

MADISON COMMON COUNCIL
Room 505, City-County Building
(608) 266-4071

FAX: (608) 267-8669

council@cityofmadison.com
www.cityofmadison.com/council

Mission

The Common Council's mission is to represent the residents of Madison by promoting the safety, health, and general well-being of the community by incorporating the following city core values:

- **Equity** - Committed to fairness, justice, and equal outcomes for all.
- **Civic Engagement** - Commitment to transparency, openness and inclusivity. We will protect freedom of expression and engagement.
- **Well-Being** - Committed to creating a community where all can thrive and feel safe.
- **Shared Prosperity** - Dedicated to creating a community where all are able to achieve economic success and social mobility.
- **Stewardship** - Caring for our natural, economic and social resources.

Overview

Alders represent the City's 20 aldermanic districts and are led by a Council President and President Vice President who are elected annually in the spring.

The Office of the Common Council is created by Madison General Ordinances 3.035. The Common Council Chief of Staff is appointed by the Common Council and reports to the Common Council Executive Committee.

Karen Kapusta-Pofahl, Common Council Chief of Staff
kkapusta-pofahl@cityofmadison.com

(608) 266-4071

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 managers and staff, and the public.

Isaac Matthias, Legislative Analyst
imatthias@cityofmadison.com

(608) 245-5793

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.

Lorissa Bañuelos, Community Engagement Strategist
lbanuelos@cityofmadison.com

(608) 261-9818

Provides communications and public relations work within a citywide strategic and equity-focused context, and assists alders with developing public information and internal communications materials and activities for the Common Council. Collaborates with other agencies to improve City of Madison Boards, Commissions and Committees structure, recruitment, and training.

Liz Windsor, Legislative Management System Specialist
lwindsor@cityofmadison.com

(608) 266-4074

Provides staff support relative to the development and implementation of Common Council legislative, financial and other administrative processes, programs, and functions. Provides support for the city's legislative database (Legistar), and develops and implements legislative training materials, budgetary documentation and fiscal controls, personnel/payroll and purchasing, and records and data management for the Common Council office.

Debbie Fields, Program Assistant 2
dfields@cityofmadison.com

(608) 266-4297

Provides secretarial and administrative support work for alders. Coordinates neighborhood meetings/events, prepares correspondence, prepares Council chambers and responds to resident, staff and alder requests and questions.