



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?*

Tuesday, July 16, 2024

4:30 PM

Hybrid: Room 201 City-County Building and Via
Virtual Meeting
210 Martin Luther King, Jr. Blvd.

Note: 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

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: 850 3336 5769

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 peb
hnuv 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

Draft 7/2/24 meeting minutes: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [84212](#) Public Comment (7/16/24)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [84213](#) 2025 Common Council Office Budget Request

Attachments: [2024 Common Council Office Budget](#)
[Common Council Target Memo.pdf](#)
[2025 CCEC Council Budget memo.pdf](#)
[Common Council 5% Reduction Scenario \(002\).pdf](#)

3. [83516](#) Alder Committee Updates

4. [81382](#) Council Office Updates (2024)

Attachments: [CCEC Chief of Staff Update 1-9-24.pdf](#)
[CCEC Chief of Staff Update 2-13-24.pdf](#)
[CCEC Chief of Staff Update 3-5-24.pdf](#)
[CCEC Chief of Staff Update 3-19-24.pdf](#)
[CCEC Chief of Staff Update 5-21-24.pdf](#)
[CCEC Chief of Staff Update 6-4-24.pdf](#)
[CCEC Chief of Staff Update 6-18-24.pdf](#)
[CCEC Chief of Staff Update 7-2-24.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](#)
[Future Agenda Items updated 11-30-23.pdf](#)
[Future Agenda Items updated 2-7-24.pdf](#)
[Future Agenda Items updated 6-26-24.pdf](#)

ADJOURNMENT



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 84212

File ID: 84212

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/27/2024

File Name: Public Comment (7/16/24)

Final Action:

Title: Public Comment (7/16/24)

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

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History of Legislative File

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Text of Legislative File 84212

Title

Public Comment (7/16/24)



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 84213

File ID: 84213

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/27/2024

File Name: 2025 Common Council Office Budget Request

Final Action:

Title: 2025 Common Council Office Budget Request

Notes:

Sponsors:

Effective Date:

Attachments: 2024 Common Council Office Budget, Common
Council Target Memo.pdf, 2025 CCEC Council
Budget memo.pdf, Common Council 5% Reduction
Scenario (002).pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

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Text of Legislative File 84213

Title

2025 Common Council Office Budget Request



Finance Department

David P. Schmiedicke, Director
City-County Building, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4671 | Fax: (608) 267-8705
finance@cityofmadison.com
cityofmadison.com/finance

Accounting Services Manager
Patricia A. McDermott, CPA

Budget & Program Evaluation Manager
Christine Koh

Internal Audit & Grants Manager
Kolawole Akintola

Risk Manager
Eric Veum

Treasury & Revenue Manager
Craig Franklin, CPA

Date: June 17, 2024
To: Karen Kapusta-Pofahl, Common Council Chief of Staff
From: Dave Schmiedicke, Finance Director
Subject: 2025 Operating Budget Agency Request Target

The Common Council's general fund target for the 2025 operating budget is \$1,173,497. This budget target reflects 99% of your cost to continue budget.

Your cost-to-continue budget reflects the following global adjustments: salary and benefits adjustments (step and longevity increases, cost of living adjustments, VEBA rates) updated workers compensation and general liability insurance rates, and updated interdepartmental charges (e.g. fleet rate, facilities cost) if applicable, and other charges determined through the City's cost allocation plan. As part of the budget development process, the finance budget team will make additional citywide adjustments, including updates to health insurance and WRS rates as rates become available.

Funding can be reallocated across services and major expenditure categories so long as the overall agency amount is in line with the budget target. Funding reallocations that are \$10,000 or more at the Major level, or funding reallocations that include personnel changes, must be detailed in the Service Budget Proposal form.

As a reminder, your completed operating submission is due close of business on Friday, July 19, 2024. A completed operating submission will include the following components:

1. Transmittal Memo
2. One Service Budget Proposal form for each Service within your agency
3. Lower Priority Service Activity form
4. Line item budget submitted in Munis
5. Position Allocation Change form (if applicable)

Please reference the 2025 Operating Budget Kick Off materials for specific details and tips to assist you in preparing your operating budget. I encourage you to review the full budget instructions prior to beginning work on your budget submission. If you have any questions regarding the guidance do not hesitate to contact your assigned budget analyst.

As always, please reach out to your budget analyst regarding any questions with this year's process. Thank you for your efforts.



Council President Alder Yannette Figueroa Cole

Tenth District

City-County Building, Room 417
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4071 | Fax: (608) 267-8669
district10@cityofmadison.com
www.cityofmadison.com/council/district10

July 10, 20224

2025 Budget Communication to Common Council Executive Committee:

The 2025 Operating Budget process is in full motion. Your role in this process is crucial, as we must build a balanced budget with major revenue limits and constraints. The Mayor directed City agency staff to submit two budgets: a **99% of cost-to-continue** budget, and a second budget with a **service reduction plan of at least 5%**.

The Common Council Office is exempt from this request. The Common Council's general fund target for the **2025 operating budget is \$1,173,497**. This budget target reflects 99% of our cost to continue the budget and will be presented as our primary budget submission.

Although we are exempt from submitting a 5% reduction scenario, let's discuss the possibility of also submitting a second budget, similar to what is required of the other agencies. A five percent (5%) cut for the Common Council equals \$58,675. A funding reduction for the Common Council will impact services to alders and community engagement; a reduction proposal should include an overview of its impact on services. To make deliberate and thoughtful decisions within the CCEC time-constraint meeting, I will ask for you to have conversations with Finance and the Council Chief of Staff before the meeting. Please have your motions vetted by Finance before the CCEC meeting discussion.

As for the starting point, the direction suggested at the last CCEC meeting is as follows:

5% Reduction Scenario Target: -\$58,675

Expense Details	Amount
Claw the \$3824 from our budget that went toward funding the League of Wisconsin Municipalities back into the alder training budget and eliminate entire alder training and conflict resolution budget (-\$25,000)	(\$25,000.00)
Reduce alder expense accounts by \$812 each (-\$16,240)	(\$16,240.00)
Eliminate funding for AASPIRE intern (-\$6,700)	(\$6,700.00)
Eliminate funding for alder interns (-\$5,000)	(\$5,000.00)
Eliminate funding for Council Office staff professional development (-\$5,000)	(\$5,000.00)
Eliminate professional society memberships for Council Office staff (-\$750)	(\$750.00)
Total Reduction:	(\$58,690.00)

The budget **proposals are due July 19th**; a vote at the **July 16th CCEC** meeting will provide the guidance the Chief of Staff will need to meet the established deadline.

Contacts:

Finance: Betsy York, eyork@cityofmadison.com; Dave Schmiedicke, DSchmiedicke@cityofmadison.com
Chief of Staff: Karen Kapusta-Pofahl, kkapusta-pofahl@cityofmadison.com

Thanks for your participation!
Figueroa Cole

Common Council 5% Reduction Scenario

Reduction	Agency	Category	Line Item	Amount
1 Reduce funding for League of Wisconsin Municipalities (LWM) membership	* Direct Appropriations	Purchased Services	Memberships	(3,824)
2 Remove alder training and conflict resolution budget	Common Council	Purchased Services	Consulting Services	(21,176)
3 Reduce alder expense accounts	Common Council	** Reduction would come from Supplies and/ or Purchased Services		(16,240)
4 Eliminate funding for AASPIRE interns	Common Council	Salaries & Benefits	Hourly Wages	(6,700)
5 Eliminate funding for alder interns	Common Council	Salaries & Benefits	Tuition	(5,000)
6 Eliminate funding for Council Office staff professional development	Common Council	Purchased Services	Conferences and Training	(5,000)
7 Eliminate professional society memberships for Council Office staff	Common Council	Purchased Services	Memberships	(750)
Total Reduction				<u>(58,690)</u>

* This would require reducing the budget for the LWM membership which is budgeted in the Direct Appropriations agency, not in the Common Council agency.

** The amount to reduce from each line would need to be defined.

Alder expense accounts

Supplies - Office Supplies

Purchased Services - Conferences & training

	Per Alder	Total
	1,175	23,500
	725	14,500
	<u>1,900</u>	<u>38,000</u>



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File Number: 83516

File ID: 83516

File Type: Discussion Item

Status: Discussion Items

Version: 1

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Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/17/2024

File Name: Alder Committee Updates

Final Action:

Title: Alder Committee Updates

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Sponsors:

Effective Date:

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Text of Legislative File 83516

Title

Alder Committee Updates



City of Madison

City of Madison
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Master

File Number: 81382

File ID: 81382

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/02/2024

File Name: Council Office Updates (2024)

Final Action:

Title: Council Office Updates (2024)

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 1-9-24.pdf, CCEC Chief of Staff Update 2-13-24.pdf, CCEC Chief of Staff Update 3-5-24.pdf, CCEC Chief of Staff Update 3-19-24.pdf, CCEC Chief of Staff Update 5-21-24.pdf, CCEC Chief of Staff Update 6-4-24.pdf, CCEC Chief of Staff Update 6-18-24.pdf, CCEC Chief of Staff Update 7-2-24.pdf

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Author:

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Text of Legislative File 81382

Title

Council Office Updates (2024)

Council Chief of Staff Update

1/9/2024

Announcements

- City Offices Closed 1/15/24 for Martin Luther King Jr Day
- 1/15-1/19 Debbie out

Important Tips & Reminders

District 19 Interim Alder Interviews

CCEC will be interviewing D19 interim alder candidates and voting to make a recommendation at its 1/23/24 meeting, in person in MMB 215. All alders are invited to attend. The meeting will be streamed and recorded but is not hybrid.

New Year Account Updates

Liz will be sending out a communication in the next few days with reminders and information about the alder intern stipend, expense reimbursement deadlines, public records, as well as current alder expense account balance information. In her December wrap-up email, Liz provided information on alder time recording, including specific details on deduction amounts and the retirement benefit, as well as a custom spreadsheet to assist in the process. For questions on the value of time recording, or to receive another copy of the email, please contact Liz.

Upcoming M365 Office Hours for Alders

To help alders get ready for the M365 email migration, City IT is offering drop-in hours and appointments. You are all invited and encouraged to attend the upcoming in-person sessions on January 17 to get help setting up multifactor authentication (MFA) or check in with IT staff about what to expect as we migrate. Please make sure your MFA is set up prior to January 22. Drop in any time during the listed hours below.

Wednesday, January 17th in CCB Room 417 Conference Room

- 12:00 pm to 1:00 pm
- 3:30 pm to 5:30 pm

We are working with IT to set up additional drop-in times and appointments for you. Please contact Karen Kapusta-Pofahl at kkapusta-pofahl@cityofmadison.com or Lorissa Banuelos at lbanelos@cityofmadison.com for additional assistance getting in to visit IT.

Upcoming Custom Council Trainings

Facilitated Policy Discussion

The facilitated policy discussion will be held on Saturday, January 20, at 10 AM at the Parks Office location. Lunch by Melly Mel's catering will be provided. If you haven't already, please respond to the Outlook invitation so I know an accurate count for food.

NAMI Mental Health & Illness Training

NAMI will be offering two sessions for alders. I have sent out calendar invitations for you to choose from an in-person afternoon session and an online virtual session, both in February. Please sign up if you are interested.

Council Chief of Staff Update

2/13/2024

Announcements

- 2/23-3/1 Lorissa Out
- 3/5-3/6 Isaac Out

Important Tips & Reminders

Finance has created a new [website dedicated to the 2025 City budget](#), where you can find links to the budget overview videos and announcements of public meetings.

CCEC is receiving an update on the progress of the BCC streamlining project at its meeting today. I have attached the slides and documents to this email. Any alders who have not had a chance to provide us with feedback on their assigned committees can still reach out to me and Isaac to set up an appointment.

Upcoming Custom Council Trainings

NAMI Mental Health & Illness Training

NAMI will be offering two sessions for alders. I have sent out calendar invitations for you to choose from an in-person afternoon session on February 20 from 1-5 p.m. and a virtual session on February 27 from 5-9 p.m.

Upcoming City Organizational Development Trainings

Several of you have requested an active shooter response training. The City is offering a free [Civilian Response to Active Shooter Events \(CRASE\) training](#) that you may be interested in attending.

- **Wednesday, March 6, 2024**
1:00 pm – 4:00 pm
Madison Police Department Training Center
- **Wednesday, November 6, 2024**
6:00 pm – 8:00 pm
Madison Police Department Training Center

Involving People in Decisions that Impact Them

In today's interconnected world, successful decision-making centers on the active involvement of those who will be impacted by that decision. As a leader, making decisions can be one of the most difficult and stressful things you can do. This interactive course is designed to equip participants with the essential skills and strategies to identify, empathize, plan, and engage with those impacted by decisions.

Through a combination of discussions, scenarios, and hands on workshops, participants will gain a deeper understanding of the dynamic nature of involving people in decisions that impact them and learn practical techniques to effectively engage people in projects and decisions.

- **Thursday, March 14, 2024**
2:00 pm – 4:00 pm
Virtual
- **Thursday, May 23, 2024**
2:00 pm – 4:00 pm
Virtual

Council Chief of Staff Update

3/5/24

Announcements

- 3/6-3/7: Isaac Out
- 3/25-3/26: Karen Out
- Liz will be sending out an email each alder soon with several important pieces of information, including updated guidelines on how to access EAP and WRS as an alder.
- If you declare candidacy for a state office, please let the Council Office know before April 15, so we can make sure to comply with the 50-piece rule in your case.

NAMI Training Follow-Up

Thank you to those of you who were able to attend the NAMI training on mental health. The discussion at the in-person session raised the question of what kinds of supports are available to alders as they process through difficult interactions. Alders also expressed interest in the office offering a highly customized training from NAMI as part of alder onboarding. One free resource that is available to alders is the City of Madison's [Employee Assistance Program](#). The brochures on your desks give you information about what the EAP does and how you can access EAP services. I am happy to also connect you with EAP director Arlyn Gonzales.

Five May Budget Engagement Events Being Planned

I have heard back from several of you regarding your interest and availability for regional budget engagement events. I have the date, time, and location finalized for two, and am working on identifying times for three additional events throughout the city. I am prioritizing getting these set up, so I should have more updates for you all soon.

Here's what we have confirmed so far:

- Eastside Budget Engagement Event (exact title TBD): Wednesday, May 1, 6:30 PM @ Kennedy Elementary
- Westside Budget Engagement Event (Westside Community Connections): Thursday, May 16, 6 PM @ Memorial High School

Upcoming Custom Council Training

Rebecca Hoyt, DCR Disability Rights and Services Specialist, is creating a customized training for alders called Plan for a Positive Approach: Engaged and Effective Communication. I will be consulting your schedules and reaching out to you to determine your level of interest and possible training dates.

Description: A thermometer measures degrees while a thermostat changes the temperature in the room. When faced with difficult conversations and communication challenges, do you know how to be a thermostat? Communication challenges influence group dynamics and effect how well a group is able to serve the community. This training is designed to support participants in fostering connection and rapport when faced with challenging interactions. This transformative justice and trauma-informed approach to communication will help you develop stronger relationships, trust, and ensure residents are served equitably. Participants will learn practical skills for engaged and effective communication, ways to approach difficult conversations, and how to resolve communication barriers and deescalate and challenging behaviors.

Council Chief of Staff Update

3/5/24

Upcoming City Organizational Development Trainings

If you attend one of these or other City trainings, I would love to receive your feedback.

Active Assailant & Stop the Bleed Training

We are installing Stop the Bleed kits in CCB 201 as part of ongoing safety planning efforts. This is an opportunity to learn how to use Stop the Bleed kits in case of an emergency, as well as receive a refresher on what to do in the case of an active assailant. The presentation will provide training as well as education regarding active assailant and workplace violence. Topics will include resources for businesses, prevention information, and potential early warning signs for all those in the workplace to be cognizant of. The person next to a bleeding victim may very well be the one who's most likely to save him or her from bleeding to death. By learning how to STOP THE BLEED®, you'll gain the ability to recognize life-threatening bleeding and act quickly and effectively to control bleeding once you learn three quick techniques. Presenters from the Dane County Sheriff's Department offer this training.

Upcoming Session: [May 1](#) (in person)

CRASE Training

Several of you have requested another active shooter response training. The City is offering a free [Civilian Response to Active Shooter Events \(CRASE\) training](#) that you may be interested in attending.

Upcoming Session: [March 6](#) (in person)

Conflict De-Escalation

Description: Many people struggle in the area of de-escalating conflicts with difficult people who become loud, rude, and obnoxious. Are you confident handling stress and conflict in a way that will not escalate the situation? If basic de-escalation techniques can be applied to stressful situations, the better the outcome can be. Once you can connect and identify with something that is creating stress and frustration in a person, you are on your way to de-escalating the situation.

In this training, you'll learn the basics of verbal de-escalation to give you confidence when dealing with difficult people. This includes risk factors/red flags, de-escalation tips, physical warning signs of violent behavior, and scenarios. You'll leave with strategies to make you a more confident and assertive communicator, especially when dealing with difficult people! Presented by: Cindy Holmes and Josalyn Longley (Dane County Sheriff's Department)

Upcoming Session: [March 19](#) (in person)

Involving People in Decisions that Impact Them

Description: In today's interconnected world, successful decision-making centers on the active involvement of those who will be impacted by that decision. As a leader, making decisions can be one of the most difficult and stressful things you can do. This interactive course is designed to equip participants with the essential skills and strategies to identify, empathize, plan, and engage with those impacted by decisions. Through a combination of discussions, scenarios, and hands on workshops, participants will gain a deeper understanding of the dynamic nature of involving people in decisions that impact them and learn practical techniques to effectively engage people in projects and decisions.

Upcoming Session: [March 14](#)

Setting Boundaries: How to Say No and Feel Confident In It

Description: Boundaries vary from person to person; but only through a clear understanding of our own boundaries we are able to work toward developing healthy interpersonal relationships. From not checking our email after our work hours have ended, to not wanting to be touched, all of our boundaries are important and they are ways in which we are able to foster social and individual wellbeing. During this course boundaries that are important to us, ways to communicate and enforce them, as well as how to respect those of others. Presented by: The Employee Assistance Program

Upcoming Session: [April 10](#)

Council Chief of Staff Update 3/19/24

Announcements

- ❖ 3/25-3/26: Karen Out
- ❖ 3/29: Liz Out
- ❖ 4/9: Karen Out (afternoon)
- ❖ 4/17: Karen Out

If you are planning on accessing your City login while out of the country, please contact me before you go with the dates you will be gone so we can put in an IT ticket to have them grant you access while you are away.

If you are planning to attend a Council meeting virtually, please let Debbie know, so she can plan accordingly when setting up the chamber.

Reminder: If you declare candidacy for a state office, please let the Council Office know before April 15, so we can make sure to comply with the 50-piece rule in your case.

Reminder: The April 16, 2024, Council meeting is in MMB 215 and will be hybrid.

Reminder: The City's Employee Assistance Program ([EAP](#)) confidential services is open to alders. Please [contact](#) Arlyn Gonzalez, EAP Manager, if you have any questions or would like to access services. EAP is free and confidential and a great place to start when you need support with a difficult situation.

Five May Budget Engagement Events Being Planned

Here's what we have confirmed so far:

- Eastside Budget Engagement Event: Wednesday, May 1, 6:30 PM @ Kennedy Elementary
- Westside Budget Engagement Event (Westside Community Connections): Thursday, May 16, 6 PM @ Memorial High School
- Southside/Near Westside Budget Engagement Event: Wednesday, May 29, 5:30 PM @ Goodman South Library
- Central (Downtown/Campus/Isthmus) Budget Engagement Event: Thursday, May 30, 6 PM @ MMB 215 (hybrid; recorded)
- Northside Budget Engagement Event: Wednesday, June 5, 6 PM (Location TBD)

The goal of these events is to be educational and to facilitate discussion between alders and members of the public on the budget and City services. More details to come.

Council Chief of Staff Update

5/21/24

Announcements

- 5/24: Liz Out
- 5/30-5/31: Isaac Out
- 6/7: Liz Out
- 6/10: Liz Out AM
- 6/11: Liz Out PM
- 6/14: Liz Out PM
- 6/12-6/20: Debbie Out (tentative)
- 6/20-6/21: Isaac Out

Council Office Activities Beyond the Usual for May

- Coordinating and staffing budget engagement events (upcoming: May 29, May 30, June 5)
- Transcribing and analyzing feedback from events
- Working with Finance and agencies to answer submitted questions and create FAQ

Reminders & Tips

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Reminder: If you are planning to attend a Council meeting virtually, please let Debbie know, so she can plan accordingly when setting up the chamber.

Reminder: The City's Employee Assistance Program ([EAP](#)) confidential services is open to alders. Please [contact](#) Arlyn Gonzalez, EAP Manager, if you have any questions or would like to access services. EAP is free and confidential and a great place to start when you need support with a difficult situation.

City Training Opportunities

Involving People in Decisions that Impact Them

Description: In today's interconnected world, successful decision-making centers on the active involvement of those who will be impacted by that decision. As a leader, making decisions can be one of the most difficult and stressful things you can do. This interactive course is designed to equip participants with the essential skills and strategies to identify, empathize, plan, and engage with those impacted by decisions. Through a combination of discussions, scenarios, and hands on workshops, participants will gain a deeper understanding of the dynamic nature of involving people in decisions that impact them and learn practical techniques to effectively engage people in projects and decisions. **Presented by:** Jay Winston **Upcoming Dates:** May 23, 2-4 p.m.; September 17

Conflict De-Escalation

Description: Many people struggle in the area of de-escalating conflicts with difficult people who become loud, rude, and obnoxious. Are you confident handling stress and conflict in a way that will not escalate the situation? If basic de-escalation techniques can be applied to stressful situations, the better the outcome can be. Once you can connect and identify with something that is creating stress and frustration in a person, you are on your way to de-escalating the situation. In this training, you'll learn the basics of verbal de-escalation to give you confidence when dealing with difficult people. This includes risk factors/red flags, de-escalation tips, physical warning signs of violent behavior, and scenarios. You'll

Council Chief of Staff Update

5/21/24

leave with strategies to make you a more confident and assertive communicator, especially when dealing with difficult people! **Presented by:** Dane County Sheriff's Office **Upcoming Date:** In person June 5, 2-4 p.m.

Plain Language and Effective Communication

Description: Are you reaching your audience? Are you getting your message across? Does the language you use reflect your commitment to inclusion? How you communicate and the language you use can serve to build positive and lasting relationships, help people understand your message, and help people make informed decisions. In this session, you will learn tools to increase understanding and engagement as well as to disrupt power dynamics in language. Learn how language can foster inclusion and how to navigate communication challenges. We will also review the ADA's effective communication requirements for public entities. This session is ideal for anyone who interacts with the public in either one-on-one conversations, text, meetings, or events. **Presented by:** Rebecca Hoyt
Upcoming Date: June 12, 9-10:30 a.m.

Council Chief of Staff Update

6/4/24

Announcements

- 6/7: Liz Out
- 6/12-6/20: Debbie Out
- 6/19: City Offices Closed for Juneteenth
- 6/20-6/21: Isaac Out

Council Office Activities Beyond the Usual

- Coordinating and staffing budget engagement events (upcoming: June 5)
- Transcribing and analyzing feedback from events
- Working with Finance and agencies to answer submitted questions and create FAQ

Reminders & Tips

Reminder: If you are planning to attend a Council meeting virtually, please let Debbie know, so she can plan accordingly when setting up the chamber.

Reminder: If you are planning on accessing your City login while out of the country, please contact me before you go with the dates you will be gone so we can put in an IT ticket to have them grant you access while you are away.

Reminder: The City's Employee Assistance Program ([EAP](#)) confidential services is open to alders. Please [contact](#) Arlyn Gonzalez, EAP Manager, if you have any questions or would like to access services. EAP is free and confidential and a great place to start when you need support with a difficult situation.

City Training Opportunities

Conflict De-Escalation

Description: Many people struggle in the area of de-escalating conflicts with difficult people who become loud, rude, and obnoxious. Are you confident handling stress and conflict in a way that will not escalate the situation? If basic de-escalation techniques can be applied to stressful situations, the better the outcome can be. Once you can connect and identify with something that is creating stress and frustration in a person, you are on your way to de-escalating the situation. In this training, you'll learn the basics of verbal de-escalation to give you confidence when dealing with difficult people. This includes risk factors/red flags, de-escalation tips, physical warning signs of violent behavior, and scenarios. You'll leave with strategies to make you a more confident and assertive communicator, especially when dealing with difficult people! **Presented by:** Dane County Sheriff's Office **Upcoming Date:** In person June 5, 2-4 p.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 as we work towards realizing our vision of being an inclusive organization. **Presented by:** AJ Hardie, OutReach LGBTQ+ Community Center. **Upcoming Date:** June 11, 1-3 pm. Resources: [Language Guide](#), [Resource Guide](#)

Plain Language and Effective Communication

Description: Are you reaching your audience? Are you getting your message across? Does the language you use reflect your commitment to inclusion? How you communicate and the language you use can serve to build positive and lasting relationships, help people understand your message, and help

Council Chief of Staff Update

6/4/24

people make informed decisions. In this session, you will learn tools to increase understanding and engagement as well as to disrupt power dynamics in language. Learn how language can foster inclusion and how to navigate communication challenges. We will also review the ADA's effective communication requirements for public entities. This session is ideal for anyone who interacts with the public in either one-on-one conversations, text, meetings, or events. **Presented by:** Rebecca Hoyt

Upcoming Date: June 12, 9-10:30 a.m.

Council Chief of Staff Update 6/18/24

Announcements

- 6/14-6/21: Debbie Out
- 6/19: City Offices Closed for Juneteenth
- 6/20-6/21: Isaac Out
- 6/28: Liz Out
- 7/3-7/8: Isaac Out

Reminders & Tips

Reminder: The **7/2/24** CCEC and Council meetings will be **virtual**. Please let me know whether you plan to attend the 7/2/24 Council meeting.

Tip: If you would like to be added as a sponsor to an item during a Council meeting, please email me and I will send it on to the clerk on duty. You can also hand a paper to me or the clerk with the items listed on it.

Reminder: If you are planning on accessing your City login while out of the country, please contact me before you go with the dates you will be gone so we can put in an IT ticket to have them grant you access while you are away.

Updates

I began working on the Council Office budget request submission-**please attend our discussions at CCEC (planned for 7/2/24 and 7/16/24).**

We are transcribing and analyzing feedback from budget events and working with Finance and agencies to answer submitted questions and create budget FAQ based on commonly-asked questions from the events.

Council Chief of Staff Update 7/2/24

Announcements

- 7/1-7/5: Lorissa Out
- 7/3-7/8: Isaac Out
- 7/11: Lorissa Out
- 7/24-25: Lorissa Out

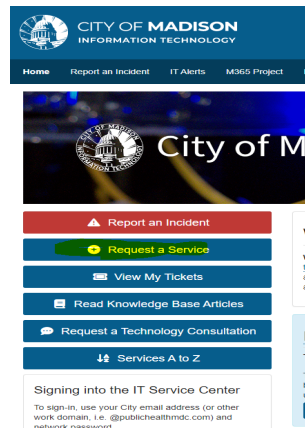
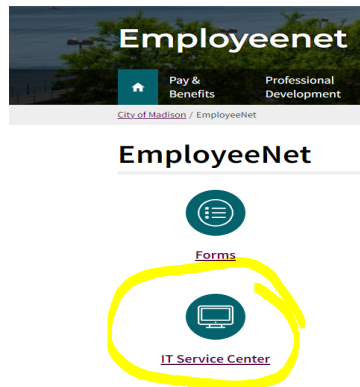
Reminders & Tips

Tip: If you would like to be added as a sponsor to an item during a Council meeting, please email me and I will send it on to the clerk on duty.

Reminder: Virtual special Council meeting on 8/20/24 at 6:30 p.m. to vote on final referendum language

Reminder: If you are planning on accessing your City login while out of the country, please contact me **3 weeks** before you go with the dates you will be gone so we can put in an IT ticket to have them grant you access while you are away. Alternately, you can log in with your City account and enter an IT ticket directly through [EmployeeNet](#).

ADISON



Project Updates

Budget Events Analysis and Report

Isaac and Hannah are working to get the information we collected analyzed and into a report for you. We are planning to have it to you in August, before the mayor presents her executive budget in September.

Council Office 2025 Budget Request

This item is on the CCEC agenda today for discussion and I plan to return on 7/16/24 with a final version of the budget request before submitting on 7/19/24.

BCC Streamlining Project

As you know, Isaac and I have been working with Christie Baumel on some proposals for ways to streamline the BCC system. We plan to bring an update with some specifics to CCEC by September, sooner if possible.

Council Chief of Staff Update

7/2/24

City Training Opportunities

The City offers many trainings relevant to your work as alder that are available to you. If you take a training, please let me know your thoughts about it and whether you would recommend it to your colleagues.

Involving People in Decisions That Impact Them

Description: In today's interconnected world, successful decision-making centers on the active involvement of those who will be impacted by that decision. As a leader, making decisions can be one of the most difficult and stressful things you can do. This interactive course is designed to equip participants with the essential skills and strategies to identify, empathize, plan, and engage with those impacted by decisions. Through a combination of discussions, scenarios, and hands on workshops, participants will gain a deeper understanding of the dynamic nature of involving people in decisions that impact them and learn practical techniques to effectively engage people in projects and decisions. **Presented by:** [Jay Winston, Organizational Development](#). **Upcoming Date:** July 24, 9:00-11:00 a.m. virtual.

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. **Presented by:** [Tineisha Scott, Employee Assistance Program](#). **Upcoming Date:** September 11, 9:00-10:30 a.m. virtual.

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 as we work towards realizing our vision of being an inclusive organization. **Presented by:** AJ Hardie, OutReach LGBTQ+ Community Center. **Upcoming Date:** September 12, 9-11 a.m. virtual. **Resources:** [Language Guide](#), [Resource Guide](#)

Plain Language and Effective Communication

Description: Are you reaching your audience? Are you getting your message across? Does the language you use reflect your commitment to inclusion? How you communicate and the language you use can serve to build positive and lasting relationships, help people understand your message, and help people make informed decisions. In this session, you will learn tools to increase understanding and engagement as well as to disrupt power dynamics in language. Learn how language can foster inclusion and how to navigate communication challenges. We will also review the ADA's effective communication requirements for public entities. This session is ideal for anyone who interacts with the public in either one-on-one conversations, text, meetings, or events. **Presented by:** [Rebecca Hoyt, Department of Civil Rights](#). **Upcoming Date:** November 21, 12-1:30 p.m. virtual.



City of Madison

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

Master

File Number: 78125

File ID: 78125

File Type: Miscellaneous

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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, Future Agenda Items updated 11-30-23.pdf, Future Agenda Items updated 2-7-24.pdf, Future Agenda Items updated 6-26-24.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

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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)

CCEC Future Agenda Items

(Updated 11/30/23)

Requested

Debrief of Council YWCA Experiential Retreat (1/9/24)
Presentation on/by League of Wisconsin Municipalities
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
Discussion on ways to reduce Council meeting length

Repeating

BCC Streamlining Project (9/5/23)

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)
CARES update (10/17)
Presentation on MPD transport pilot
Increased Alder Pay (9/19/23, 10/17/23, 11/7/23, 11/21/23)

CCEC Future Agenda Items

(Updated 2/7/24)

Requested

Debrief of Interim Alder Appointment Process (2/13/24)
Debrief of Council Policy Retreat (3/5/24 planned)
Debrief of Council YWCA Experiential Retreat
Presentation on/by League of Wisconsin Municipalities
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
Discussion on ways to reduce Council meeting length

Repeating

BCC Streamlining Project (9/5/23, 2/13/24)

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)
CARES update (10/17)
Presentation on MPD transport pilot
Increased Alder Pay (9/19/23, 10/17/23, 11/7/23, 11/21/23)

CCEC Future Agenda Items

(Updated 6/26/24)

Requested

A discussion on community notification on very controversial items scheduled to come before Council

Presentation on misgendering/gender identity education

Presentation on/by League of Wisconsin Municipalities

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

Discussion on ways to reduce Council meeting length

Debrief of Council YWCA experiential retreat

Update on the discussion of history of street names

Repeating

BCC Streamlining Project (9/5/23, 2/13/24)

Completed

Security training discussion (7/11/23)

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

Inviting the Performance Excellence Coordinator (10/3/23)

Alder Social Media Pilot Update (10/3/23)

CARES update (10/17/23)

Presentation on MPD transport pilot

Increased Alder Pay (9/19/23, 10/17/23, 11/7/23, 11/21/23)

Debrief of Council Policy Retreat

Debrief of Interim Alder Appointment Process (2/13/24)