

Common Council Office Staff Contacts

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Program Assistant 2, Debbie Fields, 266-4297 | dfields@cityofmadison.com

	<u>Common Council Meetings</u>	
1.	Prepare council chambers	Debbie
2.	Prepare CCEC meetings	Lisa
3.	Prepare Council agendas	Lisa
4.	Develop annual meeting schedule	Lisa
5.	Prepare Committee Meeting Agendas	Lisa
6.	Make presentations to CCEC	Kwasi/Karen
7.	Scheduling presentations	Lisa
	<u>Alderspersons</u>	
1.	Coordinate Legislative Meetings/Events	Lisa
2.	Coordinate neighborhood, staff, and constituent Meetings/Events	Debbie
3.	Administrative support for neighborhood meetings/events	Debbie
4.	Review training requests, provide administrative assistance for training attendance, and maintain training records	Kwasi
5.	Develop, prepare, and present elected official orientations	Kwasi
6.	Consultation on confidential topics	Kwasi
7.	Deploy effective tools and practices	Kwasi
8.	Resolve problems, identify areas for improvement, facilitate change	Kwasi
9.	Alder person blog postings	Debbie
10.	Press Releases	Kwasi
11.	Directing alders to internal/departmental contacts	Debbie
	<u>Common Council Office</u>	
1.	Clerical Support	Debbie
2.	Review training requests and maintain training records	Kwasi
3.	Maintain and update Common Council Webpage	Lisa
4.	Planning and organizing work and resources	Kwasi
5.	Create policies and procedures	Kwasi
6.	Lead hiring, coaching, training and engagement	Kwasi
7.	Maintain positive working relationship with Mayor's office, City departments, and community organizations	All
8.	Respond to media requests	Kwasi

	<u>Legislative & Administrative Programs</u>	
1.	Primary contact for Legislative Management System	Lisa
2.	Provide trainings on legislative process in Legistar	Lisa
3.	Maintain records and fulfill open record requests	Lisa
4.	Primary contact to enter, disseminate and maintain legislative files (alder resolutions)	Lisa
	<u>Common Council Budget</u>	
1.	Develop Common Council Budget	Kwasi
2.	Coordinate purchasing activities	Lisa
	<u>Legislative Research & Analysis</u>	
1.	Research and Data Analysis	Karen
2.	Author Reports	Karen
3.	Review and Analyze Legislation	Kwasi
4.	Suggest resolutions or ordinance modifications	Kwasi
5.	Review city programs and provide analysis	Kwasi
6.	Draft Resolutions	All