



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://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?*

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Wednesday, July 27, 2022

5:30 PM

Via Virtual Meeting

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**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](mailto: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: 820 4920 8754**

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: Karen Kapusta-Pofahl, Common Council Chief of Staff, 608-261-9159, [CCEC@cityofmadison.com](mailto:CCEC@cityofmadison.com)

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES**

Draft Minutes (7/14/22): <http://madison.legistar.com/Calendar.aspx>

**PUBLIC COMMENT**

1. [72819](#) Public Comment (7/27/22)

**DISCLOSURES AND RECUSALS**

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

**ITEMS FOR CONSIDERATION**

2. [72440](#) Directing City Staff to Provide Public Notification Related to Property Development Proposals, Alcohol Licenses, and Other City Business  
**Attachments:** [72470Master.pdf](#)
3. [72847](#) Subcommittee to Establish a Common Council Code of Conduct
4. [72111](#) Alder Onboarding & Ongoing Training
5. [72569](#) TFOGS Implementation Workgroup Update  
**Attachments:** [for 07-2022 meeting TFOGS Recommendations Tracker.pdf](#)
6. [68427](#) To discuss at the December 7, 2021 Common Council meeting the results of the Spring 2021 advisory referendum election and determine whether a binding referendum election shall be authorized related to the structure of the Common Council.  
**Attachments:** [OCA memo re referenda status 11.21](#)  
[2022-1-4 Council TFOGS](#)
7. [72110](#) Council Office Update  
**Attachments:** [CCEC Chief of Staff Update 6-15-22.pdf](#)  
[CCEC Chief of Staff Update 7-6-22.pdf](#)
8. [72112](#) Future Agenda Items

**ADJOURNMENT**



# City of Madison

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## Master

**File Number: 72819**

**File ID:** 72819

**File Type:** Public Comment

**Status:** Public Comment

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 07/21/2022

**File Name:** Public Comment (7/27/22)

**Final Action:**

**Title:** Public Comment (7/27/22)

**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 72819

**Title**

Public Comment (7/27/22)



# City of Madison

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## Master

**File Number: 72440**

<b>File ID:</b> 72440	<b>File Type:</b> Resolution	<b>Status:</b> Held in Committee
<b>Version:</b> 2	<b>Reference:</b>	<b>Controlling Body:</b> COMMON COUNCIL EXECUTIVE COMMITTEE
<b>File Name:</b> Directing City Staff to Provide Public Notification Related to Property Development Proposals, Alcohol Licenses, and Other City Business		<b>File Created Date :</b> 07/06/2022
<b>Final Action:</b>		

**Title:** Directing City Staff to Provide Public Notification Related to Property Development Proposals, Alcohol Licenses, and Other City Business

**Notes:**

<b>Sponsors:</b> Grant Foster And Patrick W. Heck	<b>Effective Date:</b>
<b>Attachments:</b> 72470Master.pdf	<b>Enactment Number:</b>
<b>Author:</b> Ald. Grant Foster & Ald. Patrick Heck	<b>Hearing Date:</b>
<b>Entered by:</b> kkapusta-pofahl@cityofmadison.com	<b>Published Date:</b>
<b>Related Files:</b>	

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	07/06/2022	RECOMMEND TO COUNCIL TO ADOPT				
	<b>Action Text:</b>	This Resolution was RECOMMEND TO COUNCIL TO ADOPT					
	<b>Notes:</b>	Alcohol License Review Committee (7/20/22), Plan Commission (7/25/22), Common Council Executive Committee (7/27/22), Common Council (8/2/22)					
1	COMMON COUNCIL	07/12/2022	Refer	ALCOHOL LICENSE REVIEW COMMITTEE		07/20/2022	Pass
	<b>Action Text:</b>	A motion was made by Furman, seconded by Currie, to Refer to the ALCOHOL LICENSE REVIEW COMMITTEE. The motion passed by voice vote/other.					
	<b>Notes:</b>	Additional referrals to Plan Commission, Common Council Executive Committee.					
1	ALCOHOL LICENSE REVIEW COMMITTEE	07/12/2022	Refer	PLAN COMMISSION			
	<b>Action Text:</b>	This Resolution was Refer to the PLAN COMMISSION					

- 1 ALCOHOL LICENSE 07/12/2022 Refer COMMON COUNCIL EXECUTIVE COMMITTEE  
REVIEW COMMITTEE  
**Action Text:** This Resolution was Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE
- 1 ALCOHOL LICENSE 07/20/2022 Amend Pass  
REVIEW COMMITTEE  
**Action Text:** A motion was made by Westra, seconded by Carter, to Amend. The motion passed by voice vote/other.  
  
The amendment is to strike the sentence in (e) Sign: "An applicant failing to post or maintain a sign in a manner consistent with the requirements of this Subdivision shall be subject to a forfeiture of not less than one hundred dollars (\$100) nor more than two hundred dollars (\$200) per day."  
**Notes:** The recommendation is to strike the sentence in (e) Sign: "An applicant failing to post or maintain a sign in a manner consistent with the requirements of this Subdivision shall be subject to a forfeiture of not less than one hundred dollars (\$100) nor more than two hundred dollars (\$200) per day."
- 1 ALCOHOL LICENSE 07/20/2022 RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER Pass  
REVIEW COMMITTEE  
**Action Text:** A motion was made by Verveer, seconded by Barushok, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.  
  
The recommendation is to strike the sentence in (e) Sign: "An applicant failing to post or maintain a sign in a manner consistent with the requirements of this Subdivision shall be subject to a forfeiture of not less than one hundred dollars (\$100) nor more than two hundred dollars (\$200) per day."  
**Notes:** The recommendation is to strike the sentence in (e) Sign: "An applicant failing to post or maintain a sign in a manner consistent with the requirements of this Subdivision shall be subject to a forfeiture of not less than one hundred dollars (\$100) nor more than two hundred dollars (\$200) per day."
- 

## Text of Legislative File 72440

### Fiscal Note

The proposed resolution directs city staff to print and send neighborhood meeting notifications related to property development proposals, alcohol licenses, and other city business. The Common Council office coordinates the public notification of neighborhood meetings. This process may result in an increase in postage and printing costs, however, applicants are billed for postage. Costs are anticipated to be minimal and covered with existing resources. The Clerk's Office and the Planning Division do not anticipate any additional costs related to this resolution. No appropriation is required at this time.

### Title

Directing City Staff to Provide Public Notification Related to Property Development Proposals, Alcohol Licenses, and Other City Business

### Body

WHEREAS, City ordinances and procedures require and encourage public notification regarding development proposals, alcohol establishment license applications and other City business, which are valuable opportunities for the public to provide input; and,

WHEREAS, MGO 38.05(3)(b) requires public notification regarding informational hearings and public hearings pertaining to alcohol establishment license applications; and,

WHEREAS, Wisconsin Statute Section 11.1205 prohibits elected officials who are candidates from using public funds for the cost of materials or distribution for more than 50 pieces of substantially identical material during election periods; and,

WHEREAS, the statutory 50-piece rule does not apply to the use of public funds for the costs of actions taken by local government administrative officers pursuant to a specific law, ordinance or resolution which authorizes or directs the actions to be taken; and,

WHEREAS, essential City business requiring and benefitting from public input continues to occur during spring election periods which occur for over four months prior to the election of alders and the Mayor; and,

WHEREAS, the Common Council wishes to, continue to inform and engage the public and solicit public input regarding City business, issues and policies during election periods through City agencies and staff publishing and distributing various notices, mailings and communications pertaining to specific alder districts;

NOW, THEREFORE, BE IT RESOLVED that the Common Council authorizes and directs City staff to send notifications to residents related to property development proposals, alcohol establishment license applications, and other City business, including the following:

- Neighborhood meetings for development proposals
- Public informational meetings and public hearings regarding alcohol establishment license applications
- Automated Alder and Mayor Blog notifications to subscribers of the service

BE IT FURTHER RESOLVED that the Common Council directs City staff to print and send neighborhood meeting notifications pursuant to the application guidelines for alcohol licenses and to list name and contact information of the alder representing the location of the establishment applying for an alcohol license.

BE IT FURTHER RESOLVED that the Common Council directs City staff to print and send neighborhood meeting notifications pursuant to the pre-application guidelines for property developments and to list name and contact information of the alder representing the location of the proposed development.

BE IT FINALLY RESOLVED that the Common Council directs City staff to produce and distribute any additional public notifications or communications approved by the Common Council Executive Committee.



# City of Madison

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## Master

**File Number: 72470**

**File ID:** 72470

**File Type:** Ordinance

**Status:** Council New  
Business

**Version:** 1

**Reference:**

**Controlling Body:** Attorney's Office

**File Created Date :** 07/06/2022

**File Name:** Establishment License Alder Contact

**Final Action:**

**Title:** Amending 38.05(3)(c) of the Madison General Ordinances to change the deadline for an alcohol license establishment applicant to contact the premises location Alder and amending 38.05(3)(e) to change the deadline for posting the public information notification sign.

**Notes:** 6616EstablishmentLicenseContact

**Sponsors:** Grant Foster And Patrick W. Heck

**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	07/06/2022	Referred for Introduction				
	<b>Action Text:</b> This Ordinance was Referred for Introduction						
	<b>Notes:</b> Alcohol License Review Committee (7/20/22); Common Council (8/2/22)						

### Text of Legislative File 72470

#### Fiscal Note

[Enter Fiscal Note Here]

#### Title

Amending 38.05(3)(c) of the Madison General Ordinances to change the deadline for an alcohol license establishment applicant to contact the premises location Alder and amending 38.05(3)(e) to change the deadline for posting the public information notification sign.

#### Body

DRAFTER'S ANALYSIS: This ordinance changes the deadlines for an alcohol license establishment applicant to contact the Alder for the district in which the premises is located and for posting the public information notification sign.

\*\*\*\*\*

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

1. Subsection (c) entitled "Required Contacts and Informational Session" of Section (3) entitled "Application for Licenses" of Section 38.05 entitled "General Licensing Requirements" of the Madison General Ordinances is amended as follows:

"(c) Required Contacts and Informational Session . No less than seven (7) days ~~prior to the date the Alcohol License Review Committee first considers the application~~ after the applicant files their application with the City Clerk, the applicant shall contact the Alder for the district in which the premises is located. The applicant shall discuss their business plan and concept of operations with that Alder. No less than seven (7) days prior to the date the Alcohol License Review Committee first considers the application, the applicant shall also hold or attend an informational session with or host an open house for the local community to discuss their business plan and concept of operations. Members of the local community shall have the opportunity to ask questions of the applicant and state any concerns that they have with the application."

2. Subsection (e) entitled "Sign" of Section (3) entitled "Application for Licenses" of Section 38.05 entitled "General Licensing Requirements" of the Madison General Ordinances is amended as follows:

"(e) Sign. An applicant for a new license or for a change in licensed premises or for a sidewalk cafe shall post a sign, obtained from the City Clerk, on the property for which the license is desired. The sign shall list the times and locations of public hearings before the Alcohol License Review Committee and Common Council to consider the application. The sign shall also list the times and location of any public information presentations as required by sub. (c). For a change in licensed premises, the sign shall list the times and locations of the meetings of the ALRC and Common Council at which the application will be considered. The sign shall be posted no later than ~~three (3) days after the filing of the license application~~ two (2) weeks before the hearing of the Alcohol License Review Committee and shall remain posted until the Common Council renders a final decision on the license application. The sign shall be posted in a conspicuous place where it can be readily observed at or near the entrance of the premises to be licensed; or if the property is a vacant lot, it shall be posted on a post or stake of permanent material at the midpoint of the boundary fronting the public right of way and no more than ten (10) feet from the sidewalk or public right of way. If the sign is posted outdoors, it shall be the responsibility of the applicant to take precautions necessary to protect the sign against vandalism, weather damage or other destruction. If the sign is vandalized, damaged or destroyed, the applicant shall be responsible for obtaining a new sign and posting it within three (3) days. An applicant failing to post or maintain a sign in a manner consistent with the requirements of this Subdivision shall be subject to a forfeiture of not less than one hundred dollars (\$100) nor more than two hundred dollars (\$200) per day. If it is determined that the sign was not posted as provided herein, it may be considered sufficient cause for refusal to issue the license to the applicant or deny the application. This subdivision shall not apply to applicants for a Class B picnic beer or wine license."





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## Master

**File Number: 72847**

**File ID:** 72847

**File Type:** Miscellaneous

**Status:** In Committee

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 07/24/2022

**File Name:** Subcommittee to Establish a Common Council Code  
of Conduct

**Final Action:**

**Title:** Subcommittee to Establish a Common Council Code of Conduct

**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 72847

**Title**

Subcommittee to Establish a Common Council Code of Conduct



# City of Madison

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## Master

**File Number: 72111**

**File ID:** 72111

**File Type:** Miscellaneous

**Status:** In Committee

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 06/13/2022

**File Name:** Alder Onboarding & Ongoing Training

**Final Action:**

**Title:** Alder Onboarding & Ongoing Training

### 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 72111

**Title**

Alder Onboarding & Ongoing Training



# City of Madison

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## Master

**File Number: 72569**

**File ID:** 72569

**File Type:** Miscellaneous

**Status:** In Committee

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 07/10/2022

**File Name:** TFOGS Implementation Workgroup Update

**Final Action:**

**Title:** TFOGS Implementation Workgroup Update

### Notes:

### Sponsors:

**Effective Date:**

**Attachments:** for 07-2022 meeting TFOGS Recommendations  
Tracker.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 72569

### Title

TFOGS Implementation Workgroup Update

	Rec #	Description	Status as of 7/2022
311	38	On the City website, allow option for having a chat with a City employee who can direct a resident in the right direction should they have an issue or question about government services	DONE - In CCEC's hands; unless requested otherwise.
311	39	Continue working towards having a 311 number for City services	DONE - In CCEC's hands; unless requested otherwise.
311	41	Review customer relation software options that may create better processes for residents to navigate City services, such as through a ticketing system where issues are ticketed, followed up on by staff, and then the results reported back to the person requesting the service	DONE - In CCEC's hands; unless requested otherwise.
Appointments & chair of BCC	17	That if the City transitions to a full-time Common Council, alder appointments to the BCCs should be made by the CCEC, subject to confirmation by the full Council.	If Full-Time - Should be discussed further if the Council transitions to full-time
Appointments & chair of BCC	16	That the mayor continue appointing residents and alders to the BCCs, but that the process be changed to ensure a robust review of nominations by the Common Council Executive Committee.	Further discussion.
Appointments & chair of BCC	18	Common Council members should not serve as chairs of BCCs with resident members.	DONE - Council passed legislation which included discussion of this (67082)
BCC Admin Support and Resident Engagement	15	Immediately create an Administrative Services Team to support the BCC system and improve resident engagement.	WIP - File #: 61541 (legistar.com) – An Administrative Services Team was created on 9/15/2020 by the Common Council. The work group received updates from this team at its meetings. The future direction of this team needs discussion.
BCC Admin Support and Resident Engagement	19	That the City review City processes and procedures applicable to BCCs so that it is easier for residents to participate in BCCs.	BCC - Should be part of BCC reorganization discussion.
BCC Organization/Structure	10	Create an organizational chart of all BCCs and organize BCCs around lead committees.	BCC - Part of BCC reorganization discussion.
BCC Organization/Structure	11	Eliminate or combine BCCs that are redundant or have outlived their purpose.	BCC -Part of BCC reorganization discussion.

BCC Organization/Structure	12	Reorganize BCCs to increase accountability.	BCC - Part of BCC reorganization discussion.
BCC Organization/Structure	13	Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority.	BCC - Part of BCC reorganization discussion.
Legistar	29	Allow public comments to be made and considered prior to a meeting, such as through a system that notifies residents of decisions to be made, asks for their input, and then relays that input to decisionmakers	The IT Department has a legislative information center upgrade on their roadmap. The work group considered its role in this work to be done and in the hands of the Common Council Executive Committee (CCEC). It was willing to be involved in future work if requested by CCEC.
Legistar	32	Make written comments available to the public and Council members at the time of the meeting	The IT Department has a legislative information center upgrade on their roadmap. The work group considered its role in this work to be done and in the hands of the Common Council Executive Committee (CCEC). It was willing to be involved in future work if requested by CCEC.
Legistar	35	Improve accessibility and functionality of Legistar	The IT Department has a legislative information center upgrade on their roadmap. The work group considered its role in this work to be done and in the hands of the Common Council Executive Committee (CCEC). It was willing to be involved in future work if requested by CCEC.
Legistar	36	Create a way for people to provide input in Legistar or some other appropriate platform	The IT Department has a legislative information center upgrade on their roadmap. The work group considered its role in this work to be done and in the hands of the Common Council Executive Committee (CCEC). It was willing to be involved in future work if requested by CCEC.
Legistar	37	Provide classes for the public to learn how to use Legistar	The IT Department has a legislative information center upgrade on their roadmap. The work group considered its role in this work to be done and in the hands of the Common Council Executive Committee (CCEC). It was willing to be involved in future work if requested by CCEC.
Legistar	40	Maintain subscription lists for Council and BCC items so that residents can be made aware of issues coming before a body through an email blast or text message and report back promptly when a decision has been made	The IT Department has a legislative information center upgrade on their roadmap. The work group considered its role in this work to be done and in the hands of the Common Council Executive Committee (CCEC). It was willing to be involved in future work if requested by CCEC.
Legistar	42	Add more than just the name of meetings to the City calendar so that more information can be obtained with one (1) click, instead of requiring multiple clicks to get relevant and substantive information about a meeting	The IT Department has a legislative information center upgrade on their roadmap. The work group considered its role in this work to be done and in the hands of the Common Council Executive Committee (CCEC). It was willing to be involved in future work if requested by CCEC.

Mayor's Office	23	That Madison should not restrict or expand the Mayor's current veto power.	Done
Mayor's Office	24	That the City review the Mayor's administrative span of power and take steps to ensure that the Mayor and Deputy Mayors can adequately supervise all direct reports.	Further discussion.
Meeting Protocols	20	That the City implement a technology plan to improve representation and engagement on the City's BCCs.	BCC - Part of BCC reorganization discussion.
Meeting Protocols	25	Provide childcare at meetings	Further discussion.
Meeting Protocols	26	Validate parking for people attending meetings	Further discussion.
Meeting Protocols	27	Make Council proclamations before the legislative business begins at 6:30 p.m.	WIP - CCEC working on this.
Meeting Protocols	28	Allow video testimony or live electronic participation such as through the internet, from remote centers of the City, or other electronic means	DONE - Accomplished with Hybrid Meetings
Meeting Protocols	30	Separate public testimony from legislative debate and action by allowing individuals to provide input at the beginning of Council meetings regardless of when the item on which they wish to speak is considered	DONE - Public Testimony has been moved to the beginning of meetings (File #69271)
Meeting Protocols	31	Vary meeting locations throughout the City	Could be considered in the future.

Meeting Protocols	33	Avoid late-night meetings and reduce overall length of meetings	WIP - CCEC working on this.
Meeting Protocols	34	Adhere to and/or change current rules regarding the length of alder statements at Council meetings	Can discuss current MGO 2.13 and if that should be modified; Suggestion for discussion: Addition of a clock in both virtual (via screenshare) and/or in person to show Alders how long they have been speaking; Encourage continue reminders by meeting chair.
ORENS	14	Create an Office of Resident Engagement and Neighborhood Support ("ORENS") to support BCC system staffing, training, and resident engagement.	2022 Budget includes first step with Engagement Position; Needs future work
Overall Structure	21	That Madison should retain the Mayor-Council form of Government.	Done
Overall Structure	22	That Madison should not pursue First-Class City Status.	Done
Size & Shape of Council	4	Madison should maintain geographic aldermanic representation.	No action required.
Size & Shape of Council	1	Madison should transition to a full-time Common Council	Part of Future Discussion on Referendum
Size & Shape of Council	2	Madison should reduce the size of the Common Council to ten (10) members elected concurrently with the Mayor. (4-year terms)	Part of Future Discussion on Referendum
Size & Shape of Council	3	Madison should increase Common Council member pay to 80% of the area median income for a single parent with two children (approximately \$67,000).	Part of Future Discussion on Referendum
Size & Shape of Council	5	Madison should increase aldermanic terms to four (4) years.	Part of Future Discussion on Referendum
Size & Shape of Council	6	Madison should impose term limits of twelve (12) consecutive years.	Part of Future Discussion on Referendum
Size & Shape of Council	7	Madison should increase Council leadership terms to two (2) years if the Council terms are increased to four (4) years.	Part of Future Discussion on Referendum
Size & Shape of Council	8	That any structural changes to the Council take place at the election immediately following redistricting.	Part of Future Discussion on Referendum
Size & Shape of Council	9	That any changes to the size of the Council or the terms of its members be made by charter ordinance subject to binding referendum of the electors.	Part of Future Discussion on Referendum



# City of Madison

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## Master

**File Number: 68427**

**File ID:** 68427

**File Type:** Resolution

**Status:** In Committee

**Version:** 1

**Reference:**

**Controlling Body:** AD HOC TASK  
FORCE ON THE  
STRUCTURE OF  
CITY  
GOVERNMENT  
(TFOGS) FINAL  
REPORT  
IMPLEMENTATION  
WORK GROUP

**File Created Date :** 11/16/2021

**File Name:** Discuss results of the Spring 2021 advisory  
referendum at the 12/7/21 Common Council Meeting

**Final Action:**

**Title:** To discuss at the December 7, 2021 Common Council meeting the results of the  
Spring 2021 advisory referendum election and determine whether a binding  
referendum election shall be authorized related to the structure of the Common  
Council.

**Notes:** Introduced from the Floor on 11/16/21

**Sponsors:** Keith Furman

**Effective Date:**

**Attachments:** OCA memo re referenda status 11.21, 2022-1-4  
Council TFOGS

**Enactment Number:**

**Author:** Michael Haas

**Hearing Date:**

**Entered by:** smautz@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	11/16/2021	Referred for Introduction				
	<b>Action Text:</b>		This Resolution was Referred for Introduction				
	<b>Notes:</b>	Common Council Meeitng (12/7/21)					



1	COMMON COUNCIL	11/16/2021	Refer	AD HOC TASK FORCE ON THE STRUCTURE OF CITY GOVERNMENT (TFOGS) FINAL REPORT IMPLEMENTATION WORK GROUP	Fail
	<b>Action Text:</b>	A motion was made by Wehelie, seconded by Carter, to Refer to the AD HOC TASK FORCE ON THE STRUCTURE OF CITY GOVERNMENT (TFOGS) FINAL REPORT IMPLEMENTATION WORK GROUP (12/2/21). The motion failed by the following vote:			
	<b>Notes:</b>	Additional referral to Common Council (1/4/21)			
		Ayes:	3	Nasra Wehelie; Sheri Carterand Barbara Harrington-McKinney	
		Noes:	14	Michael E. Verveer; Regina M. Vidaver; Brian Benford; Juliana R. Bennett; Nikki Conklin; Yannette Figueroa Cole; Syed Abbas; Tag Evers; Grant Foster; Jael Currie; Gary Halverson; Keith Furman; Christian A. Albourasand Patrick W. Heck	
		Excused:	3	Lindsay Lemmer; Arvina Martinand Charles Myadze	
		Non Voting:	1	Satya V. Rhodes-Conway	
1	COMMON COUNCIL	11/16/2021	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE	Fail
	<b>Action Text:</b>	A motion was made by Carter, seconded by Abbas, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE (12/7/21). The motion failed by the following vote:			
	<b>Notes:</b>	Additional referral to Common Council (12/7/21)			
		Ayes:	3	Syed Abbas; Sheri Carterand Barbara Harrington-McKinney	
		Noes:	14	Michael E. Verveer; Regina M. Vidaver; Brian Benford; Nasra Wehelie; Juliana R. Bennett; Nikki Conklin; Yannette Figueroa Cole; Tag Evers; Grant Foster; Jael Currie; Gary Halverson; Keith Furman; Christian A. Albourasand Patrick W. Heck	
		Excused:	3	Arvina Martin; Charles Myadzeand Lindsay Lemmer	
		Non Voting:	1	Satya V. Rhodes-Conway	
1	COMMON COUNCIL	11/16/2021	Refer to a future Meeting to Adopt	COMMON COUNCIL	Pass
	<b>Action Text:</b>	A motion was made by Abbas, seconded by Verveer, to Refer to a future Meeting to Adopt to the COMMON COUNCIL. The motion passed by the following vote:			
	<b>Notes:</b>	Common Council (12/7/21)			
		Ayes:	14	Regina M. Vidaver; Brian Benford; Juliana R. Bennett; Nikki Conklin; Yannette Figueroa Cole; Syed Abbas; Tag Evers; Grant Foster; Jael Currie; Gary Halverson; Keith Furman; Christian A. Albouras; Patrick W. Heckand Michael E. Verveer	
		Noes:	3	Nasra Wehelie; Sheri Carterand Barbara Harrington-McKinney	
		Excused:	3	Arvina Martin; Charles Myadzeand Lindsay Lemmer	
		Non Voting:	1	Satya V. Rhodes-Conway	
1	COMMON COUNCIL	12/07/2021	Refer	COMMON COUNCIL	Pass
	<b>Action Text:</b>	A motion was made by Furman, seconded by Conklin, to Refer to the 1/4/22 COMMON COUNCIL. The motion passed by voice vote/other.			

1	COMMON COUNCIL	01/04/2022	Refer	AD HOC TASK FORCE ON THE STRUCTURE OF CITY GOVERNMENT (TFOGS) FINAL REPORT IMPLEMENTATIO N WORK GROUP	Pass
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**Action Text:** A motion was made by Foster, seconded by Furman, to Refer to the AD HOC TASK FORCE ON THE STRUCTURE OF CITY GOVERNMENT (TFOGS) FINAL REPORT IMPLEMENTATION WORK GROUP, instructing them to draft a resolution of possible referenda questions for the April 2023 election. The motion passed by the following vote:

There was one registrant in support and one registrant opposed.

Absent: 2 Charles Myadzeand Christian A. Albouras

Ayes: 15 Patrick W. Heck; Lindsay Lemmer; Michael E. Verveer; Regina M. Vidaver; Brian Benford; Juliana R. Bennett; Nikki Conklin; Yannette Figueroa Cole; Arvina Martin; Syed Abbas; Tag Evers; Grant Foster; Jael Currie; Gary Halversonand Keith Furman

Noes: 3 Barbara Harrington-McKinney; Nasra Wehelieand Sheri Carter

Non Voting: 1 Satya V. Rhodes-Conway

**Text of Legislative File 68427**

**Fiscal Note**

No City appropriation required.

**Title**

To discuss at the December 7, 2021 Common Council meeting the results of the Spring 2021 advisory referendum election and determine whether a binding referendum election shall be authorized related to the structure of the Common Council.

**Body**

WHEREAS, on September 8, 2017 the City of Madison created the Task Force on Government Structure (“Task Force”) (RES-17-00714) to examine and make recommendations related to the structure of the Mayor’s Office, Common Council, and the City’s Boards, Commissions and Committees; and,

WHEREAS, after extensive study, public outreach and debate, the Task Force issued a Final Report and recommendations to the Common Council, including recommendations to institute a full-time Common Council, to reduce the size of the Council, increase terms to four years, and limit alderpersons to serving 12 consecutive years on the Common Council; and

WHEREAS, the Common Council authorized a series of advisory referendum questions be placed on the ballot for the 2021 Spring Election in order to solicit public feedback related to a full-time Council, the size of the Council, the length of Alder terms, and term limits; and

WHEREAS, the Council’s resolution authorizing the advisory referendum questions also directed that the Task Force Implementation Workgroup collaborate with the Mayor’s Office to evaluate the results of the Advisory Referendum and take the necessary steps to prepare a resolution that, if approved by the Common Council, would place binding referendum questions related to the structure of Madison’s government on the Spring 2022 election ballot; and

WHEREAS, given that the majority of voters in the 2021 Spring Election voted against questions

to create a full-time Council, changing the size of the Council, increasing Alder terms and creating four-year terms for Alder, and given that such proposals significantly impact the structure of City government and are of interest to all members of the Council;

NOW THEREFORE BE IT RESOLVED,,that the Council shall convene on December 7, 2021 to discuss and determine whether to authorize a binding referendum election related to any of the recommendations of the Task Force regarding the structure of the Common Council, including referendum questions similar to those posed as advisory referendum questions at the 2021 Spring Election, and to determine the language of any such referendum questions; and

BE IT FURTHER RESOLVED, that the Council shall determine, at the meeting of December 7, 2021 or a subsequent meeting, what, if any, other measures to pursue related to the Task Force's Final Report recommendations regarding the structure of the Council if a binding referendum election is not authorized; and

BE IT FINALLY RESOLVED, that the Council shall further determine what, if any, additional directions to provide to the Task Force Implementation Workgroup related to the Task Force's Final Report recommendations pertaining to the structure of the Common Council.



## Office of the City Attorney

Michael R. Haas, City Attorney

Patricia A. Lauten, Deputy City Attorney

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LITIGATION ASSISTANT  
Patricia V. Gehler

November 15, 2021

## MEMORANDUM

TO: TFOGS Implementation Work Group

FROM: Michael Haas

DATE: November 15, 2021

RE: Referendum Resolution and Options

This memorandum provides background regarding the advisory referenda held in April 2021 as well as options for moving forward under the resolution adopted by the Common Council which authorized advisory and binding referendum elections related to recommendations of the TFOGS Final Report.

### Advisory Referenda Background

As you are aware, the Final Report of the Task Force on the Structure of City Government was issued on November 20, 2019. The Report included the following nine recommendations related to the Common Council:

1. Madison should transition to a full-time Common Council.
2. Madison should reduce the size of the Common Council to ten (10) members elected concurrently with the Mayor.
3. Madison should increase Common Council member pay to 80% of the area median income for a single parent with two children (approximately \$67,000).
4. Madison should maintain geographic aldermanic representation.
5. Madison should increase aldermanic terms to four (4) years.
6. Madison should impose term limits of twelve (12) consecutive years.
7. Madison should increase Council leadership terms to two (2) years if the Council terms are increased to four (4) years.
8. That any structural changes to the Council take place at the election immediately following redistricting.

9. That any changes to the size of the Council or the terms of its members be made by charter ordinance subject to binding referendum of the electors.

Following additional deliberations, the Task Force Implementation Work Group developed several referendum election questions which it recommended that the Common Council authorize. Those questions which were considered at a Committee of the Whole meeting and by the Council. On January 5, 2021, the Council adopted a resolution authorizing four advisory referendum questions for the 2021 Spring Election ballot ([Legistar File 62930](#)). The resolution also directed that

. . . after the Spring 2021 election, the Task Force Implementation Workgroup should collaborate with the Mayor's Office to evaluate the results of the Advisory Referendum and take the necessary steps to prepare a resolution that, if approved by the Common Council, would place binding referendum questions related to the structure of Madison's government on the Spring 2022 election ballot.

The Council deliberated at length regarding whether the referendum questions should be advisory or binding and directed that they be posed as advisory questions. While Alders may have had various reasons for supporting the referenda as advisory questions, there appeared to be a general consensus that the Council could obtain useful information from the public, similar to a Citywide survey, which the Council could evaluate and consider before framing questions for a binding referendum.

### Advisory Referenda Results

Following are the advisory referendum questions that appeared on the 2021 Spring Election ballot as well as the election results:

1. Beginning with the 2023 Spring Election, SHOULD the City of Madison transition to a full-time Common Council with each Common Council Member earning between fifty percent (50%) to eighty percent (80%) of the Adjusted Median Income for Dane County for a single parent with two children (approximately \$45,000 to \$71,000) per year?

Yes 42%                      No 58%

2. Beginning with the 2023 Spring Election, SHOULD the size of the City of Madison Common Council be reduced?

16%

Beginning with the 2023 Spring Election, SHOULD the size of the City of Madison Common Council be increased?

13%

SHOULD the size of the City of Madison Common Council remain the same?

70%

3. Beginning with the 2023 Spring Election, SHOULD City of Madison alderpersons be elected to four (4) year terms?

Yes 45%                      No 55%

4. Beginning with the 2023 Spring Election, if the City transitions to a full-time Common Council SHOULD the City of Madison alderpersons be subject to term limits of twelve (12) consecutive years?

Yes 71%                      No 29%

Assessing the results purely at face value, they would indicate that the majority of Madison voters prefer that the position of Alder remain part-time, the size of the Council remain the same, Alder terms remain as two years, and 12-year term limits be imposed if the Council transitions to full-time. However a definite interpretation of the results may be difficult due to the number of issues posed and what assumptions voters may have had about the possible interplay between the results of the various questions.

### Status and Options

The resolution authorizing the advisory referendum election directed the Implementation Workgroup to work with the Mayor's Office to evaluate the results and prepare a resolution that, if approved by the Common Council, would place binding referendum questions related to the structure of City government on the ballot for the Spring Election in April 2022.

The Workgroup may consider and recommend various options related to this resolution. For example, it may make no recommendation to the Council, it may recommend that the Council not authorize any further referendum election, or it may recommend adoption of a resolution that outlines binding referendum questions for the 2022 Spring Election. Those questions may be the same as the advisory referendum questions or they may be different questions related to the structure of City government.

The Workgroup and the Council should keep in mind two factors if they choose to authorize another referendum election. First, changing the number of Alders on the Council and the length of Alder terms can only be achieved by a binding referendum. This is because MGO § 3.01, which establishes the size of the Council and the length of terms, was enacted as a Charter Ordinance through a binding referendum in 1987.

Changing the position of Alder to full-time and imposing term limits do not require a binding referendum. Those changes could be made by made by amendments to the ordinances and administrative policies. If decisions to change the Council to full time and to impose term limits are made by a binding referendum, they may be amended or repealed in the future only by another binding referendum.

November 15, 2021

Page 4

Second, in order to ensure that referendum questions appear on the ballot for the April 5, 2022 Election, the questions must be provided to the County Clerk at least 70 days in advance, which is January 25, 2022. The remaining Council meetings before that date are November 18<sup>th</sup>, December 7<sup>th</sup>, January 4<sup>th</sup> and January 18<sup>th</sup>. The Council could also hold another Committee of the Whole meeting to discuss the topic if it wishes. The County Clerk will not finalize ballots for the April election until after the Spring Primary on February 15, 2022 and could agree to accept referendum questions after January 25, 2022, but is only required to do so if the City submits the questions by that date.

I am glad to discuss any questions regarding this summary.



# City of Madison

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

## Master

**File Number: 72110**

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**File Type:** Discussion Item

**Status:** Discussion Items

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**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

**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:

### 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 4<sup>th</sup> 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 30<sup>th</sup> will be starting soon. Attorney Haas has sent the alders some information from the Board on this topic.



# City of Madison

City of Madison  
Madison, WI 53703  
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## Master

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COMMITTEE

**File Created Date :** 06/13/2022

**File Name:** Future Agenda Items

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**Notes:**

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### Text of Legislative File 72112

**Title**

Future Agenda Items