



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Agenda - Approved COMMON COUNCIL EXECUTIVE COMMITTEE

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Tuesday, September 5, 2023

4:30 PM

Hybrid: City-County Building 201 and via virtual
meeting

Quorum of the Common Council may be present at this meeting

The City of Madison is holding the Common Council Executive Committee meeting in hybrid format to help protect our community from the Coronavirus (COVID-19) pandemic.

1. Written Comments: You can send comments on agenda items to CCEC@cityofmadison.com

2. Register for Public Comment:

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

3. Watch the Meeting: If you would like to join the meeting as an observer, please visit

<https://media.cityofmadison.com/Mediasite/Showcase/madison-city-channel/Channel/common-council-executive-committee>.

4. Listen by Phone:

(877) 853-5257 (Toll Free)

Webinar ID: 892 4472 1610

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab

hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Liz Windsor, Council Legislative Process Liaison,
608-266-4071, CCEC@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

7/25/23 draft meeting minutes: <http://madison.legistar.com/Calendar.aspx>
(8/1/23 meeting was cancelled)

PUBLIC COMMENT

1. [79529](#) Public Comment (9/5/23)

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

ITEMS FOR CONSIDERATION

2. [79100](#) Amending Section 2.27 of the Madison General Ordinances to Clarify Common Council's Actions upon Submission of a Solitary Report.
3. [79101](#) Amending various sections of the Madison General Ordinances to correct inconsistencies and improper references in the Madison General Ordinances, constituting a 2023 City Attorney Revisor's Ordinance.
Attachments: [79101Body](#)
4. [72568](#) Boards, Commissions, and Committees (BCC) Structure
Attachments: [2023-02-01_BCCs.pdf](#)
[2021 MGO Committees by Dept -CCEC Discussion - MGO Standing BCCs.pdf](#)
[BCC Strategy 6.20.23.pdf](#)
[2023 standing committees MGO-Resolution data to June 20.pdf](#)
5. [75427](#) Council Office Updates

Attachments: [CCEC Chief of Staff Update 01-11-23.pdf](#)
[CCEC Chief of Staff Update 02-01-23.pdf](#)
[CCEC Chief of Staff Update 02-22-23.pdf](#)
[CCEC Chief of Staff Update 3-1-23.pdf](#)
[CCEC Chief of Staff Update 3-15-23.pdf](#)
[CCEC Chief of Staff Update 6-6-23.pdf](#)
[CCEC Chief of Staff Update 6-20-23.pdf](#)
[CCEC Chief of Staff Update 7-11-23.pdf](#)
[CCEC Chief of Staff Update 7-25-23.pdf](#)
[CCEC Chief of Staff Update 8-1-23.pdf](#)

6. [78125](#) Future Agenda Items

Attachments: [Future Agenda Items updated 8-30-23.pdf](#)

ADJOURNMENT



City of Madison

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Master

File Number: 79529

File ID: 79529

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 08/24/2023

File Name: Public Comment (9/5/23)

Final Action:

Title: Public Comment (9/5/23)

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 79529

Title

Public Comment (9/5/23)



City of Madison

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File Number: 79100

File ID: 79100

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/24/2023

File Name: Council Action on Solitary Reports

Final Action:

Title: Amending Section 2.27 of the Madison General Ordinances to Clarify Common Council's Actions upon Submission of a Solitary Report.

Notes: 6775SolitaryReports

Sponsors: Barbara Harrington-McKinney, Kristen Slack, Nasra Wehelie And Amani Latimer Burris

Effective Date:

Attachments:

Enactment Number:

Author: Michael Haas

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	07/24/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (9/5/23), Common Council (9/19/23)					
1	COMMON COUNCIL	08/01/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 79100

Fiscal Note

Fiscal note pending

Title

Amending Section 2.27 of the Madison General Ordinances to Clarify Common Council's Actions upon Submission of a Solitary Report.

Body

DRAFTER'S ANALYSIS: The current ordinance defines equates acceptance and adoption of a solitary report. This ordinance retains the current meaning of "accept" or "place on file" and

states that a motion to adopt a report indicates that the Common Council agrees with the recommendations of a report. However, this ordinance requires a resolution that adopts a report specifically indicate any recommendation that is to be implemented. This ordinance also clarifies that the Council may also refer a committee's report to another board, commission, or committee and later implement any recommendations made by that Sub-unit through legislative action. Finally this ordinance states that an Ad Hoc Sub-unit dissolves upon the Council taking action on a report unless otherwise directed by the Council.

The Common Council of the City of Madison do hereby ordain as follows:

1. Section 2.27 entitled "Council Action on Solitary Reports" of the Madison General Ordinances is amended as follows:

"2.27 - COUNCIL ACTION ON SOLITARY REPORTS.

The Common Council shall consider and dispose of reports which it requests from City agencies, boards, commissions and committees. The Council may take no action on a report or may initiate legislative action as a result of a report. ~~Any action of the Council resulting from consideration of a report, whether or not the action is a specific recommendation of a report, shall be taken through adoption of a resolution, ordinance or other legislative action at the time of or subsequent to consideration of a report.~~ A motion to "adopt" or "accept" or "place on file" does not constitute or imply agreement or disagreement with the report findings or recommendations and such motions do not constitute adoption or rejection of any recommendations or statements as City policy. ~~The adoption of any such recommendations or policy statements~~ A motion to "adopt" means that the Council agrees with the report but implementation of any policy recommendations therein shall be accomplished explicitly through legislative action at the time of or subsequent to adoption of the report. The Council also may refer a report to another Sub-unit and subsequently implement any recommendations made by that Sub-unit through legislative action. Unless directed otherwise by the Council, an Ad-Hoc Sub-unit shall dissolve upon the Council taking action regarding the report submitted by the Sub-unit."



City of Madison

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File Number: 79101

File ID: 79101

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/24/2023

File Name: Revisor's Ordinance

Final Action:

Title: Amending various sections of the Madison General Ordinances to correct inconsistencies and improper references in the Madison General Ordinances, constituting a 2023 City Attorney Revisor's Ordinance.

Notes: 6764RevOrdJul2023

Sponsors: CITY ATTORNEY

Effective Date:

Attachments: 79101Body

Enactment Number:

Author: Michael Haas

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	07/24/2023	Referred for Introduction				
	Action Text: This Ordinance was Referred for Introduction						
	Notes: Common Council Executive Committee (9/5/23), Common Council (9/19/23)						
1	COMMON COUNCIL	08/01/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text: A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.						

Text of Legislative File 79101

Fiscal Note

Fiscal note pending

Title

Amending various sections of the Madison General Ordinances to correct inconsistencies and improper references in the Madison General Ordinances, constituting a 2023 City Attorney Revisor's Ordinance.

Body

DRAFTER'S ANALYSIS: This City Attorney Revisor's Ordinance, corrects certain parts of the Madison General Ordinances (MGO), the City's code of ordinances.

The proposed changes in this ordinance are as follows:

- Table in Section 1.08(3) is amended to correct a typo and a reference to a Madison General Ordinance section.
- Table in Section 1.08(4) is amended to add a reference to a Madison General Ordinance Section.
- Section 16.03(2) is amended to correct a typo.
- Section 28.185(3) is amended to correct a reference to a Madison General Ordinance section.
- Section 28.022(3)(c) is amended to correct a floodplain map case number.
- Section 29.18(4)(b) is amended to correct a grammatical error.
- Section 32.04(4)(a) is amended to correct a reference to a Madison General Ordinance section.
- Section 38.02 is amended to correct a grammatical error.

Please see Legistar File No. 79101 Body in Attachments.

Legistar File No 79101 Body

DRAFTER'S ANALYSIS: This City Attorney Revisor's Ordinance, corrects certain parts of the Madison General Ordinances (MGO), the City's code of ordinances.

The proposed changes in this ordinance are as follows:

- Table in Section 1.08(3) is amended to correct a typo and a reference to a Madison General Ordinance section.
- Table in Section 1.08(4) is amended to add a reference to a Madison General Ordinance Section.
- Section 16.03(2) is amended to correct a typo.
- Section 28.185(3) is amended to correct a reference to a Madison General Ordinance section.
- Section 28.022(3)(c) is amended to correct a floodplain map case number.
- Section 29.18(4)(b) is amended to correct a grammatical error.
- Section 32.04(4)(a) is amended to correct a reference to a Madison General Ordinance section.
- Section 38.02 is amended to correct a grammatical error.

The Common Council of the City of Madison do hereby ordain as follows:

1. Table within Subsection (3) entitled "Schedule of Deposits" of Section 1.08 entitled "Issuance of Citations and Complaints for Violations of Certain Ordinances and Providing a Schedule of Cash Deposits" of the Madison General Ordinances is amended by amending therein the following:

"Offense	Ord. No./Adopted Statute No.	Deposit
Failure to comply with lawful order.	3.20	\$500, 1st \$1,000, 2nd \$2,000, 3rd \$4,000, 4th
Unlawful to possess or consume from open container of alcohol beverage on public street or alley.	38.07 (7) (8)	\$200"

2. Table within Subsection (4) entitled "Issuance of Citations" of Section 1.08 entitled "Issuance of Citations and Complaints for Violations of Certain Ordinances and Providing a Schedule of Cash Deposits" of the Madison General Ordinances is amended by amending therein the following:

Enforcement Official	Ordinance Chapter or Section and Title
Director of Public Health Madison and Dane County or her/his designee and Police Department.	Chapter 7, Public Health; Section 9.05, Adult Entertainment Establishments; Section 23.05, Smoking Prohibited in Certain Public Areas; Section 23.12, Transient Hotels and Motels Regulated; Section 23.38, Possession of Tobacco Products by Children; Section 23.385, Sale of Tobacco Products to Children Forbidden; Section 23.44, Consumers to Be Offered Selection of Containers; Section 23.61, Internet

	Solicitation of Unlicensed Regulated Businesses; <u>23.66</u> , Prohibiting Declawing Procedures.
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3. Subsection (2) of Section 16.03 entitled “Transportation Demand Management” of the Madison General Ordinances is amended as follows:

“(2) There is created in the City of Madison a Transportation Demand Management Program which will be administered by the Department of Transportation in a manner consistent with this ordinance. The Council hereby adopts the Transportation Demand Management Program ~~Recommended~~ recommended by the Transportation Commission on November 30, 2022 as the initial Transportation Demand Management Program. The Department of Transportation may, from time to time, amend the TDM Program requirements, so long as the amendments are consistent with this ordinance and state law, and are approved by the Transportation Commission.”

4. Subsection (3) entitled “Requirement” of Section 28.185 entitled “Approval of Demolition (Razing, Wrecking) and Removal” of the Madison General Ordinances is amended as follows:

“(3) Requirement. No building, as defined in MGO Sec. 29.0304, shall be demolished or removed without a permit from the Building Inspection Division of the Department of Planning and Community and Economic Development.”

5. Subdivision (c) of Subsection (3) entitled “Floodplain Maps” of Section 28.022 entitled “Incorporation of Zoning District Maps” of the Madison General Ordinances is amended as follows:

“(c) Maps based on other studies, including Dane County Flood Storage Maps prepared and approved by the Department of Natural Resources, Panel numbers 3, 18, and 20, effective September 17, 2014, and Letter of Map Revision, Case #22-05-1179P effective February 1, 2023, #21-05-2252P effective April 12, 2022, #16-05-6112P dated March 10, 2017, #16-05-3204P dated October 27, 2016, #16-05-1781P dated June 14, 2016, and #12-05-5696P dated March 15, 2013.”

6. Subdivision (b) of Subsection (4) entitled “Director of the Building Inspection Division to Authorize Repairs” of Section 29.18 entitled “Powers and Duties of Director of the Building Inspection Division” of the Madison General Ordinances is amended as follows:

“(b) ~~After seventy-two~~ Seventy-two (72) hours after notification and after an inspection showing that any lack of such service still exists, the Director of the Building Inspection Division shall authorize the immediate repair or reconnection of any such service by private contractor. The cost of any such repair or reconnection shall be paid by the owner or shall be placed, with interest, upon the tax bill of such owner.”

7 Subdivision (a) entitled "Eligibility" of Subsection (4) entitled "Authorization of Rent Abatement" of Section 32.04 entitled "Rent Abatement" of the Madison General Ordinances is amended as follows:

"(a) Eligibility. Notwithstanding any other provision of law or any agreement, whether oral or written, tenants and provider agencies shall be eligible to abate a portion of the total rental payments, in accordance with this section at the maximum percentage available set forth in the Schedule of Rent Impairing Violations in (d) below, and pursuant to the order of the Building Inspection Division of the Department of Planning and Community and Economic Development or the Director of Public Health Madison and Dane County, the order of a Rent Abatement Hearing Examiner or by written agreement of the parties, if the landlord of the residential premises fails to comply with an order of the Building Inspection Division of the Department of Planning and Community and Economic Development or the Director of Public Health Madison and Dane County to correct by the original due date, unless such due date is found to be unreasonable upon appeal to the Board of Building Code, Fire Code, Conveyance Code and Licensing Appeals pursuant to Sec. ~~29.18~~28.21(3) of the Madison General Ordinances, a violation which is "rent impairing" as that term is defined in Sec. 32.04(3). Any such order of the Building Inspection Division or Public Health Madison and Dane County shall specifically state that uncorrected violations will be eligible for abatement in addition to any other penalties provided by law unless the landlord files a request for a hearing contesting the order within thirty (30) days. A tenant's eligibility to abate rent shall apply only to the eligible tenant(s) or successor tenant(s) upon whose rented premises the uncorrected rent impairing violation exists or to any eligible tenant(s) or successor tenant(s) in a building with an uncorrected rent impairing violation in a common area. A provider agency's ability to abate rent shall apply only to provider agencies which pay or have paid a portion of an eligible tenant's rent while an uncorrected rent-impairing violation exists on the premises or common area of the eligible tenant's building. Where an award is made and rent has been paid by both a tenant and a provider agency, the tenant's portion of the award shall be up to but not greater than the amount of rent the tenant has paid. Where the award amount is less than or equal to the amount of rent the tenant paid, the tenant shall receive all of the award. No rent may be abated pursuant to this Ordinance until abatement is ordered by the Building Inspection Division Department of Planning and Community and Economic Development or the Director of Public Health Madison and Dane County or the Rent Abatement Hearing Examiner or authorized by written agreement between the parties."

8. Section 38.02 entitled "Definitions" of the Madison General Ordinances is amended by amending therein the following:

"Department" means the ~~department of revenue~~ Department of Revenue, State of Wisconsin."



City of Madison

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Master

File Number: 72568

File ID: 72568

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/10/2022

File Name: Boards, Commissions, and Committees (BCC)
Structure

Final Action:

Title: Boards, Commissions, and Committees (BCC) Structure

Notes:

Sponsors:

Effective Date:

Attachments: 2023-02-01_BCCs.pdf, 2021 MGO Committees by
Dept -CCEC Discussion - MGO Standing BCCs.pdf,
BCC Strategy 6.20.23.pdf, 2023 standing committees
MGO-Resolution data to June 20.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 72568

Title

Boards, Commissions, and Committees (BCC) Structure



Boards, Commissions, and Committees

2/1/2023 Update

Task Force for Government Structure

- The Common Council created the 11-member Task Force on the Structure of City Government (“TFOGS” or “Task Force”) in 2017
- Consider issues related the powers and duties of the City’s Common Council (“Council”), Mayor’s Office, and Boards, Commissions, and Committees (“BCCs”).
- Examine these issues through a specific lens:
 - whether the City’s current government structure ensures that municipal decision-makers are representative of and accountable to all of the City’s residents, not just to those who have the time, resources, and knowledge to actively participate in the City’s current government structure. Of preeminent concern to the Council at the time it created the TFOGS was whether the City’s current government structure adequately represents people of color and those living with lower incomes.

Task Force for Government Structure

- First meeting was Feb 22, 2018
- Issued final report on November 20, 2019 after The Task Force and its subcommittees met ninety (90) times over an almost two-year period
- Boards, Commissions, and Committees (“BCCs”) Subcommittee

TFOGS: Boards, Commissions, and Committees

- Nearly 100 BCCs.
- Approximately 700 total members made up of residents and Council members.
- Supported by City staff, who schedule meetings, create agendas, provide public notice, maintain minutes, and supply substantive information BCCs need to make decisions/recommendations.

TFOGS: Boards, Commissions, and Committees

- “Original intent of the current BCC structure was to support a part-time Council, serve as a robust forum for public discussion, and maximize public participation”
- Current BCC structure has become one that **lacks diversity, clarity of purpose, and accountability.**
- Tend to vary widely with regard to levels of authority and resources available to support BCC work.
- Has become so large and confusing that navigating it favors those with the time, resources, and knowledge to do so.
- **The Task Force believes that the BCC structure itself serves as another impediment to full resident participation and representation.**

TFOGS: Boards, Commissions, and Committees - Size

- Staff Survey: Most cities of similar size (~250,000) generally have between **25 and 50 BCCs**. Other state capital cities with flagship universities have between **12 and 33 BCCs**, except Salt Lake City, which has 77. **Other Big Ten Cities have between 11 and 50 BCCs.**
- No Formal Organization Chart; Some not even in Legistar
- Committee struggled to figure out how many there exactly was

TFOGS: Boards, Commissions, and Committees

- Lack clarity of purpose and are subject to policies and rules of procedure that further increases the complexity of the BCC system.
- BCC topic areas **often overlap**, either making them **redundant or unnecessary**.
- BCCs do not always keep within their jurisdiction, in part, because they **do not fully understand where their jurisdiction ends and another BCC's jurisdiction begins**.
- The practices and procedures governing these BCC meetings make an already daunting structure even more difficult for residents to access. (e.g., time and location of meetings, intricacy of Robert's Rules of Procedure, time limits for speaking, etc.)
- The BCCs vary widely with regard to the impact of their recommendations on City decision making. Some BCC recommendations tend to be adopted more often by the Council than others, resulting in a kind of de-facto authority that is not necessarily rooted in the ordinance or resolution that created the BCC.
- BCCs tend to vary widely in terms of staff and resource commitment. In other words, some BCCs command a significant amount of power, of time, and of resources, while others struggle to be heard or be adequately staffed.

TFOGS: Boards, Commissions, and Committees – Summary

- Current BCC structure better represents some districts than others, unfairly favors people with the time, resources, and knowledge to influence government decisions, and facilitates a system where some BCCs act with considerably more power and resources than others.

TFOGS: Boards, Commissions, and Committees – Recommendations

- Create an organizational chart of all BCCs
- An Office of Resident Engagement and Neighborhood Services and an Administrative Support Team to support the BCC structure
- Organize the BCCs around lead committees.
- **The Task Force necessarily believes this will require the Council to eliminate or combine current BCCs that are redundant or no longer necessary and to implement new procedures, policies, and resources to make it easier for residents to provide input to them.**

Name of Board, Commission or Committee	**Suggestions**	Staff Department/Division	Members	Meetings Held in 2022	Meetings Canceled in 2022
Building Code, Fire Code, Conveyance Code and Licensing Appeals Board	No Change	Building Inspection	9	9	5
Alcohol License Review Committee	No Change	Clerk	16	16	1
COMMON COUNCIL EXECUTIVE COMMITTEE	No Change	Council Office	8	25	3
Landlord and Tenant Issues Committee	Merge Currently Being Discussed	Building Inspection	8	8	4
City County Homeless Issues Committee		CDD	13	12	0
Housing Strategy Committee		CDD	9	5	7
Community Development Block Grant Committee	Is there an opportunity to optimize?	CDD	11	11	2
COMMUNITY DEVELOPMENT DIVISION CONFERENCE COMMITTEE		CDD	6		
Community Services Committee		CDD	10	8	6
Early Childhood Care and Education Committee	Is there an opportunity to optimize? (Perhaps regular community wide strategic plan update collab between city, county, school, parks, non-profit, etc. - Could codify to do every 10 years?)	CDD	9	7	0
Education Committee		CDD	8	10	2
Police Civilian Oversight Board	Is there an opportunity to optimize?	Council Office (to be OIM)	13	11	1
Public Safety Review Committee		MPD	10	11	2
Transportation Policy and Planning Board	Merge Currently Being Considered by TPPB and TC	Transportation	11	23	2
Transportation Commission		TE	11	26	3
Affirmative Action Commission	Is there an opportunity to optimize?	DCR	9		
Disability Rights Commission		DCR	13	10	1
Equal Opportunities Commission		DCR	13	13	1

Name of Board, Commission or Committee	**Suggestions**	Staff Department/Division	Members	Meetings Held in 2022	Meetings Canceled in 2022
Humanitarian Award Commission, Reverend Dr MLK Jr		DCR	9	14	0
Economic Development Committee	Opportunity to Merge?	Economic Development	11	7	5
Vending Oversight Committee		Economic Development	10	5	7
Room Tax Commission	No Change	Finance			
Monona Terrace Booking Event Assistance Advisory Committee	Is there an opportunity to optimize?	Visit Madison	5	4	0
Monona Terrace Community and Convention Center Board		Monona Terrace	14	10	3
Downtown Coordinating Committee	Is there an opportunity to optimize?	Planning	11	7	3
Joint Campus Area Committee		Planning	20	8	2
City County Liaison Committee	Simply governs CCB; Consider if it could be more useful	County co-staffs with Council Office			
Sustainable Madison Committee	Is there an opportunity to optimize?	Mayor's Office	18	10	4
ERLANGER, JEFFREY CLAY, CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE	Keep	Mayor's Office	5	1	0
Committee on Employee Relations	Keep	HR	9	2	0
Personnel Board	Keep				
Deferred Compensation Committee	Keep	HR	7	6	1
Ethics Board	Keep	OCA	7	2	1
Madison Food Policy Council	Keep	Economic Development	23	10	3
Public Market Development Committee	Scheduled to be dissolved soon	Economic Development	14	3	9
Committee On Sweatfree Purchases	Is there an opportunity to optimize?	Finance	5	0	0
Sister City Collaboration Committee	Keep	Mayor's Office	9	7	3
Facilities Programs and Fees Subcommittee (Parks)	Under review	Parks			
Golf Subcommittee		Parks			
Habitat Stewardship Subcommittee (Parks)		Parks			
Parks Long Range Planning Subcommittee		Parks			
Warner Park Community Recreation Center Advisory Subcommittee	Is there an opportunity to optimize?	Parks			
Street Use Staff Commission	Is there an opportunity to optimize?	Parks	12		

Name of Board, Commission or Committee	**Suggestions**	Staff Department/Division	Members	Meetings Held in 2022	Meetings Canceled in 2022
HO-CHUNK NATION/CITY OF MADISON JOINT PLANNING COMMITTEE	Recommend that the group convenes and explores this topic	Planning	6	0	0
Landmarks Commission	Is there an opportunity to optimize?	Planning	7	16	5
Madison Arts Commission	Keep	Planning	10	12	1
Urban Design Commission	Is there an opportunity to optimize?	Planning	10	22	0
Board of Health for Madison and Dane County	Keep	Public Health	8	10	5
Committee on Aging	Is there an opportunity to optimize?	Senior Center	12	6	3



REVIEWING BCC STRUCTURE

COMMON COUNCIL EXECUTIVE COMMITTEE

JUNE 20, 2023

WHY REVISIT BCC STRUCTURE?

- Act on the findings and recommendations of the Task Force on Government Structure (TFOGS)
- Ensure our BCC's:
 - Have a clear and efficient path for resident participation
 - Can efficiently and effectively further the work of the City

BACKGROUND: TFOGS REPORT

TFOGS Report Findings on BCC Structure (2019) found that BCCs:

- Lack geographic and racial diversity
- Result in a drain on resident, staff, and alder time
- Lack consistent accountability
- Vary in levels of authority and influence
- Include BCCs that lack a well-defined purpose, have outlived their purpose, or have purposes that overlap
- Require logistical processes (meeting times, locations, rules, infrastructure) that do not facilitate resident participation
- Are often inadequately staffed or have inadequate resources to complete their work

TFOGS REPORT RECOMMENDATIONS FOR BCC NUMBER AND STRUCTURE*

- Organize BCCs around lead committees and create an org chart
- Eliminate or combine BCCs that are redundant or have outlived their purpose
- Reorganize BCCs in a way that ensures BCCs are accountable to their intended purpose and function

* This slide excludes other recommendations related to BCCs

COMPARING MADISON'S # TO OTHERS

City Attorney's Office Comparison Cities	Range in # BCCs	Average # BCCs
Big Ten Cities (8 in analysis)	11 – 50	30
Capital + University Cities (6 in analysis)	12 - 77	35
Largest WI Cities (8 in analysis)	15 - 39	25

At time of analysis (2018-19), Madison had 102 BCCs.

A BREAKDOWN OF MADISON BCCs (2021)

Committee Type	Number (as of 8/21)
<p>Required by WI Statute</p> <ul style="list-style-type: none"> <i>E.g., Board of Park Commissioners, Personnel Board, Finance Committee, Water Utility Board, Board of Public Works</i> 	13
<p>Temporary Committees</p> <ul style="list-style-type: none"> <i>Ad Hoc committees, Tasks Forces, President's Working Groups</i> 	7
<p>Other City-Established BCCs</p> <ul style="list-style-type: none"> <i>E.g., Sustainable Madison Committee, Urban Design Commission, Food Policy Council, Landlord and Tenant Issues, Housing Strategy Committee</i> 	48
<p>Appointments to Non-City BCCs</p> <ul style="list-style-type: none"> <i>E.g., Sewerage District Commission, Overture Center Board, Capital Area Regional Planning Commission</i> 	16

WORK TO DATE TO IMPLEMENT RECOMMENDATIONS

- 2020-2022 – TFOGS Implementation Working Group
- Individual committee changes on a limited basis (*e.g. Solid Waste Advisory Committee, Committee on Environment, combined Transportation committees, and reduced Parks subcommittees*)
- Recognition of more opportunity for improvement, and groundwork laid for an approach

REVIEWING & ADJUSTING BCCS

- Process:
 - Seek staff input to develop initial proposal
 - Coordinate with CCEC
 - Get committee input before finalizing
- Key Question: How to best match the committee function to the City's core needs and goals?

QUESTIONS AND DISCUSSION

Department	Staff Agency	Name of Board, Commission or Committee	Authorizing Legislation	Mission	# of Members	# of meetings held in 2022	# of meetings cancelled in 2022	# of meetings held in 2023 January 1 to June 20	# of meetings cancelled in 2023 January 1 to June 20	# of agenda items referred by Council in 2022	# of agenda items referred by Council in 2023 January 1 to June 20
Civil Rights	DCR	Affirmative Action Commission	MGO 39.02(3)	Reviews, approves and recommends the city-wide affirmative action plan as proposed by the Affirmative Action Director; advises affected and/or other under-represented groups of their rights under the Affirmative Action Program; disseminates information and educates citizens to a greater understanding and practice of affirmative action employment for all affected and/or other under represented groups; renders, from time to time, but not less than once a year, written reports of its progress, activities and recommendations to the mayor and Common Council; recommends and reviews such rules and regulations as may be necessary to promulgate the city's Affirmative Action Program. Eff. 2-17-18, ORD-18-00020, File ID# 49684-size decreased from 11 to 9.	9	11	3	4	4	0	0
Civil Rights	DCR	Disability Rights Commission	MGO 39.04	a) Recommend policy to Mayor, Council & Dept of Civil Rights in all areas that affect people w/ disabilities and their families; b) study/make recommendations to all city depts/boards/commissions & commissions on proposals to provide better access to facilities & services for people w/ disabilities & their families; c) monitor & report violations of city ordinances and state laws pertaining to citizens w/ disabilities to the approp. agency; d) solicit comments/suggestions from citizens & organized groups regarding the concerns of citizens w/ disabilities; e) establish close working relationships with other city boards/commissions & committees whose activities may affect people w/ disabilities.8/13/2015: per ORD-15-00086, file id 39379, named changed to Disability Rights Commission.	13	10	1	6	0	1	1
Civil Rights	DCR	Equal Opportunities Commission	MGO 39.03(10)	Studies existence, character, causes & extent of denial of equal opportunity because of sex, race, religion, color, natl. origin or ancestry, age, handicap, marital status, source of income, arrest or conviction record, less than honorable discharge, physical appearance, sexual orientation, domestic partnership, familial status, political beliefs retaliation, Social Security Number, or fact that person is student; formulates policy re: processing of complaints of discrimination in employment, housing, public accommodations, city facilities & credit; formulates policy re: educational outreach programming & administers policy; reviews cases on appeal from decisions issued by EOC Hrg Examiner & appeals of admin. dismissals issued by EOC Dir. on complaints filed under Ord.	13	13	1	6	0	4	1
Civil Rights	DCR	Humanitarian Award Commission, Reverend Dr MLK Jr	MGO 39.06	The Reverend Dr. Martin Luther King, Jr. Humanitarian Award is presented annually to the person or persons who have made outstanding and significant contributions in the spirit of sisterhood, brotherhood and harmony toward making our city an ideal place in which to live. The award or awards shall be presented at the annual celebration of the birth of Dr. King. (Membership of body changed per Legislative File ID #15224, adopted 7-21-2009.)	9	14	0	4	1	0	0
Clerk	Clerk	Alcohol License Review Committee	MGO 33.02	Guiding Values: Fair, Consistent, Proactive, Balanced, Cooperative, Efficient, Preventative, Inclusive, Deliberative. Mission: Serve City's residents, businesses & visitors by thoroughly & conscientiously reviewing license applications, establishing & maintaining standards, addressing violations, developing alcohol-related policies, & making recommendations to the Common Council. Goals: Promote responsible alcohol-selling - serving practices; enhance public safety & quality of life; consistently apply pertinent laws & conditions; educate citizenry/business community about the ALRC mission & processes; modernize existing business & governmental systems and reduce expenditures on alcohol-related issues; improve overall service delivery.	16	16	1	6	0	101	49
Common Council	County co-staffs this with the Council Office	City County Liaison Committee	MGO 33.09(1)	Establish and maintain liaison between the Common Council and the County Board for the purpose of conferring on matters of mutual interest and to provide a means for advising both governing bodies on matters where there may be an apparent conflict or difference in interest between the City and the County. (Original Authorization: Resolution 5466, adopted 3-28-1963 & Resolution 54038, ID 21034, adopted 4-1-1997.)	4						
Common Council	Common Council Office	COMMON COUNCIL EXECUTIVE COMMITTEE	MGO 33.13	Responsible for recommending rules and procedures to be followed by all standing committees of the Common Council and all Council meetings; establishes rules and guidelines for use of the Council office facilities, such rules and procedures shall be approved by the Common Council. No citizen members. Per ORD-16-00079, file id# 42421 - the Common Council Organizational Committee shall be renamed the Common Council Executive Committee effective 4/18/2017.	8	26	3	7	0	42	5
DPCED	Building Inspection	Building Code, Fire Code, Conveyance Code and Licensing Appeals Board	MGO 29.18 & 40	The owner of a bldg/structure or person aggrieved/directly affected may appeal from decisions/orders of the Fire Chief, from Bldg Code Orders or from a decision of the Dir of Neighborhood Preservation & Insp Div refusing to grant approval of a plan/modification/variance from provisions of MGO Ch 27,29 & 40 covering manner of construction/materials to be used in erection/alteration/repair/wrecking/ demolition of bldg/structure determined to be unsound purs to Sec 28.04(22)(d)1a of the MGOs, to the Bd of Bldg Code, Fire Code, Conveyance Code & Licensing Appeals. COM FORMERLY NAMED "BOARD OF BUILDING CODE, FIRE CODE & LICENSING APPEALS." RENAMED PER ORD-09-00019 & A, ID 14578, MGO 29.18 & 40, EFFECTIVE 4-1-2009.	9	9	5	6	2	4	1
DPCED	CDD	City County Homeless Issues Committee	ORD-14-00090, File ID #33381	The Committee shall examine, report and make recommendations to the Madison Common Council and the Dane County Board of Supervisors on issues related to homelessness. This includes housing for the homeless, jobs and job training, availability of public toilets and showers, access to storage lockers, and the provision of mental health, drug and alcohol services.	13	12	0	6	0	2	1
DPCED	Senior Center	Committee on Aging	MGO 33.14	This committee recommends Older adult Service Goals and Objectives to the Community Services Committee; recommend budget allocations for older adult services purchased by the City of Madison to the Community Services Committee; Address barriers to service or participation in older adult services including but not limited to language access issues, socioeconomic, racial, cultural or gender issues and sexual orientation; Gather information, through public hearings and other methods, on the concerns, problems and needs of older adults and communicate its findings to the Community Services Committee, Mayor, and Common Council; Review and recommend policy and its impacts to the Community Services Committee, the Community Development Division, the Mayor and the Common Council in the area of older adult concerns and programs; Review proposed legislation or policies to determine the impact on older adult services and the service population; Recommend legislation or policy or revisions as may be necessary related to the health, welfare, and security and safety of older adults; With the support of the Mayor and Common Council, advocate for older adults and the policies, funding, and legislation which best serve their interests and needs; Coordinate funding and programs with the Area Agency on Aging, the Aging and Disability Resource Center, and other agencies serving older adults; Investigate new and innovative methods for the delivery of older adult services; Seek ways to involve residents in planning for the provision of services to older adults. (Am. by ORD-17-00030, 3-8-17)(1)Advise the Director of the Senior Center on programs, services and policies for the effective functioning of the facility; Promote the Senior Center and its programs and services to older adults and their families and caregivers; Oversee and recommend the budget for the Senior Center to the Community Development Division; Receive regular reports and information from the staff and participant advisory council of the Senior Center.	13	6	3	2	3	0	0
DPCED	CDD	Community Development Block Grant Committee	MGO 33.15	Recommends policies/goals/objectives of the CDBG Program, after consultation w/ the mayor, for approval by the Council; evaluates performance of contractors per forming CDBG-funded activities incl. obtaining info. that is reasonably necessary for such evaluation &, at discretion of the committee, make recommendations to the Mayor/Council re: contract revisions/enforcement/terminations; review project/local options proposals for CDBG funding; recommend to Mayor/Council a budget for CDBG funding based upon assessment of proposals, evaluation of performance on other projects/city policies/goals/objectives/financial needs/ commitments/needs asmt by Clearinghouse for Citizen Participation.(Title of body changed from commission to committee per MGO Sec. 33.15 ad 3-17-09;effec 8-1-09.)	11	11	2	6	0	28	10
DPCED	CDD	COMMUNITY DEVELOPMENT DIVISION CONFERENCE COMMITTEE	MGO 33.18; ORD-14-00010, 31709	This committee is charged with coordinating final decisions that are required under the Community Development Division's established funding processes; reviewing applications for Emerging Opportunities Program funds submitted pursuant to Sec. 3.12(11) and making recommendations to the Mayor and Common Council; and facilitating discussions around other issues that affect both the Community Development Block Grant Committee and the Community Services Committee.	6	No Information in Legistar	No information in Legistar	No information in Legistar	No information in Legistar	0	0

DPCED	CDD	Community Services Committee	MGO 33.16	Establishes policies to be followed by the Office of Community Services; investigates new/innovative methods for delivery of human services; recommends policies to Mayor/Common Council in area of community services; makes recommendations to Mayor/Supervisor of Community Services re: budget for community services & human services purchased by the City from private non-profit agencies; stimulate coordinated inter-community/ intra-community planning for delivery of human services; seeks ways to involve citizens in assessment of human service needs; cooperate with Plan Comm & Dept. of Plng & Cmnty & Econ Devel; seek to improve accessibility of human services to citizens who have language/other barriers. (Name changed from commission to committee per MGO 33.16.)	11	8	6	5	3	3	0
DPCED	Planning	Downtown Coordinating Committee	MGO 8.41	5-29-2013 ORD-13-00092, file id# 29913 Madison General Ordinance Sec. 8.41 provide a forum for public information and stewardship regarding the uses of public space in the Downtown Area, and to periodically review regulations and policies affecting the Downtown Area, with particular emphasis on State Street and the Capitol Square, as a high quality urban space for pedestrians in an environment that promotes healthy businesses. For purposes of this ordinance, the "Downtown Area" shall be defined as all geographical areas within the jurisdiction of the City of Madison between Blair Street, Lake Mendota, North Park Street, Regent Street, Proudfit Street, North Shore Drive and Lake Monona. 3/21/17 Position changed to Resident/CC Member-ORD-17-00038, 46122.	11	7	4	5	1	5	0
DPCED	CDD	Early Childhood Care and Education Committee	MGO 33.16(7)	Advise and make recommendations to the Community Services Committee & Community Development Division on policy & guidelines for the Madison Child Care Accreditation and Child Care Assistance Program and the Community Resources funding process. Duties include: eligibility criteria for child care agencies, child care assistance, grants & loans & participating in the CDD Funding Process re: children & families and assessment of community child care needs. (Title of body changed from board to committee per MGO Sec. 33.16(7), adopted 3-17-2009, effective 8-1-2009.) Per ORD-13-00161, File ID 30809, two positions titles amended and committee size decreased from 11 to 9. Effective 10-10-2013.	9	7	0	4	1	1	0
DPCED	Economic Development	Economic Development Committee	MGO 33.17	Shall assist city officials and staff in promoting a healthy, diversified economy in which business can locate, innovate, grow and prosper, and all residents have opportunities for living wage jobs. Shall make recommendations to the Mayor and Common Council on economic development policies and issues. Every four (4) or five (5) years, receive and consider a Comprehensive Economic Development Report and Plan (CEDRP) prepared by Economic Development Division staff on economic trends for the City of Madison and surrounding area. After review and revision by the Committee, the CEDRP shall be submitted to the Common Council for approval. The CEDRP should include: 1. Available data on employment by type of job, wages, unemployment rate; and, overall changes in employment and population, 2. General demographic data, 3. A description of business and workforce assistance available, 4. An evaluation of current economic development efforts, and 5. Recommendations of possible changes to, and new, programs, strategies, policies, and projects to achieve the economic development goals stated in paragraph (a) above and other related goals adopted by the City of Madison. Every two (2) years, the Economic Development Division Director will develop a "Work Plan" consistent with the adopted CEDRP for the City's economic development priorities in the next two (2) years. The Work Plan shall be submitted to the Common Council with referral to the Economic Development Committee before action by the Common Council. The Work Plan may include changes to the CEDRP. (c) Provide the community with a public forum for information sharing and discussion about economic issues affecting the City of Madison. (Title of body changed from commission to committee per MGO Sec. 33.17, 8-1-09) (3/26/16: Committee composition modified from 13 members to 11 with changes in position titles per ORD-16-00034, file id #41218.)	11	7	5	4	1	5	5
DPCED	CDD	Education Committee	MGO 33.28, ORD-12-00074	The Education Committee serves as a formal channel of communication and policy recommendations regarding issues of shared concern between the City of Madison, the Madison Metropolitan School District Board of Education, and Dane County. (formerly Board of Education-Common Council Liaison Committee - amended 6/12/2012)	8	10	2	3	3	0	0
DPCED	Planning	HO-CHUNK NATION/CITY OF MADISON JOINT PLANNING COMMITTEE	MGO 33.25	The committee shall be charged with the responsibility of creating and periodically updating a development plan for the Nation's Fee and Trust Land real properties located within the Development Area and the City boundaries. (Original Authorization: Res. 55,483, ID 23978.)	6	0	0	0	0	0	0
DPCED	CDD	Housing Strategy Committee	MGO 33.34	MGO 33.34 - The Housing Strategy Committee shall serve as a forum for discussion & communication about housing strategies; shall establish a schedule for the Dept. of Planning & Community & Economic Development to prepare and submit a biennial housing report to the Mayor and the Common Council, which will include the following: current data on Madison and regional housing supply and trends, strategies for maintaining a broad range of housing choices for all households and income levels; and strategies for maintaining & increasing affordable owner-occupied and rental housing in Madison and the region.	9	5	7	3	2	3	1
DPCED	Planning	Joint Campus Area Committee	MGO 33.32	Per MGO 33.32 (ORD-18-00035, File ID# 50602; effective 3-29-2018) The purpose of the committee will be to, among other things, provide feedback to the UW-Madison Design Review Board required by Sec. 28.097(7), MGO, for projects taking place within the area of campus zoned Campus Institutional (CI) as detailed in the UW-Madison Campus Master Plan, which was adopted by city ordinance ORD-17-00074. Identify, discuss, and summarize community-wide and neighborhood impact of UW Madison infrastructure and development projects, city/village-initiated infrastructure and development projects, and private sector development projects inside the campus boundary and within a quarter mile of the campus boundary. When relevant, make recommendations on whether a project should be approved and/or recommend strategies to mitigate negative impacts to applicable City, Village, or UW-Madison committee(s), commission(s), or other governing bodies. Summarize city/village, UW-Madison, and neighborhood comments concerning current and planned pedestrian networks, bicycle routes, vehicular traffic, traffic analyses, parking, and transit service, and provide those comments to relevant governmental bodies. Review and provide comments to the appropriate City of Madison or Village of Shorewood Hills committee(s)/commission(s) on development projects, rezoning requests, and Planned Development alterations that are inside the UW-Madison Campus boundary but not covered under Campus-Institutional zoning.	20	8	3	4	1	2	2
DPCED	Building Inspection	Landlord and Tenant Issues Committee	MGO 32.03	MGO 32.03 - The Landlord & Tenant Issues Committee shall serve as a forum for discussion & communication about landlord-tenant issues, make recommendations to the Mayor & Common Council on all aspects of landlord and tenant policies and issues, including those in Chapters 27 & 32 of the MGOs; and perform the functions formerly exercised by the Rent Abatement Oversight Committee. 3-6-2014: Composition amended-committee size reduced from 9 members plus 1 alternate to 7 members plus 1 alternate; positions 2 & 9 (vacancies) were eliminated. (ORD-14-00047, File ID 32619)	8	8	4	3	3	5	3
DPCED	Planning	Landmarks Commission	MGO 33.19	The commission shall have the power to recommend to the Common Council the designation of landmarks, landmark sites and historic districts within the city limits of Madison. Designations shall be made by the Common Council, and once designated, such landmarks, landmark sites and historic districts shall be subject to all provisions of Sec. 33.01, Madison General Ordinances.	7	16	5	7	0	1	0
DPCED	Planning	Madison Arts Commission	MGO 8.33	Madison General Ordinance Section 8.33 renumbered and amended as Section 33.34 to update and clarify the functions of the Madison Arts Commission. ORD-12-00129, file id# 27526 10-16-2012 The Madison Arts Commission exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Madison. Note: position titles changed from Adult City Resident to Citizen Member.	11	12	1	3	3	1	1
DPCED	Economic Development	Madison Food Policy Council	ORD-12-00126, File ID 27276	The Madison Food Policy Council (FPC) shall act in an advisory role to the Mayor and Common Council, developing and making recommendations on food policy changes and monitoring implementation relative to reducing hunger thru providing community-wide access to food; enhancing the local and regional food economy; creating an economically, socially, and environmentally sustainable local food system; and improving the health and nutrition of the community through local, healthy food options. (ORD-12-00126, File id 27276 10/2/2012) 3-18-15-Composition amended-4 positions changed to Citizen Members. (ORD-15-00028, ID 37063) 12/2016-Community Gardens Com. repealed position now Community Gardens Advocate.	23	10	3	6	0	1	0

DPCED	Economic Development	Public Market Development Committee	RES-16-00872, File ID# 44612	The Public Market Development Committee (formerly the Madison Local Food Committee) shall lead the effort to implement the Business Plan for the Madison Public Market including planning the market's organizational structure and management, creating a plan to raise capital funds, creating a site plan for the project, designing the Public Market building, overseeing construction, cultivating and recruiting Public Market vendors, advancing the racial equity goals of the project and creating a process to transition operational control over the Public Market to a non-profit operator. Creating resolution: RES-16-00872, File ID# 44612; effective 11/28/2016 (Committee name and composition change effective 1/1/2017).	14	3	9	2	4	0	1
DPCED	Planning	Urban Design Commission	MGO 33.24	To assure the highest quality of design for all public and private projects in the city; protect and improve the general appearance of all buildings, structures, landscaping and open areas in the city; encourage the protection of economic values and proper use of properties; encourage and promote a high quality in the design of new buildings, developments, remodeling and additions so as to maintain and improve the established standards of property values within the city; foster civic pride in the beauty and nobler assets of the city and, in all other ways possible, assure a functionally efficient and visually attractive city in the future.	10	22	0	12	0	5	2
DPCED	Economic Development	Vending Oversight Committee	MGO 9.12	Administer Sec. 9.13 of the Madison General Ordinances, the regulations promulgated under Sec. 9.13 and any other regulations or procedures relating to vending within the city; ensure a venue for public input into vending regulations within the city; and conduct investigations, hearings and miscellaneous proceedings as required by Sec. 9.13. The Director of Planning & Development, or designee, a non-member, shall act as Executive Secretary to the Committee.	10	5	7	3	2	4	2
Finance	Finance	Committee On Sweatfree Purchases	ORD-05-00162, ID 01665	Ensure that City procurement of apparel is made from responsible contractors & vendors who agree to adhere to the minimum employment standards required in the ord. & to require their subcontractors & third-party suppliers to do the same so that all employees involved in the City' procurement may be afforded the opportunity to a fair, humane work environment as described in the ord. The committee is created for the purpose of ongoing evaluation & assistance in the application of the ord. & the furtherance of its purpose. Annually the committee shall provide the Council with a report describing any suggested recommendations re: the ord. & communicate with other gov. units to encourage similar policies to further increase the effectiveness of the ord. in achieving its policy goals.	6	No information in Legistar	No information in Legistar	No information in Legistar	No information in Legistar	0	0
HR	HR	Committee on Employee Relations	MGO 33.10	The mission of the Committee is to reach an amicable understanding by developing, implementing and fostering interest based problem solving methods and techniques with respect to the Employer-Employee relationship. To that end, the Committee shall, in conjunction with the Mayor and all City departments create, promote and agree to work together in joint employee-management teams to foster open and regular communication between employees, management, City officials, and residents recognizing that open communication is an essential element in maintaining an atmosphere of trust in the City and continuing to provide the high quality service for which the City is known. (Am. by ORD-17-00030, 3-8-17)	9	2	0	1	0	1	0
HR	HR	Deferred Compensation Committee			7	6	1	9	0	0	1
HR	OCA	Ethics Board	MGO 3.35(10)	The mission of the Ethics Board is to see that the purpose of the Code of Ethics, as outlined in Sec. 3.35 of the Madison General Ordinances, is uniformly applied to all City of Madison officials and employees. The Ethics Board stands ready to hear and advise on all questions within its scope of authority brought to it by any city official, employee or citizen.	7	1	1	0	0	0	0
Mayor's	Mayor's Office	Sister City Collaboration Committee	MGO 33.33	The Committee shall maintain, enhance and maximize Madison's involvement and exposure to the global economy, cultural environment, educational, humanitarian and business opportunities for Madison companies in the regions or countries of our Sister Cities. The Committee shall review inactive Sister City partnerships, explore potential for joint initiatives, and set criteria for the addition of new Sister City partnerships. It is tasked with raising the profile of Madison Sister City partnerships, making connections with cultural, educational and humanitarian programs, and maximizing educational opportunities, as well as exchanging cultural, educational, business and economic ideas for Madisonians and Madison companies and Sister Cities.	12	7	3	4	2	0	0
Mayor's	Sustainability	Sustainable Madison Committee	MGO 33.31; ORD-12-00073, 25387	The Committee shall: Provide feedback on UW-Madison projects to the DRB established under the UW-Madison Campus Master Plan at the thirty-five percent (35%) and sixty percent (60) percent stages of the project planning/design process for projects within Campus-Institutional (CI) zoned areas. Other informational presentations may be made to the Committee at other stages of project development. Identify, discuss, and summarize community-wide and neighborhood impact of UW Madison infrastructure and development projects, city/village-initiated infrastructure and development projects, and private sector development projects inside the campus boundary and within a quarter mile of the campus boundary. When relevant, make recommendations on whether a project should be approved and/or recommend strategies to mitigate negative impacts to applicable City, Village, or UW-Madison committee(s), commission(s), or other governing bodies. Summarize city/village, UW-Madison, and neighborhood comments concerning current and planned pedestrian networks, bicycle routes, vehicular traffic, traffic analyses, parking, and transit service, and provide those comments to relevant governmental bodies. Review and provide comments to the appropriate City of Madison or Village of Shorewood Hills committee(s)/commission(s) on development projects, rezoning requests, and Planned Development alterations that are inside the UW-Madison Campus boundary but not covered under Campus-Institutional zoning.	18	12 (not including subcommittee meetings)	2 (not including subcommittee meetings)	5 (not including subcommittee meetings)	0	4	1
Mayor's Office	Mayor's Office	ERLANGER, JEFFREY CLAY, CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE	MGO 33.30	The Jeffrey Clay Erlanger Civility in Public Discourse Award will recognize individuals or organizations who share Jeff Erlanger's dedication to and compassion for public policy development, politeness, civility, individual and human rights, and who conduct their daily life consistent with these values. One award shall be presented annually at the Common Council meeting closest to the November 30th birthday of Jeff Erlanger. (Original Authorization: RES-07-00848, ID 07379.)	5	1	0	0	0	0	0
Monona Terrace	Monona Terrace	Monona Terrace Booking Event Assistance Advisory Committee	MGO 33.21(19)	Considers funding requests from the Greater Madison Convention and Visitors Bureau for event assistance funding for conventions and conferences. The committee rules on funding requests by following the Fund Policies and Guidelines approved by the Common Council.	5	4	0	2	0	0	0
Monona Terrace	Monona Terrace	MONONA TERRACE COMMUNITY AND CONVENTION CENTER BOARD	MGO 33.21	The City and Dane County, by an agreement under Sec. 66.0301, Wis. Stats., have created a Monona Terrace Community and Convention Center Board. The Board shall have broad authority and latitude to make decisions to operate a successful convention and community center. It shall establish all policies, rules and regulations governing Monona Terrace and oversee its operation, subject to the limitations set forth in the Agreement.	14	10	3	6	0	0	0
MPD	MPD	Public Safety Review Committee	MGO 33.22	The com. shall be advisory to the mayor and Common Council to assist them in the performance of their statutory duties. The com. may review and make recommendations concerning departmental budgets; review service priorities and capital budget priorities of the Police and Fire Departments; serve as liaison between the community and the city on public safety issues; and review annually and make recommendations to the Common Council regarding the annual work plans and long-range goals of the departments. (Title of body changed from board to committee per MGO Sec. 33.22, adopted 3-17-2009, effective 8-1-2009. Membership of body changed per MGO Sec. 33.22, adopted 9-15-2009, effective 11-1-2009.) Updated position names.	10	11	2	4	2	15	7
OIM	Independent Monitor	Police Civilian Oversight Board	MGO 5.20	The purpose of the board is to provide a body that is independent from the Madison Police Department, authorized to hire and supervise the Independent Police Monitor and required to work collaboratively with the Office of the Independent Police Monitor and the community to review and make recommendations regarding police discipline, use of force, and other policies and activities, including related to rules, hiring, training, community relations, and complaint processes. (MGO 5.20)	13	11	1	6	0	1	1

Public Health	Public Health	Board of Health for Madison and Dane County	MSN GNRL ORD Sec 7.01	Govern the Madison Dept of Public Health Madison and Dane County, provide supervision to the Director and shall assure enforcement of state and local public health laws/regulations. Subject to approval of the Council and Bd of Supv, it may adopt rules to protect/improve public health, not inconsistent with state law or State Dept of Health & Social Services rules and regulations. Determine program service priorities and assign funding levels subject to approval of Council and Co Bd. Approve and enter into contracts under \$50,000 for provision of public health services. Contracts in excess of \$50,000 must be appr by the Council & Bd Supv. Have duties and obligations set forth in the intergovernmental agreement between the City and Dane County.	8	10	5	4	1	13	3
Transportation	Transportation	Transportation Commission (reconfigured in 2023)	MGO 33.56	The purpose of the Transportation Commission is to decide the certain transportation issues relating to: transit, pedestrian, bicycle, and motor vehicles in a manner that is consistent with the city's transportation policies and plans.	11	26	3	11	1	44	24
Transportation	Transportation	Transportation Policy and Planning Board (dissolved in 2023)	MGO 33.55	The purpose of the Transportation Policy & Planning Board is to consider and address transportation policy and planning issues pertaining to each element of the city's transportation system, including bicycles; bus, freight and automobile traffic; parking; pedestrians; street, curb and right-of-way use; transit; and other transportation elements as may be identified by the Common Council by ordinance or resolution.	11	27	2	2	7	21	8



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

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Attachments: CCEC Chief of Staff Update 01-11-23.pdf, CCEC Chief of Staff Update 02-01-23.pdf, CCEC Chief of Staff Update 02-22-23.pdf, CCEC Chief of Staff Update 3-1-23.pdf, CCEC Chief of Staff Update 3-15-23.pdf, CCEC Chief of Staff Update 6-6-23.pdf, CCEC Chief of Staff Update 6-20-23.pdf, CCEC Chief of Staff Update 7-11-23.pdf, CCEC Chief of Staff Update 7-25-23.pdf, CCEC Chief of Staff Update 8-1-23.pdf

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Text of Legislative File 75427

Title

Council Office Updates

Council Chief of Staff Update **01/11/2023**

Announcements

- City offices will be closed on 01/16/23.
- Reminder: There are additional restrictions on the use of alder expense accounts in place until April. Expending of funds is limited in the four months preceding an election to ensure funding is available and equitable for existing and incoming alders. On November 21, Liz sent out emails to each alder regarding this issue.

Hiring Update

Due to the unexpected departure of our legislative analyst, the Council Office is working on hiring again. We are currently reaching out to candidates on the eligibility list, per HR guidance.

Project Updates

Administrative Services Team

The team is meeting at the end of this month to discuss a review of committee staff training materials and a plan for outreach to BCCs about the Code of Ethical Conduct.

New Alder Orientation/Onboarding

We are creating materials and tutorials on topics including how to find things in Legistar, navigating the Council agenda and consent agenda document, preparing for Council meetings, understanding the legislative process, scheduling neighborhood meetings, and more.

Upcoming City Trainings of Interest

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it.

- [I Feel Safe: Creating Healthy Cultures Where People Thrive](#) (01/18/23)
- [Creating Accessible Virtual Meetings and Trainings](#) (01/24/23)
- [Involving People in Decisions that Impact Them](#) (several offerings)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update 02/01/2023

Announcements

Finance is preparing to release the 2023 adopted budget books. This year, if you would like a printed version, please opt-in by emailing Christine Koh by February 3. Electronic copies will be available to all on the [budget website](#).

Hiring Update

We have exhausted the list of eligible candidates from the previous search, so we will be starting a new recruitment.

Project Updates

New Alder Orientation/Onboarding

We have a new onboarding survey tool that collects the contact information and details on things like parking passes and business cards from the incoming alders all in one place. This will allow Debbie to get started on ordering cards and nameplates sooner, and streamline the process of collecting all of that information.

With Katie's departure, Liz has leaned in to continue work on creating several short video tutorials on how to use the public-facing Legistar site to find legislation and look up committee meetings, an overview of the main parts of the Council agenda, and instructions on the consent agenda and consent agenda document.

Code of Conduct Implementation

On Monday, a small group of us (OCA, DCR, HR, Mayor's Office, Council Office) met to discuss implementation of the Code of Conduct, particularly regarding situations where a City staff member files a complaint against a member of a BCC. We will be convening regularly to plan ways to expand existing processes available to City staff under [APM 3-5](#), plan for additional processes such as mediation, and address issues that may arise while processes are being solidified. Of note: APM 3-5 lays out a process for investigating a complaint lodged by a City staff member against an elected official (page 3 of APM 3-5).

BCC Admin Services Team

The Administrative Services Team met on Tuesday to discuss a number of issues related to BCCs. We worked out a plan for communicating to BCC staff about the new Elected and Appointed Official Code of Ethical Conduct and instructions for sharing it with their members and placing it on their agenda annually. We made a plan for reviewing all of the existing BCC staff training materials to determine what elements are not out-of-date, what is missing that would need to be created, and compiled them together for staff to use. Currently, BCC staff are expected to train their new members and chairs. We also discussed ways to package existing City training offerings specifically for BCC staff, BCC chairs, and BCC members, and push out targeted communications to these various groups. We also addressed some logistical concerns arising as BCCs implement the ordinance to record all meetings (this may be audio or video, depending on a number of circumstances).

Records Retention

We are working with the OCA and IT to clarify expectations and requirements for alders regarding creating and retaining public records, including the issue of retaining constituent email

Council Chief of Staff Update 02/01/2023

correspondence for the Historical Society. We met Monday and will meet again on Friday to continue the discussion.

Upcoming City Trainings of Interest

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it. There are also a growing number of [on-demand online recorded courses](#) that you can access with your City login. Organizational Development has greatly expanded their course offerings, making this a great resource for personal and professional development at no added cost to you as alders.

Live Virtual Courses

- [Involving People in Decisions that Impact Them](#) (several offerings)
- [Service Animals and Emotional Support Animals in Places of Public Accommodation](#) (02/07/23)

On-Demand Courses

- [Trauma-Informed Customer Service](#) (scroll down to course and materials links)
- [I Feel Safe: Creating Healthy Cultures Where People Thrive](#) (scroll down to course and materials links)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update **2/22/23**

Announcements

Debbie is out this week and will be back in the office on Monday. Thank you for your patience and for continuing to provide three weeks' notice on your neighborhood meetings. Please let me know if we can assist you with anything while she is out.

Karen is now a Prosci Certified Change Practitioner™.

Hiring Update

The legislative analyst position has been posted and closes on March 6th. Please send information about the position to your networks!

Here is some language you can use if you'd like:

Do you have a passion for researching and communicating about a wide variety of public policy topics? If so, you may be perfect for the role of [Legislative Analyst](#) in the City of Madison Common Council Office!

Please review and/or share this opportunity to join our small, high-performing, and dynamic team of dedicated local government professionals!

Deadline to apply: March 6, 2023, 11:59 p.m.

Common Council Legislative Analyst

Salary \$68,320.98 - \$81,073.98/year
Common Council Office
Closing Date 3/6/2023

Project Updates: Focus for the Month is Alder Onboarding

New Alder Orientation/Onboarding

We plan to have content finalized by the end of February after your feedback tonight, and final products ready for release by mid-March. In addition to guiding documents and videos, we are finalizing a number of events, including a mock Council meeting, an agency lightning roundtable, and the transition events of April 18th.

Council Website Improvements

We are working with IT web team to make some improvements to the Council webpage in advance of the new cohort of alders coming in.

Upcoming City Trainings of Interest

Live Virtual Courses

- [Language Access: Using LanguageLine Solutions](#) (3/8/23)
- [Conflict Management](#) (3/9/23)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update **3/1/23**

Hiring Update

Please send information about the position to your networks! It closes March 6th. We plan to do interviews in late March.

Here is some language you can use if you'd like:

Do you have a passion for researching and communicating about a wide variety of public policy topics? If so, you may be perfect for the role of [Legislative Analyst](#) in the City of Madison Common Council Office!

Please review and/or share this opportunity to join our small, high-performing, and dynamic team of dedicated local government professionals!

Deadline to apply: March 6, 2023, 11:59 p.m.

Common Council Legislative Analyst

Salary \$68,320.98 - \$81,073.98/year
Common Council Office
Closing Date 3/6/2023

Project Updates

Alder District Social Media Pilot

The pilot is underway! Check out the new official District 3 and District 15 Facebook pages.

City of Madison Alder District 3 Facebook Page:

<https://www.facebook.com/CityofMadisonAlderDistrict3/>

City of Madison Alder District 15 Facebook Page:

<https://www.facebook.com/CityofMadisonAlderDistrict15>

Common Council Official Facebook Page

Our page is now live!

City of Madison Common Council Facebook Page:

<https://www.facebook.com/CityofMadisonCommonCouncil/>

Upcoming City Trainings of Interest

Live Virtual Courses

- [Language Access: Using LanguageLine Solutions](#) (3/8/23)
- [Conflict Management](#) (3/9/23)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update **3/15/23**

Announcements

Debbie will be out of the office the week of 3/27. Please plan accordingly if you have neighborhood meeting requests to submit to her.

Hiring Update

We received 32 applications for the Legislative Analyst position. Applications are currently being evaluated and interviews are anticipated to start the first week of April.

Project Updates

New Alder Onboarding

The Council Office continues its push in preparation for the new cohort of alders in April. You will have noticed a couple of calendar invites in your inboxes: an invitation to help us provide a realistic mock Council meeting experience for the newly-elected alders on April 11, and a save-the-date invitation to the incoming/outgoing alder brunch on April 18.

Outgoing alders: Liz will be sending you an alder offboarding survey to complete prior to April 18.

All alder and mayoral candidates have been sent a save-the-date letter with key dates and information about the variety of onboarding activities we have planned for you. After April 4, returning and new incoming alders will also receive an email from Liz with an onboarding survey and welcome letter with detailed information about onboarding resources and events. Returning and new alders are all welcome and encouraged to engage in the onboarding offerings.

Council Website Upgrades

We met with IT to discuss a variety of improvements to the Council website, including the alder pages on the site. Improvements will be rolled out in time for the start of the new term, including some upgrades to the alder blog tool. IT will be providing training to all alders (returning and new) on the upgraded blog tool in April.

BCC Admin Support Team

BCC Administrative Support Team met on 3/14 to discuss rolling out a regular communication between the Council Office and the staff of BCCs on the Monday of the week before Council meetings reminding staff to enter BCC actions in a timely fashion and providing tips on common errors that Liz is finding in agenda review. The BCC Admin Support Team also discusses plans to provide BCC staff training and support around the Elected and Appointed Official Code of Ethical Conduct, as well as plans to assess and improve BCC staff training generally. The group also discussed the proposed changes to the handling of documents in Legistar addressed in [#76500](#).

Upcoming City Trainings of Interest

Live Virtual Courses

- RECOMMENDED: [Gender Inclusive Language](#) (4/27)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update
6/6/2023

Office Announcements

Upcoming Staff Out-Of-Office

- Liz will be out June 9 and the week of June 12 (in for agenda review only)
- Debbie will be out of the office June 26-July 4
- I will be out of the office on June 13 and July 3
- Additional dates pending confirmation

Staffing Update

- Welcome back Kehinde Fadele, our AASPIRE summer intern
- Our new legislative analyst, Isaac, will be joining us starting Monday, June 12

Important Reminders & Tips

Alder Blogs and Meeting & Events Highlights

All the alders have now been trained on the updated blog tool, so everyone is now prepared to independently access and post to their alder blog. If you would like a refresher training, please reach out to the Council Office. The blog tool was created so that alders have an independent forum through which they can communicate directly with their constituents about the issues that matter to them and their district. As per the recommendations of the Alder Communications Tools workgroup, the Council Office sends out weekly Meetings & Events Highlights via email, which alders can use as blog content if they so choose. I will be sending a communication that goes into more detail about the alder blogs and the scope of available Council Office assistance in this area.

Neighborhood Meetings

Thank you all for your continued efforts to provide Debbie with the information she needs to process your neighborhood meetings at least 3 weeks in advance of the meeting. This is extremely helpful as she coordinates her workload.

Project Updates

BCC Administrative Support Team

The BCC Administrative Support Team will be meeting on June 26 to continue working on a plan to provide BCC staff with updated training and support.

Alder Social Media Pilot Update

We are ready to present our recommended next steps for full roll-out of district social media accounts to CCEC.

Alder-Intern Matching Program Update

We are ready to present the Alder-Intern Matching Program guide to CCEC.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- [Trauma-Informed Living](#) (*strongly recommended*)

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Council Chief of Staff Update
6/6/2023

Upcoming Offerings: June 21, 2-3:30 PM; August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#) (*strongly recommended*)

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: June 15, 2-4 PM; September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

**Council Chief of Staff Update
6/20/2023**

Office Announcements

Upcoming Staff Out-Of-Office

- Debbie will be out of the office June 26-July 4
- I will be out of the office July 3
- Liz will be out of the office July 3
- Lorissa will be out of the office July 3

Welcome to Isaac Matthias, our new Legislative Analyst!

Important Reminders & Tips

New Alder Orientation Videos Spotlight: Agency Budgets

As budget season approaches, I would like to remind folks to watch the videos available on the [New Alder Orientation webpage](#). We strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Resolutions: New Deadline

Due to the increase in interest in creating resolutions, the hectic nature of the days leading up to Council agenda generation, as well as an uptick in neighborhood meeting requests, the Office is requesting that materials for resolutions be submitted to the Council Office by two Mondays before the Council meeting at which you would like it introduced. **The new deadline for submitting resolution materials to the Council Office for creation for the 7/11 Council meeting is Monday 6/26 and for the 7/25 meeting is 7/10.** Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- **City of Madison [Disability Summit: Collective Visioning for a More Equitable Future](#)**

July 27 – 28, 2023

Description: The Department of Civil Rights is excited to host our first **Disability Summit: Collective Visioning for a More Equitable Future on July 27th – 29th** virtual and in-person at Warner Park. The Disability Summit will take place virtually on **July 27th and 28th from 5:00 – 8:00 p.m.** This event is a platform for visioning and developing a city-wide agenda that will direct the work of the Disability Rights and Services Program and ensure all City programs include the voices and needs of the disability community. This event is open to the public and City staff are encouraged to attend. Visit our [upcoming events page](#) for more information.

- **[Trauma-Informed Living](#)**

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Upcoming Offerings: June 21, 2-3:30 PM; August 23, 9-10:30 AM

- **[Giving and Receiving Feedback, Part 1](#)**

Council Chief of Staff Update
6/20/2023

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update

7/11/2023

Office Announcements

Upcoming Staff Out-Of-Office

- July 28-31: Lorissa out
- August 4-12: Karen out
- August 4: Isaac out

Important Tips & Reminders

Council Retreat/Workshop with YWCA

If you have not yet updated your availability for the new dates added to the [Doodle poll](#) for the Council retreat/experiential workshop, please do so tonight. The final date for this event will be chosen tomorrow based on the results.

Syncing Calendars, DANenet Assistance for Alders, and Calendly

If you haven't already, you will receive an email from Andrew at DANenet asking if you would like help figuring out whether/how to sync your calendars to your City Outlook calendar. In addition to calendar syncing, Andrew can also help triage assistance with other tech-related issues you may have.

If your City Outlook calendars are synced or otherwise up-to-date, please let me know [here](#).

Additionally, we have permission to use the [Calendly](#) app, to help coordinate calendars and simplify scheduling, which means you can sign up for it with your district email account. If you choose the paid pro option (reimbursable to your alder expense account, contingent on your account balance), you can sync multiple calendars and only need to share out your [Calendly](#) link. If you have a Calendly link all set up and would like us to use it, please send it to me.

New Alder Orientation Videos Spotlight: Planning Division Major Initiatives

In preparation for budget season, the Planning Division has created several new videos that discuss their major initiatives, which are now available on the [New Alder Orientation webpage](#).

Planning

Videos

- [Agency Introduction](#)
- [Budget Overview](#)
- [Alder Constituent FAQA](#)
- [Neighborhood Grant Program \(6/5/2023\)](#)
- [Arts & Culture](#)
- [Comprehensive Plan/Annual Comprehensive Plan Progress Update](#)
- [Historic Preservation Program](#)
- [Planning 101](#)
- [Services & Major Initiatives](#)
- [Intergovernmental Agreements](#)

Documents

- [Agency Introduction PDF ↗](#)
- [Budget Overview PDF ↗](#)
- [Alder Constituent FAQA PDF ↗](#)
- [Planning Framework PDF ↗](#)
- [Neighborhood Grant Program PDF ↗](#)
- [Comprehensive Plan/Annual Comprehensive Plan Progress Update PDF ↗](#)
- [Historic Preservation Program PDF ↗](#)
- [Planning 101 PDF ↗](#)
- [Services & Major Initiatives PDF ↗](#)
- [Intergovernmental Agreements PDF ↗](#)

Council Chief of Staff Update **7/11/2023**

As a reminder, we strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Reminder: Deadline for Resolutions

The deadline for submitting resolution materials to the Council Office for the **August 1 Council meeting is Monday, July 17**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Providing Feedback to Council Office Staff

Now that we are fully staffed and rolling out a number of new offerings and procedures, if you would like to provide any feedback/suggestions on Council Office staff members or operations, please contact me. If you provide feedback to a Council Office staff member individually via email, please copy me as well.

Project Updates

BCC Administrative Support Team

The BCC Administrative Support Team has engaged HR Organizational Development/Performance Excellence to assist us to evaluate existing BCC staff and member training resources and develop a roadmap for creating/revamping a BCC staff onboarding and ongoing training plan.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- **City of Madison [Disability Summit: Collective Visioning for a More Equitable Future](#)**

July 27 – 28, 2023

This event is open to the public and City staff are encouraged to attend. Visit our [upcoming events page](#) for more information.

- [Trauma-Informed Living](#)

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Upcoming Offerings: August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#)

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational

Council Chief of Staff Update
7/11/2023

Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update 7/25/2023

Office Announcements

Upcoming Staff Out-Of-Office

- July 28-31: Lorissa out
- August 4: Isaac out
- August 4-12: Karen out
- August 18-28: Liz out

Important Tips & Reminders

Council Retreat/Workshop with YWCA

The retreat will take place on August 19 from 10-1 p.m. in person at the new Parks building at 330 E. Lakeside St. A meal will be served after the YWCA experiential circle.

Syncing Calendars

If your City Outlook calendars are synced or otherwise up-to-date, or if you have provided me with your Calendly link, please let me know [here](#).

Scheduling Upcoming Alder Training Events

I will be checking your availability through Doodle polling in order to schedule a number of Council trainings/workshops on various aspects of workplace safety, as well as opportunities to gather together and discuss your policy priorities, in the upcoming months.

New Alder Orientation Videos Spotlight: Water Utility Major Initiatives

In preparation for budget season, the Water Utility has created several new videos that discuss their major initiatives, which are now available on the [New Alder Orientation webpage](#).

Water Utility

Videos

- [Agency Introduction](#)
- [Budget Overview](#)
- [Alder Constituent FAQA](#)
- [Major Initiatives: Overview](#)
- [Major Initiatives: Master Plan](#)
- [Major Initiatives: Financial Plan](#)
- [Major Initiatives: Strategic Asset Management Plan](#)
- [Major Initiatives: Well 14](#)
- [Major Initiatives: Well 15](#)
- [Major Initiatives: Well 19](#)

Documents

- [Agency Introduction PDF](#) ↗
- [Budget Overview PDF](#) ↗
- [Alder Constituent FAQA PDF](#) ↗
- [Strategic Plans & Major Initiatives PDF](#) ↗
 - [Financial Plan PDF](#) ↗
 - [Master Plan PDF](#) ↗
 - [Strategic Asset Management Plan PDF](#) ↗
 - [Well 14 - Chloride Mitigation PDF](#) ↗
 - [Well 15 - PFAS Treatment PDF](#) ↗
 - [Well 19 - Iron, Manganese, and Radium Treatment PDF](#) ↗

As a reminder, we strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Council Chief of Staff Update 7/25/2023

Reminder: Submitting Receipts for Reimbursement

Receipts are due within 60 days of the purchase, which is required by City policy and the IRS. You can drop off your receipts at the Council Office or send photos of receipts directly to Liz at lwindsor@cityofmadison.com. Please contact Liz with any questions.

Reminder: Deadline for Resolutions

The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 5 Council meeting** is **Monday, August 21**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Reminder: Providing Feedback to Council Office Staff

Now that we are fully staffed and rolling out a number of new offerings and procedures, if you would like to provide any feedback/suggestions on Council Office staff members or operations, please contact me. If you provide feedback to a Council Office staff member individually via email, please copy me as well.

City Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

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July 27 – 28, 2023

This event is open to the public and City staff are encouraged to attend. Visit our [upcoming events page](#) for more information.

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Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Upcoming Offerings: August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#)

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update 8/1/2023

Office Announcements

Upcoming Staff Out-Of-Office

- August 4-12: Karen out
- August 4: Isaac out
- August 18-25: Liz out
- August 21-25: Debbie out

Important Tips & Reminders

Council Retreat/Workshop with YWCA

The retreat will take place on August 19 from 10-1 p.m. at the new Parks building at 330 E. Lakeside St. Please arrive between 9:45 and 10 a.m. Program will start at about 10:15. Food will arrive around 12:30.

New Alder Orientation Videos Spotlight: Agency Budget Overviews

As a reminder, we strongly recommend that alders watch the overview of each agency's budget in order to make the whirlwind of budget season a bit more manageable. Here are some of the offerings on the [New Alder Orientation webpage](#).

Streets & Recycling

Videos

- Agency Introduction
- **Budget Overview**
- Snow Plowing Operations FAQA
- Streets Division Services FAQA
- Urban Forestry FAQA

Documents

- Agency Introduction PDF >
- Budget Overview PDF >
- Alder Constituent FAQA PDF >
- Snow and Ice FAQA PDF >
- Forestry Alder Constituent FAQA PDF >

Police

Videos

- Agency Introduction
- **Budget Overview**
- Alder Constituent FAQA

Documents

- Agency Introduction PDF >
- Budget Overview PDF >
- Alder Constituent FAQA PDF >

Engineering

Videos

- Agency Introduction
- **Budget Overview**
- Alder Constituent FAQA

Documents

- Agency Introduction PDF >
- Budget Overview PDF >
- Alder Constituent FAQA PDF >

Civil Rights

Videos

- Agency Introduction
- **Budget Overview**
- Alder Constituent FAQA

Documents

- Agency Introduction PDF >
- Budget Overview PDF >
- Alder Constituent FAQA PDF >

Community Development

Videos

- Agency Introduction
- **Budget Overview**
- Alder Constituent FAQA, COMING SOON
- Infant & Early Childhood Mental Health Introduction
- Funding Process Overview

Documents

- Agency Introduction PDF >
- Budget Overview PDF >

Economic Development

Videos

- Agency Introduction
- **Budget Overview**
- Alder Constituent FAQA

Documents

- Agency Introduction PDF >
- Budget Overview PDF >
- Alder Constituent FAQA PDF >

Reminder: Council Office Resources on New Alder Onboarding Webpage

Additionally, we also recommend that you review all of the material on the [New Alder Onboarding page](#), including a number of helpful tutorials from the Council Office.

Common Council

Videos

- Agency Introduction
- Finding City Staff Contact Info
- Using Legistar
- Navigating a Council Agenda
- Boards, Commissions, and Committees (BCCs) Overview
- The Legislative Cycle & Creating Legislation
- Understanding the Consent Agenda & Consent Agenda Document

Documents

- Agency Introduction PDF >
- Finding City Staff Contact Info PDF >
- Using Legistar PDF >
- Navigating a Council Agenda PDF >
- Boards, Commissions, and Committees (BCCs) Overview PDF >
- The Legislative Cycle & Creating Legislation PDF >
- Understanding the Consent Agenda & Consent Agenda Document PDF >
- Guide to Preparing for Council Meetings PDF >

Council Chief of Staff Update 8/1/2023

Reminder: Deadline for Resolutions

The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 5 Council meeting** is **Monday, August 21**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

City Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- [Trauma-Informed Living](#)

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Upcoming Offerings: August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#)

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- Find a [detailed list of upcoming offerings](#) on the Organizational Development website.



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

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Text of Legislative File 78125

Title

Future Agenda Items

CCEC Future Agenda Items
(Updated 8/30/23)

Upcoming

Presentation of information on standing BCCs (9/5/23)

Alder Social Media Pilot (October)

Increased Alder Pay (9/19/23)

Inviting the Performance Excellence Coordinator

Progress update on hybrid BCC meeting possibilities

Inviting Department of Civil Rights to present on the RESJ analysis process

Completed

Security training discussion (7/11/23)

Alder-Intern Matching Program (7/25/23)