



# 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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Tuesday, November 21, 2023

4:30 PM

Hybrid: City-County Building 201 and via virtual  
meeting

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**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](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://media.cityofmadison.com/Mediasite/Showcase/madison-city-channel/Channel/common-council-executive-committee>.

**4. Listen by Phone:**

**(877) 853-5257 (Toll Free)**

**Webinar ID: 817 8175 5267**

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

hnub ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Common Council Office, 608-266-4071,  
CCEC@cityofmadison.com

#### CALL TO ORDER / ROLL CALL

#### APPROVAL OF MINUTES

11/7/23 draft minutes: <http://madison.legistar.com/Calendar.aspx>

#### PUBLIC COMMENT

1. [80883](#) Public Comment (11/21/23)

#### DISCLOSURES AND RECUSALS

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

#### ITEMS FOR CONSIDERATION

2. [80671](#) Amending Sections 2.03(3) and (5) of the Madison General Ordinances related to filling Common Council vacancies to amend the process for filling Common Council vacancies.
3. [79867](#) Revising Alder Pay Ordinance (MGO 3.50)  
**Attachments:** [Potential Alder Pay.pdf](#)  
[MGO 3.50](#)  
[Draft MGO 3.50 amendment \(002\).pdf](#)
4. [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](#)  
[CCEC Chief of Staff Update 9-5-23.pdf](#)  
[CCEC Chief of Staff Update 9-19-23.pdf](#)  
[CCEC Chief of Staff Update 10-3-23.pdf](#)  
[CCEC Chief of Staff Update 10-17-23.pdf](#)

5. [78125](#) Future Agenda Items

**Attachments:** [Future Agenda Items updated 8-30-23.pdf](#)  
[Future Agenda Items updated 9-19-23.pdf](#)  
[Future Agenda Items updated 9-29-23.pdf](#)  
[Future Agenda Items updated 10-10-23.pdf](#)

**ADJOURNMENT**



# City of Madison

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## Master

**File Number: 80883**

**File ID:** 80883

**File Type:** Public Comment

**Status:** Public Comment

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 11/16/2023

**File Name:** Public Comment (11/21/23)

**Final Action:**

**Title:** Public Comment (11/21/23)

**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 80883

**Title**

Public Comment (11/21/23)



# City of Madison

City of Madison  
Madison, WI 53703  
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## Master

**File Number: 80671**

**File ID:** 80671

**File Type:** Ordinance

**Status:** Items Referred

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 11/01/2023

**File Name:** Common Council Vacancies

**Final Action:**

**Title:** Amending Sections 2.03(3) and (5) of the Madison General Ordinances related to filling Common Council vacancies to amend the process for filling Common Council vacancies.

**Notes:** 6817FillCCVacancies

**Sponsors:** Nasra Wehelie

**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	11/01/2023	Referred for Introduction				
	<b>Action Text:</b> This Ordinance was Referred for Introduction						
	<b>Notes:</b> Common Council Executive Committee (11/21/23), Common Council (12/5/23)						
1	COMMON COUNCIL	11/07/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	<b>Action Text:</b> 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 80671

#### Fiscal Note

Any fiscal impacts are anticipated to be minimal. Beginning in 2025, alders will be elected to staggered terms with some alders being on the ballot every year. No appropriation is required.

#### Title

Amending Sections 2.03(3) and (5) of the Madison General Ordinances related to filling Common Council vacancies to amend the process for filling Common Council vacancies.

#### Body

DRAFTER'S ANALYSIS: This ordinance requires the Common Council Executive Committee to rank its top two preferred candidates to fill a vacancy in the position of alder. It also requires that, when a vacancy occurs on or prior to November 15th, that a special election be held at the following Spring Election to elect a successor to the appointed alder.

\*\*\*\*\*

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

1. Subsection (3) of Section 2.03 entitled "Procedure to Fill Vacancies on the Common Council" of the Madison General Ordinances is amended as follows:

"(3) The Common Council Executive Committee shall review the applications and, following opportunities for personal candidate interviews, shall recommend to the Common Council a candidate selected for confirmation to fill the vacancy. If more than one individual applies for the position, the Committee shall rank at least its top two preferred candidates. If the Common Council Executive Committee is unable to agree on a candidate to recommend, it may recommend more than one candidate, or it may reopen the application process to seek additional applicants."

2. Subsection (5) of Section 2.03 entitled "Procedure to Fill Vacancies on the Common Council" of the Madison General Ordinances is amended as follows:

"(5) ~~The~~ If a vacancy occurs after November 15th of the first year of an alder's term, the appointed and confirmed candidate shall serve until an alderperson is elected pursuant to sec. 17.23(1), Wis. Stats. and is qualified. If a vacancy occurs on or prior to November 15th of the first year of an alder's term, the appointed and confirmed candidate shall serve until an alderperson is elected at a special election scheduled on the same day as the Spring Election of the following year."



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## Master

**File Number: 79867**

**File ID:** 79867

**File Type:** Discussion Item

**Status:** Discussion Items

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 09/12/2023

**File Name:** Revising Alder Pay Ordinance (MGO 3.50)

**Final Action:**

**Title:** Revising Alder Pay Ordinance (MGO 3.50)

### Notes:

### Sponsors:

### Effective Date:

**Attachments:** Potential Alder Pay.pdf, MGO 3.50, Draft MGO 3.50 amendment (002).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 79867

### Title

Revising Alder Pay Ordinance (MGO 3.50)

	June 2021 Values	May 2022 (7.58% CPI Inflation)	Hours/Week												
			20.81	21	22	23	24	25	26	27	28	29	30	31	32
<b>Alder pay through April 2023</b>		<b>\$13.77</b>	<b>\$14,904</b>	\$15,040	\$15,756	\$16,472	\$17,188	\$17,905	\$18,621	\$19,337	\$20,053	\$20,769	\$21,485	\$22,202	\$22,918
\$15/hour		\$15.00	\$16,232	\$16,380	\$17,160	\$17,940	\$18,720	\$19,500	\$20,280	\$21,060	\$21,840	\$22,620	\$23,400	\$24,180	\$24,960
<u>Living Wage: 1 adult/0 children</u>	\$17.52	\$18.85	\$20,398	\$20,584	\$21,564	\$22,545	\$23,525	\$24,505	\$25,485	\$26,465	\$27,446	\$28,426	\$29,406	\$30,386	\$31,366
City of Madison Minimum		\$19.04	\$20,604	\$20,792	\$21,782	\$22,772	\$23,762	\$24,752	\$25,742	\$26,732	\$27,722	\$28,712	\$29,702	\$30,692	\$31,683
<u>Living Wage: 2 working adults/1 child</u>	\$19.68	\$21.17	\$22,908	\$23,118	\$24,218	\$25,319	\$26,420	\$27,521	\$28,622	\$29,723	\$30,824	\$31,924	\$33,025	\$34,126	\$35,227
<b>Median Madison Wage</b>	\$24.04	\$25.86	\$27,984	\$28,239	\$29,584	\$30,929	\$32,273	\$33,618	\$34,963	\$36,307	\$37,652	\$38,997	\$40,342	\$41,686	\$43,031
<u>Living Wage: 2 working adults/2 children</u>	\$26.31	\$28.30	\$30,624	\$30,904	\$32,375	\$33,847	\$35,318	\$36,790	\$38,262	\$39,733	\$41,205	\$42,676	\$44,148	\$45,620	\$47,091
<b>Mean Madison Wage</b>	\$29.38	\$31.61	\$34,206	\$34,518	\$36,162	\$37,806	\$39,449	\$41,093	\$42,737	\$44,380	\$46,024	\$47,668	\$49,312	\$50,955	\$52,599
City of Madison Median		\$32.91	\$35,613	\$35,938	\$37,649	\$39,360	\$41,072	\$42,783	\$44,494	\$46,206	\$47,917	\$49,628	\$51,340	\$53,051	\$54,762
City of Madison Mean		\$34.80	\$37,658	\$38,002	\$39,811	\$41,621	\$43,430	\$45,240	\$47,050	\$48,859	\$50,669	\$52,478	\$54,288	\$56,098	\$57,907
<u>Living Wage: 1 adult/1 child</u>	\$35.87	\$38.59	\$41,759	\$42,140	\$44,147	\$46,154	\$48,160	\$50,167	\$52,174	\$54,180	\$56,187	\$58,194	\$60,200	\$62,207	\$64,214
<u>Living Wage: 2 adults (1 working)/2 childrer</u>	\$37.53	\$40.38	\$43,696	\$44,095	\$46,195	\$48,294	\$50,394	\$52,494	\$54,594	\$56,694	\$58,793	\$60,893	\$62,993	\$65,093	\$67,192

Glasmeier, Amy K. MIT. Living Wage Calculator. June 2021.  
Occupational Employment and Wages in Madison — May 2020

<https://livingwage.mit.edu/metros/31540>

[https://www.bls.gov/regions/midwest/news-release/occupationalemploymentandwages\\_madison.htm](https://www.bls.gov/regions/midwest/news-release/occupationalemploymentandwages_madison.htm)



33	34	35	36	37	38	39	40
\$23,634	\$24,350	\$25,066	\$25,782	\$26,499	\$27,215	\$27,931	\$28,647
\$25,740	\$26,520	\$27,300	\$28,080	\$28,860	\$29,640	\$30,420	\$31,200
\$32,347	\$33,327	\$34,307	\$35,287	\$36,267	\$37,248	\$38,228	\$39,208
\$32,673	\$33,663	\$34,653	\$35,643	\$36,633	\$37,623	\$38,613	\$39,603
\$36,328	\$37,429	\$38,529	\$39,630	\$40,731	\$41,832	\$42,933	\$44,034
\$44,376	\$45,720	\$47,065	\$48,410	\$49,755	\$51,099	\$52,444	\$53,789
\$48,563	\$50,034	\$51,506	\$52,978	\$54,449	\$55,921	\$57,392	\$58,864
\$54,243	\$55,886	\$57,530	\$59,174	\$60,818	\$62,461	\$64,105	\$65,749
\$56,474	\$58,185	\$59,896	\$61,608	\$63,319	\$65,030	\$66,741	\$68,453
\$59,717	\$61,526	\$63,336	\$65,146	\$66,955	\$68,765	\$70,574	\$72,384
\$66,220	\$68,227	\$70,234	\$72,240	\$74,247	\$76,254	\$78,261	\$80,267
\$69,292	\$71,392	\$73,492	\$75,591	\$77,691	\$79,791	\$81,891	\$83,990

### 3.50 SALARIES OF MAYOR AND OFFICIALS.

- (1) Pursuant to the provisions of Wis. Stat. § 62.09(6), and except as set forth in sub. (2) hereof, the salaries of City officers are hereby fixed at the rates hereafter indicated and shall not be increased or diminished during the term for which said officers are elected or appointed:

	<u>Annual Salary</u>
Members of the Board of Public Works, excluding the Alderpersons and City employees, (each) per year	\$100.00
Members of the Board of Review (each) per diem	\$ 20.00

(a) Alderpersons .

Effective the term that begins April 15, 2025, the Alders' salaries, except for that of President and Vice President of the Common Council, shall be \$ 24,218. Effective April 21, 2026, and thereafter, that amount shall be adjusted by a percentage equal to the resultant percentages calculated two years previously for managerial employees pursuant to Sec. 3.54(9)(c), MGO, rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the Aldermanic term. Alderpersons are paid on a bi-weekly basis consistent with the City's established payroll periods. (Am. by ORD-16-00080, Pub. 9-15-16, Eff. 4-18-17; Am. by ORD- 17-00079 , 8-15-17)

(b) Mayor .

Effective the term that begins April 20, 2011, the Mayor's salary shall be \$125,500.44. Effective the term that begins April 21, 2015, that amount shall be adjusted by a percentage equal to the combined four (4) annual percentage changes calculated for managerial employees in the previous four (4) years pursuant to Sec. 3.54(9)(c), MGO. Thereafter that amount shall be adjusted by a percentage equal to the resultant percentages calculated four years previously for managerial employees pursuant to Sec. 3.54(9)(c), rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the mayoral term. The Mayor is paid on a bi-weekly basis consistent with the City's established payroll periods.

Effective April 16, 2019, the Mayor shall be entitled to twenty (20) days of vacation in each year of the first four (4)-year term in office and twenty-five (25) days of vacation in each year of any subsequent consecutive four (4)-year term in office. Credited but unused vacation in excess of ten (10) days may be carried forward to the succeeding year. The Mayor shall be paid in full for credited but unused vacation existing on the day the Mayor leaves office. In addition to this salary and vacation time, the benefit provided for in Sec. 3.54(27) of these ordinances shall be afforded to qualifying Mayors. (Am. by Charter Ord. 77, 5-6-03; Renum. by ORD-07-00048, 4-12-07; Am. by ORD-15-00057, 5-27-15; Am. by ORD- 17-00079 , 8-15-17)

(c) President of the Common Council .

Effective the term that begins April 15, 2025, the President's salary shall be \$ 29,467 . Effective the term that begins April 21, 2026, thereafter, that amount shall be adjusted by a percentage equal to the resultant percentages calculated two years previously for managerial employees pursuant to Sec. 3.54(9)(c), MGO, rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the Aldermanic term.

(d) Vice President of the Common Council .

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Effective the term that begins April 15, 2025, the Vice President's salary shall be \$ 26,124. Effective the term that begins April 21, 2026, thereafter, that amount shall be adjusted by a percentage equal to the resultant percentages calculated two years previously for managerial employees pursuant to Sec. 3.54(9)(c), MGO, rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the Aldermanic term. (Am. by ORD-16-00080, Pub. 9-15-16, Eff. 4-18-17; Am. by ORD- 17-00079 , 8-15-17)

(Am. by Ord. 12,282, 12-14-98; Am. by Charter Ord. 72, 3-28-01; Charter Ord. 75, 2-11-03; Charter Ord. 77, 5-6-03; CHA-07-00002, 4-5-07; Renum. by ORD-07-00048, 4-12-07; Am. by CHA-08-00001, 7-4-08; Rep. & Recr. by ORD-12-00133, 10-24-12; Am. by ORD-14-00166, 12-3-14; ORD-14-00173, 12-10-14)

- (2) Election to Refuse Salary . Pursuant to Wis. Stat. § 66.0505, the Mayor, any alderperson, the Mayor-elect or any alderperson-elect may refuse to accept, in whole or in part, the salary that he or she is otherwise entitled to receive. The person refusing to accept such salary shall give notice to the City Clerk and Treasurer in the manner and at the times specified in, and the notice shall have the effects set forth in, Wis. Stat. § 66.0505. (Cr. by CHA-08-00001, 7-4-08)

DRAFT



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## Master

**File Number: 75427**

**File ID:** 75427

**File Type:** Discussion Item

**Status:** Discussion Items

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 01/05/2023

**File Name:** Council Office Updates

**Final Action:**

**Title:** Council Office Updates

### Notes:

### Sponsors:

**Effective Date:**

**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, CCEC Chief of Staff Update 9-5-23.pdf, CCEC Chief of Staff Update 9-19-23.pdf, CCEC Chief of Staff Update 10-3-23.pdf, CCEC Chief of Staff Update 10-17-23.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 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 6<sup>th</sup>. 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 18<sup>th</sup>.

#### **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 6<sup>th</sup>. 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 27<sup>th</sup> – 29<sup>th</sup>** virtual and in-person at Warner Park. The Disability Summit will take place virtually on **July 27<sup>th</sup> and 28<sup>th</sup> 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

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#### 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

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##### 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](mailto: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.

- **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 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.

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**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.

# Council Chief of Staff Update

## 9/5/2023

### Announcements

Thank you to all of you who have responded to the survey regarding your level of interest in some training and discussion opportunities this winter. If you haven't yet had a chance to fill out the survey, please do so tonight. I will be reaching out to those who have indicated interest each opportunity to discuss finalizing dates and providing details, so I strongly encourage everyone to weigh in to the survey: <https://www.surveymonkey.com/r/6CP58V7>

### **Upcoming Staff Out-of-Office**

9/18 Karen out (afternoon)

9/29-10/2 Karen & Lorissa at ICMA annual conference

### **Workplace Safety**

If you receive any concerning emails, calls, or interactions in the course of carrying out your alder duties, please contact me to schedule a debrief appointment.

### Important Tips & Reminders

#### **Recent City Staff Communications to Note**

- DPCED Director Matt Wachter sent out a memo to all alders describing the work the City is currently doing on housing.
- Mick Rusch, Metro Transit, sent an announcement that Metro will be holding public hearings in September on proposed December route changes.
- The Homeless Issues Consortium sent out a [survey](#) regarding updates to their Community Plan to Prevent and End Homelessness.
- Liz will be sending out the quarterly balance update for your alder expense accounts, as well as some important reminders regarding receipt deadlines for reimbursements, and an overview of alder responsibilities regarding public records.

**Budget Season Advice:** If you are at all able, please attend the Finance Committee capital budget briefings on 9/12 at 4:30 p.m. Check your inbox for emails from Christine Koh for updates and resources.

### **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 ↗

# Council Chief of Staff Update

## 9/5/2023

### 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: Deadline for Resolutions

The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 19 Council meeting is Tuesday, September 5.**

## City Training Opportunities (free to alders)

Alder feedback on the Trauma-Informed Living training: "The presentation helped me build on the inner work that I've been doing and gave me new tools. The material, was provided in an approachable manner and felt safe to learn"

## Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new. Please reach out to me if you participate in a training, especially if you have experienced one you found valuable and think other alders might as well.

- [Civilian Response to Active Shooter Events \(CRASE\)](#)

**Description:** Officers will present active shooter case studies that highlight strategies victims used and the ultimate outcomes of their choices. These will also help participants understand **Avoid, Deny, Defend** in deeper detail. In person at MPD Training Center.

**Upcoming Offerings:** September 13 6-8 p.m., November 11 6-8 p.m.

- [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 a.m.

## Additional Upcoming Trainings of Interest

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

## Council Chief of Staff Update 9/19/2023

### Announcements

#### **Upcoming Staff Out-of-Office**

9/25-9/29 Debbie out of office

9/29-10/2 Karen & Lorissa out of office at conference

10/3-10/5 Liz and Isaac at YWCA Summit

### Important Tips & Reminders

**Budget Season:** If you are able, please attend the Finance Committee capital budget amendment deliberations on 9/26 at 4:30 p.m. Check your inbox for emails from Christine Koh for updates and resources.

#### **Important City Staff Communications: IT Citywide Upgrades and M365**

Please check your inbox for communications from IT on information, trainings, and tips as we receive a citywide website and blog tool upgrade in November and as we move toward M365. Recent emails included information on orientations to the new tools, as well as tips on how to prepare your City inboxes and calendars for M365 migration.

#### **Winter Trainings and Discussions**

Thank you to all of you who filled out the survey about your interest and availability. I will now be compiling options based on the schedules of the alders who expressed interest in each of the trainings. If you have been meaning to fill out the survey, but haven't had a chance, please do so tonight so I can include you: <https://www.surveymonkey.com/r/6CP58V7>

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**Upcoming Offerings:** September 27, 9-11 a.m.

- [Gender Inclusive Language](#)

**Description:** How can you be inclusive and respectful with people of all genders? With verbal and written examples, you will leave this training with specific strategies in using language that shows your coworkers and community members of all genders that you value them. This course is part of the series of offerings related to the implementation of [APM 2-52 PDF](#) as we work towards realizing our vision of being an inclusive organization.

**Upcoming Offerings:** October 10, 1-3 p.m.



# Council Chief of Staff Update

## 10/3/2023

### Announcements

#### **Upcoming Staff Out-of-Office**

10/3-10/5 Liz and Isaac at YWCA Summit

10/20 Karen out

### Important Tips & Reminders

**Health and Dental Insurance Open Enrollment:** Open enrollment for health, dental and vision began 9/25 and runs until 10/20. Paper forms are in your mailbox. Emails about open enrollment were sent out on 9/25 from Liz Windsor ([lwindsor@cityofmadison.com](mailto:lwindsor@cityofmadison.com)) and Kurt Rose ([krrose@cityofmadison.com](mailto:krrose@cityofmadison.com)). Please contact Liz with questions, or visit Human Resources in MMB room 204 on Thursday, 10/12 between 8:00 am and 4:30 pm.

**Updating Contact Information:** If you have had a recent change of phone number, address, or email address, please contact Liz so she can make the appropriate updates.

**Budget Season Updates:** The mayor has released the [2024 Executive Operating Budget](#). Binders are available in the Council Office for alders who requested them. The budget is also available [by agency online](#). I recommend starting with the [Executive Summary document](#) when you are familiarizing yourself with the executive budget.

**IT Citywide Website/Blog Tool Updates:** For your advanced planning information, please note that IT is doing critical website upgrades between November 2 and November 8. **The blog tool will not be available during this time**, so if you have a meeting scheduled during this time, please post to your blog before November 2 and/or after November 8.

**Alder BCC Feedback:** As part of the ongoing effort to streamline BCCs, I will be sending each alder a spreadsheet with instructions on how to fill out the feedback form. CCEC members have received their spreadsheets. Please return your completed spreadsheets as soon as possible. Performance Excellence Specialist Kara Kratowicz presented more about the 7 elements of a great city in relation to BCCs to CCEC on 10/03. You can find Kara's [presentation linked here](#).

### City Training Opportunities (free to alders)

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**Upcoming Offerings:** October 10, 1-3 p.m.

- [LGBTQ+ Part 1: Creating Inclusive Spaces](#)

**Course Description:** Do you want to learn how you can create a welcoming environment for LGBTQ+ colleagues, friends, city residents, and visitors? You'll get an overview of LGBTQ issues with a focus on issues that affect transgender people. With this foundation, you'll be ready to discuss LGBTQ+ inclusion

## Council Chief of Staff Update 10/3/2023

and how to create a welcoming environment in your workplace and in other spaces you participate in. You are also encouraged to register for [LGBTQ+ Part 2: Contributing to Systemic Change](#)  
**Upcoming Offerings:** October 12, 10:00 – 11:30 AM

- [Giving and Receiving Feedback, Part 2](#)

**Course 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. **Part 2**, Intermediate Feedback will focus on ways to give feedback up, down, and sideways. We’ll also explore practices to receive feedback with gratitude and composure.

**Upcoming Offerings:** October 25, 9-11 AM

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

**Course Description:** Making decisions can be one of the most difficult and stressful things leaders do. Involving others can relieve some of that stress as you gain new perspectives. Inclusive leaders make decisions with, not for, those who are impacted. This improves the quality of our work and relationships with each other. This session will cover basics of stakeholder mapping and group decision-making.

**Upcoming Offerings:** November 1, 9-10:30 AM

# Council Chief of Staff Update

## 10/17/2023

### Announcements

#### **Upcoming Staff Out-of-Office**

10/20 Karen out  
10/23-28 Debbie out  
11/10 Karen out afternoon  
11/20-22 Debbie out  
11/22 Liz out  
11/22 Karen out  
11/27 Debbie out

### Important Tips & Reminders

**Neighborhood Meeting Scheduling:** A friendly reminder to provide three weeks' notice for scheduling neighborhood meetings. Please also note Debbie's out-of-office dates listed above.

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# City of Madison

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

## Master

**File Number: 78125**

**File ID:** 78125

**File Type:** Miscellaneous

**Status:** In Committee

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 05/28/2023

**File Name:** Future Agenda Items

**Final Action:**

**Title:** Future Agenda Items

**Notes:**

**Sponsors:**

**Effective Date:**

**Attachments:** Future Agenda Items updated 8-30-23.pdf, Future Agenda Items updated 9-19-23.pdf, Future Agenda Items updated 9-29-23.pdf, Future Agenda Items updated 10-10-23.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 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)

**CCEC Future Agenda Items**  
(Updated 9/19/23)

**Upcoming**

Alder Social Media Pilot (October)

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/Recurring**

Security training discussion (7/11/23)

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

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

Increased Alder Pay (9/19/23)

**CCEC Future Agenda Items**  
(Updated 9/29/23)

**Upcoming**

Alder Social Media Pilot (10/3)

Inviting the Performance Excellence Coordinator (10/3)

CARES update (10/17)

Debrief of Council YWCA Experiential Retreat (10/17)

Update on the discussion of history of street names

Collaboration with MMSD

In-person introduction of Council Office staff to CCEC

MPD presentation on human trafficking

Discussion of reducing the size of Council

Progress update on hybrid BCC meeting possibilities

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

**Completed/Recurring**

Security training discussion (7/11/23)

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

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

Increased Alder Pay (9/19/23)

**CCEC Future Agenda Items**  
(Updated 10/10/23)

**Upcoming**

CARES update (10/17)

Debrief of Council YWCA Experiential Retreat

Update on the discussion of history of street names

Collaboration with MMSD

In-person introduction of Council Office staff to CCEC

MPD presentation on human trafficking

Discussion of reducing the size of Council

Progress update on hybrid BCC meeting possibilities

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

Presentation on MPD transport pilot

Discussion on ways to reduce Council meeting length

**Repeating**

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

Increased Alder Pay (9/19/23, 10/17/23)

**Completed**

Security training discussion (7/11/23)

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

Inviting the Performance Excellence Coordinator (10/3)

Alder Social Media Pilot Update (10/3)