

# 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

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# 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:** 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.

# 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:** 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.



# Staff Profiles

## Isaac Matthias

Legislative Analyst

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

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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

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# 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

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## Let's Connect!

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