

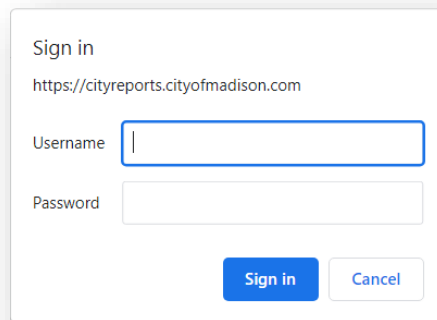
How to Run a Registrant Report for a Meeting

Alders are able to use their City login to access registrant reports for committees and Council meetings. Registrant reports show who is registered for a City of Madison meeting. Everyone who registers indicates their support or opposition (or “neither”) to a specific legislative item on an agenda. In addition, the registrant report shows:

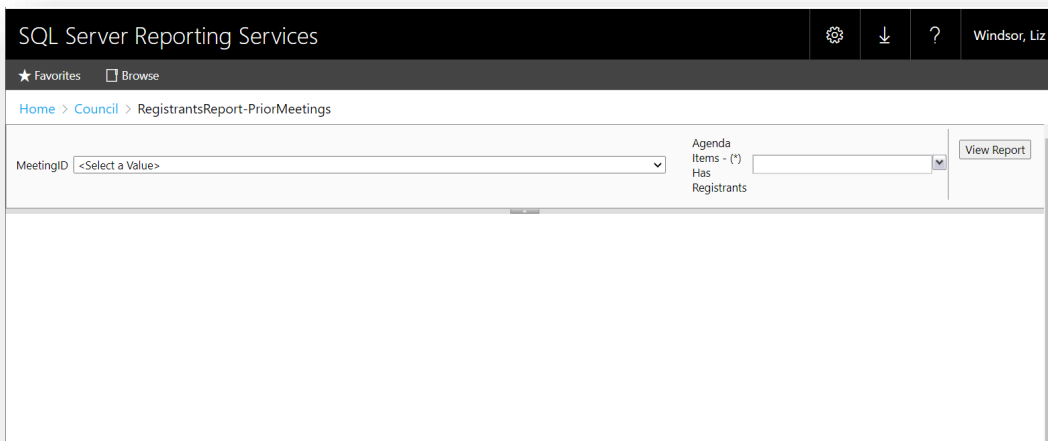
- Individuals available to answer questions on an item
- Individuals who have registered to speak on an item
- Individuals who are registered as representatives of a group

Follow the instructions below to run a registrant report.

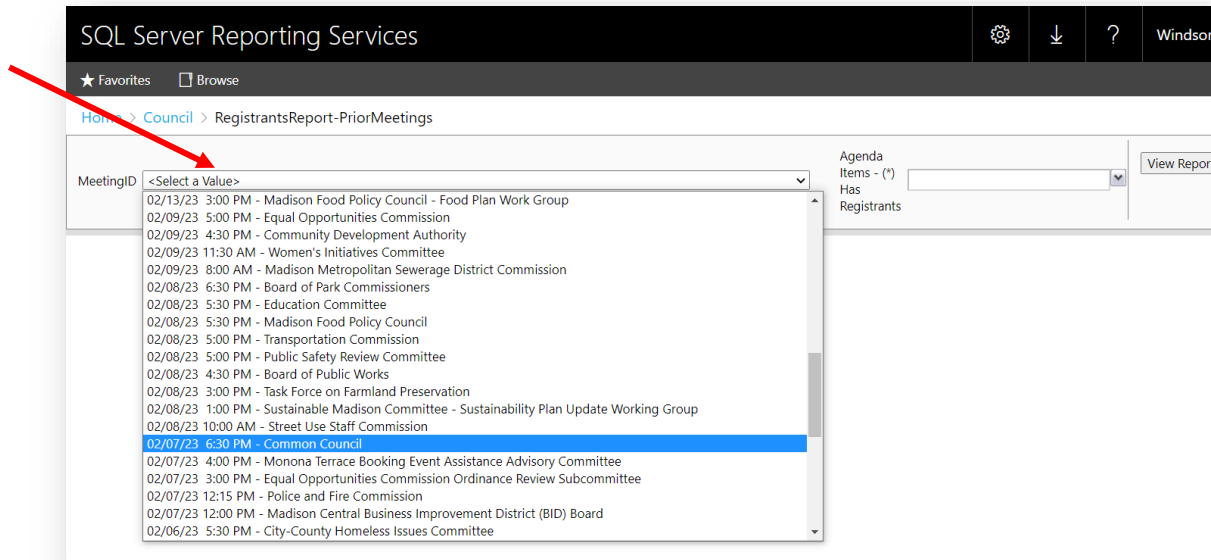
1. Go to
<https://cityreports.cityofmadison.com/reports/report/Council/RegistrantsReport-PriorMeetings>
2. Enter your network login and password.

A sign-in dialog box with a white background and a thin grey border. At the top, it says "Sign in" in a small grey font, followed by the URL "https://cityreports.cityofmadison.com" in a smaller grey font. Below this are two input fields: "Username" and "Password". The "Username" field has a blue border and a blue cursor. At the bottom right are two buttons: "Sign in" (blue with white text) and "Cancel" (white with blue text).

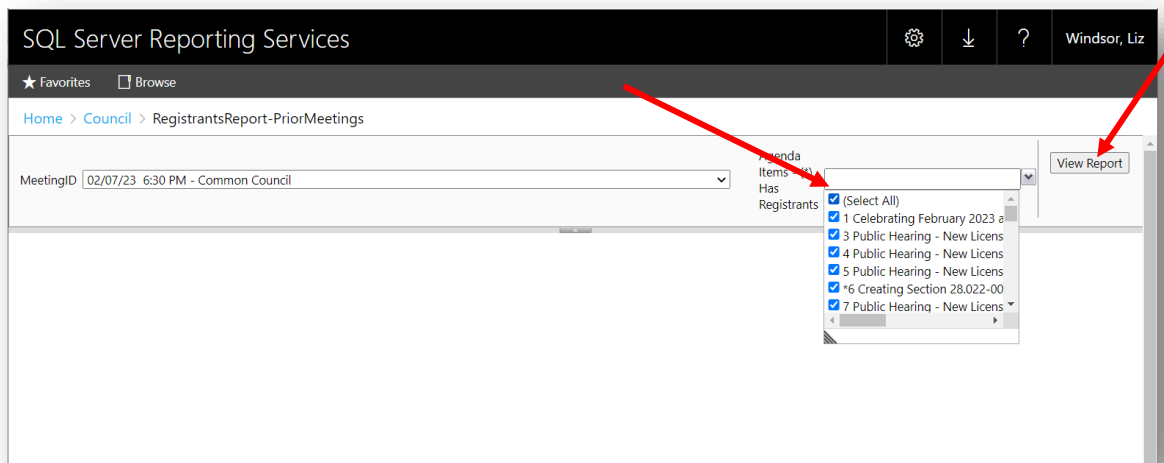
3. The following window appears:

A screenshot of a web browser window displaying the "SQL Server Reporting Services" page. The browser's address bar shows "https://cityreports.cityofmadison.com/reports/report/Council/RegistrantsReport-PriorMeetings". The page has a dark header with the title "SQL Server Reporting Services" and a user profile "Windsor, Liz". Below the header is a breadcrumb trail: "Home > Council > RegistrantsReport-PriorMeetings". The main content area features a "MeetingID" dropdown menu with "<Select a Value>" selected. To the right of the dropdown is a section titled "Agenda Items - (*)" with a "Has Registrants" checkbox and a "View Report" button. The page is mostly blank below these elements.

4. Next to **MeetingID** select the meeting for which you would like the report. Meetings are listed in reverse date order for an approximate 4 week period.



5. Next to **Agenda Items – Has Registrants** click **(Select All)** to see registrants for all of the items on the agenda.



6. Click **View Report**.

7. The Registrant Report for the selected meeting displays.

SQL Server Reporting Services

Home > Council > RegistrantsReport-PriorMeetings

MeetingID: 02/07/23 6:30 PM - Common Council

Agenda Items - (*) Has Registrants: 1 Celebrating February 2023 as Bl

View Report

Public Comment Registrants Report

Common Council On 02/07/23 6:30 PM

Agenda Item	Name	Support	Speaking	Representing Organization	Lobbying
				Y/N Name(s)	Paid Duties Rep
AGENDA ITEM: 6 Creating Section 28.022-00600 of the Madison General Ordinances to change the zoning of property located at 6604 Odana Road, 19th Alder District, from CC (Commercial Center) District to CC-T (Commercial Center-Transitional) District.					
6 02/06/23 12:04 PM	COLLEEN ROBINSON District: Unknown 7211 Century Avenue Middleton WI 53562	Oppose	Yes, I want to speak.	No	
6 02/07/23 12:38 PM	MARC OTT - JLA ARCHTECTS District: Unknown 880 W. Broadway Monona WI 53713	Support	Yes, I want to speak.	Yes Walter Wayne Development 702 N Highpoint Road # 200 Madison, WI 53717	Yes No
6 02/07/23 01:45 PM	RANDY CHRISTIANSON District: 19 702 N. High Point Road #200 Madison WI 53717	Support	Yes, I want to speak.	No	
6 02/07/23 04:04 PM	BRUCE BOSBEN District: 12 1741 Commercial Ave Madison WI 53704	Support	Yes, I want to speak.	No	
6 02/07/23 07:37 PM	ROXANNE BENGEL District: 19 6509 Normandy Lane 211 MADISON WI 53719	Oppose	I do not want to speak, but I am available to answer questions.	No	
6 02/06/23 09:31 AM	CAROLINE M ROBINSON District: 19 6509 Normandy Ln 307 Madison WI 53719	Oppose	No, I do not want to speak.	No	
6 02/06/23	KYLE VONRUDEN District: 12	Support	No, I do not want to speak.	No	

The registrant report displays the following information for each registrant:

- Agenda item for which they are registered
- Date and time registered (listed in order from oldest to newest)
- Name, address, and district number
- Support or oppose (or neither)
- Speaking option selected
 - Those registered to speak are listed first
 - Those who are available to answer questions follow
 - Those who do not want to speak are listed last
- Name and address of organization they are representing (if applicable)

8. Use the scroll bar on the right to scroll through the list of registrants.

- A tally is listed at the bottom of the section for each agenda item, showing total supporting and total opposing the item

NOTE: Legistar does not tally registrants who want to speak (neither per item nor agenda total).

Verona WI 53593		Support: 38 Opposed: 76 Neither: 0 Counts distinct registrants and removes duplicate votes			
AGENDA ITEM: 84 Approving the preliminary plat and final plat of The American Center Eastpark Fifth Addition on property addressed as 4846 Eastpark Boulevard; 17th Ald. Dist.					
84 02/07/23 02:11 PM	SARAH CHURCH District: 9 999 Fourier Drive 201 Madison WI 53717	Support	I do not want to speak, but I am available to answer questions.	Yes Vierbicher 999 Fourier Drive, Suite 201 Madison, WI 53717	Yes Yes No
		Support: 1 Opposed: 0 Neither: 0 Counts distinct registrants and removes duplicate votes			
AGENDA ITEM: 95 Creating Section 29.40 and amending Section 1.08(3)(a) of the Madison General Ordinances to establish a building energy savings code, and to update the bond schedule accordingly.					
95 02/07/23 07:08 PM	STEVE VERBURG District: 16 Wendy lane madison WI 53716	Support	No, I do not want to speak.	No	
		Support: 1 Opposed: 0 Neither: 0 Counts distinct registrants and removes duplicate votes			
		Total Registrants: 134			
		Meeting Watchlist: 0			
Report: Council\PublicComment-AgendaItemAlderVersion Executed: 2/10/2023 2:25:30 PM					

- The bottom of the report lists the total number of registrants on the report