



City of Madison

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

Agenda - Approved

COMMON COUNCIL EXECUTIVE COMMITTEE

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

Wednesday, November 30, 2022

5:30 PM

Via Virtual Meeting

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

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

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

2. **Register for Public Comment:**

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

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

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

4. **Listen by Phone:**

(877) 853-5257 (Toll Free)

Webinar ID: 815 1941 3704

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: Liz Windsor, Council Legislative Administrative Assistant, 608-266-4074, CCEC@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

11/10/22 draft minutes: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [74817](#) Public Comment (11/30/22)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [74750](#) Amending Section 3.01(1) of the Madison General Ordinances to Change Alder Terms and Elections.
3. [74818](#) Report of the CCEC Subcommittee to Establish a Common Council Code of Conduct
Attachments: [DRAFT Elected and Appointed Official Code of Conduct.pdf](#)
4. [72111](#) Alder Onboarding & Ongoing Training
Attachments: [2022-08-31_Alder101Update.pdf](#)
[Alder onboarding video content guide for agencies.pdf](#)
5. [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](#)
[CCEC Chief of Staff Update 10-27-22.pdf](#)
[CCEC Chief of Staff Update 11-10-22.pdf](#)
6. [72112](#) Future Agenda Items
Attachments: [2022-08-31-CCEC Proposed Dates.pdf](#)

ADJOURNMENT



City of Madison

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Master

File Number: 74817

File ID: 74817

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 11/22/2022

File Name: Public Comment (11/30/22)

Final Action:

Title: Public Comment (11/30/22)

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 74817

Title

Public Comment (11/30/22)



City of Madison

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File Number: 74750

File ID: 74750

File Type: Ordinance

Status: Council New Business

Version: 1

Reference:

Controlling Body: Attorney's Office

File Created Date : 11/16/2022

File Name: Staggered Alder Terms and Elections

Final Action:

Title: Amending Section 3.01(1) of the Madison General Ordinances to Change Alder Terms and Elections.

Notes: 6697StaggerAlderTerms

Sponsors: Erik Paulson

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	11/16/2022	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (11/30/22); Common Council (12/6/22)					

Text of Legislative File 74750

Fiscal Note

No fiscal impact.

Title

Amending Section 3.01(1) of the Madison General Ordinances to Change Alder Terms and Elections.

Body

DRAFTER'S ANALYSIS: This ordinance modifies Alder election terms to stagger start and end dates and establish a transition period.

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 two (2) years, with alders in even-numbered districts elected in even-numbered years and alders in odd-numbered districts being elected in odd-numbered years. To implement the staggered terms, the 2025 Spring Election shall include one-year terms for alders in even-numbered Districts. In subsequent elections the term for all alders shall be two years.”

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



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File Number: 74818

File ID: 74818

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 11/22/2022

File Name: Report of the CCEC Subcommittee to Establish a
Common Council Code of Conduct

Final Action:

Title: Report of the CCEC Subcommittee to Establish a Common Council Code of
Conduct

Notes:

Sponsors:

Effective Date:

Attachments: DRAFT Elected and Appointed Official Code of
Conduct.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 74818

Title

Report of the CCEC Subcommittee to Establish a Common Council Code of Conduct

Elected and Appointed Official Code of Ethical Conduct

The City of Madison and its elected and appointed officials (alders, mayor, and City board, commission, or committee members) share a commitment to ethical conduct and service to the city and its residents. In alignment with the City of Madison vision to be inclusive, innovative, and thriving, and its mission to provide the highest quality of service for our residents and visitors, City elected and appointed officials shall maintain the utmost standards of personal integrity, trustfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, comply with all applicable laws, and never use their position to bully, harass, or abuse others. This Code is designed to communicate the expectation that City elected and appointed officials shall treat City staff and each other with respect and courtesy at all times. This policy is intended to promote an inclusive and positive work environment and working relationships, and prevent unlawful discrimination.

This policy applies to all elected and appointed City officials and applies to any conduct or interaction that occurs at the workplace and at any location or on any platform that can be reasonably regarded as an extension of the workplace, including but not limited to the use of a telephone, voicemail, text messages, video meeting, and/or any social media or online platforms. City staff members are governed by [APM 3-5](#) and [APM 2-33](#).

City elected and appointed officials, in the performance of their duties, shall create and maintain a welcoming, respectful, and inclusive work environment and shall not engage in abusive, violent, bullying, harassing, discriminatory or other threatening or intimidating behavior or language. Harassment of or discrimination against any person on the basis of any [City protected class](#)* status or statuses is expressly prohibited.

- **Bullying** is repeated, unwanted, aggressive physical or verbal behavior which hurts another individual, physically, mentally, or emotionally.
- **Harassment** is repeated or egregious unwelcome, intimidating, hostile or offensive actions, words, jokes or comments based on any protected class status or statuses.
- **Discrimination** is unfair treatment of an individual or members of a group based on their protected class status.

Bullying, harassment, and discrimination are demeaning to others and undermine the integrity of relationships. In the event that these shared objectives are not met, effort shall be taken to notify the individuals of the substance of the issue so that they can resolve it. Self-correction or informal resolution between parties in a timely manner is strongly encouraged, with formal sanctions only as a rare and last option if informal communication and resolution is unsuccessful. Formal sanctions include formal censure by the Common Council or committee of one of its members, removal of a committee member from the body, or, in limited cases pursuant to [Wis. Stat. § 17.001](#), removal of a Common Council member from office. Per state statute, alders and appointees to BCCs

can only be removed by a vote of the Council for cause, meaning “inefficiency, neglect of duty, official misconduct or malfeasance in office.”

Elected or appointed City officials, upon entering office, shall be provided a copy of this policy and shall sign an acknowledgement of receipt certifying that they have read and understand it, and pledge to comply with its requirements.

The City shall offer trainings and other supports to promote an inclusive and welcoming environment and provide elected and appointed officials with resources to assist them in resolving any issues that may arise.

Please refer to [MGO 3.35 Code of Ethics](#) for regulations on additional aspects of conduct, such as conflicts of interest, use of public office, political activity, and receiving gifts and favors.

*City protected classes: age, arrest record, citizenship status, color, conviction record, credit history, disability, domestic partners, familial status, gender identity, genetic identity, HIV status, homelessness, less than honorable discharge from military, marital status, military/veteran status, national origin/ancestry, non-religious, physical appearance, political beliefs, race, religion, sex, sexual orientation, source of income, student status, unemployment, use or non-use of lawful products off the employer's premises during non-work hours



City of Madison

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File Number: 72111

File ID: 72111

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/13/2022

File Name: Alder Onboarding & Ongoing Training

Final Action:

Title: Alder Onboarding & Ongoing Training

Notes:

Sponsors:

Effective Date:

Attachments: 2022-08-31_Alder101Update.pdf, Alder onboarding
video content guide for agencies.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 72111

Title

Alder Onboarding & Ongoing Training



2023 Orientation : Alder 101

8/31/2022 Update

Interview Update

- Alder Figueroa Cole and President Furman have met with several department heads
- Discussed unique items related to their departments and suggestions on improvements from 2021
- Will conduct additional interviews and use feedback from this evening to determine questions/next steps for those interviews

Feedback

- Restore Mentor Program
- Universal recognition that orientation has improved over the last few new terms, but too much information upfront; overwhelming
- Short, easy to update, videos
 - With scheduled Q&A
- Start in January?
- Policy vs Day-To-Day
- Some Departments would benefit from one-on-one Alder orientations (i.e. Building Inspection, Planning, others?)

Template

Short and Easy to Update Videos

- Current Issues / Major Projects
- Brief Budget (Capital / Operating)
- Alder Interactions
 - Topics for Engagement
 - Frequently Asked Questions
- Inter-Department Interphases
- Staff Assignments/Key Personnel
- Commonly Used Acronyms

Template Example: Water Utility

- *Unique*: Short videos of facilities (i.e. Ops Center / Customer Service Center, SCADA Operations, Well Sites); Alder 201: Actual tours
- Current Issues / Major Projects
 - Water Quality – PFAS, Salt Intrusion, Iron & Manganese
 - Emerging Funding Opportunities – Bipartisan Infrastructure Law – PFAS Treatment Grant
 - Major Projects – Well 15, Well 19, Well 14, Operational Resilience Projects
 - Water Conservation
- Brief Budget (Capital / Operating)
- Alder Interactions
 - Topics for Engagement
 - Frequently Asked Questions
- Inter-Department Interphases
 - Water Utility and Engineering
- Staff Assignments/Key Personnel
- Commonly Used Acronyms

Other Guides Examples

- [Monticello MN City Council Orientation Checklist \(monticello.mn.us\)](http://monticello.mn.us)
- Omro WI City Council Orientation (via International City/County Management Association ([Council Orientation Manual | icma.org](http://icma.org)))
- [City Council Orientation Handbook – City of Washington, MO \(washmo.gov\)](http://washmo.gov)
- [Council Orientation Webinar Series | icma.org](http://icma.org)

Third Party Help

- Several organizations have offered to help provide training and briefings related to onboarding
- Suggestions?

Alder Onboarding Videos: Content Guide

Topic	Preferred Format	Length	Staff	Key Content/Topics	Attachments/ Resources/Links	Notes
Introductions	Video	~5 mins.	Agency Head	<ul style="list-style-type: none"> • Introduce agency head • Agency mission • Agency structure • Examples of main agency services • Introduce key staff 	<ul style="list-style-type: none"> • Link to agency website • Important reports • Important MGO/WI statutes • Important Council resolutions • List of boards, commissions, and/or committees (BCCs) that your agency staffs • List of commonly-used acronyms related to your agency 	Re-record when key agency staff changes
Major Initiatives/Strategic Plans-Overview	Voice-Over Presentation	Under 10 minutes	Relevant subject matter expert (SME) staff	<ul style="list-style-type: none"> • Overview of agency strategic plans • Overview of agency work plans for 1-5 years, including CIP and operating budget, connect to Elements of a Great City throughout • Overview of major initiatives 	<ul style="list-style-type: none"> • Links to agency strategic/work plan documents • List of relevant prior Council actions • Document highlighting upcoming committee and Council actions/hearings for incoming cohort of alders 	Attach additional relevant documents or resources as needed

Alder Onboarding Videos: Content Guide

<p>(multiple) Major Initiatives-In-Depth</p>	<p>Voice-Over Presentation</p> <p>One presentation per issue/category</p>	<p>Under 15 minutes each</p>	<p>Relevant SME staff</p>	<ul style="list-style-type: none"> • Description of initiative • Connect to Elements of a Great City • Key staff • Relevant previous Council action • Overview of community engagement on issue 	<ul style="list-style-type: none"> • Links to relevant project documents • Memos to Council related to initiative • Links to relevant Legistar files and reports • Information on current status of project (updated for each incoming cohort of alders) • Expected upcoming actions (tailored to the timing of the specific orientation, ex. Upcoming 2023 actions for 2023 incoming alder cohort 	<p>If you have questions about which major initiatives to cover, please contact the Council Chief of Staff for discussion</p>
<p>Agency Budget Overview</p>	<p>Voice-Over Presentation</p>	<p>Under 10 minutes</p>	<p>Agency Head, relevant budget SMEs</p>	<ul style="list-style-type: none"> • Overview of agency capital budget • Overview of agency operating budget • Anticipated large upcoming budget issues 	<ul style="list-style-type: none"> • Links to agency section of capital and operating budget • Capital projects map (or other relevant links) • Links to agency CIP (if relevant)11/22/22 	
<p>Interdepartmental Interphases</p>		<p>~5 mins.</p>	<p>Agency Heads</p>	<ul style="list-style-type: none"> • Departments and your department most often collaborates or intersects with on 	<ul style="list-style-type: none"> • Relevant joint reports • Other resources on collaborations 	

Alder Onboarding Videos: Content Guide

				<p>projects/service delivery</p> <ul style="list-style-type: none"> Describe common points of interaction 		
Alder/Constituent FAQs	Voice-Over Presentation	Under 15 minutes	Relevant SME staff	<ul style="list-style-type: none"> Most common issues alders will be contacted about regarding your agency (ex. snow removal, development proposals) and where they can find answers Key staff to contact 	<ul style="list-style-type: none"> FAQ documents Key staff to contact for common issues 	



City of Madison

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File Number: 72110

File ID: 72110

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/13/2022

File Name: Council Office Update

Final Action:

Title: Council Office Update

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 6-15-22.pdf, CCEC Chief of Staff Update 7-6-22.pdf, CCEC Chief of Staff Update 7-27-22.pdf, CCEC Chief of Staff Update 8-11-22.pdf, CCEC Chief of Staff Update 8-31-22.pdf, CCEC Chief of Staff Update 9-15-22.pdf, CCEC Chief of Staff Update 10-27-22.pdf, CCEC Chief of Staff Update 11-10-22.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

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

Title

Council Office Update

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

1. CCB Access Update

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

2. Alder Vax/Test Requirement

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

3. AASPIRE Intern Update

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

4. Chief of Staff Onboarding

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

5. Council Office Hiring Status Reports

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

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

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

7. Council Budget Request

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

Council Chief of Staff Update
7/6/22

Hybrid Council Meeting Prep

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

Council Office Staff Updates

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

Council Office Staff Hiring

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

2023 Common Council Meeting Schedule

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

2022 Annual Surveillance Technology Reports (for calendar year 2021)

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

Police Civilian Oversight Board

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

Council Chief of Staff Update
7/27/22

Council Office Staff Updates

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

2023 Common Council Meeting Schedule

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

Common Council Events

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

Upcoming Alder Trainings

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

Police Civilian Oversight Board

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

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

Council Office Staff Updates

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

Common Council Events

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

Upcoming Alder Trainings

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

Police Civilian Oversight Board

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

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 17th! 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](#).

Council Chief of Staff Update
10/27/22

Council Office Updates & Announcements

- We have two new staff members! Lorissa Bañuelos (Community Engagement Strategist) and Katie Jaeger (Legislative Analyst) started on 10/17/22.
 - Both of the new staff members will be reaching out to you to schedule introductory meetings and gain your perspectives on a variety of topics.
 - Thank you for your ongoing patience as we get everyone trained up.
- I will be sending out a survey to alders who attended the de-escalation and active shooter response trainings. I will also be reaching out to those alders who were unable to attend in order to find out more about how we can make these, and future, trainings more accessible to alders in the future.
- Our office will be sending you some important information soon about how the upcoming election season impacts your alder expense accounts and the sending of mailings (i.e. the “50 Piece Rule”).

Council Chief of Staff Update **11/10/22**

Council Office Updates & Announcements

- We have removed the CLOSED TO THE PUBLIC sign from the council office door. Staff have set up hybrid work schedules that should provide regular coverage of the council office during the week.
- Lorissa and Katie will each be reaching out to you to set up meetings to get your thoughts on community engagement (Lorissa) and your policy projects (Katie).
- Debbie is transitioning the Weekly Meeting & Events Highlights to Lorissa and Katie. They will be taking it over as a team.
- Liz has made headway in the backlog of open records requests and developer billings that we had due to staffing shortages. She is creating a number checklists and instructions for key council office processes as part of our efforts to strengthen our internal documentation and cross-training processes.
- Debbie and Liz have been working to review and update the information on the alder webpages as a result of redistricting and the annexation of Town of Madison.
- We have begun an assessment and updating of the [Council Policy Guide](#), which we will present to CCEC soon.
- We have also begun building out a framework for new alder onboarding in advance of the arrival of a new cohort of alders in April, which I plan to be able to share in the coming weeks.

Upcoming Council Information Session

Election season upon us and many of you are contemplating whether or not to seek re-election in April. There are several restrictions that go into effect from December to April of election years that will impact how you do alder business. There will be an information session before the 11/22 Common Council meeting where Attorney Haas will cover the regulations and answer your questions. We were able to coordinate with IT Media Team for this to be a hybrid information session, so that alders can attend in person in CCB 201 or virtually.



City of Madison

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

Master

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Text of Legislative File 72112

Title

Future Agenda Items

8/31/2022 (for CC 9/6)	9/15/2022 (for CC 9/20)	10/19/2022 (for CC 10/25)	10/27/2022 (for CC 11/1)	11/10/2022 (for CC 11/15)	11/30/2022 (for CC 12/6)	12/13/2022	CC 1/17/2023	CC 2/7/2023	CC 2/28/2023	CC 3/7/2023	CC 3/21/ 2023	No Assignment Column
2023 Council Schedule	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						
2023 CCEC Schedule	District Reports	Figure out Conference Report Policy										
Honoring Resolutions	referendum	COS Oversight/P erformance review										
new alder onboarding, training & mentor program	alder salary budget amendment											
	Code of Conduct											
Council Office Update	Council Office Update	Council Office Update	Council Office Update	Council Office Update	Council Office Update	Council Office Update						