

PBMVC 10.27.2017

ITEM H.3.

From: Clerk

Sent: Friday, November 17, 2017 9:23 AM

To: Dcosta, Laila <LDCosta@cityofmadison.com>

Subject: [Annual Statement of Interests] City of Madison Committee Member

November 17, 2017

Dear Valued Committee Member,

Thank you for participating in city government and serving on a Madison board, commission or committee.

Per Madison General Ordinance 3.35(9)(b), your position as a board/commission/committee member requires that you file a Statement of Interest form every year. **The filing deadline for this year is January 2, 2018.** Failure to submit a Statement of Interest will ultimately lead to the revocation of your committee appointment.

(My apologies to recent appointees who may have just filed but this information is required to be updated annually.)

Statement of Interests forms must be submitted electronically at the following link:

www.cityofmadison.com/statementofinterests.

If you are filing for the first time, you will need to register for a free "My City of Madison" account. Registering is easy and instructions can be found at the link above.

If you have previously filed, your account is already set up. Just log in with the email and password you previously used to file. (If you have forgotten your password, there is a link to reset it.)

If you do not have access to a computer, we invite you to visit the City Clerk's Office and use the dedicated workstation to file. The City Clerk's Office is open Monday - Friday from 8:00 a.m. - 4:30 p.m. Computers are also available at all City of Madison Public Library locations.

The deadline for filing is January 2, 2018.

If you need additional information or have any questions, please contact the City Clerk's Office at clerk@cityofmadison.com or at (608) 266-4601. Thank you in advance for your timely submission and for your service to the City of Madison.

Sincerely,

Maribeth Witzel-Behl
City Clerk