



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?*

Thursday, August 11, 2022

5:30 PM

Via Virtual Meeting

NOTE: Quorum of the Common Council may be present at this meeting

The City of Madison is holding the Common Council Executive Committee meeting virtually 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://www.cityofmadison.com/watchmeetings>.

4. **Listen by Phone:**

(877) 853-5257 (Toll Free)

Webinar ID: 864 2745 5886

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 Administrative Assistant, 608-266-4074, CCEC@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

07/27/22 Draft Minutes: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [73022](#) Public Comment (08/11/22)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [72875](#) Creating 33.01(12) of the Madison General Ordinances to require recording of open session meetings.
3. [71798](#) What is Hybrid?
Attachments: [CCEC_Hybrid_Presentation6152022 \(002\).pdf](#)
4. [73032](#) 2023 Common Council Meeting Dates
Attachments: [Proposed 2023 Common Council Meeting Dates.pdf](#)
5. [72110](#) Council Office Update
Attachments: [CCEC Chief of Staff Update 6-15-22.pdf](#)
[CCEC Chief of Staff Update 7-6-22.pdf](#)
[CCEC Chief of Staff Update 7-27-22.pdf](#)
6. [72112](#) Future Agenda Items

ADJOURNMENT



City of Madison

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Master

File Number: 73022

File ID: 73022

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 08/04/2022

File Name: Public Comment (08/11/22)

Final Action:

Title: Public Comment (08/11/22)

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

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 73022

Title

Public Comment (08/11/22)



City of Madison

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Master

File Number: 72875

File ID: 72875

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/26/2022

File Name: Require Meeting Recording

Final Action:

Title: Creating 33.01(12) of the Madison General Ordinances to require recording of open session meetings.

Notes: 6661MeetingRecording

Sponsors: Keith Furman

Effective Date:

Attachments:

Enactment Number:

Author: Michael Haas

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	07/26/2022	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (8/11/22); Common Council (9/6/22)					
1	COMMON COUNCIL	08/02/2022	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Furman, seconded by Currie, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 72875

Fiscal Note

Fiscal note pending.

Title

Creating 33.01(12) of the Madison General Ordinances to require recording of open session meetings.

Body

DRAFTER'S ANALYSIS: This ordinance requires each Sub-Unit to prepare an audio or video recording of the open session portion of each of its meetings

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

1. Subsection (12) of Section 33.01 entitled "Boards, Commissions and Committees Procedures" of the Madison General Ordinances is created as follows:

"(12) Recording of Meetings

Every Sub-Unit shall also prepare an audio or video recording of the open session portion of each of its meetings which shall be retained in accordance with City records retention policies."



City of Madison

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Master

File Number: 71798

File ID: 71798	File Type: Discussion Item	Status: Discussion Items
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Name: What is Hybrid?		File Created Date : 05/27/2022
Title: What is Hybrid?		Final Action:

Notes:

Sponsors:

Effective Date:

Attachments: CCEC_Hybrid_Presentation6152022 (002).pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

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 71798

Title

What is Hybrid?



What is Hybrid?

June 15, 2022 CCEC Agenda

Continue discussion and possible approval of recommendations on what is hybrid for a Common Council (CC) meeting, with a strong focus on our first meeting

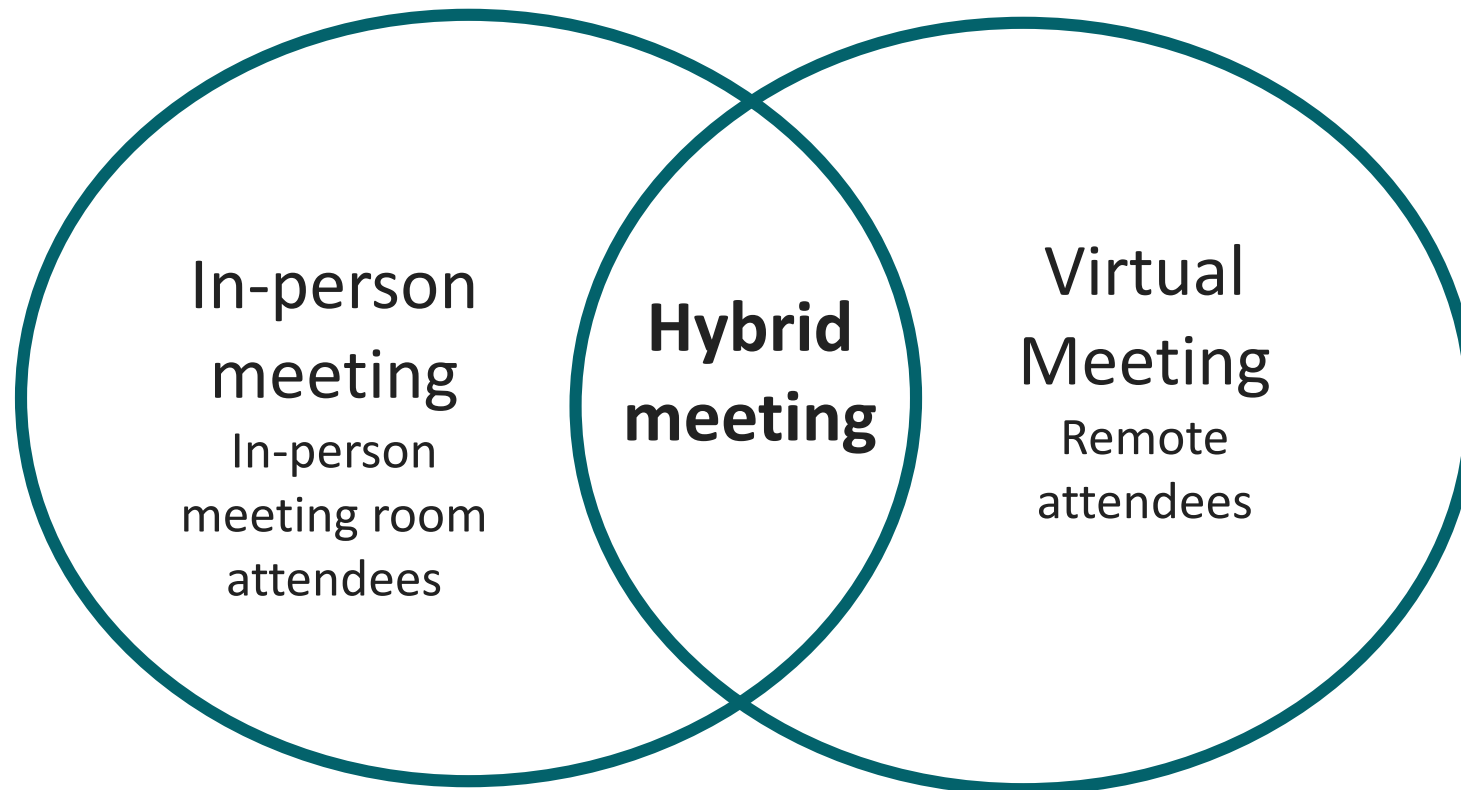
- COVID-19 Protocol - Public Health at our meeting
- Status of City County Building (CCB) Room 201 and IT capacities
- Discuss policy questions the Council needs to answer

Future Discussions

- CC 6/21: Council needs to decide at the 6/21 CC meeting if 7/12 CC meeting will be hybrid
 - Debate about hybrid vs virtual at 6/21 CC
- Committee hybrid policies / framework
- Material sharing policy

Definition

A hybrid meeting is a meeting that attendees are not 100% in-person, nor are attendees 100% virtual.



PHMDC: COVID Gathering Recommendations

- If you are immunocompromised or high risk for severe disease
 - Talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing)
 - Have a plan for rapid testing if needed (e.g., having home tests or access to testing)
 - Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies
- If you have household or social contact with someone at high risk for severe disease
 - consider self-testing to detect infection before contact
 - consider wearing a mask when indoors with them
- Stay up-to-date with COVID-19 vaccines and boosters
- Maintain improved ventilation throughout indoor spaces when possible
- Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19; Stay home if you are sick or experiencing [symptoms](#) of COVID-19.
- CDC - Indoors in public: If you are not [up to date on COVID-19 vaccines](#), stay at least 6 feet away from other people, especially if you are at [higher risk of getting very sick](#) with COVID-19.

• Source: <https://www.publichealthmdc.com/blog/we-hit-medium-what-does-that-mean> & <https://www.cdc.gov/coronavirus/2019-ncov/your-health/gatherings.html>

PHMDC: COVID Gathering Recommendations

– If Moved to “HIGH”

- Wear a well-fitting mask indoors in public, regardless of vaccination status (including in K-12 schools and other indoor community settings)
- If you are immunocompromised or high risk for severe disease
 - Wear a mask or respirator that provides you with greater protection
 - Consider avoiding non-essential indoor activities in public where you could be exposed
- Talk to your healthcare provider about whether you need to take other precautions (e.g., testing)
 - Have a plan for rapid testing if needed (e.g., having home tests or access to testing)
 - Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies
- If you have household or social contact with someone at high risk for severe disease
 - consider self-testing to detect infection before contact
 - consider wearing a mask when indoors with them
- Stay up to date with COVID-19 vaccines and boosters
- Maintain improved ventilation throughout indoor spaces when possible
- Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19; Stay home if you are sick or experiencing [symptoms](#) of COVID-19.
- CDC - Indoors in public: If you are not [up to date on COVID-19 vaccines](#), stay at least 6 feet away from other people, especially if you are at [higher risk of getting very sick](#) with COVID-19.

COVID-19 Meeting Protocols - 6/15/2022

- County Board of Supervisors' Covid-19 protocol for first in-person meeting at Alliant Energy Center:
 - Supervisors sat at a table 8 feet long and staff did their best to spread the seats 3-4 feet apart
 - Stationary mics at the front of the room for Supervisors to walk up and speak in to
 - Stationary mics near the public and staff seating area
 - Masks, Hand sanitizer, Clorox wipes were available
- Legislative file 67690 - [Alder COVID-19 Vaccination/Testing Policy](#)
 - Alders were required to report their vaccination status by January 28, 2022 and PCR test weekly if not vaccinated
- Masks required? Room limits? Other requirements tied to COVID-19 level?
- Questions? Ideas? Discussion?

CCB Room 201 – 6/15/2022 Update



CCB Room 201 - 6/15/2022 Update

- Staff did a successful mock meeting yesterday (6/14)
- 2 additional mock CC meetings in late June
 - All alders invited to mock meeting on Thursday, June 30 @ 10AM-12PM
- Pre-meeting training session before 7/12 CC meeting

Participants

Attendee Type

- Chair
- Meeting Clerks
- Members of the Body
- City staff
- Members of the Public

Hybrid CC Meeting Technical Guidelines Related to Zoom & Participants

Attendee Type	Attendance Type	Join via Zoom
Chair	In-Person	Yes, required to manage participants and view virtual attendees
Meeting Clerks	In-Person	Yes, required to manage participants and view virtual attendees
Members of the Body	In-Person or Virtual	Optional
City staff	In-Person or Virtual	Mayor will direct City staff who are not clerking the meeting on their status of attendance of either in-person or virtually
In-Person Members of the Public	In-Person	No
Virtual Members of the Public	Virtual	Yes

Meeting Registration

Attendees can register when in-person at meetings in one of three ways:

1. Register online before the meeting.
2. Register online at the meeting: Attendees can use their own phone to register at the meeting. They can scan the QR code on the Registration Sign, or enter the URL.
3. Register on paper form at the meeting: If attendees do not have a smartphone, they can fill out a paper registration form and staff will input their registration.

REGISTER

FOR PUBLIC COMMENT



Scan above, or register at:

cityofmadison.com/MeetingRegistration

Chair (Mayor), Council President and Meeting Clerks – 6/15/2022

- Comments from 6/2/2022 meeting
 - Chair (Mayor), President, VP, Clerks, Council CoS, City Attorney should be in person
- New Questions? Ideas? Discussion?

City Staff – 6/15/2022

- Comments from 6/2/2022 meeting
 - Staff should be able to participate virtually (discretion of Mayor)
 - Inform alders of which staff will be in person
- New Questions? Ideas? Discussion?

Members of the Public – 6/15/2022

- Meeting registration continues to be online-based
- Public can be in-person or virtual
- Comments from 6/2/2022 meeting
 - All materials should be submitted electronically ahead of time. If a registrant brings in a physical copy, staff will need to be able to scan and distribute electronically at meeting. For the future, we need to discuss and then create guidelines and communicate to the public related to material.
 - Need to explore allowing optional virtual registrant video
- New Questions? Ideas? Discussion?

Members of the Body – 6/15/2022

- Comments from 6/2/2022
 - Keep Council quorum at the same (14 alders) and count it from alders in room and joining virtually via Zoom
 - Strong desire to have at least 14 alders in person, especially for the first few meetings
 - Default is that alders will be in person, with rare exception
 - Make sure the minutes indicate whether alders attended in-person or virtual
- Items Not Discussed on 6/2/2022
 - How queue will work in-person and virtual
 - Use of Zoom in-person by members of the body
- New Questions? Ideas? Discussion?



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File Number: 73032

File ID: 73032

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 08/04/2022

File Name: 2023 Common Council Meeting Dates

Final Action:

Title: 2023 Common Council Meeting Dates

Notes:

Sponsors:

Effective Date:

Attachments: Proposed 2023 Common Council Meeting Dates.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

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 73032

Title

2023 Common Council Meeting Dates

Proposed 2023 Common Council Meeting Dates

January
3
17

February
7
28

March
7
21

April
18
25

May
9
23

June
6
20

July
11
25

August
1

September
5
19

October
3
17

November
7
21
Budget: 14, 15 16

December
5



City of Madison

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Master

File Number: 72110

File ID: 72110

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/13/2022

File Name: Council Office Update

Final Action:

Title: Council Office Update

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 6-15-22.pdf, CCEC Chief of Staff Update 7-6-22.pdf, CCEC Chief of Staff Update 7-27-22.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

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 72110

Title

Council Office Update

**Council Chief of Staff Update
CCEC 6/15/22**

1. CCB Access Update

- a. CCB is now accessible to the public and you don't need to use your access key to get to the 4th floor on the elevator anymore.
- b. Until we have at least one more full-time staff person in the office, I am going to leave the "Closed to the Public" sign up on the Council Office door.
- c. There are 3 alder parking spots in the CCB garage. Please contact Debbie if you would like a tour or further instructions on those or additional parking options.
- d. City offices are closed on Monday 6/20 for the Juneteenth holiday.

2. Alder Vax/Test Requirement

- a. All alders need to submit COVID-19 vaccination documentation. An email will be forthcoming to all of those for whom we are missing documentation.

3. AASPIRE Intern Update

- a. Our two AASPIRE interns are on board and off to a great start. They are working on a variety of projects, including alder onboarding and training, code of conduct, alder-UW student intern matching program proposal, additional research projects left over from my previous position, and things as they come in. They will be with us until July 20 or they finish their 320 hours.
- b. The interns are receiving training on Legistar next week and are shadowing various meetings, including Finance Committee, CCEC, and Common Council.

4. Chief of Staff Onboarding

- a. Since I started in this role, I have been reaching out to set up individual meetings with each alder, in their district if possible, to discuss their thoughts about all things Council. I am also establishing recurring check-ins with alders who are interested. If we haven't been able to meet yet, please reach out and we can get something set up.
- b. I have signed up for a variety of City-provided trainings, including supervisor trainings, which I will be completing throughout the coming months.
- c. I will be setting up meetings with department and division heads soon.

5. Council Office Hiring Status Reports

- a. Our new assigned HR analyst is Bill Wick
- b. Administrative Assistant: position closed, interviews planned to start the week of June 27.
- c. Legislative Analyst: Requisition in, HR plans to post next week. When it opens, please help us share the opening widely with your networks.
- d. Community Engagement Specialist: HR plans to send it to Finance Committee on July 11, Council on July 12, and posted by July 20. When it opens, please help us share the opening widely with your networks.
- e. I am recruiting former alders to participate in interview panels.
- f. Thank you for your continued patience and understanding as we work to fill our vacant positions.

6. Police Civilian Oversight Board (PCOB)/Independent Monitor (IM) Update

- a. The posting for an hourly administrative aide to take over staffing of the PCOB closes on June 30 and we hope to have someone in the position by July 11.
- b. The posting for the Independent Monitor is currently open.
- c. Thank you to Michaelyn Gibson of DCR for stepping up to share staffing duties while we find temporary dedicated administrative support until the Independent Monitor is hired.

7. Council Budget Request

- a. I am working on a 2023 agency operating budget proposal to present to CCEC on 6/29 for feedback.

Council Chief of Staff Update
7/6/22

Hybrid Council Meeting Prep

- We are working out logistics for the 7/12 hybrid Council meeting. Let us know if you have any questions as you prepare to return in person. We will be sending out more information soon.

Council Office Staff Updates

- Debbie continues to work on neighborhood meetings, assisting constituents who call in, and working on the Council meeting materials. Especially with back-to-back Council meetings this month, please allow extra time for her to get back to you on your requests.
- Our AASPIRE interns are with us for two more weeks. They will be assisting at the 7/12 and 7/19 Council meetings.
- I am working on the Council budget submission and will have a draft for you at the next CCEC meeting.

Council Office Staff Hiring

- I expect to be able to make an offer on the Legislative Administrative Assistant very soon. I am working on updating the onboarding plan.
- The Legislative Analyst position closes on 7/18. Please share it with your networks.
- I expect the Community Engagement Specialist position to be on the 7/11 Finance Committee agenda for review.

2023 Common Council Meeting Schedule

- It is that time of the year again to create the 2023 meeting schedule. Our office will work with the Clerk's Office and Finance to get a draft schedule together for you all to review.

2022 Annual Surveillance Technology Reports (for calendar year 2021)

- We are in the process of collecting reports from agencies with 11 agencies having already uploaded their materials to Sharepoint so far. Once they are in, I will create a resolution and provide you with the updated reports, similar to the procedure last year.

Police Civilian Oversight Board

- Interviews for an hourly administrative aide to the PCOB are going to be taking place next week.
- The process for replacing the five Board members whose terms are expiring on September 30th will be starting soon. Attorney Haas has sent the alders some information from the Board on this topic.

Council Chief of Staff Update
7/27/22

Council Office Staff Updates

- Our new Legislative Administrative Assistant, Liz Windsor, is starting with us on Monday 8/1 and will be onboarded over the next few weeks. I will ask her to send out an introductory email next week. Debbie will be transitioning Council agenda duties back to that role in the upcoming weeks.
- We are going to start the interview phase of the search for a new Legislative Analyst in the next couple weeks. Supplemental essays are being reviewed now.
- The Community Engagement Specialist position is finally in the final leg of the review process before it can be posted. I expect it to be posted before the second week of August.
- I am planning to send members of the Council Office staff to the 2022 YWCA Racial Justice Summit (Sept 28-30).

2023 Common Council Meeting Schedule

- I am finalizing the draft schedule now and will have a schedule for you to review at the next CCEC meeting.

Common Council Events

- If you haven't already, please mark your availability on the Doodle poll sent out by President Furman for a late-summer Council get-together. It will be great to see you all!

Upcoming Alder Trainings

- We are arranging for safety training for the Council, likely in October with MPD in the Council chambers. Stay tuned for more details.
- A reminder that alders are allowed to sign up for City Organizational Development trainings on a variety of subjects. They have bolstered their offerings and send out a weekly list of upcoming trainings, which you can find in your district email inboxes.

Police Civilian Oversight Board

- We hired an hourly administrative aide to take over PCOB staffing. Jennifer Marek started on Monday and is being onboarded to be able to transition my staffing duties to her over the next month.



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Master

File Number: 72112

File ID: 72112

File Type: Discussion Item

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/13/2022

File Name: Future Agenda Items

Final Action:

Title: Future Agenda Items

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

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Related Files:

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 72112

Title

Future Agenda Items