways to streamline and track alder requests and research priorities.
- Karen Kapusta-Pofahl started with us on January 28 as the new legislative analyst and is already conducting research on residency preference programs for City contracts like exists in Milwaukee. I am also onboarding her with the OIR report, Juvenile Crime Prevention programs, the President's work group on surveillance and the City's Performance Excellence initiative.
- I have been asked to join the 2019 class of Leadership Greater Madison. This is hosted by the Greater Madison Chamber of Commerce and the Wood Communications group. It is my hope that it will allow me to engage various leaders and stakeholders in diverse sectors in the area, as we expand civic engagement and outreach as an office to provide quality data and information which is Madison specific to alders. I have also been admitted as a political partner to the Truman National Security Project. The first meeting will be in Washington DC, the weekend of March 8th where veterans, city staff from various municipalities, elected officials and policy makers and analysts will network and engage in national security topics, including but not limited to veterans affairs, environmental justice, diversity and inclusion, immigration and managing sanctuary cities etc. My intent is to gather information on how other cities are functioning as sanctuary cities as well as discussions relevant to the F35s potentially coming to Madison and the issue of PFAS being detected in our water supply.
- I will be meeting with Gail Sumi with the League of Wisconsin Municipalities to discuss the role alders can play in the organization in light of the absence of Alder Mark Clear who was active with the organization. The hope is to gather information on time commitments etc.
- On Monday, Economic Development was a sponsor in launching the Kiva initiative which will provide crowd funding loans and small business administration support to aspiring entrepreneurs in the Madison area.

Upcoming Items:

- The Council will be using information received from alders' feedback, in coordination with the Attorney's office, to work out a robust orientation for new Alders as well as work with the Mayor's office to enhance the training and guidance provided to City Committee members.
- I will be scheduling one on ones with Karen and each alder to discuss district needs and or concerns as well as the nature of each district in order to contextualize some of her work.
- I will be meeting with the hosts of District Reports and discussing how we can work together and create other platforms for Alders to be more visible and discuss their legislative priorities and concerns with Madison residents. These could also include debates and arranging for radio appearances etc.

Common Council Cross-Training Plan

	Item	Priority (H, M, L)	Trainee	Trainer	Due Date
Common Council Meetings					
1.	Prepare council chambers	Complete	Lisa	Debbie	N/A
2.	Prepare CCEC meetings	L	Kwasi/Karen	Lisa	5/2019
3.	Prepare Council agendas	L	Kwasi	Lisa	5/2019
4.	Develop annual meeting schedule	L	Kwasi	Lisa	7/2019
5.	Prepare Committee Meeting Agendas	L	Kwasi	Lisa	5/2019
6.	Make presentations to CCEC	M	Karen	Kwasi	Undetermined
7.	Scheduling presentations	M	Kwasi	Lisa	5/2019
Alderspersons					
1.	Coordinate Legislative Meetings/Events	M	Kwasi/Debbie	Lisa	9/2019
2.	Coordinate neighborhood, staff, and constituent Meetings/Events	Complete	Lisa	Debbie	N/A
3.	Administrative support for neighborhood meetings/events	Complete	Lisa	Debbie	N/A
4.	Review training requests, provide administrative assistance for training attendance, and maintain training records	Complete	Lisa	Kwasi	N/A
5.	Develop, prepare, and present elected official orientations	H	Lisa	Kwasi	4/2019
6.	Consultation on confidential topics	N/A	N/A	Kwasi	N/A
7.	Deploy effective tools and practices	N/A	N/A	Kwasi	N/A
8.	Resolve problems, identify areas for improvement, facilitate change	N/A	N/A	Kwasi	N/A
9.	Alder person blog postings	Complete	Lisa	Debbie	N/A
10.	Press Releases	H	Debbie/Karen	Kwasi	2/2019
11.	Directing alders to internal/departmental contacts	Ongoing	Lisa	Debbie	Ongoing
Common Council Office					
1.	Clerical Support	Complete	Lisa	Debbie	N/A
2.	Review training requests and maintain training records	Complete	Lisa	Kwasi	N/A
3.	Maintain and update Common Council Webpage	Complete	Debbie	Lisa	N/A
4.	Planning and organizing work and resources	N/A	N/A	Kwasi	N/A
5.	Create policies and procedures	N/A	N/A	Kwasi	N/A

6.	Lead hiring, coaching, training and engagement	N/A	N/A	Kwasi	N/A
7.	Maintain positive working relationship with Mayor's office, City departments, and community organizations	All	All	Kwasi	Ongoing
8.	Respond to media requests	Complete	Lisa	Kwasi	N/A
Legislative and Administrative Programs					
1.	Primary contact for Legislative Management System	Undetermined	Undetermined	Lisa	Undetermined
2.	Provide trainings on legislative process in Legistar	Undetermined	Undetermined	Lisa	Undetermined
3.	Maintain records and fulfill open record requests	Undetermined	Undetermined	Lisa	Undetermined
Common Council Budget					
1.	Develop Common Council Budget	H	Lisa/Karen	Kwasi	11/2019
2.	Coordinate purchasing activities	Complete	Debbie	Lisa	N/A
Legislative Research and Analysis					
1.	Research and Data Analysis	H	Kwasi	Karen	1/2020
2.	Author Reports	H	Kwasi	Karen	1/2020
3.	Review and Analyze Legislation	H	Karen	Kwasi	1/2020
4.	Suggest resolutions or ordinance modifications	Ongoing	Karen	Kwasi	Undetermined
5.	Review city programs and provide analysis	Ongoing	Karen	Kwasi	Undetermined
6.	Draft Resolutions	H	All	All	1/2020