



City of Madison

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

Agenda - Approved

COMMON COUNCIL EXECUTIVE COMMITTEE

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

Wednesday, August 31, 2022

5:30 PM

Via Virtual Meeting

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

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

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

2. **Register for Public Comment:**

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

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

3. **Watch the Meeting:** If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/watchmeetings>.

4. **Listen by Phone:**

(877) 853-5257 (Toll Free)

Webinar ID: 872 4687 5903

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, Council Chief of Staff, 608-261-9159, or email CCEC@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Draft Minutes (08/11/22): <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [73443](#) Public Comment (08/31/22)

DISCLOSURES AND RECUSALS

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

ITEMS TO BE CONSIDERED

2. [73288](#) 2023 Common Council Meeting Dates
Attachments: [DRAFT Common Council 2023 Meeting Schedule.pdf](#)
3. [73444](#) 2023 CCEC Schedule
4. [73445](#) Honoring Resolutions
5. [72111](#) Alder Onboarding & Ongoing Training
6. [72110](#) Council Office Update
Attachments: [CCEC Chief of Staff Update 6-15-22.pdf](#)
[CCEC Chief of Staff Update 7-6-22.pdf](#)
[CCEC Chief of Staff Update 7-27-22.pdf](#)
[CCEC Chief of Staff Update 8-11-22.pdf](#)
7. [72112](#) Future Agenda Items

ADJOURNMENT



City of Madison

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Master

File Number: 73443

File ID: 73443	File Type: Public Comment	Status: Public Comment
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Name: Public Comment (08/31/22)		File Created Date : 08/26/2022
Title: Public Comment (08/31/22)		Final Action:

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 73443

Title

Public Comment (08/31/22)



City of Madison

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Master

File Number: 73288

File ID: 73288

File Type: Resolution

Status: Draft

Version: 1

Reference:

Controlling Body: Council Office

File Created Date : 08/16/2022

File Name: 2023 Common Council Meeting Dates

Final Action:

Title: 2023 Common Council Meeting Dates

Notes:

Sponsors: Keith Furman And Jael Currie

Effective Date:

Attachments: DRAFT Common Council 2023 Meeting Schedule.pdf

Enactment Number:

Author: Karen Kapusta-Pofahl, Common Council Chief of Staff

Hearing Date:

Entered by: dfields@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 73288

Fiscal Note

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Title

2023 Common Council Meeting Dates

Body

WHEREAS, the Common Council Executive Committee (CCEC) reviewed the proposed Common Council meeting dates and times at their meeting on August 11, 2022; and

WHEREAS, pursuant to MGO 2.01(4), no Common Council meetings are proposed for the following:

- New Year's Day (January 1, 2023)
- Martin Luther King, Jr. Day (January 16, 2023)
- From sunset at the beginning of Passover (April 5, 2023) to sundown at the end of the second day (April 6, 2023)
- The evening before (April 21, 2023) and the day of Eid Al-Fitr (April 22, 2023)
- Memorial Day (May 29, 2023)
- Juneteenth (June 19, 2023)
- The evening before (June 28, 2023) and the day of Eid Al-Adha (June 29, 2023)

- Independence Day (July 4, 2023)
- Labor Day (September 4, 2023)
- From sunset at the beginning of Rosh Hashanah (September 15, 2023) to nightfall at the end of Rosh Hashanah (September 17, 2023)
- From sunset at the beginning of Yom Kippur (September 24, 2023) and the day of Yom Kippur (September 25, 2023)
- Thanksgiving Day (November 23, 2023)
- Ho-Chunk Day (November 24, 2023)
- Christmas Eve (December 24, 2023)
- Christmas Day (December 25, 2023)
- New Year's Eve (December 31, 2023)
- Other holidays designated by the Common Council (none in 2023)
- Any general or primary election day for local, state or national offices, or referenda:
 - Spring Primary Election, if needed (February 21, 2023)
 - Spring Election (April 4, 2023); and

WHEREAS, the following is the schedule of Common Council meeting dates and times for 2023 (all meetings start at 6:30 p.m. unless otherwise noted):

- Tuesday, January 3, 2023
- Tuesday, January 17, 2023
- Tuesday, February 7, 2023
- Tuesday, February 28, 2023
- Tuesday, March 7, 2023
- Tuesday March 21, 2023
- Tuesday, April 18, 2023
- Tuesday, April 25, 2023
- Tuesday, May 2, 2023
- Tuesday, May 16, 2023
- Tuesday, June 6, 2023
- Tuesday, June 20, 2023
- Tuesday, July 11, 2023
- Tuesday, July 25, 2023
- Tuesday, August 1, 2023
- Tuesday, September 5, 2023
- Tuesday, September 19, 2023
- Tuesday, October 3, 2023
- Tuesday, October 17, 2023
- Tuesday, November 7, 2023
- 2024 Budget Deliberations (please note dates/times)
 - Tuesday, November 14, 2023, at 5:30 p.m.
 - Wednesday, November 15, 2023, at 5:30 p.m. (if needed)
 - Thursday, November 16, 2023, at 5:30 p.m. (if needed)
- Tuesday, November 21, 2023
- Tuesday, December 5, 2023

NOW, THEREFORE, BE IT RESOLVED that the Common Council approves the above schedule of Common Council meeting dates and times in 2023.

(Note: Full schedule attached to this Legislative File)

Common Council 2023 Meeting Schedule

Contact: Liz Windsor, Legislative Administrative Assistant, 608-266-4074

DAY	DATE	TIME	LOCATION
Tuesday	January 3, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	January 17, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	February 7, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	February 28, 2023ⁱ	6:30 p.m.	Room 201, City-County Building
Tuesday	March 7, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	March 21, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	April 18, 2023ⁱⁱ	6:30 p.m.	Room 201, City-County Building
Tuesday	April 25, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	May 2, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	May 16, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	June 3, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	June 20, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	July 11, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	July 25, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	August 1, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	September 5, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	September 19, 2023	6:30 p.m.	Room 201, City-County Building
Tuesday	October 3, 2023	6:30 p.m.	Room 201, City-County Building*
Tuesday	October 17, 2023	6:30 p.m.	Room 201, City-County Building*
Tuesday	November 7, 2023	6:30 p.m.	Room 201, City-County Building*

DAY	DATE	TIME	LOCATION
Tuesday	November 14, 2023 (2023 Budget deliberations)	5:30 p.m.	Room 201, City-County Building*
Wednesday	November 15, 2023 (2023 Budget deliberations, if needed)	5:30 p.m.	Room 201, City-County Building*
Thursday	November 16, 2023 (2023 Budget deliberations, if needed)	5:30 p.m.	Room 201, City-County Building*
Tuesday	November 21, 2023	6:30 p.m.	Room 201, City-County Building*
Tuesday	December 5, 2023	6:30 p.m.	Room 201, City-County Building*

*Unless unavailable

ⁱ Rescheduled due to Spring Primary Election – February 21, 2023

ⁱⁱ Rescheduled due to Spring Election – April 4, 2023



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File Number: 73444

File ID: 73444

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 08/26/2022

File Name: 2023 CCEC Schedule

Final Action:

Title: 2023 CCEC Schedule

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:

Text of Legislative File 73444

Title

2023 CCEC Schedule



City of Madison

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File Number: 73445

File ID: 73445

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 08/26/2022

File Name: Honoring Resolutions

Final Action:

Title: Honoring Resolutions

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 73445

Title

Honoring Resolutions



City of Madison

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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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File Number: 72110

File ID: 72110

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/13/2022

File Name: Council Office Update

Final Action:

Title: Council Office Update

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 6-15-22.pdf, CCEC Chief of Staff Update 7-6-22.pdf, CCEC Chief of Staff Update 7-27-22.pdf, CCEC Chief of Staff Update 8-11-22.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 72110

Title

Council Office Update

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

1. CCB Access Update

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

2. Alder Vax/Test Requirement

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

3. AASPIRE Intern Update

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

4. Chief of Staff Onboarding

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

5. Council Office Hiring Status Reports

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

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

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

7. Council Budget Request

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

Council Chief of Staff Update
7/6/22

Hybrid Council Meeting Prep

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

Council Office Staff Updates

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

Council Office Staff Hiring

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

2023 Common Council Meeting Schedule

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

2022 Annual Surveillance Technology Reports (for calendar year 2021)

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

Police Civilian Oversight Board

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

Council Chief of Staff Update
7/27/22

Council Office Staff Updates

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

2023 Common Council Meeting Schedule

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

Common Council Events

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

Upcoming Alder Trainings

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

Police Civilian Oversight Board

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

Council Chief of Staff Update **8/11/22**

Council Office Staff Updates

- Our new Legislative Administrative Assistant, Liz Windsor, started last Monday (8/1). As she is participating in trainings and onboarding activities, she is also working on documenting workflows and processes for cross-training and process improvement purposes.
- We began the first round of interviews for the Legislative Analyst position this week. The panel will be choosing finalists to advance to the next round of interviews, which will take place in the latter half of this month.
- HR is finalizing the posting for the Community Engagement Specialist now and plans to post it tomorrow. Once it is posted, I will forward it to all of you to share with your networks. Please share this posting widely!
- Debbie is hard at work coordinating neighborhood meetings and onboarding Liz. Remember, please get neighborhood meeting information to her 3 weeks before the event, because many aspects of the process are time-sensitive.
- In addition to onboarding Liz and interviewing candidates, I am also continuing to take trainings on supervisor development through Organizational Development. I am also drafting work plans for the Office and my role, which I will be able to present to CCEC soon.

Common Council Events

- Reminder that we are having a Council get-together on Monday, September 5, at Garner Park. More information about how to pay, as well as signing up to bring items, will be sent out soon.

Upcoming Alder Trainings

- I am finalizing dates and content for de-escalation training in September and active shooter training in October for the Council and key staff. I will be sending out Doodle polls soon-please respond to them as soon as you can.

Police Civilian Oversight Board

- Finalists for the Independent Police Monitor position have been selected and will be announced in the upcoming days. There will be a virtual candidate forum at 5pm on August 18th where everyone will be able to get to know the finalists. An announcement about this forum will be coming soon.



City of Madison

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File Number: 72112

File ID: 72112

File Type: Discussion Item

Status: In Committee

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Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/13/2022

File Name: Future Agenda Items

Final Action:

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Text of Legislative File 72112

Title

Future Agenda Items