



# 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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Thursday, October 27, 2022

5:30 PM

Via Virtual Meeting

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

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

1. **Written Comments:** You can send comments on agenda items to [CCEC@cityofmadison.com](mailto:CCEC@cityofmadison.com)

2. **Register for Public Comment:**

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

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

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

4. **Listen by Phone:**

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

**Webinar ID: 849 1400 2391**

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, 608-261-9159,  
[CCEC@cityofmadison.com](mailto:CCEC@cityofmadison.com)

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES**

10/20/22 and 9/15/22 draft minutes: <http://madison.legistar.com/Calendar.aspx>

**PUBLIC COMMENT**

1. [74358](#) Public Comment (10/27/22)

**DISCLOSURES AND RECUSALS**

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

**ITEMS FOR CONSIDERATION**

2. [73982](#) Creating Section 3.22 and amending Section and 33.01(10) to prohibit sub-unit meetings and public informational meetings from meeting on nights when the Common Council is prohibited by ordinance from conducting meetings.
3. [73988](#) Amending Section 2.05(10) of the Madison General Ordinances to simplify the Consent Agenda process.
4. [74141](#) Amending Section 3.01(1) of the Madison General Ordinances to Update Alder Terms.
5. [74328](#) Amending Section 5.20(3)(a)3. of the Madison General Ordinances related to the Police Civilian Oversight Board.
6. [71800](#) Chief of Staff Oversight/Performance Review Process

**Attachments:** [Common Council Chief of Staff 12-2021.pdf](#)

7. [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](#)  
[CCEC Chief of Staff Update 8-31-22.pdf](#)  
[CCEC Chief of Staff Update 9-15-22.pdf](#)

8. [72112](#) Future Agenda Items  
**Attachments:** [2022-08-31-CCEC Proposed Dates.pdf](#)

**ADJOURNMENT**



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## Master

**File Number: 74358**

<b>File ID:</b> 74358	<b>File Type:</b> Public Comment	<b>Status:</b> Public Comment
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> COMMON COUNCIL EXECUTIVE COMMITTEE
<b>File Name:</b> Public Comment (10/27/22)		<b>File Created Date :</b> 10/20/2022
<b>Title:</b> Public Comment (10/27/22)		<b>Final Action:</b>

**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 74358

**Title**

Public Comment (10/27/22)



# City of Madison

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## Master

**File Number: 73982**

**File ID:** 73982

**File Type:** Ordinance

**Status:** Items Referred

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 09/29/2022

**File Name:** Prohibit Sub-Unit and Informational Meetings

**Final Action:**

**Title:** Creating Section 3.22 and amending Section and 33.01(10) to prohibit sub-unit meetings and public informational meetings from meeting on nights when the Common Council is prohibited by ordinance from conducting meetings.

**Notes:** 6672MeetingDatesProhibited

**Sponsors:** Keith Furman, Yannette Figueroa Cole, Grant Foster,  
Satya V. Rhodes-Conway, Sheri Carter And Regina  
M. Vidaver

**Effective Date:**

**Attachments:**

**Enactment Number:**

**Author:** Michael Haas

**Hearing Date:**

**Entered by:** mglaeser@cityofmadison.com

**Published Date:**

**Related Files:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	09/29/2022	Referred for Introduction				
	<b>Action Text:</b> This Ordinance was Referred for Introduction						
	<b>Notes:</b> Common Council Executive Committee (10/27/22); Common Council (11/1/22)						
1	COMMON COUNCIL	10/11/2022	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	<b>Action Text:</b> A motion was made by Currie, seconded by Conklin, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.						
1	COMMON COUNCIL	10/12/2022	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			
	<b>Action Text:</b> This Ordinance was Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE						
	<b>Notes:</b> Common Council Executive Committee (10/27/22); Common Council (11/1/22)						

**Text of Legislative File 73982**

**Fiscal Note**

No fiscal impact.

**Title**

Creating Section 3.22 and amending Section and 33.01(10) to prohibit sub-unit meetings and public informational meetings from meeting on nights when the Common Council is prohibited by ordinance from conducting meetings.

**Body**

DRAFTER'S ANALYSIS: This ordinance prohibits the scheduling of Sub-unit meetings on dates the Common Council is prohibited by ordinance from conducting meetings due to holidays, and prohibits City agencies from scheduling public informational meetings on nights when the Common Council is prohibited by ordinance from conducting meetings for various reasons.

\*\*\*\*\*

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

1. Section 3.22 entitled "Scheduling City Agency Public Information Meetings" of the Madison General Ordinances is created as follows:

**"3.22 SCHEDULING CITY AGENCY PUBLIC INFORMATION MEETINGS**

No City agency shall schedule a public informational meeting on nights that the Common Council has designated as holidays for the purpose of the Council meeting schedule, on the same nights that the Finance Committee is considering the annual Operating and Capital budgets, or on any primary or general election day for local, state or national offices or referenda."

2. Subdivision (a) entitled "Budget Meetings" of Subsection (10) entitled "Meetings Not to Be Held" of Section 33.01 entitled "Boards, Commissions, and Committees Procedures" of the Madison General Ordinances is amended as follows:

"(10) Meetings Not to Be Held

(a) Budget Meetings and Holidays . Sub-units shall not schedule meetings on the same nights that the Finance Committee or the Common Council is considering the annual Operating and Capital budgets. Sub-units shall not schedule meetings on nights that the Common Council has designated as holidays for the purpose of the Council meeting schedule."



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## Master

**File Number: 73988**

**File ID:** 73988

**File Type:** Ordinance

**Status:** Items Referred

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

**File Created Date :** 09/29/2022

**File Name:** Consent Agenda Simplification

**Final Action:**

**Title:** Amending Section 2.05(10) of the Madison General Ordinances to simplify the Consent Agenda process.

**Notes:** 6670ConsentAgendaSimplification

**Sponsors:** Keith Furman And Jael Currie

**Effective Date:**

**Attachments:**

**Enactment Number:**

**Author:** Michael Haas

**Hearing Date:**

**Entered by:** mglaeser@cityofmadison.com

**Published Date:**

**Related Files:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	09/29/2022	Referred for Introduction				
	<b>Action Text:</b>	This Ordinance was Referred for Introduction					
	<b>Notes:</b>	Common Council Executive Committee (10/27/22); Common Council (11/1/22)					
1	COMMON COUNCIL	10/11/2022	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	<b>Action Text:</b>	A motion was made by Currie, seconded by Conklin, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

### Text of Legislative File 73988

#### Fiscal Note

No fiscal impact.

#### Title

Amending Section 2.05(10) of the Madison General Ordinances to simplify the Consent Agenda process.

#### Body

DRAFTER'S ANALYSIS: This ordinance amends Section 2.05(10) to reduce the items appearing on the consent agenda document and simplify the Consent Agenda process.

\*\*\*\*\*

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

1. Subsection (10) within Section 2.05 entitled "Introduction of Business" of the Madison General Ordinances is amended as follows:

"(10) No later than noon on the day of any Common Council meeting, an Alder may request exclusion of any agenda item from the consent agenda for the meeting by notifying Common Council staff in writing. Prior to the Council meeting, Common Council staff shall create and circulate a consent agenda document identifying ~~any public hearing items and recommended actions, required super majority votes, additional recommendations~~ recommendations or referrals not printed on the agenda, and exclusions requested by noon on the day of the Council meeting. The consent agenda document shall be distributed to Alders and the Mayor, and made available to the public. Additional agenda items may be excluded from the consent agenda by request of an Alder at the Common Council meeting. All items excluded from the consent agenda shall be considered separately. A Department Head or their designee of the City agency responsible for the subject matter or implementation of a proposal included on the meeting agenda shall be in attendance and available to respond to questions of Alders until such time as the Council considers the item, either as part of the consent agenda or as a separate item."





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## Master

**File Number: 74141**

<b>File ID:</b> 74141	<b>File Type:</b> Ordinance	<b>Status:</b> Items Referred
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> COMMON COUNCIL EXECUTIVE COMMITTEE
<b>File Name:</b> Update Alder Terms		<b>File Created Date :</b> 10/05/2022
<b>Title:</b> Amending Section 3.01(1) of the Madison General Ordinances to Update Alder Terms.		<b>Final Action:</b>
<b>Notes:</b> 6675AlderElectionTerms		
<b>Sponsors:</b> Grant Foster And Regina M. Vidaver		<b>Effective Date:</b>
<b>Attachments:</b>		<b>Enactment Number:</b>
<b>Author:</b> Michael Haas		<b>Hearing Date:</b>
<b>Entered by:</b> mglaeser@cityofmadison.com		<b>Published Date:</b>
<b>Related Files:</b>		

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	10/05/2022	Referred for Introduction				
	<b>Action Text:</b>	This Ordinance was Referred for Introduction					
	<b>Notes:</b>	Common Council Executive Committee (10/27/22); Common Council (11/1/22)					
1	COMMON COUNCIL	10/11/2022	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	<b>Action Text:</b>	A motion was made by Currie, seconded by Conklin, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

### Text of Legislative File 74141

#### Fiscal Note

The proposed ordinance modifies the length of Alder terms from two years to three years and staggers the terms such that six to seven alders will be elected each year. The ordinance is subject to referendum at the 2023 Spring election and provides for implementation of the staggered terms beginning in the 2025 Spring election. Any costs associated with the changes will need to be incorporated in future operating budgets.

**Title**

Amending Section 3.01(1) of the Madison General Ordinances to Update Alder Terms.

**Body**

DRAFTER'S ANALYSIS: This ordinance modifies Alder election terms to stagger start and end dates for each district Alder and change length to three-year terms.

\*\*\*\*\*

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

1. Subsection (1) of Section 3.01 entitled "Organization Under Mayor Plan" of the Madison General Ordinances is amended as follows:

"(1) The government of the City of Madison is organized and constituted under Wis. Stat. ch. 62 providing for the City Mayor and Aldermanic plan with a Common Council composed of twenty (20) alderpersons, one (1) from each aldermanic district. The Mayor and alderpersons are to be elected for a term of two (2) years; provided, however, that beginning with the 1991 Spring Election, the Mayor shall be elected for a term of four (4) years, and that beginning with the 2025 Spring Election, alders shall be elected to staggered terms of three (3) years. To implement the staggered terms, the 2025 Spring Election shall include one-year terms for Districts 3, 6, 12, 15, 16, 17, and 18; two-year terms for Districts 1, 7, 9, 10, 11, 19 and 20; and three-year terms for Districts 2, 4, 5, 8, 13, and 14. In subsequent elections the term for alders shall be three years."

2. This ordinance shall take effect if passed by referendum at the 2023 Spring Election.



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## Master

**File Number: 74328**

**File ID:** 74328

**File Type:** Ordinance

**Status:** ATS Review

**Version:** 1

**Reference:**

**Controlling Body:** Attorney's Office

**File Created Date :** 10/19/2022

**File Name:** Nominations to PCOB

**Final Action:**

**Title:** Amending Section 5.20(3)(a)3. of the Madison General Ordinances related to the Police Civilian Oversight Board.

**Notes:** 6683OversightBoardNomination

**Sponsors:** Keith Furman

**Effective Date:**

**Attachments:**

**Enactment Number:**

**Author:** Michael Haas

**Hearing Date:**

**Entered by:** mglaeser@cityofmadison.com

**Published Date:**

**Related Files:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	10/19/2022	Referred for Introduction				
	<b>Action Text:</b> This Ordinance was Referred for Introduction						
	<b>Notes:</b> Common Council Executive Committee (10/27/22); Common Council (11/1/22)						

### Text of Legislative File 74328

#### Fiscal Note

[Enter Fiscal Note Here]

#### Title

Amending Section 5.20(3)(a)3. of the Madison General Ordinances related to the Police Civilian Oversight Board.

#### Body

DRAFTER'S ANALYSIS: This ordinance modifies the method for selecting members of the Police Civilian Oversight Board.

\*\*\*\*\*

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

1. Paragraph 3. entitled "Nominated by Community-Based Organizations" of Subdivision (a) entitled "Members" of Subsection (3) entitled "Board Composition" of Section 5.20 entitled "Police Civilian Oversight Board" of the Madison General Ordinances is amended as follows:

3. Nominated by community-based organizations . The Mayor and Common Council, in collaboration with the Department of Civil Rights, shall seek nominations from a designated set of nine (9) community-based organizations that have an interest in civil rights, immigrant rights, disability rights/mental health, racial equity and social justice, and that also have an interest in the safety of the city and criminal justice reform. Priority shall be given to organizations with budgets under \$1 million. The designated set of organizations shall be initially created in conjunction with the adoption of this Ordinance and the Monitor, Board, and Common Council shall ensure that it is updated at least every two (2) years. Each community-based organization shall submit three (3) names and applications to the Mayor and Common Council. The Mayor and Common Council shall appoint one (1) person nominated by each organization. In the event that a community organization or organizations does not submit three (3) nominations when requested, the Mayor and Council Leadership shall make an appointment from the pool of any eligible applications to submit for confirmation to the Common Council.



# City of Madison

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## Master

**File Number: 71800**

<b>File ID:</b> 71800	<b>File Type:</b> Discussion Item	<b>Status:</b> Discussion Items
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> COMMON COUNCIL EXECUTIVE COMMITTEE
<b>File Name:</b> Chief of Staff Oversight/Performance Review Process		<b>File Created Date :</b> 05/27/2022
<b>Title:</b> Chief of Staff Oversight/Performance Review Process		<b>Final Action:</b>

**Notes:**

**Sponsors:**

**Effective Date:**

**Attachments:** Common Council Chief of Staff 12-2021.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 71800

**Title**

Chief of Staff Oversight/Performance Review Process

## COMMON COUNCIL CHIEF OF STAFF

### CLASS DESCRIPTION

#### General Responsibilities:

This is a professional, managerial, and supervisory position responsible for the strategic management of the Council Office and staff, including developing staff and program-level strategies, setting priorities, problem-solving, and providing leadership to ensure optimal support for Alders in the execution of Alder initiatives and responsibilities. The incumbent will provide expert consultation and support in analyzing City policies and will assist individual Alders in navigating City legislative and administrative processes and procedures. Reporting to the Common Council Executive Committee, under the direct supervision of the Common Council President, the incumbent will build relationships and serve as a communication and policy liaison between the Common Council Office, the Mayor's Office, City managers and staff, and the general public.

#### Examples of Duties and Responsibilities:

Review the policy analysis of Council Office Staff, identify areas for improvement, and facilitate the movement from policy analysis to Common Council action. Suggest resolutions or ordinance modifications where appropriate.

Maintain a neutral position on policy decisions while providing expert advice and consultation to Alders on a wide range of highly complex, sensitive, and confidential topics.

Work with the Mayor's Office, City departments, community organizations, and other entities where tact, persuasiveness, and judgment must be exercised to reach an objective or maintain goodwill.

Assist Alders in navigating City legislative process, administrative policies, and interfacing departments.

Work with City Department Heads and Managers to determine the impact of legislative decisions on City operations and report the impacts to Council.

Perform or manage special projects and initiatives in collaboration with the Common Council Executive Committee. Work with other departments to achieve project/initiative goals as needed. Assign staff to support these efforts as needed.

Oversee all aspects of the Common Council Office, including planning and organizing work and resources to ensure the highest level of service possible. Analyze and modify organizational structures and workflow to improve efficiency, creativity, and accountability.

Supervise, plan, organize, coordinate, assign and evaluate the work of Council Office staff. Establish and implement operational policies, goals, and objectives for the department within

guidelines provided by the Executive Committee; and assure departmental operations are carried out.

Facilitate and lead the hiring, coaching, training, engagement, and development of Council Office staff to allow staff to reach maximum potential and performance.

Work with the Council President, Legislative System Management Specialist, and Finance Department in developing the Common Council Office budget and present the proposed budget to the Executive Committee. Present the Common Council Office budget during the annual budget sessions.

Work with City Staff and the Executive Committee to ensure the deployment of effective tools and practices to allow Alders to fulfill duties and responsibilities efficiently and effectively.

Work with Alders and Council Office staff to identify work being done by multiple alders which could be done more efficiently and effectively by Council Office staff.

Work with Council Office Staff, City Staff, and Alders to resolve problems, identify areas for improvement, facilitate change, and take corrective action when necessary.

Demonstrate a commitment to the City's racial equity and social justice initiatives (RESJI). Participate in and help lead city-wide and agency efforts toward implementing RESJI principles. Provide staff supervision in a manner consistent with recommendations and best practices outlined by the City's employee engagement and equity initiative.

Attend Common Council, Executive Committee, Department/Division Head, Finance Committee, and other meetings at the direction of the Executive Committee to ensure appropriate communication and the free flow of information between the Common Council, Mayor's Office, and City Staff.

Ensure appropriate communication with various City Managers on a regular basis to discuss council priorities and communication of City and agency goals, initiatives, plans, and policy-related issues.

Work with the City Attorney's Office and IT to ensure timely and appropriate responses to community inquiries and public information requests.

Respond to requests from the media and develop press releases at the direction of the Council President and/or the Executive Committee.

Review and prepare a variety of correspondence and reports for Alders at the direction of the Council President and/or the Executive Committee.

Ensure appropriate communication and build working relationships with the Mayor's Office and City Staff.

Work with other staff to develop and present new alder orientation and training for boards, commission, and committee staff.

Facilitate the Boards, Committees, and Commissions Administrative Support Team.

Make presentations to the Common Council and various committees.

Perform other duties as assigned.

## QUALIFICATIONS

### **Training and Experience:**

Generally, positions in this classification will require:

Four years of related experience in policy development and advocacy, which includes three years of managerial experience overseeing the development, implementation, and administration of large projects or initiatives achieved through cross-functional teams. Such experience would normally be obtained after graduation with a Bachelor's degree in public policy, public administration, political science, ethnic/gender studies, communication, finance, urban studies, or a related field. A Master's degree in public policy, urban planning, political science, public administration, or a related field, or a law degree may be substituted for two (2) years of experience. Candidates can also be considered who have an Associate's Degree in business communication, business management, ethnic or gender studies, finance, or similar fields with five years of related experience in policy development and advocacy, which includes four years of managerial experience overseeing the development, implementation, and administration of large projects or initiatives achieved through cross-functional teams. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Knowledge, Skills, and Abilities:**

Thorough knowledge of government operations. Thorough knowledge of project and strategic management. Thorough knowledge of supervision practices. Working knowledge of budget development and management practices. Working knowledge of the principles and practices associated with racial equity and social justice. Working knowledge of the functions, organization, procedures, law, ordinances, and regulations involved and related to the activities of municipal departments and how they relate to the Common Council Office. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to evaluate complex policies and recommend effective changes. Ability to communicate complex policy proposals and results to policymakers using oral presentation and written communication skills. Ability to review the effectiveness of programs. Ability to develop private and public communications and maintain positive public relations. Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of Council Office staff. Ability to effectively communicate with elected officials, staff, and members of the public. Ability to establish and maintain effective working relationships with other employees, government officials, civic organizations and community agencies, the media, and the general public. Ability to exercise patience, diplomacy, and employ conflict resolution skills.



Ability to meet deadlines. Ability to maintain the confidentiality of sensitive information. Ability to work effectively with a diversity of communities. Ability to maintain adequate attendance.

Necessary Special Qualifications:

This position works directly with elected officials, city managers, and other city staff and functions in an environment of sensitivity and political issues. The incumbent must be available to attend evening meetings of committees, boards, and public hearings.

This position will work under the terms of a 5-year employment contract. One condition of the contract will require the incumbent to establish residency within the City of Madison in a defined timeframe.

**Physical Requirements:**

This position will be working in a regular office environment, using standard office equipment, such as a computer, telephone, copier, etc. Ability to endure stressful situations and react in a positive manner.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Common Council Office	21	18

Approved: \_\_\_\_\_  
Harper Donahue, IV  
Human Resources Director

Date



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## Master

**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, CCEC Chief of Staff Update 8-31-22.pdf, CCEC Chief of Staff Update 9-15-22.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 4<sup>th</sup> floor on the elevator anymore.
- b. Until we have at least one more full-time staff person in the office, I am going to leave the "Closed to the Public" sign up on the Council Office door.
- c. There are 3 alder parking spots in the CCB garage. Please contact Debbie if you would like a tour or further instructions on those or additional parking options.
- d. City offices are closed on Monday 6/20 for the Juneteenth holiday.

**2. Alder Vax/Test Requirement**

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

**3. AASPIRE Intern Update**

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

**4. Chief of Staff Onboarding**

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

**5. Council Office Hiring Status Reports**

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

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

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

**7. Council Budget Request**

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

**Council Chief of Staff Update**  
**7/6/22**

**Hybrid Council Meeting Prep**

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

**Council Office Staff Updates**

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

**Council Office Staff Hiring**

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

**2023 Common Council Meeting Schedule**

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

**2022 Annual Surveillance Technology Reports (for calendar year 2021)**

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

**Police Civilian Oversight Board**

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

**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 18<sup>th</sup> where everyone will be able to get to know the finalists. An announcement about this forum will be coming soon.

## **Council Chief of Staff Update** **8/31/22**

### **Council Office Updates**

- I plan on making an offer for the Legislative Analyst position in the next couple of days, hopefully with a mid-September start.
- The Community Engagement Specialist position has closed and HR is processing the candidates. The first round of interviews is likely to start mid-September.
- If you ordered a parking pass for the Wilson St Garage, it is available for you to pick up in your alder mailbox.

### **Common Council Events**

- Reminder that we are having a Council get-together on Monday, September 5, at Garner Park. If you plan to attend, please respond to the evite and pay Debbie via the Venmo instructions.

### **Upcoming Alder Trainings**

- If you haven't already, please respond to the Doodle polls about the de-escalation and active shooter response trainings. I plan on finalizing them in the next few days.

### **Police Civilian Oversight Board**

- As you know, there are 5 seats on the PCOB that will need to be filled this fall (2 organization nominee seats from the designated set of organizations; 1 Mayoral appointment; 2 at-large Council voted seats. We are following a process similar to the one used to initially fill the Board seats.
- The public call for applications for PCOB members has gone out. Please forward the applications to interested individuals in your networks. The application deadline is September 6.
- Timeline (estimated):
  - Early September: Council Leadership and Mayor meet to choose from the submitted nominations by the two designated set organizations with vacating members. Mayor chooses her appointee.
  - Week of September 12: Council members rank the applicants, ranks are tabulated.
  - September 15: CCEC reviews and makes recommendation on slate of appointees
  - October 11: Council confirms slate of appointees.
  - October 27: New members attend PCOB meeting in their new capacity.

## **Council Chief of Staff Update 9/15/22**

### **Council Office Updates & Announcements**

- We have a new Legislative Analyst starting on October 17<sup>th</sup>! More details to come.
- Interviews for the Council Community Engagement Specialist are currently underway. I expect to be able to make an offer by the end of September.
- Recently, a pipe burst in the ceiling of the Council Office conference room. Several of the framed City-owned artworks sustained some water damage. We are working with Karin Wolf to get estimates for repair, to be submitted with the claim form to the County's insurance company. The conference room has been cleaned up and is available to use.
- It has come to my attention that when new alders take over their district email inboxes, any rules the previous alder had put in place will still be there. To check whether your inbox has mail rules, go to File in Outlook and choose Rules & Alerts. From here it is possible to modify or delete any unwanted rules. [More on mail rules.](#)
- Debbie appreciates your efforts to provide 3 weeks' notice on neighborhood meetings. She has really noticed a difference and it has made it much easier for her to make sure things are done in a timely way. Thank you!

### **Upcoming Alder Trainings**

- Calendar invites have been sent out for de-escalation training in September and active shooter response training in October. Please respond to the invitations so we know how many people to expect at each. The de-escalation training is 2-part, so make sure to choose part 1 and part 2 when accepting invitations.

### **City Training Opportunities**

- City Organizational Development is offering a training that may be of interest to alders as you interact with your constituents: [Trauma-Informed Customer Service](#), September 22, 10:00 – 11:30 AM.
- Other upcoming City trainings of possible interest include [Cultivating Wellness](#) (4-part series including Self-Awareness, Stress Management, Human Connection & Conflict Management, and Positive Psychology & Wellness), [Values-Based Leadership](#), [LGBTQ+ Inclusion Part 1](#) & [Part 2](#), and [Involving People in Decisions that Impact Them](#).





# City of Madison

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

## Master

**File Number: 72112**

**File ID:** 72112

**File Type:** Discussion Item

**Status:** In Committee

**Version:** 1

**Reference:**

**Controlling Body:** COMMON  
COUNCIL  
EXECUTIVE  
COMMITTEE

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

**File Name:** Future Agenda Items

**Final Action:**

**Title:** Future Agenda Items

### Notes:

### Sponsors:

**Effective Date:**

**Attachments:** 2022-08-31-CCEC Proposed Dates.pdf

**Enactment Number:**

**Author:**

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**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 72112

**Title**

Future Agenda Items

<b>8/31/2022 (for CC 9/6)</b>	<b>9/15/2022 (for CC 9/20)</b>	<b>10/19/2022 (for CC 10/25)</b>	<b>10/27/2022 (for CC 11/1)</b>	<b>11/10/2022 (for CC 11/15)</b>	<b>11/30/2022 (for CC 12/6)</b>	<b>12/13/2022</b>	<b>CC 1/17/2023</b>	<b>CC 2/7/2023</b>	<b>CC 2/28/2023</b>	<b>CC 3/7/2023</b>	<b>CC 3/21/ 2023</b>	<b>No Assignment Column</b>
<b>2023 Council Schedule</b>	Legistar Upgrade Update	BCC Reorg & Admin Support Team		Council Agenda Creation and Deadlines		Legislative File No. 66211 - Adoption of an updated Emergency Management Plan for the City of Madison						
<b>2023 CCEC Schedule</b>	District Reports	Figure out Conference Report Policy										
<b>Honoring Resolutions</b>	referendum	COS Oversight/P erformance review										
<b>new alder onboarding, training &amp; mentor program</b>	alder salary budget amendment											
	Code of Conduct											
<b>Council Office Update</b>	Council Office Update	Council Office Update	Council Office Update	Council Office Update	Council Office Update	Council Office Update						