

# OUR CITY OF MADISON



## Common Council Office Introduction

Karen Kapusta-Pofahl, Council Chief of Staff

# Vision and Mission

Inclusive – Innovative – Thriving



CITY OF MADISON

# Common Council Office Mission

The mission of the Common Council is to represent the residents of Madison by promoting the safety, health, and general well-being of the community by incorporating the City's core values into their work with currently available resources. The Council Office staff supports the alders in these efforts.

# Structure, Services, and Staff

Inclusive – Innovative – Thriving



# Staff Profiles

## Karen Kapusta-Pofahl

Common Council Chief of Staff

(608) 266-4071 | [kkapusta-pofahl@cityofmadison.com](mailto:kkapusta-pofahl@cityofmadison.com)

**Responsibilities:** Provides for the strategic management of the Council Office and staff, developing staff and program level strategies, setting priorities, problem solving and providing leadership to ensure optimal support for alders in the execution of alder initiatives and responsibilities. The Chief of Staff provides expert consultation and support in the analysis of City policy and assists individual alders in navigating the City legislative and administrative processes and procedures. The Chief of Staff builds relationships and serves as a communication and policy liaison between the Common Council Office, the Mayor's Office, City staff, and the public.

# Staff Profiles

## Liz Windsor

Legislative Process Liaison

(608) 266-4074 | [lwindsor@cityofmadison.com](mailto:lwindsor@cityofmadison.com)

**Responsibilities:** Supports City and alder legislative/Legistar use including training, file auditing, QA of Council agenda, creation of consent agenda document, as well as ongoing process analyses and mitigation of legislative discrepancies; covers financial, personnel, and benefits administrative functions for the Council Office (invoicing, billing, payroll, purchasing, budget analysis and projections, expenses and reimbursement); Council records custodian, EAP contact, DET co-lead, and website editor.

# Staff Profiles

## Debbie Fields

Program Assistant 2

(608) 266-4297 | [dfields@cityofmadison.com](mailto:dfields@cityofmadison.com)

**Responsibilities:** Provides comprehensive administrative support work for alders. Coordinates neighborhood meetings and events, responds to ongoing resident, staff and alder requests and questions, prepares correspondence, and prepares Council chambers for meetings.

# Staff Profiles

## Lorissa Bañuelos

Community Engagement Strategist

(608) 261-9818 | [ibanuelos@cityofmadison.com](mailto:ibanuelos@cityofmadison.com)

**Responsibilities:** The role involves assisting alders with communications and community engagement efforts within a citywide strategic framework emphasizing equity. It aims to raise awareness of the Common Council to enhance civic engagement within Madison communities. Additionally, the role includes collaborating with various agencies and community organizations to identify existing engagement opportunities and create new ones.



# Staff Profiles

## Isaac Matthias

Legislative Analyst

(608) 245-5793 [jimatthias@cityofmadison.com](mailto:jimatthias@cityofmadison.com)

**Responsibilities:** Provides research and analysis under direction of the Council Chief of Staff from Common Council members, the Common Council Executive Committee, and the Common Council President. Conducts data analysis. Works with other City agencies, external governmental agencies, or private entities to gather information regarding proposals pending before the Common Council. Authors reports on issues pending before the Common Council as directed.

# Common Citywide Collaborations

Inclusive – Innovative – Thriving



CITY OF MADISON

# Boards, Committees, Commissions

Our agency staffs the following City of Madison Boards, Committees and Commissions:

Board, Committee, Commission	Key Staff
Common Council Executive Committee	Karen Kapusta-Pofahl
City-County Liaison Committee	Liz Windsor (co-staff with Dane County)
President's Workgroups and Taskforces	All staff as assigned

# Agency Resources

Inclusive – Innovative – Thriving



# Our Agency's Key Links

- Agency Website: <https://www.cityofmadison.com/Council/>
- Madison General Ordinances
  - [MGO 3.035 - Office of the Common Council and Common Council Chief of Staff](#)

# Our Agency's Acronyms

Common acronyms used by our agency include:

CCEC

- Common Council Executive Committee

CLMWM

- Council Leadership Meeting with the Mayor

TFOGS

- Task Force on the Structure of City Government

CC

- Common Council

CCB

- City-County Building

MMB

- Madison Municipal Building

# OUR CITY OF MADISON



## Let's Connect!

Karen Kapusta-Pofahl, Chief of Staff  
[kkapusta-pofahl@cityofmadison.com](mailto:kkapusta-pofahl@cityofmadison.com)