



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, January 28, 2025

4:30 PM

Hybrid: 201 City-County Building and 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 in hybrid format.

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: 886 7171 1999

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 Minutes (1/28/25): <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [86862](#) Public Comment (1/28/25)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [86178](#) Authorizing the City Attorney, in consultation with the Mayor, to join the City as amicus in any cases related to environmental sustainability, environmental justice, or climate change which promote or impact Madison's policy of being an environmentally sustainable and resilient community where all Madisonians can thrive now and in the future.
3. [86606](#) Amending Section 3.70 of the Madison General Ordinances related to Public Records to align with current technology, City practices, and State law.
4. [72568](#) Boards, Commissions, and Committees (BCC) Structure
Attachments: [2023-02-01 BCCs.pdf](#)
[2021 MGO Committees by Dept -CCEC Discussion - MGO Standing BCCs.pdf](#)
[BCC Strategy 6.20.23.pdf](#)
[2023 standing committees MGO-Resolution data to June 20.pdf](#)
[DRAFT FOR DISCUSSION 2023-34 work plan 9.1.23.pdf](#)
[2024 BCC Streamlining Workbook.pdf](#)
[BCCs Approach and Progress Report 2.13.24.pdf](#)
[BCC Streamlining 12.10.24.pdf](#)
5. [83516](#) Alder Committee Updates
6. [86717](#) Council Office Updates (2025)
Attachments: [CCEC Chief of Staff Update 1-14-25.pdf](#)

7. [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](#)
[Future Agenda Items updated 10-21-24.pdf](#)

ADJOURNMENT



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 86862

File ID: 86862

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/24/2025

File Name: Public Comment (1/28/25)

Final Action:

Title: Public Comment (1/28/25)

Notes:

Sponsors:

Effective Date:

Attachments:

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: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 86862

Title

Public Comment (1/28/25)



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 86178

File ID: 86178

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: SUSTAINABLE
MADISON
COMMITTEE

File Created Date : 11/19/2024

File Name: Amicus Briefs

Final Action:

Title: Authorizing the City Attorney, in consultation with the Mayor, to join the City as amicus in any cases related to environmental sustainability, environmental justice, or climate change which promote or impact Madison's policy of being an environmentally sustainable and resilient community where all Madisonians can thrive now and in the future.

Notes: AmicusBriefs

Sponsors: Satya V. Rhodes-Conway, MGR Govindarajan,
Michael E. Verveer, Regina M. Vidaver And Tag
Evers

Effective Date:

Attachments:

Enactment Number:

Author: Michael Haas

Hearing Date:

Entered by: jprice2@cityofmadison.com

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|---|------------|------------------------------|---|-----------|-----------------|---------|
| 1 | Attorney's Office | 12/05/2024 | Referred for Introduction | | | | |
| | Action Text: This Resolution was Referred for Introduction | | | | | | |
| | Notes: Common Council Executive Committee (2/11/25), Sustainable Madison Committee (1/27/25), Common Council (2/11/25) | | | | | | |
| 1 | COMMON COUNCIL | 01/14/2025 | Referred | COMMON COUNCIL EXECUTIVE COMMITTEE | | | |
| | Action Text: This Resolution was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE | | | | | | |
| | Notes: Additional referral to Sustainable Madison Committee | | | | | | |
| 1 | COMMON COUNCIL EXECUTIVE COMMITTEE | 01/14/2025 | Referred | SUSTAINABLE MADISON COMMITTEE | | | |
| | Action Text: This Resolution was Referred to the SUSTAINABLE MADISON COMMITTEE | | | | | | |

Text of Legislative File 86178

Fiscal Note

No City appropriation required.

Title

Authorizing the City Attorney, in consultation with the Mayor, to join the City as amicus in any cases related to environmental sustainability, environmental justice, or climate change which promote or impact Madison's policy of being an environmentally sustainable and resilient community where all Madisonians can thrive now and in the future.

Body

WHEREAS, in March 2017, the Common Council adopted (RES-17-00213) which called on the City to establish a goal for City of Madison operations and community to reach a goal of 100% renewable energy and net-zero greenhouse gas emissions; and,

WHEREAS, in March 2019, the Common Council adopted (RES-19-00267) the 100% Renewable Madison Report and set the goal of reaching 100% renewable energy and net zero carbon emissions for City operations by 2030; and

WHEREAS, in August 2024, the Common Council adopted (RES-24-00518) the 2024 Sustainability Plan Update and directed staff to implement the recommendations in the plan; and

WHEREAS, the 2024 Sustainability Plan Update includes actions to cut climate pollution, prepare for and minimize the impacts of climate change, improve environmental quality, advance environmental justice, and ensure the health and wellbeing of all Madisonians; and WHEREAS, environmental protection, environmental justice, and climate action are also embedded in many other adopted City plans and initiatives, including the Comprehensive Plan, Parks and Open Space Plan, Vision Zero Action Plan, and others; and,

WHEREAS, amicus briefs are filed in court cases by municipalities who are strongly invested in the outcome of cases, but are not themselves party to the cases and amicus briefs can present additional information and context to the legal issue being decided and can be time sensitive and require immediate action; and

WHEREAS, new and ongoing litigation continues to potentially impact climate and environmental policy, and can either significantly assist in or hinder the City of Madison's commitment to being environmentally sustainable and resilient for current and future Madisonians.

NOW BE IT RESOLVED that the City of Madison Mayor and Common Council affirm their commitment to environmental sustainability and justice and their support of efforts consistent with that commitment through both policy and litigation; and,

BE IT FINALLY RESOLVED, that the City Attorney, in consultation with the Mayor, is authorized to join the City as amicus in cases related to environmental sustainability, environmental justice, or climate change which promote or impact Madison's policy of being an environmentally sustainable and resilient community where all Madisonians can thrive now and in the future.



City of Madison

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Master

File Number: 86606

File ID: 86606

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: PUBLIC SAFETY
REVIEW
COMMITTEE

File Created Date : 01/06/2025

File Name: Public Records Updates

Final Action:

Title: Amending Section 3.70 of the Madison General Ordinances related to Public Records to align with current technology, City practices, and State law.

Notes: 6917PublicRecordsUpdates

Sponsors: Satya V. Rhodes-Conway

Effective Date:

Attachments:

Enactment Number:

Author: Adriana Peguero

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--|------------|------------------------------|---|-----------|-----------------|---------|
| 1 | Attorney's Office | 01/06/2025 | Referred for Introduction | | | | |
| | Action Text: This Ordinance was Referred for Introduction | | | | | | |
| | Notes: Common Council Executive Committee (2/25/25), Public Safety Review Committee (2/12/25), Common Council (2/25/25) | | | | | | |
| 1 | COMMON COUNCIL | 01/14/2025 | Referred | COMMON COUNCIL EXECUTIVE COMMITTEE | | | |
| | Action Text: This Ordinance was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE | | | | | | |
| | Notes: Additional referral to Public Safety Review Committee | | | | | | |
| 1 | COMMON COUNCIL EXECUTIVE COMMITTEE | 01/14/2025 | Referred | PUBLIC SAFETY REVIEW COMMITTEE | | | |
| | Action Text: This Ordinance was Referred to the PUBLIC SAFETY REVIEW COMMITTEE | | | | | | |

Text of Legislative File 86606

Fiscal Note

No City appropriation required.

Title

Amending Section 3.70 of the Madison General Ordinances related to Public Records to align with current technology, City practices, and State law.

Body

DRAFTER'S ANALYSIS: This revision makes necessary change to the Public Records Ordinance to align with current technology and City practices. It also carves out an exception that allows the Madison Police Department to charge for video redaction in some limited circumstances, due to a change in State law.

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

1. Section 3.70 entitled "Public Records" of the Madison General Ordinances is amended as follows:

"3.70 PUBLIC RECORDS

- (1) Declaration of Policy. A representative government is dependent upon an informed electorate and therefore it is declared to be the public policy of the City of Madison that all persons are entitled to the greatest possible information regarding the affairs of their government and the official acts of those officers and employees who represent them. Further, providing persons with such information is an essential function of a representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information. To that end, this ordinance shall be construed in every instance with a presumption of complete public access, consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest and only in an exceptional case may access be denied. Therefore, the City of Madison does hereby adopt and incorporate, as though fully set forth herein, the provisions of Wisconsin's Public Records laws, Wis. Stat. §§ 19.31 through 19.39, inclusive of all future amendments and revisions to such sections of the Wisconsin Statutes. The following provisions are intended to supplement, not to replace or to supplant, the Wisconsin Public Records Laws.
- (2) Records Custodians.
 - (a) Designation of Records Custodians and Alternate Custodians. "Custodian" means that officer, department head or division head of the City of Madison who is designated by the Mayor or by the terms of this ordinance, to keep and preserve public records, or whom is required by law to file, deposit, or keep such public record in ~~his/her~~ their office, or is lawfully in possession or lawfully entitled to possession of public records. The City Clerk is the legal custodian of the records of the Common Council as a body politic and for all Common Council boards, committees and commissions. Each alderperson shall be the custodian of their individual official records, such as their correspondence, memorandums and e-mail. Any alderperson may designate, in writing, the staff of the Common Council Office to act as the official custodian of the alderperson's individual official records. For every Department or Division, the Department/Division Head is the custodian of records for their agency. Every custodian of records shall designate in writing one or more employees to act in his or her absence as an alternate custodian of such records.
 - (b) Duties. Custodians are vested with full legal power to render decisions and carry out the duties of the City under this ordinance. Each custodian shall establish a procedure for handling records and shall see that all of their employees entrusted with records are informed of these procedures. Prior to providing access to or a copy of any records, the custodian shall review the records to determine that the records are responsive to the request, whether any redactions are required or whether access should be denied as to any record. If a custodian has any question about granting or denying a request to inspect or

copy any record, ~~he or she~~ they shall consult with the City Attorney.

- (c) Public Records Training. Each custodian and alternate custodian shall receive training regarding public records laws as soon as practicable upon receiving these duties. Custodians and alternate custodians are personally responsible for keeping current with any developments or advancements in records keeping and the Wisconsin Public Records Laws.

(3) Procedural Information.

- (a) Form of Request. The Wisconsin Public Records Law dictates that certain actions must be taken with regards to oral requests for records and that certain more formal actions are taken in response to written requests for records. However, the state law does not expressly state how to respond to the following methods of communication. Therefore, requests made by the following means shall be responded to as follows:

1. E-mail. A request made by e-mail may be responded to via e-mail or in writing and shall have all of the formalities as though the request was made in writing.
2. ~~Voice-mail~~ Voicemail. A request made by ~~voice-mail~~ voicemail shall be responded to as though it were made orally.
3. Instant Messaging/Text Messaging. A request made in either such manner shall be treated as an oral request.

- (b) Treatment of Certain Data As Records. The Wisconsin Public Records Law provides little or no guidance as to whether the raw and perishable data of the following technologies qualify as records that must be maintained. Therefore the ~~Common Council~~ Director of Information Technology, in consultation with the City Attorney's Office, determines the following status of these technologies:

1. E-mail. The ~~data in content of~~ an e-mail message may constitute a public record and is subject to maintenance as a public record. The ~~data in content of~~ an e-mail is subject to the same analysis under the public records statutes as an equivalent paper or hard copy record. The Information Technology Department is responsible for ensuring that all e-mails are properly preserved for such analysis.
2. ~~Voice-mail~~ Voicemail. A ~~voice-mail~~ voicemail message is not a public record and ~~voice-mail~~ voicemail messages do not have to be maintained as public records. These messages are the functional equivalent of phone conversations. Phone conversations clearly are not public records. Additionally, these messages also share many of the attributes of "personal notes" which are not public records either. Finally, these messages cannot be indexed or maintained in any manner that would allow for their easy classification, searching or retrieval.
3. Instant Messaging (IM)/Text Messaging (TM). Except as set forth in this paragraph and in subparagraph (3)(b)9. ~~and 10~~ 8. and 9. hereof, the data involved in IM/TM communications is not subject to maintenance as a public record. IM/TM has all of the attributes of instantaneous exchange of ideas, as does a regular telephone conversation. Furthermore, the ~~data~~ exchange has the same technological issues as to capturing and storage of data content that is present with regards to ~~voice-mail~~ voicemail with an additional concern - the raw data content is often only briefly stored or not stored at all by the third party vendors or hosts that provide these services. Thus, this technology is even closer to a true telephone conversation than are ~~voice-mail~~ voicemail. Therefore, City employees and officials shall refrain from using such services for official communications purposes or for matters that would result in a public

record if another format such as email or written communications were employed, unless the employee or official preserves a copy of such communications by either copying them to their email account, downloading the communications to their city computer, making a computer file of the communications or by printing and retaining a copy of such communications.

4. ~~Voice Over the Internet Protocol (VOIP). The City does not monitor nor record the data associated with the conversations that occur over VOIP. Such conversations are the very same real time voice communications as standard telephone conversations that are not public records. The only difference between these communications is the medium employed in transmitting the voice communications from one participant in the conversation to all others involved in the conversation.~~
54. Audio, Video, Data Transmissions & Communications. Although audio, video, data and radio transmissions and communications may be processed through city computers, the City does not routinely copy the data nor maintain records of such communications. Whenever the City copies, records or maintains copies or recordings of such communications or transmissions, those copies may constitute public records that are subject to records requests and which must be maintained according to the appropriate records retention schedule. The Dane County 9-1-1 center is the custodian for police and fire radio communications.
65. Audio/Video Recordings. Unless otherwise provided herein, are public records subject to requests and must be maintained according to the retention schedules published herein.
 - a. Rewritable Recording Systems. Those systems where the recordings are routinely overwritten by newer recordings, such as in continuous loop videotape or digital video written to a camera's hard drive or memory, such data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding. Until such time as these recordings are downloaded, printed or separately preserved, these recordings do not have to be preserved and, as the recording equipment programs/protocols may dictate, can be overwritten, erased or otherwise destroyed. However, if such data is downloaded, printed, or separately preserved it shall be treated as a record and shall be retained in accordance with the retention schedules.
 - b. Recordings Made for the Purpose of Preparing Minutes of Meetings. In accordance with Wis. Stat. § 19.21(7), any tape recording of a meeting, as defined in Wis. Stat. § 19.82(2), by any city body as defined by Wis. Stat. § 19.82(1), to include each City board, commission and committee, may be destroyed, overwritten, or recorded over no sooner than ninety (90) days after the minutes have been approved and published if the purpose of the recording was to take minutes of the meeting.
76. Electronic Document Files. Where records, as that term is defined in Wis. Stat. § 19.32(2), exist in an electronic format only, such electronic records shall be maintained according to the appropriate retention schedule. Where both hard copy (i.e., paper) and electronic copies of a record exist they shall each be subject to public records requests.

However, when the custodian has designated, pursuant to sub. (9) electronic records as the official records, only the electronic copy shall be retained and made available for inspection under the public records laws. Where the custodian has not made such a designation, only the hard copy shall be subject to inspection as a public record and the electronic copies shall be treated and disposed of as draft documents that do not need to be maintained beyond creation of the final hard copy.

87. Electronic logs/Temporary Data Files. These logs and temporary data files provide detailed information about the design and functionality of the city's computer network. These logs are routinely overwritten on a daily basis due to the high volume of traffic that is being logged. Unrestricted access to these logs and files would constitute a breach of system security and leave the system vulnerable to exploitation and hacking. In order to ensure network security, these logs are available to Information Technology Director's authorized staff only. These determinations apply to the following types of logs and data files:
- a. Syslogs for Network Electronic Devices. All logs created by network devices such as firewalls, routers, switches, etc., which are used for monitoring and trending computer network traffic patterns and/or detecting unauthorized network traffic.
 - b. Network Server Security, Application and Event Logs. These logs are used to monitor activity on city network servers including successful/unsuccessful login attempts, file system access, hardware performance, etc. These logs provide detailed information about city network account ID's, file system structure, and hardware profiles.
 - c. Network Security Appliance Logs. All logs created by network security devices such as the anti-virus appliance, anti-SPAM appliance, content filtering appliance, etc., which are used to monitor specific types of unauthorized or malicious traffic on the city network. These logs identify specific network traffic patterns and/or protocols that are allowed or disallowed on the city network.
 - d. Application Logs. These logs are used to monitor activity on various database applications, but do not contain specific audits of database transactions. These logs can contain version information, program variables, and programming logic.
98. Emerging Technologies and Records Retention. As new information technologies emerge the Director of Information Technologies, or their designee, shall evaluate these technologies and their benefit to City operations. The Director shall consider whether any of these technologies provide the capacity to archive public records created by these technologies. Whenever it is economically and practically feasible to archive records created by such technologies that archiving shall be incorporated into any deployment of said technologies. Whenever the technologies do not provide for such archiving capabilities the Director of Information Technology shall consider whether the benefits of employing such technologies outweigh the risks that some public records may not be retained by deployment of such technologies. Where such benefits outweigh these risks City employees shall refrain from using such technologies for official communications purposes or for matters that would result in a public record if another format such as email or written

communications were employed. In the event that such technologies are used for such communications purposes the employee shall preserve a copy of such communications by either ~~copying~~ forwarding them to their email account or downloading to a file that is accessible to the department records custodian, ~~downloading the communications to their city computer, making a computer file of the communications or by printing and retaining a copy of such communications.~~ The Director shall also ensure that, as soon as practical and economically feasible, archiving systems are obtained for any information technology that is deployed without an archiving system.

409. Use of Technologies to Avoid Duty to Preserve Public Records

Prohibited. No employee shall use or employ any form of communications or information technology with the intent or design to circumvent the records retention requirements of this ordinance. For example, Text Messaging shall not be used in lieu of email to share or create a public record unless the employee complies with the provisions of subparagraph (3)(b)(9) ~~8~~, above.

(4) Access to Records; Fees.

(a) Format For Delivery of Records.

1. Same Format as Record Exists & Redacted Records. Except as otherwise provided by law, any ~~requester~~ requestor may receive or inspect a record in the ~~very same format~~ medium (physical, electronic, or digital) in which the City maintains the record. ~~However, whenever it is necessary to redact or excise portions of a record in order to comply with the Wisconsin Public Records Laws, the redactions shall be made with the assistance of the Information Technology Department.~~ Whenever electronic redaction ~~or excisions~~ cannot be done in a secure manner that preserves such redactions and prevents the viewing of the redacted information then such redactions should be made by hand, not electronically, ~~and the requester shall only receive a hard copy, not an electronic copy, of the redacted record.~~ Except as provided in Wis. Stats §19.35(3)(h), a requestor may not be charged for the time necessary to review a record and to redact or excise non-releasable materials.
2. E-mailing or Transferring Records. When practicable, records may be e-mailed or transferred to the requestor via SFTP (secure file transfer protocol). In order to ensure the integrity of City records, any e-mailed document shall be converted to a secure format prior to sending the document to anyone outside of the City government. There shall not be any reproduction charge for e-mailing or transferring records, however, such records may still be subject to payment of a location fee as established in Wis. Stat. § 19.35(3)(c).

(b) Reproduction Fees. To the extent possible, the Director of Information Technology and the Finance Director shall develop a uniform fee schedule for the reproduction of records that shall be used by every department and division. Such schedule shall include the following provisions and considerations:

1. Fees imposed upon a records requestor may not exceed the actual, necessary and direct costs of reproducing ~~and/or transcribing~~ of the record, unless a fee is otherwise specifically established or authorized by state or federal law.
2. If the record exists in such a format that it cannot be easily reproduced, such as a mock-up of a building, then the custodian may photograph the

record and may charge the requestor for the actual, necessary and direct costs of such photographing ~~and photographic processing.~~

3. The fee schedule for ~~photocopying~~ reproducing records shall be:

- a. No charge for copying records of which in the normal course of business ten (10) or more copies are made, such as agendas, minutes and reports;
- b. Full cost of reproduction for materials ~~such as films, tapes, computer printouts, etc.~~ not otherwise identified in the schedule developed under this subsection. In such cases, the Department/Division Head who is the records custodian, in consultation with the Finance Director, must determine the costs for reproduction of such records. The determination of these costs shall be made by utilizing a practice or factors that are as uniform as practicable across City departments/divisions.
- c. If the record is reproduced and provided on electronic media the custodian may charge the requestor for the actual costs and in accordance with the uniform fee schedule.
- d. Other Fees.
 - i. Location Fee. If the cost of locating a requested record is fifty dollars (\$50) or more, the ~~requester~~ requestor shall pay the full cost, as determined by the department or division head. Such cost shall not exceed the actual, necessary and direct cost of locating such record. Whenever it is determined that such location costs will exceed fifty dollars (\$50) and the requestor is required to pay the full cost, the requestor ~~shall~~ may be required to post a deposit with the custodian that is equal to the reasonable good faith estimate of such costs.
 - ii. Mailing Fee. Custodians shall impose a fee upon a ~~requester~~ requestor for the actual, necessary and direct cost of mailing or shipping of any copy or record that is mailed or shipped to the ~~requester~~ requestor.
- e. Fee Waivers. A custodian may provide copies of a record without charge or at a reduced charge where the department or division head determines in writing that waiver or reduction of the fee is in the public interest. The Common Council has determined that for all requests of twenty-five dollars (\$25.00) or less it is in the public interest to waive reproduction/duplications fees for all non-profit 501(c)3 corporations.
- f. Prepayment of Fees. Custodians may require prepayment by a ~~requester~~ requestor of any fee or fees imposed under this Subdivision if the total amount exceeds five dollars (\$5) and a custodian shall require prepayment by a ~~requester~~ requestor of any fee or fees imposed under this subdivision if the total amount exceeds fifty dollars (\$50). If prepayment is required, the custodian shall not ~~process the request~~ provide access to the records until such prepayment has been posted with the custodian.

(5) Special Rules Regarding Reproduction of E-mail Records.

- (a) ~~Reproducing E-mails Dated Earlier than April 1, 2004. E-mails dated April 1, 2004 or before were not stored in an archive. The restoration and location of these e-mails is difficult and labor intensive. Such requests often take more than~~

~~thirty (30) days to comply with due to labor and technical issues. Custodians who receive requests for these records should inform the requestor of these issues. Such requests must be immediately forwarded to the Information Technology Director who may prepare an estimate of the actual, necessary and direct cost of locating such records and whom shall provide technical assistance to the custodian.~~

- (ba) Reproducing E-mails Dated April 1, 2004 or Later. All City of Madison e-mail transactions ~~dated April 1, 2004 or later have been~~ are preserved in a searchable data archive for a period of seven (7) years. When requests are made for such records, custodians should clarify with the requestor, the various search terms and e-mail boxes that the requestor would have the City search for. Once the requestor has specified search terms, the custodian should contact the Information Technology ~~Director~~ Department for technical assistance in fulfilling the request.
- (eb) E-mail chains. E-mails are often sent to multiple recipients. A requestor ~~will~~ may be provided with one copy of such an e-mail and all responses to that e-mail. ~~Unless a requestor specifically requests otherwise, they will not be provided with multiple copies of such an e-mail showing receipt by each of the designated e-mail recipients.~~

(6) Time for Compliance and Procedures.

- (a) Time. The fulfillment of public records requests is a high priority for the City. Therefore, each custodian, upon request for any record, shall, as soon as practicable and without delay, acknowledge receipt of the request and either ~~fill~~ fulfill the request or notify the ~~requester~~ requestor of ~~her/his~~ their determination to deny the request in whole or in part and the reasons therefore. If a request may take more than ten (10) business days to process, then the custodian must respond to the requestor within those ten days with an estimate of when such processing shall be completed and an explanation of the reasons supporting that estimate.
- (b) City Attorney Consultation Required. Before any custodian may deny access to any records or portion thereof, the custodian must consult with the City Attorney. Such consultation shall occur as soon as practicable after the custodian has assembled and reviewed the requested record. In any response to a requestor, the custodian shall include a statement that ~~he or she~~ they consulted the City Attorney regarding the denial of access to any records. Any denial of access made by a custodian without such consultation and statement is not considered a response from the City of Madison.
- (c) Public Records Opt-Out Policy and Procedures. The City shall develop a procedure whereby individuals may inform the City that their safety may be endangered by the release of any otherwise available public records and whereby such individuals may request that such records be maintained as confidential records. The Office of the City Attorney and IT shall work cooperatively to develop the necessary procedures and policies to facilitate such communications and to respond appropriately to such communications.

- (7) No Destruction of Records While a Request is Pending or While a Denial of a Request is Being Appealed. No custodian may destroy any record at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least sixty (60) days after the date that the request is denied. If any legal action is pending regarding or related to the record, the record may not be destroyed without the express authorization of the City Attorney. No record that is the object of or which has been produced pursuant to a discovery order or a subpoena may be destroyed without the express consent of the City Attorney.

- (8) Retention Schedules. The City, in accordance with Wis. Stat. §§ 19.21(4)(b) and 16.61(3)(e), adopts the following records retention schedules:
- (a) Retention Schedule. The City of Madison Records Manager, in consultation with the Information Technology Director ~~and, in consultation with the~~ City Attorney, shall develop and maintain the City of Madison's Records Retention Schedule in accordance with the provisions of Wis. Stats. §§ 16.61(3)(e) and 19.21(4) and such records shall be maintained in accordance with the provisions of that schedule. Such schedule must be approved by the Wisconsin Public Records Board and published by the Information Technology Director. Consistent with this schedule, records documenting legislative proposals introduced for Council consideration are public records and the City encourages the greatest public access and transparency to such records regardless of whether a particular version of a legislative proposal is ultimately adopted by the Common Council. All versions of proposed ordinances and resolutions and all accompanying documents referenced in a proposed ordinance or resolution that have been introduced or considered by the Council, or that have been published as part of an agenda, shall be retained in the legislative file consistent with the applicable retention schedule. Any changes to an ordinance or resolution or any accompanying report or other document introduced for consideration before the Council or any board, commission or committee shall be labeled sequentially and added as a new version of such ordinance, resolution, report or document, and any previous versions shall be retained visible to users of the legislative management system.
 - (b) Records that are Evidence. No record may be destroyed that has been identified as, or that may have value as, evidence in any civil or criminal legal proceeding, labor arbitration or disciplinary action. No record may be destroyed at any time within sixty (60) days of the denial of a request to review the record or any part thereof.
 - (c) Compliance with Federal or Other Retention Requirements. Notwithstanding the City of Madison Records Retention Schedule set forth in sub. (8)(a) above, custodians may not destroy any record where any contract, grant, funding conditions, state or federal statute require that such records be maintained for a longer period of time.
 - (d) Offer of Records to State Historical Society Before Destruction. The City is required to offer all obsolete records to the State Historical Society in accordance with Wis. Stat. § 19.21(4)(a), prior to destruction of those records. ~~The Information Technology Director or any Department/Division Head, may apply to the State Historical Society for a waiver of this requirement as to certain categories of records under such person's authority that they reasonably believe have little or no significant historical value.~~ State Historical Society may grant a waiver of this requirement to certain categories of records through the records disposition authorization approval process.
- (9) Electronic Formatting or Other Reproduction of Records. Any City officer, or the director of any department or division of City government may, with the approval of the Director of Information Technology, may retain and preserve public records in ~~his/her~~ their possession by means of microfilm, or another reproduction method, optical imaging or electronic formatting. Such records shall meet the standards for photographic reproduction set forth in Wis. Stat. §§ 16.61(7)(a) and (b), 2001-2002 Admin. Code § PR 1 (current through Wis. Admin. Reg. No. 467, Nov. 1994) and Wis. Admin. Code § Adm. 12 (current through Wis. Admin. Reg. 554, Feb. 2002). Such records shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and

copying according to the provisions of state law and of Subsections (1) through (3) of this ordinance. This ordinance does not require that past copies of a record be converted to the new format(s). However, when the decision is made to convert old records to the new format, the original hardcopy of any document or record which has been converted to the new format may be destroyed once the Records Disposition Authorization for that records classification has been approved by the Wisconsin State Public Records Board and only when such destruction is permissible under Subsection (7) of this ordinance.

- (10) Severability. The provisions of this ordinance are severable. If any provision of this ordinance is held to be invalid or unconstitutional or if the application of any provision of this ordinance to any person or circumstance is held to be invalid or unconstitutional, such holding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provisions or applications. It is hereby declared the intent of the Common Council that this ordinance would have been adopted had any invalid or unconstitutional provision or applications not been included herein."



City of Madison

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

Master

File Number: 72568

File ID: 72568

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/10/2022

File Name: Boards, Commissions, and Committees (BCC)
Structure

Final Action:

Title: Boards, Commissions, and Committees (BCC) Structure

Notes:

Sponsors:

Effective Date:

Attachments: 2023-02-01_BCCs.pdf, 2021 MGO Committees by
Dept -CCEC Discussion - MGO Standing BCCs.pdf,
BCC Strategy 6.20.23.pdf, 2023 standing committees
MGO-Resolution data to June 20.pdf, DRAFT FOR
DISCUSSION 2023-34 work plan 9.1.23.pdf, 2024
BCC Streamlining Workbook.pdf, BCCs Approach
and Progress Report 2.13.24.pdf, BCC Streamlining
12.10.24.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: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 72568

Title

Boards, Commissions, and Committees (BCC) Structure



Boards, Commissions, and Committees

2/1/2023 Update

Task Force for Government Structure

- The Common Council created the 11-member Task Force on the Structure of City Government (“TFOGS” or “Task Force”) in 2017
- Consider issues related the powers and duties of the City’s Common Council (“Council”), Mayor’s Office, and Boards, Commissions, and Committees (“BCCs”).
- Examine these issues through a specific lens:
 - whether the City’s current government structure ensures that municipal decision-makers are representative of and accountable to all of the City’s residents, not just to those who have the time, resources, and knowledge to actively participate in the City’s current government structure. Of preeminent concern to the Council at the time it created the TFOGS was whether the City’s current government structure adequately represents people of color and those living with lower incomes.

Task Force for Government Structure

- First meeting was Feb 22, 2018
- Issued final report on November 20, 2019 after The Task Force and its subcommittees met ninety (90) times over an almost two-year period
- Boards, Commissions, and Committees (“BCCs”) Subcommittee

TFOGS: Boards, Commissions, and Committees

- Nearly 100 BCCs.
- Approximately 700 total members made up of residents and Council members.
- Supported by City staff, who schedule meetings, create agendas, provide public notice, maintain minutes, and supply substantive information BCCs need to make decisions/recommendations.

TFOGS: Boards, Commissions, and Committees

- “Original intent of the current BCC structure was to support a part-time Council, serve as a robust forum for public discussion, and maximize public participation”
- Current BCC structure has become one that **lacks diversity, clarity of purpose, and accountability.**
- Tend to vary widely with regard to levels of authority and resources available to support BCC work.
- Has become so large and confusing that navigating it favors those with the time, resources, and knowledge to do so.
- **The Task Force believes that the BCC structure itself serves as another impediment to full resident participation and representation.**

TFOGS: Boards, Commissions, and Committees - Size

- Staff Survey: Most cities of similar size (~250,000) generally have between **25 and 50 BCCs**. Other state capital cities with flagship universities have between **12 and 33 BCCs**, except Salt Lake City, which has 77. **Other Big Ten Cities have between 11 and 50 BCCs.**
- No Formal Organization Chart; Some not even in Legistar
- Committee struggled to figure out how many there exactly was

TFOGS: Boards, Commissions, and Committees

- Lack clarity of purpose and are subject to policies and rules of procedure that further increases the complexity of the BCC system.
- BCC topic areas **often overlap**, either making them **redundant or unnecessary**.
- BCCs do not always keep within their jurisdiction, in part, because they **do not fully understand where their jurisdiction ends and another BCC's jurisdiction begins**.
- The practices and procedures governing these BCC meetings make an already daunting structure even more difficult for residents to access. (e.g., time and location of meetings, intricacy of Robert's Rules of Procedure, time limits for speaking, etc.)
- The BCCs vary widely with regard to the impact of their recommendations on City decision making. Some BCC recommendations tend to be adopted more often by the Council than others, resulting in a kind of de-facto authority that is not necessarily rooted in the ordinance or resolution that created the BCC.
- BCCs tend to vary widely in terms of staff and resource commitment. In other words, some BCCs command a significant amount of power, of time, and of resources, while others struggle to be heard or be adequately staffed.

TFOGS: Boards, Commissions, and Committees – Summary

- Current BCC structure better represents some districts than others, unfairly favors people with the time, resources, and knowledge to influence government decisions, and facilitates a system where some BCCs act with considerably more power and resources than others.

TFOGS: Boards, Commissions, and Committees – Recommendations

- Create an organizational chart of all BCCs
- An Office of Resident Engagement and Neighborhood Services and an Administrative Support Team to support the BCC structure
- Organize the BCCs around lead committees.
- **The Task Force necessarily believes this will require the Council to eliminate or combine current BCCs that are redundant or no longer necessary and to implement new procedures, policies, and resources to make it easier for residents to provide input to them.**

| Name of Board, Commission or Committee | **Suggestions** | Staff Department/Division | Members | Meetings Held in 2022 | Meetings Canceled in 2022 |
|---|---|----------------------------|---------|-----------------------|---------------------------|
| Building Code, Fire Code, Conveyance Code and Licensing Appeals Board | No Change | Building Inspection | 9 | 9 | 5 |
| Alcohol License Review Committee | No Change | Clerk | 16 | 16 | 1 |
| COMMON COUNCIL EXECUTIVE COMMITTEE | No Change | Council Office | 8 | 25 | 3 |
| Landlord and Tenant Issues Committee | Merge Currently Being Discussed | Building Inspection | 8 | 8 | 4 |
| City County Homeless Issues Committee | | CDD | 13 | 12 | 0 |
| Housing Strategy Committee | | CDD | 9 | 5 | 7 |
| Community Development Block Grant Committee | Is there an opportunity to optimize? | CDD | 11 | 11 | 2 |
| COMMUNITY DEVELOPMENT DIVISION CONFERENCE COMMITTEE | | CDD | 6 | | |
| Community Services Committee | | CDD | 10 | 8 | 6 |
| Early Childhood Care and Education Committee | Is there an opportunity to optimize? (Perhaps regular community wide strategic plan update collab between city, county, school, parks, non-profit, etc. - Could codify to do every 10 years?) | CDD | 9 | 7 | 0 |
| Education Committee | | CDD | 8 | 10 | 2 |
| Police Civilian Oversight Board | Is there an opportunity to optimize? | Council Office (to be OIM) | 13 | 11 | 1 |
| Public Safety Review Committee | | MPD | 10 | 11 | 2 |
| Transportation Policy and Planning Board | Merge Currently Being Considered by TPPB and TC | Transportation | 11 | 23 | 2 |
| Transportation Commission | | TE | 11 | 26 | 3 |
| Affirmative Action Commission | Is there an opportunity to optimize? | DCR | 9 | | |
| Disability Rights Commission | | DCR | 13 | 10 | 1 |
| Equal Opportunities Commission | | DCR | 13 | 13 | 1 |

| Name of Board, Commission or Committee | **Suggestions** | Staff Department/Division | Members | Meetings Held in 2022 | Meetings Canceled in 2022 |
|--|---|--------------------------------------|---------|-----------------------|---------------------------|
| Humanitarian Award Commission, Reverend Dr MLK Jr | | DCR | 9 | 14 | 0 |
| Economic Development Committee | Opportunity to Merge? | Economic Development | 11 | 7 | 5 |
| Vending Oversight Committee | | Economic Development | 10 | 5 | 7 |
| Room Tax Commission | No Change | Finance | | | |
| Monona Terrace Booking Event Assistance Advisory Committee | Is there an opportunity to optimize? | Visit Madison | 5 | 4 | 0 |
| Monona Terrace Community and Convention Center Board | | Monona Terrace | 14 | 10 | 3 |
| Downtown Coordinating Committee | Is there an opportunity to optimize? | Planning | 11 | 7 | 3 |
| Joint Campus Area Committee | | Planning | 20 | 8 | 2 |
| City County Liaison Committee | Simply governs CCB; Consider if it could be more useful | County co-staffs with Council Office | | | |
| Sustainable Madison Committee | Is there an opportunity to optimize? | Mayor's Office | 18 | 10 | 4 |
| ERLANGER, JEFFREY CLAY, CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE | Keep | Mayor's Office | 5 | 1 | 0 |
| Committee on Employee Relations | Keep | HR | 9 | 2 | 0 |
| Personnel Board | Keep | | | | |
| Deferred Compensation Committee | Keep | HR | 7 | 6 | 1 |
| Ethics Board | Keep | OCA | 7 | 2 | 1 |
| Madison Food Policy Council | Keep | Economic Development | 23 | 10 | 3 |
| Public Market Development Committee | Scheduled to be dissolved soon | Economic Development | 14 | 3 | 9 |
| Committee On Sweatfree Purchases | Is there an opportunity to optimize? | Finance | 5 | 0 | 0 |
| Sister City Collaboration Committee | Keep | Mayor's Office | 9 | 7 | 3 |
| Facilities Programs and Fees Subcommittee (Parks) | Under review | Parks | | | |
| Golf Subcommittee | | Parks | | | |
| Habitat Stewardship Subcommittee (Parks) | | Parks | | | |
| Parks Long Range Planning Subcommittee | | Parks | | | |
| Warner Park Community Recreation Center Advisory Subcommittee | Is there an opportunity to optimize? | Parks | | | |
| Street Use Staff Commission | Is there an opportunity to optimize? | Parks | 12 | | |

| Name of Board, Commission or Committee | **Suggestions** | Staff Department/Division | Members | Meetings Held in 2022 | Meetings Canceled in 2022 |
|--|---|---------------------------|---------|-----------------------|---------------------------|
| HO-CHUNK NATION/CITY OF MADISON JOINT PLANNING COMMITTEE | Recommend that the group convenes and explores this topic | Planning | 6 | 0 | 0 |
| Landmarks Commission | Is there an opportunity to optimize? | Planning | 7 | 16 | 5 |
| Madison Arts Commission | Keep | Planning | 10 | 12 | 1 |
| Urban Design Commission | Is there an opportunity to optimize? | Planning | 10 | 22 | 0 |
| Board of Health for Madison and Dane County | Keep | Public Health | 8 | 10 | 5 |
| Committee on Aging | Is there an opportunity to optimize? | Senior Center | 12 | 6 | 3 |



REVIEWING BCC STRUCTURE

COMMON COUNCIL EXECUTIVE COMMITTEE

JUNE 20, 2023

WHY REVISIT BCC STRUCTURE?

- Act on the findings and recommendations of the Task Force on Government Structure (TFOGS)
- Ensure our BCC's:
 - Have a clear and efficient path for resident participation
 - Can efficiently and effectively further the work of the City

BACKGROUND: TFOGS REPORT

TFOGS Report Findings on BCC Structure (2019) found that BCCs:

- Lack geographic and racial diversity
- Result in a drain on resident, staff, and alder time
- Lack consistent accountability
- Vary in levels of authority and influence
- Include BCCs that lack a well-defined purpose, have outlived their purpose, or have purposes that overlap
- Require logistical processes (meeting times, locations, rules, infrastructure) that do not facilitate resident participation
- Are often inadequately staffed or have inadequate resources to complete their work

TFOGS REPORT RECOMMENDATIONS FOR BCC NUMBER AND STRUCTURE*

- Organize BCCs around lead committees and create an org chart
- Eliminate or combine BCCs that are redundant or have outlived their purpose
- Reorganize BCCs in a way that ensures BCCs are accountable to their intended purpose and function

* This slide excludes other recommendations related to BCCs

COMPARING MADISON'S # TO OTHERS

| City Attorney's Office Comparison Cities | Range in # BCCs | Average # BCCs |
|---|-----------------|----------------|
| Big Ten Cities (8 in analysis) | 11 – 50 | 30 |
| Capital + University Cities (6 in analysis) | 12 - 77 | 35 |
| Largest WI Cities (8 in analysis) | 15 - 39 | 25 |

At time of analysis (2018-19), Madison had 102 BCCs.

A BREAKDOWN OF MADISON BCCs (2021)

| Committee Type | Number (as of 8/21) |
|---|---------------------|
| Required by WI Statute <ul style="list-style-type: none"><i>E.g., Board of Park Commissioners, Personnel Board, Finance Committee, Water Utility Board, Board of Public Works</i> | 13 |
| Temporary Committees <ul style="list-style-type: none"><i>Ad Hoc committees, Tasks Forces, President's Working Groups</i> | 7 |
| Other City-Established BCCs <ul style="list-style-type: none"><i>E.g., Sustainable Madison Committee, Urban Design Commission, Food Policy Council, Landlord and Tenant Issues, Housing Strategy Committee</i> | 48 |
| Appointments to Non-City BCCs <ul style="list-style-type: none"><i>E.g., Sewerage District Commission, Overture Center Board, Capital Area Regional Planning Commission</i> | 16 |

WORK TO DATE TO IMPLEMENT RECOMMENDATIONS

- 2020-2022 – TFOGS Implementation Working Group
- Individual committee changes on a limited basis (*e.g. Solid Waste Advisory Committee, Committee on Environment, combined Transportation committees, and reduced Parks subcommittees*)
- Recognition of more opportunity for improvement, and groundwork laid for an approach

REVIEWING & ADJUSTING BCCS

- Process:
 - Seek staff input to develop initial proposal
 - Coordinate with CCEC
 - Get committee input before finalizing
- Key Question: How to best match the committee function to the City's core needs and goals?

QUESTIONS AND DISCUSSION

| Department | Staff Agency | Name of Board, Commission or Committee | Authorizing Legislation | Mission | # of Members | # of meetings held in 2022 | # of meetings cancelled in 2022 | # of meetings held in 2023 January 1 to June 20 | # of meetings cancelled in 2023 January 1 to June 20 | # of agenda items referred by Council in 2022 | # of agenda items referred by Council in 2023 January 1 to June 20 |
|----------------|---|--|--------------------------------|--|--------------|----------------------------|---------------------------------|---|--|---|--|
| Civil Rights | DCR | Affirmative Action Commission | MGO 39.02(3) | Reviews, approves and recommends the city-wide affirmative action plan as proposed by the Affirmative Action Director; advises affected and/or other under-represented groups of their rights under the Affirmative Action Program; disseminates information and educates citizens to a greater understanding and practice of affirmative action employment for all affected and/or other under represented groups; renders, from time to time, but not less than once a year, written reports of its progress, activities and recommendations to the mayor and Common Council; recommends and reviews such rules and regulations as may be necessary to promulgate the city's Affirmative Action Program. Eff. 2-17-18, ORD-18-00020, File ID# 49684-size decreased from 11 to 9. | 9 | 11 | 3 | 4 | 4 | 0 | 0 |
| Civil Rights | DCR | Disability Rights Commission | MGO 39.04 | a) Recommend policy to Mayor, Council & Dept of Civil Rights in all areas that affect people w/ disabilities and their families; b) study/make recommendations to all city depts/boards/committees & commissions on proposals to provide better access to facilities & services for people w/ disabilities & their families; c) monitor & report violations of city ordinances and state laws pertaining to citizens w/ disabilities to the approp. agency; d) solicit comments/suggestions from citizens & organized groups regarding the concerns of citizens w/ disabilities; e) establish close working relationships with other city boards/commissions & committees whose activities may affect people w/ disabilities.8/13/2015: per ORD-15-00086, file id 39379, named changed to Disability Rights Commission. | 13 | 10 | 1 | 6 | 0 | 1 | 1 |
| Civil Rights | DCR | Equal Opportunities Commission | MGO 39.03(10) | Studies existence, character, causes & extent of denial of equal opportunity because of sex, race, religion, color, natl. origin or ancestry, age, handicap, marital status, source of income, arrest or conviction record, less than honorable discharge, physical appearance, sexual orientation, domestic partnership, familial status, political beliefs retaliation, Social Security Number, or fact that person is student; formulates policy re: processing of complaints of discrimination in employment, housing, public accommodations, city facilities & credit; formulates policy re: educational outreach programming & administers policy; reviews cases on appeal from decisions issued by EOC Hrg Examiner & appeals of admin. dismissals issued by EOC Dir. on complaints filed under Ord. | 13 | 13 | 1 | 6 | 0 | 4 | 1 |
| Civil Rights | DCR | Humanitarian Award Commission, Reverend Dr MLK Jr | MGO 39.06 | The Reverend Dr. Martin Luther King, Jr. Humanitarian Award is presented annually to the person or persons who have made outstanding and significant contributions in the spirit of sisterhood, brotherhood and harmony toward making our city an ideal place in which to live. The award or awards shall be presented at the annual celebration of the birth of Dr. King. (Membership of body changed per Legislative File ID #15224, adopted 7-21-2009.) | 9 | 14 | 0 | 4 | 1 | 0 | 0 |
| Clerk | Clerk | Alcohol License Review Committee | MGO 33.02 | Guiding Values: Fair, Consistent, Proactive, Balanced, Cooperative, Efficient , Preventative, Inclusive, Deliberative. Mission: Serve City's residents,businesses & visitors by thoroughly & conscientiously reviewing license applications, establishing & maintaining standards, addressing violations, developing alcohol-related policies, & making recommendations to the Common Council. Goals: Promote responsible alcohol-selling - serving practices; enhance public safety & quality of life; consistently apply pertinent laws & conditions; educate citizenry/business community about the ALRC mission & processes; modernize existing business & governmental systems and reduce expenditures on alcohol-related issues; improve overall service delivery. | 16 | 16 | 1 | 6 | 0 | 101 | 49 |
| Common Council | County co-staffs this with the Council Office | City County Liaison Committee | MGO 33.09(1) | Establish and maintain liaison between the Common Council and the County Board for the purpose of conferring on matters of mutual interest and to provide a means for advising both governing bodies on matters where there may be an apparent conflict or difference in interest between the City and the County. (Original Authorization: Resolution 5466, adopted 3-28-1963 & Resolution 54038, ID 21034, adopted 4-1-1997.) | 4 | | | | | | |
| Common Council | Common Council Office | COMMON COUNCIL EXECUTIVE COMMITTEE | MGO 33.13 | Responsible for recommending rules and procedures to be followed by all standing committees of the Common Council and all Council meetings; establishes rules and guidelines for use of the Council office facilities, such rules and procedures shall be approved by the Common Council. No citizen members. Per ORD-16-00079, file id# 42421 - the Common Council Organizational Committee shall be renamed the Common Council Executive Committee effective 4/18/2017. | 8 | 26 | 3 | 7 | 0 | 42 | 5 |
| DPCED | Building Inspection | Building Code, Fire Code, Conveyance Code and Licensing Appeals Board | MGO 29.18 & 40 | The owner of a bldg/structure or person aggrieved/directly affected may appeal from decisions/orders of the Fire Chief, from Bldg Code Orders or from a decision of the Dir of Neighborhood Preservation & Insp Div refusing to grant approval of a plan/modification/variance from provisions of MGO Ch 27,29 & 40 covering manner of construction/materials to be used in erection/alteration/repair/wrecking/ demolition of bldg/structure determined to be unsound purs to Sec 28.04(22)(d)1a of the MGOs,to the Bd of Bldg Code, Fire Code, Conveyance Code & Licensing Appeals. COM FORMERLY NAMED "BOARD OF BUILDING CODE, FIRE CODE & LICENSING APPEALS." RENAMED PER ORD-09-00019 & A, ID 14578, MGO 29.18 & 40, EFFECTIVE 4-1-2009. | 9 | 9 | 5 | 6 | 2 | 4 | 1 |
| DPCED | CDD | City County Homeless Issues Committee | ORD-14-00090, File ID #33381 | The Committee shall examine, report and make recommendations to the Madison Common Council and the Dane County Board of Supervisors on issues related to homelessness. This includes housing for the homeless, jobs and job training, availability of public toilets and showers, access to storage lockers, and the provision of mental health, drug and alcohol services. | 13 | 12 | 0 | 6 | 0 | 2 | 1 |
| DPCED | Senior Center | Committee on Aging | MGO 33.14 | This committee recommends Older adult Service Goals and Objectives to the Community Services Committee; recommend budget allocations for older adult services purchased by the City of Madison to the Community Services Committee; Address barriers to service or participation in older adult services including but not limited to language access issues, socioeconomic, racial, cultural or gender issues and sexual orientation; Gather information, through public hearings and other methods, on the concerns, problems and needs of older adults and communicate its findings to the Community Services Committee, Mayor, and Common Council; Review and recommend policy and its impacts to the Community Services Committee, the Community Development Division, the Mayor and the Common Council in the area of older adult concerns and programs; Review proposed legislation or policies to determine the impact on older adult services and the service population; Recommend legislation or policy or revisions as may be necessary related to the health, welfare, and security and safety of older adults; With the support of the Mayor and Common Council, advocate for older adults and the policies, funding, and legislation which best serve their interests and needs; Coordinate funding and programs with the Area Agency on Aging, the Aging and Disability Resource Center, and other agencies serving older adults; Investigate new and innovative methods for the delivery of older adult services; Seek ways to involve residents in planning for the provision of services to older adults. (Am. by ORD-17-00030, 3-8-17)(l)Advise the Director of the Senior Center on programs, services and policies for the effective functioning of the facility; Promote the Senior Center and its programs and services to older adults and their families and caregivers; Oversee and recommend the budget for the Senior Center to the Community Development Division; Receive regular reports and information from the staff and participant advisory council of the Senior Center. | 13 | 6 | 3 | 2 | 3 | 0 | 0 |
| DPCED | CDD | Community Development Block Grant Committee | MGO 33.15 | Recommends policies/goals/objectives of the CDBG Program, after consultation w/ the mayor, for approval by the Council; evaluates performance of contractors per forming CDBG-funded activities incl. obtaining info. that is reasonably necessary for such evaluation &, at discretion of the committee, make recommendations to the Mayor/Council re: contract revisions/enforcement/terminations; review project/local options proposals for CDBG funding; recommend to Mayor/Council a budget for CDBG funding based upon assessment of proposals, evaluation of performance on other projects/city policies/goals/objectives/financial needs/ commitments/needs asmt by Clearinghouse for Citizen Participation.(Title of body changed from commission to committee per MGO Sec. 33.15 ad 3-17-09;effec 8-1-09.) | 11 | 11 | 2 | 6 | 0 | 28 | 10 |
| DPCED | CDD | COMMUNITY DEVELOPMENT DIVISION CONFERENCE COMMITTEE | MGO 33.18; ORD-14-00010, 31709 | This committee is charged with coordinating final decisions that are required under the Community Development Division's established funding processes; reviewing applications for Emerging Opportunities Program funds submitted pursuant to Sec. 3.12(11) and making recommendations to the Mayor and Common Council; and facilitating discussions around other issues that affect both the Community Development Block Grant Committee and the Community Services Committee. | 6 | No Information in Legistar | No information in Legistar | No information in Legistar | No information in Legistar | 0 | 0 |

| | | | | | | | | | | | |
|-------|----------------------|---|-----------------------------|---|----|----|---|---|---|---|---|
| DPCED | CDD | Community Services Committee | MGO 33.16 | Establishes policies to be followed by the Office of Community Services; investigates new/innovative methods for delivery of human services; recommends policies to Mayor/Common Council in area of community services; makes recommendations to Mayor/Supervisor of Community Services re: budget for community services & human services purchased by the City from private non-profit agencies; stimulate coordinated inter-community/ intra-community planning for delivery of human services; seeks ways to involve citizens in assessment of human service needs; cooperate with Plan Comm & Dept. of Plng & Cmnty & Econ Devel; seek to improve accessibility of human services to citizens who have language/other barriers. (Name changed from commission to committee per MGO 33.16.) | 11 | 8 | 6 | 5 | 3 | 3 | 0 |
| DPCED | Planning | Downtown Coordinating Committee | MGO 8.41 | 5-29-2013 ORD-13-00092, file id# 29913 Madison General Ordinance Sec. 8.41provide a forum for public information and stewardship regarding the uses of public space in the Downtown Area, and to periodically review regulations and policies affecting the Downtown Area, with particular emphasis on State Street and the Capitol Square, as a high quality urban space for pedestrians in an environment that promotes healthy businesses. For purposes of this ordinance, the "Downtown Area" shall be defined as all geographical areas within the jurisdiction of the City of Madison between Blair Street, Lake Mendota, North Park Street, Regent Street, Proudfit Street, North Shore Drive and Lake Monona. 3/21/17 Position changed to Resident/CC Member-ORD-17-00038, 46122. | 11 | 7 | 4 | 5 | 1 | 5 | 0 |
| DPCED | CDD | Early Childhood Care and Education Committee | MGO 33.16(7) | Advise and make recommendations to the Community Services Committee & Community Development Division on policy & guidelines for the Madison Child Care Accreditation and Child Care Assistance Program and the Community Resources funding process. Duties include: eligibility criteria for child care agencies, child care assistance, grants & loans & participating in the CDD Funding Process re: children & families and assessment of community child care needs. (Title of body changed from board to committee per MGO Sec. 33.16(7), adopted 3-17-2009, effective 8-1-2009.) Per ORD-13-00161, File ID 30809, two positions titles amended and committee size decreased from 11 to 9. Effective 10-10-2013. | 9 | 7 | 0 | 4 | 1 | 1 | 0 |
| DPCED | Economic Development | Economic Development Committee | MGO 33.17 | Shall assist city officials and staff in promoting a healthy, diversified economy in which business can locate, innovate, grow and prosper, and all residents have opportunities for living wage jobs. Shall make recommendations to the Mayor and Common Council on economic development policies and issues. Every four (4) or five (5) years, receive and consider a Comprehensive Economic Development Report and Plan (CEDRP) prepared by Economic Development Division staff on economic trends for the City of Madison and surrounding area. After review and revision by the Committee, the CEDRP shall be submitted to the Common Council for approval. The CEDRP should include: 1.Available data on employment by type of job, wages, unemployment rate; and, overall changes in employment and population,2.General demographic data,3.A description of business and workforce assistance available,4.An evaluation of current economic development efforts, and5.Recommendations of possible changes to, and new, programs, strategies, policies, and projects to achieve the economic development goals stated in paragraph (a) above and other related goals adopted by the City of Madison.Every two (2) years, the Economic Development Division Director will develop a "Work Plan" consistent with the adopted CEDRP for the City's economic development priorities in the next two (2) years. The Work Plan shall be submitted to the Common Council with referral to the Economic Development Committee before action by the Common Council. The Work Plan may include changes to the CEDRP.(c)Provide the community with a public forum for information sharing and discussion about economic issues affecting the City of Madison.(Title of body changed from commission to committe per MGO Sec. 33.17, 8-1-09) (3/26/16: Committee composition modified from 13 members to 11 with changes in position titles per ORD-16-00034, file id #41218.) | 11 | 7 | 5 | 4 | 1 | 5 | 5 |
| DPCED | CDD | Education Committee | MGO 33.28, ORD-12-00074 | The Education Committee serves as a formal channel of communication and policy recommendations regarding issues of shared concern between the City of Madison, the Madison Metropolitan School District Board of Education, and Dane County. (formerly Board of Education-Common Council Liaison Committee - amended 6/12/2012) | 8 | 10 | 2 | 3 | 3 | 0 | 0 |
| DPCED | Planning | HO-CHUNK NATION/CITY OF MADISON JOINT PLANNING COMMITTEE | MGO 33.25 | The committee shall be charged with the responsibility of creating and periodically updating a development plan for the Nation's Fee and Trust Land real properties located within the Development Area and the City boundaries. (Original Authorization: Res. 55,483, ID 23978.) | 6 | 0 | 0 | 0 | 0 | 0 | 0 |
| DPCED | CDD | Housing Strategy Committee | MGO 33.34 | MGO 33.34 - The Housing Strategy Committee shall serve as a forum for discussion & communication about housing strategies; shall establish a schedule for the Dept. of Planning & Community & Economic Development to prepare and submit a biennial housing report to the Mayor and the Common Council, which will include the following: current data on Madison and regional housing supply and trends, strategies for maintaining a broad range of housing choices for all households and income levels; and strategies for maintaining & increasing affordable owner-occupied and rental housing in Madison and the region. | 9 | 5 | 7 | 3 | 2 | 3 | 1 |
| DPCED | Planning | Joint Campus Area Committee | MGO 33.32 | Per MGO 33.32 (ORD-18-00035, File ID# 50602; effective 3-29-2018) The purpose of the committee will be to, among other things, provide feedback to the UW-Madison Design Review Board required by Sec. 28.097(7), MGO, for projects taking place within the area of campus zoned Campus Institutional (CI) as detailed in the UW-Madison Campus Master Plan, which was adopted by city ordinance ORD-17-00074. Identify, discuss, and summarize community-wide and neighborhood impact of UW Madison infrastructure and development projects, city/village-initiated infrastructure and development projects, and private sector development projects inside the campus boundary and within a quarter mile of the campus boundary. When relevant, make recommendations on whether a project should be approved and/or recommend strategies to mitigate negative impacts to applicable City, Village, or UW-Madison committee(s), commission(s), or other governing bodies. Summarize city/village, UW-Madison, and neighborhood comments concerning current and planned pedestrian networks, bicycle routes, vehicular traffic, traffic analyses, parking, and transit service, and provide those comments to relevant governmental bodies. Review and provide comments to the appropriate City of Madison or Village of Shorewood Hills committee(s)/commission(s) on development projects, rezoning requests, and Planned Development alterations that are inside the UW-Madison Campus boundary but not covered under Campus-Institutional zoning. | 20 | 8 | 3 | 4 | 1 | 2 | 2 |
| DPCED | Building Inspection | Landlord and Tenant Issues Committee | MGO 32.03 | MGO 32.03 - The Landlord & Tenant Issues Committee shall serve as a forum for discussion & communication about landlord-tenant issues, make recommendations to the Mayor & Common Council on all aspects of landlord and tenant policies and issues, including those in Chapters 27 & 32 of the MGOs; and perform the functions formerly exercised by the Rent Abatement Oversight Committee. 3-6-2014: Composition amended-committee size reduced from 9 members plus 1 alternate to 7 members plus 1 alternate; positions 2 & 9 (vacancies) were eliminated. (ORD-14-00047, File ID 32619) | 8 | 8 | 4 | 3 | 3 | 5 | 3 |
| DPCED | Planning | Landmarks Commission | MGO 33.19 | The commission shall have the power to recommend to the Common Council the designation of landmarks, landmark sites and historic districts within the city limits of Madison. Designations shall be made by the Common Council, and once designated, such landmarks, landmark sites and historic districts shall be subject to all provisions of Sec. 33.01, Madison General Ordinances. | 7 | 16 | 5 | 7 | 0 | 1 | 0 |
| DPCED | Planning | Madison Arts Commission | MGO 8.33 | Madison General Ordinance Section 8.33 renumbered and amended as Section 33.34 to update and clarify the functions of the Madison Arts Commission. ORD-12-00129, file id# 27526 10-16-2012 The Madison Arts Commission exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Madison. Note: position titles changed from Adult City Resident to Citizen Member. | 11 | 12 | 1 | 3 | 3 | 1 | 1 |
| DPCED | Economic Development | Madison Food Policy Council | ORD-12-00126, File ID 27276 | The Madison Food Policy Council (FPC) shall act in an advisory role to the Mayor and Common Council, developing and making recommendations on food policy changes and monitoring implementation relative to reducing hunger thru providing community-wide access to food; enhancing the local and regional food economy; creating an economically, socially, and environmentally sustainable local food system; and improving the health and nutrition of the community through local, healthy food options. (ORD-12-00126, File id 27276 10/2/2012) 3-18-15- Composition amended-4 positions changed to Citizen Members. (ORD-15-00028, ID 37063) 12/2016-Community Gardens Com. repealed position now Community Gardens Advocate. | 23 | 10 | 3 | 6 | 0 | 1 | 0 |

| | | | | | | | | | | | |
|----------------|----------------------|--|--------------------------------|--|----|--|---|---|----------------------------|----|---|
| DPCED | Economic Development | Public Market Development Committee | RES-16-00872, File ID# 44612 | The Public Market Development Committee (formerly the Madison Local Food Committ ee) shall lead the effort to implement the Business Plan for the Madison Public Market including planning the market's organizational structure and management, creating a plan to raise capital funds, creating a site plan for the project, designing the Public Market building, overseeing construction, cultivating and recruiting Public Market vendors, advancing the racial equity goals of the proje ct and creating a process to transition operational control over the Public Market to a non-profit operator. Creating resolution: RES-16-00872, File ID# 44612; effective 11/28/2016 (Committee name and composition change effective 1/1/2017). | 14 | 3 | 9 | 2 | 4 | 0 | 1 |
| DPCED | Planning | Urban Design Commission | MGO 33.24 | To assure the highest quality of design for all public and private projects in the city; protect and improve the general appearance of all buildings, structures, landscaping and open areas in the city; encourage the protection of economic values and proper use of properties; encourage and promote a high quality in the design of new buildings, developments, remodeling and additions so as to maintain and improve the established standards of property values within the city; foster civic pride in the beauty and nobler assets of the city and, in all other ways possible, assure a functionally efficient and visually attractive city in the future. | 10 | 22 | 0 | 12 | 0 | 5 | 2 |
| DPCED | Economic Development | Vending Oversight Committee | MGO 9.12 | Administer Sec. 9.13 of the Madison General Ordinances, the regulations promulgated under Sec. 9.13 and any other regulations or procedures relating to vending with the city; ensure a venue for public input into vending regulations within the city; and conduct investigations, hearings and miscellaneous proceedings as required by Sec. 9.13. The Director of Planning & Development, or designee, a non-member, shall act as Executive Secretary to the Committee. | 10 | 5 | 7 | 3 | 2 | 4 | 2 |
| Finance | Finance | Committee On Sweatfree Purchases | ORD-05-00162, ID 01665 | Ensure that City procurement of apparel is made from responsible contractors & vendors who agree to adhere to the minimum employment standards required in the ord. & to require their subcontractors & third-party suppliers to do the same so that all employees involved in the City' procurement may be afforded the opportunity to a fair, humane work environment as described in the ord. The committee is created for the purpose of ongoing evaluation & assistance in the application of the ord. & the furtherance of its purpose. Annually the committee shall provide the Council with a report describing any suggested recommendations re: the ord. & communicate with other gov. units to encourage similar policies to further increase the effectiveness of the ord. in achieving its policy goals. | 6 | No information in Legistar | No information in Legistar | No information in Legistar | No information in Legistar | 0 | 0 |
| HR | HR | Committee on Employee Relations | MGO 33.10 | The mission of the Committee is to reach an amicable understanding by developing, implementing and fostering interest based problem solving methods and techniques with respect to the Employer-Employee relationship. To that end, the Committee shall, in conjunction with the Mayor and all City departments create, promote and agree to work together in joint employee-management teams to foster open and regular communication between employees, management, City officials, and residents recognizing that open communication is an essential element in maintaining an atmosphere of trust in the City and continuing to provide the high quality service for which the City is known. (Am. by ORD-17-00030, 3-8-17) | 9 | 2 | 0 | 1 | 0 | 1 | 0 |
| HR | HR | Deferred Compensation Committee | | | 7 | 6 | 1 | 9 | 0 | 0 | 1 |
| HR | OCA | Ethics Board | MGO 3.35(10) | The mission of the Ethics Board is to see that the purpose of the Code of Ethics, as outlined in Sec. 3.35 of the Madison General Ordinances, is uniformly applied to all City of Madison officials and employees. The Ethics Board stands ready to hear and advise on all questions within its scope of authority brought to it by any city official, employee or citizen. | 7 | 1 | 1 | 0 | 0 | 0 | 0 |
| Mayor's | Mayor's Office | Sister City Collaboration Committee | MGO 33.33 | The Committee shall maintain, enhance and maximize Madison's involvement and exposure to the global economy, cultural environment, educational, humanitarian and business opportunities for Madison companies in the regions or countries of our Sister Cities. The Committee shall review inactive Sister City partnerships, explore potential for joint initiatives, and set criteria for the addition of new Sister City partnerships. It is tasked with raising the profile of Madison Sister City partnerships, making connections with cultural, educational and humanitarian programs, and maximizing educational opportunities, as well as exchanging cultural, educational, business and economic ideas for Madisonians and Madison companies and Sister Cities. | 12 | 7 | 3 | 4 | 2 | 0 | 0 |
| Mayor's | Sustainability | Sustainable Madison Committee | MGO 33.31; ORD-12-00073, 25387 | The Committee shall: Provide feedback on UW-Madison projects to the DRB established under the UW-Madison Campus Master Plan at the thirty-five percent (35%) and sixty percent (60) percent stages of the project planning/design process for projects within Campus-Institutional (CI) zoned areas. Other informational presentations may be made to the Committee at other stages of project development. Identify, discuss, and summarize community-wide and neighborhood impact of UW Madison infrastructure and development projects, city/village-initiated infrastructure and development projects, and private sector development projects inside the campus boundary and within a quarter mile of the campus boundary. When relevant, make recommendations on whether a project should be approved and/or recommend strategies to mitigate negative impacts to applicable City, Village, or UW-Madison committee(s), commission(s), or other governing bodies. Summarize city/village, UW-Madison, and neighborhood comments concerning current and planned pedestrian networks, bicycle routes, vehicular traffic, traffic analyses, parking, and transit service, and provide those comments to relevant governmental bodies. Review and provide comments to the appropriate City of Madison or Village of Shorewood Hills committee(s)/commission(s) on development projects, rezoning requests, and Planned Development alterations that are inside the UW-Madison Campus boundary but not covered under Campus-Institutional zoning. | 18 | 12 (not including subcommittee meetings) | 2 (not including subcommittee meetings) | 5 (not including subcommittee meetings) | 0 | 4 | 1 |
| Mayor's Office | Mayor's Office | ERLANGER, JEFFREY CLAY, CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE | MGO 33.30 | The Jeffrey Clay Erlanger Civility in Public Discourse Award will recognize individuals or organizations who share Jeff Erlanger's dedication to and compassion for public policy development, politeness, civility, individual and human rights, and who conduct their daily life consistent with these values. One award shall be presented annually at the Common Council meeting closest to the November 30th birthday of Jeff Erlanger. (Original Authorization: RES-07-00848, ID 07379.) | 5 | 1 | 0 | 0 | 0 | 0 | 0 |
| Monona Terrace | Monona Terrace | Monona Terrace Booking Event Assistance Advisory Committee | MGO 33.21(19) | Considers funding requests from the Greater Madison Convention and Visitors Bureau for event assistance funding for conventions and conferences. The committee rules on funding requests by following the Fund Policies and Guidelines approved by the Common Council. | 5 | 4 | 0 | 2 | 0 | 0 | 0 |
| Monona Terrace | Monona Terrace | MONONA TERRACE COMMUNITY AND CONVENTION CENTER BOARD | MGO 33.21 | The City and Dane County, by an agreement under Sec. 66.0301, Wis. Stats., have created a Monona Terrace Community and Convention Center Board. The Board shall have broad authority and latitude to make decisions to operate a successful convention and community center. It shall establish all policies, rules and regulations governing Monona Terrace and oversee its operation, subject to the limitations set forth in the Agreement. | 14 | 10 | 3 | 6 | 0 | 0 | 0 |
| MPD | MPD | Public Safety Review Committee | MGO 33.22 | The com. shall be advisory to the mayor and Common Council to assist them in the performance of their statutory duties. The com. may review and make recommendations concerning departmental budgets; review service priorities and capital budget priorities of the Police and Fire Departments; serve as liaison between the community and the city on public safety issues; and review annually and make recommendations to the Common Council regarding the annual work plans and long-range goals of the departments. (Title of body changed from board to committee per MGO Sec. 33.22, adopted 3-17-2009, effective 8-1-2009. Membership of body changed per MGO Sec. 33.22, adopted 9-15-2009, effective 11-1-2009.) Updated position names. | 10 | 11 | 2 | 4 | 2 | 15 | 7 |
| OIM | Independent Monitor | Police Civilian Oversight Board | MGO 5.20 | The purpose of the board is to provide a body that is independent from the Madison Police Department, authorized to hire and supervise the Independent Police Monitor and required to work collaboratively with the Office of the Independent Police Monitor and the community to review and make recommendations regarding police discipline, use of force, and other policies and activities, including related to rules, hiring, training, community relations, and complaint processes. (MGO 5.20) | 13 | 11 | 1 | 6 | 0 | 1 | 1 |

| | | | | | | | | | | | |
|----------------|----------------|---|--------------------------|--|----|----|---|----|---|----|----|
| Public Health | Public Health | Board of Health for Madison and Dane County | MSN GNRL ORD Sec 7.01 | Govern the Madison Dept of Public Health Madison and Dane County, provide supervision to the Director and shall assure enforcement of state and local public health laws/regulations. Subject to approval of the Council and Bd of Supv, it may adopt rules to protect/improve public health, not inconsistent with state law or State Dept of Health & Social Services rules and regulations. Determine program service priorities and assign funding levels subject to approval of Council and Co Bd. Approve and enter into contracts under \$50,000 for provision of public health services. Contracts in excess of \$50,000 must be appr by the Council & Bd Supv. Have duties and obligations set forth in the intergovernmental agreement between the City and Dane County. | 8 | 10 | 5 | 4 | 1 | 13 | 3 |
| Transportation | Transportation | Transportation Commission (reconfigured in 2023) | MGO 33.56 | The purpose of the Transportation Commission is to decide the certain transportation issues relating to: transit, pedestrian, bicycle, and motor vehicles in a manner that is consistent with the city's transportation policies and plans. | 11 | 26 | 3 | 11 | 1 | 44 | 24 |
| Transportation | Transportation | Transportation Policy and Planning Board (dissolved in 2023) | MGO 33.55 | The purpose of the Transportation Policy & Planning Board is to consider and address transportation policy and planning issues pertaining to each element of the city's transportation system, including bicycles; bus, freight and automobile traffic; parking; pedestrians; street, curb and right-ofway use; transit; and other transportation elements as may be identified by the Common Council by ordinance or resolution. | 11 | 27 | 2 | 2 | 7 | 21 | 8 |

Draft, for Discussion

Madison BCC Project: 2023-24 Project Plan

Goals:

- Reflect best practices for community engagement in our BCC structure and operations
 - Reduce the burden on the community to follow progress & provide input on legislation.
 - Make space to better balance community input from the BCC process with other forms of engagement that reach a broader audience.
- Realign committee structure with City goals and work (match the structure to the needs)

2023-2024 Project Plan:

| Step | Timeline |
|---|-------------------|
| 1 Gather known data <ul style="list-style-type: none">• TFOGS research and surveys• Comparisons to other cities• Previous interviews with agency heads and staff• Metrics of existing BCC activities | July-Aug. 2023 |
| 2 Gather additional data <ul style="list-style-type: none">• Interviews with additional agency heads and staff• Info sessions w/ City BCC staff• Compare structure to Elements of a Great City | Sept. – Nov. 2023 |
| 3 Synthesize input into 1-2 proposals options for future structures & review with agency staff. | Nov.-Dec. 2023 |
| 4 Present proposal option(s) to CCEC, including: <ul style="list-style-type: none">• Proposed structure(s) and meeting frequencies• Pros/cons analysis• Needs assessment for how to operationalize the proposals | Jan. 2023 |
| 5 • Introduce ordinance with proposed option(s) | March 2024 |
| 6 • Council adoption | June 2024 |
| 7 Implementation planning, as needed | July-Nov. 2024 |
| 8 Effective date (proposed with new alder committee appointments) | April 2025 |

1. Fill in “Needs & Proposal” table for the committees managed by you. In doing so, consider:

- a. Are the topics covered matched to your agencies priorities?
- b. Are the topics covered matched to the MGO?
- c. Is the function of the BCC matched to the topical need (e.g. quasi-judicial decision-making; advisory to staff; advisory to the Council)?
- d. Is the meeting frequency appropriate?
- e. Is a formal BCC (in legistar, formal membership, public notice, quorum concerns, etc.) the optimal format for the purpose?

2. Review draft mapping of each BCC to the “7 Elements of a Great City” and make corrections / adjustments as appropriate. Look both at your agency and sort by “Element of a Great City” to see commonalities across agencies.

3. Use your assessment of the “Needs & Proposal” table and any insights gleaned from the “Elements of a Great City” table to suggest a committee structure for your topic areas that would meet your agency needs. In doing so, consider:

- a. How might committees duties be assembled or combined to create enough capacity to allow for high-quality staff support to each? (in other words, how many committees could your team support if more substantial staff support was assumed for each?)
- b. If committee are combined, how could agenda length and meeting time be made manageable? (For example, could topics be removed from agendas; could some committee decisions be made administratively?)
- c. Remember, the goal for timeline is to agree to a structure in spring 2024, and spend a year working through necessary changes before implementing in April 2025.

| Name of Board, Commission or Committee | MGO | Staff Department/Division | What is the Specific Need? | What is the Best Way to Meet the Need? | Could functions be combined in fewer committees to enable stronger staff support? How? | Are procedural or administrative changes needed to manage agendas for fewer committees? |
|--|-----------------------------|--------------------------------|----------------------------|--|--|---|
| Board of Building Code, Fire Code, Conveyance Code and Licensing Appeals | 29.21 | Building Inspection | | | | |
| Landlord and Tenant Issues Committee | 32.03 | Building Inspection | | | | |
| Zoning Board of Appeals | 28.205 | Building Inspection | | | | |
| Community Development Authority | 3.17 | CDA Housing Division | | | | |
| Board of Review | 33.08 | City Assessor | | | | |
| Ethics Board | 3.35(10) | City Attorney's Office | | | | |
| Ho-Chunk Nation/City of Madison Joint Planning Committee | 33.25 | City Attorney's Office | | | | |
| Alcohol License Review Committee | 33.02 | City Clerk | | | | |
| Affirmative Action Commission | 39.02(3) | Civil Rights | | | | |
| Disability Rights Commission | 39.04 | Civil Rights | | | | |
| Equal Opportunities Commission | 39.03 | Civil Rights | | | | |
| Humanitarian Award Commission, Reverend Dr. Martin Luther King, Jr. | 39.06 | Civil Rights | | | | |
| Administrative Review Board (CCCEC) | 9.48 | Common Council | | | | |
| Common Council Executive Committee | 33.13 | Common Council | | | | |
| City-County Homeless Issues Committee | 33.09(3) | Community Development Division | | | | |
| Committee on Aging | 33.14 | Community Development Division | | | | |
| Community Development Block Grant Committee | 33.15 | Community Development Division | | | | |
| Community Development Division Conference Committee | 33.18 | Community Development Division | | | | |
| Community Services Committee | 33.16 | Community Development Division | | | | |
| Early Childhood Care and Education Committee | 33.16(7) | Community Development Division | | | | |
| Education Committee | 33.28 | Community Development Division | | | | |
| Housing Strategy Committee | 33.34 | Community Development Division | | | | |
| City-County Liaison Committee | 33.09(1) | County Board | | | | |
| Economic Development Committee | 33.17 | Economic Development Division | | | | |
| Madison Food Policy Council | 33.52 | Economic Development Division | | | | |
| Vending Oversight Committee | 9.12 | Economic Development Division | | | | |
| Board of Public Works | 33.07 | Engineering | | | | |
| Committee on Sweatfree Purchases | 4.25(9) | Finance | | | | |
| Finance Committee | 4.02 | Finance | | | | |
| Room Tax Commission | 33.29 | Finance | | | | |
| Committee on Employee Relations | 33.10 | Human Resources | | | | |
| Deferred Compensation Committee | 33.27(d) | Human Resources | | | | |
| Personnel Board | 3.53(2) | Human Resources | | | | |
| Police Civilian Oversight Board | 5.20 | Independent Monitor | | | | |
| Transportation Commission | 33.56 | Madison Metro | | | | |
| Public Safety Review Committee | 33.22 | Madison Police Department | | | | |
| Madison Public Library Board | 8.12(1) | Madison Public Library | | | | |
| Erlanger, Jeffrey Clay, Civility in Public Discourse Award Committee | 33.30 | Mayor's Office | | | | |
| Sister City Collaboration Committee | 33.33 | Mayor's Office | | | | |
| Sustainable Madison Committee | 33.31 | Mayor's Office | | | | |
| Monona Terrace Booking Event Assistance Advisory Committee | 33.21(19) | Monona Terrace | | | | |
| Monona Terrace Community and Convention Center Board | 33.21 | Monona Terrace | | | | |
| Board of Park Commissioners | 33.05 | Parks | | | | |
| Facilities Programs and Fees Subcommittee | 33.05(5)(a) | Parks | | | | |
| Habitat Stewardship Subcommittee | 33.05(5)(b) | Parks | | | | |
| Parks Long Range Planning Subcommittee | 33.05(5)(c) | Parks | | | | |
| Street Use Staff Commission | 10.056(f) | Parks | | | | |

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|---|-----------------------|-------------------|--|--|--|--|
| Police and Fire Commission | 33.06 | PFC Legal Counsel | | | | |
| Downtown Coordinating Committee | 8.41 | Planning | | | | |
| Joint Campus Area Committee | 33.32 | Planning | | | | |
| Landmarks Commission | 33.19 | Planning | | | | |
| Madison Arts Commission | 33.35 | Planning | | | | |
| Plan Commission | 16.01 | Planning | | | | |
| Urban Design Commission | 33.24 | Planning | | | | |
| Board of Health for Madison and Dane County | 7.01 | Public Health | | | | |
| Water Utility Board | 13.01 | Water Utility | | | | |

| Committee Name | MGO | Land Use and Transportation | Neighborhoods and Housing | Economy and Opportunity | Culture and Character | Green and Resilient | Effective Government | Health and Safety | Primary Element: |
|--|-----------------------------|-----------------------------|---------------------------|-------------------------|-----------------------|---------------------|----------------------|-------------------|-------------------------|
| Downtown Coordinating Committee | 8.41 | Y | Y | Y | Y | | | | Culture and Character |
| Erlanger, Jeffrey Clay, Civility in Public Discourse Award Committee | 33.30 | | | | Y | | Y | | Culture and Character |
| Humanitarian Award Commission, Reverend Dr. Martin Luther King, Jr. | 39.06 | | | | Y | | Y | | Culture and Character |
| Landmarks Commission | 33.19 | Y | | | Y | | | | Culture and Character |
| Madison Arts Commission | 33.35 | | | | Y | | | | Culture and Character |
| Monona Terrace Booking Event Assistance Advisory Committee | 33.21(19) | | | | Y | | | | Culture and Character |
| Monona Terrace Community and Convention Center Board | 33.21 | | | | Y | | Y | | Culture and Character |
| Sister City Collaboration Committee | 33.33 | | | Y | Y | | Y | | Culture and Character |
| Committee on Aging | 33.14 | | | Y | Y | | | Y | Economy and Opportunity |
| Community Development Division Conference Committee | 33.18 | | Y | Y | | | | | Economy and Opportunity |
| Community Services Committee | 33.16 | | | Y | | | | | Economy and Opportunity |
| Disability Rights Commission | 39.04 | | | Y | | | | Y | Economy and Opportunity |
| Early Childhood Care and Education Committee | 33.16(7) | | | Y | | | | Y | Economy and Opportunity |
| Economic Development Committee | 33.17 | | | Y | | | | | Economy and Opportunity |
| Education Committee | 33.28 | | | Y | | | | | Economy and Opportunity |
| Equal Opportunities Commission | 39.03 | | | Y | | | | | Economy and Opportunity |
| Madison Food Policy Council | 33.52 | | | Y | | Y | | | Economy and Opportunity |
| Madison Public Library Board | 8.12(1) | | | Y | Y | | Y | | Economy and Opportunity |
| Vending Oversight Committee | 9.12 | Y | | Y | | | | | Economy and Opportunity |
| Administrative Review Board (CCEC) | 9.49 | | | | | | Y | | Effective Government |
| Affirmative Action Commission | 39.02(3) | | | Y | | | Y | | Effective Government |
| Board of Review | 33.08 | | | | | | Y | | Effective Government |
| City-County Liaison Committee | 33.09(1) | | | | | | Y | | Effective Government |
| Committee on Employee Relations | 33.10 | | | | | | Y | | Effective Government |
| Committee on Sweatfree Purchases | 4.25(9) | | | | | | Y | Y | Effective Government |
| Common Council Executive Committee | 33.13 | | | | | | Y | | Effective Government |
| Deferred Compensation Committee | 33.27(d) | | | Y | | | Y | | Effective Government |
| Ethics Board | 3.35(10) | | | | | | Y | | Effective Government |
| Finance Committee | 4.02 | | | | | | Y | | Effective Government |
| Personnel Board | 3.53(2) | | | Y | | | Y | | Effective Government |
| Room Tax Commission | 33.29 | | | Y | | | Y | | Effective Government |
| Board of Park Commissioners | 33.05 | | | Y | Y | Y | Y | | Green and Resilient |
| Facilities Programs and Fees Subcommittee | 33.05(5)(a) | | | | | Y | Y | | Green and Resilient |
| Habitat Stewardship Subcommittee | 33.05(5)(b) | Y | | | | Y | | | Green and Resilient |
| Parks Long Range Planning Subcommittee | 33.05(5)(c) | | | | | Y | Y | | Green and Resilient |
| Sustainable Madison Committee | 33.31 | | | | | Y | | | Green and Resilient |
| Alcohol License Review Committee | 33.02 | | | Y | | | | Y | Health and Safety |
| Board of Building Code, Fire Code, Conveyance Code and Licensing Appeals | 29.21 | | Y | Y | | Y | Y | | Health and Safety |
| Board of Health for Madison and Dane County | 7.01 | | | | | | | Y | Health and Safety |
| Police and Fire Commission | 33.06 | | | | | | Y | Y | Health and Safety |

| | | | | | | | | | |
|--|---------------------------|---|---|---|---|---|---|---|-----------------------------|
| Police Civilian Oversight Board | 5.20 | | | | | | Y | Y | Health and Safety |
| Public Safety Review Committee | 33.22 | | | | | | | Y | Health and Safety |
| Water Utility Board | 13.01 | | | | | | Y | Y | Health and Safety |
| Board of Public Works | 33.07 | Y | Y | | | Y | Y | | Land Use and Transportation |
| Ho-Chunk Nation/City of Madison Joint Planning Committee | 33.25 | Y | Y | Y | Y | | | | Land Use and Transportation |
| Joint Campus Area Committee | 33.32 | Y | Y | Y | | | | | Land Use and Transportation |
| Plan Commission | 16.01 | Y | Y | | Y | | | | Land Use and Transportation |
| Street Use Staff Commission | 10.056(3) | Y | Y | | | | Y | | Land Use and Transportation |
| Transportation Commission | 33.56 | Y | | | | | | | Land Use and Transportation |
| Zoning Board of Appeals | 28.205 | Y | Y | | | | Y | | Land Use and Transportation |
| City-County Homeless Issues Committee | 33.09(3) | | Y | | Y | | | Y | Neighborhoods and Housing |
| Community Development Authority | 3.17 | | Y | Y | | | Y | | Neighborhoods and Housing |
| Community Development Block Grant Committee | 33.15 | | Y | | | | | | Neighborhoods and Housing |
| Housing Strategy Committee | 33.34 | Y | Y | | | | | | Neighborhoods and Housing |
| Landlord and Tenant Issues Committee | 32.03 | | Y | Y | | | | | Neighborhoods and Housing |
| Urban Design Commission | 33.24 | Y | Y | | Y | | | | Neighborhoods and Housing |

| Committee Name | MGO | Total Members (Not Including Alternates) | Number of Alders | Specific Members |
|--|----------------|--|------------------|---|
| Administrative Review Board (CCEC) | 8.48 | See CCEC | See CCEC | See CCEC |
| Affirmative Action Commission | 39.03(2) | 9 | 1 | "At no time shall the total of women, persons with disabilities, and ethnic minority members constitute less than a majority." |
| Alcohol License Review Committee | 23.02 | 9 | 3 | 6 adult residents |
| Board of Building Code, Fire Code, Conveyance Code and Licensing Appeals | 29.21 | 9 | 0 | "Members shall, collectively, represent the following areas of expertise: (1) legal, (2) architectural, (3) structural or architectural engineering, (4) real estate, (5) building, and (6) fire prevention" |
| Board of Health for Madison and Dane County | 7.01 | 8 | 1 | "A good faith effort shall be made to appoint one (1) licensed physician, one (1) environmental health expert, and one (1) registered nurse. The physician shall be appointed from a list submitted by the Dane County Medical Society. The nurse shall have experience in community health practice." 3 members shall be City residents and 3 members shall be County residents who reside outside of the City. |
| Board of Review | 33.08 | 5 | 0 | 5 resident members |
| Board of Park Commissioners | 33.05 | 7 | 2 | 5 resident members |
| Board of Public Works | 33.07 | 7 | 2 | 1 adult City of Madison resident with an engineering background; 3 residents |
| City-County Homeless Issues Committee | 33.09(2) | 13 | 2 | 1 Madison Police Department officer; 1 representative of a downtown business or community organization; 1 current or former homeless person who has used homeless services; 1 from the Homeless Services Consortium or other persons experienced in homeless services or advocacy; 3 Dane County Board of Supervisors; 2 current or former homeless persons who have used homeless services; 2 from the Homeless Services Consortium or other persons experienced in homeless services or advocacy |
| City-County Liaison Committee | 33.09(1) | 7 | 3 | Mayor or designee |
| Committee on Aging | 23.14 | 11 | 2 | Majority shall be over 55 years of age; other members shall have expertise, experience, or education in aging social services or programs; 1 shall be a board member of the Madison Senior Center Foundation |
| Committee on Employee Relations | 23.10 | 9 | 2 | 3 holding management positions with the City of Madison; 3 resident members; 2 alderpersons currently serving on the Finance Committee; 1 Human Resources Director (only vote to break a tie among other members) |
| Committee on Swaffee Purchases | 4.29(2) | 5 | 1 | 4 residents of the City of Madison of legal voting age; 1 alderperson who serves concurrently as an appointed member of the Finance Committee; 1 alternative member; at least 1 of the remaining four members shall be a representative, preferably a student, recommended by an appropriate department, committee or student organization of the University of Wisconsin-Madison focused on labor codes and licensing of licensed collegiate products or, if none exists, a resident with knowledge or interest in international labor practices and workers' rights |
| Common Council Executive Committee | 23.11 | 7 | 7 | - |
| Community Development Authority | 4.17 | 7 | 2 | |
| Community Development Block Grant Committee | 23.15 | 9 | 2 | Other members shall be resident members; at least 3 resident members shall be persons of low or moderate income, as low or moderate income is defined by the CDBG regulations; at least 1 resident members shall be a member of a minority as defined, 1 position may be filled by either an alderperson or a resident member; 2 alternate members |
| Community Development Division Conference Committee | 23.18 | 6 | 2 | CDBG and CSC shall each recommend to the Mayor three of its members, including one alderperson from each the CDBG and CSC |
| Community Services Committee | 23.16 | 11 | 1 to 2 | 8 appointed by the Mayor on the basis of their knowledge and interest in human services; at least 1 and no more than 2 alderpersons; 1 citizen member shall be selected by the Mayor from a panel of 3 submitted by the Madison Federation of Labor; 1 present or former client or recipient of a private nonprofit program; at least 1 citizen member shall be a member of a minority; 1 member from the Committee on Aging; 1 member from the Early Childhood Care and Education Committee; remaining members broadly representative of the community |
| Deferred Compensation Committee | 23.27(4) | 7 | 0 | composed of seven (7) employees of the City of Madison to include the following employees or designees: Human Resources Director; Treasurer; Finance Director; City Attorney and three (3) additional employees chosen by the Human Resources Director. |
| Disability Rights Commission | 29.04 | 13 | 1 | 12 resident members; resident members shall be residents of the City of Madison and shall be knowledgeable and sensitive to the service needs, rights, and responsibilities of residents with disabilities. First priority for membership shall be given to people with disabilities, family members, and advocates |
| Downtown Coordinating Committee | 8.41 | 9 | 2 to 3 | 6 to 7 members residing within the City of Madison; at least 1 of the resident members shall be a permanent resident of the Downtown area; 1 student at the University of Wisconsin-Madison; 1 representative of the downtown business community |
| Early Childhood Care and Education Committee | 23.16(2) | 9 | 1 | 2 specialists in the field of child care; 1 child care service consumer; 1 child care worker |
| Economic Development Committee | 23.17 | 11 | 3 | Mayor or designee; 7 residents with a wide range of direct experience in business and/or knowledge related to job creation, real estate or workforce development |
| Education Committee | 33.28 | 8 | 2 | Mayor or designee; MMSD School Superintendent or representative; 2 MMSD Board of Education members; 2 County Board Supervisors |
| Equal Opportunities Commission | 29.03 | 13 | 1 to 2 | Residents of the entire City, be representative of the rich diversity of the community and include as many protected class memberships as is possible and shall be persons committed to the principle of equal opportunities |
| Erlanger, Jeffrey Clay, Civility in Public Discourse Award Committee | 23.30 | 5 | 1 | Member or representative of the Erlanger family; 1 member of the Mayor's staff; the Common Council President; 2 resident members |
| Ethics Board | 3.35(10) | 7 | 1 | 4 resident members; 1 representative of the Mayor; the Common Council president or their designee who shall be an alderperson; 1 representative of organized labor |
| Facilities Programs and Fees Subcommittee | 33.05(2)(4) | 7 | 0 | Includes at least one member of the Park Commission |
| Finance Committee | 4.07 | 6 | 6 | 5 alderpersons appointed by the Mayor; Common Council President serving ex officio but with power to vote |
| Habitat Stewardship Subcommittee | 33.05(2)(4)(b) | 5 | 0 | Includes at least one member of the Park Commission |
| Ho-Chunk Nation/City of Madison Joint Planning Committee | 23.25 | 6 | 0 | "Three appointed by the Nation and two appointed by the Mayor subject to the approval of the Common Council, and the director of the City Department of Planning and Community and Economic Development, or his or her designee" |
| Housing Strategy Committee | 33.34 | 9 | 2 | 7 resident members |
| Humanitarian Award Commission, Reverend Dr. Martin Luther King, Jr. | 29.06 | 9 | 0 | "The Mayor shall appoint the City's voting members, which shall consist of the Community Development Division Director or her/his designee and one delegate from each of the following commissions' committees: the Madison Equal Opportunities Commission, the Affirmative Action Commission, and the Committee on People with Disabilities. The County Executive shall appoint four (4) voting members to represent Dane County. The Mayor and the County Executive shall jointly appoint one (1) member to serve as the sixth (6th) committee member. This Committee shall annually seek candidates and select the recipient or recipients of this award." |
| Joint Campus Area Committee | 23.32 | 22 | 5 | Alders from Districts 2, 4, 5, 8, and 13; 1 representative each from the Greenbush, Vilas, and Regent neighborhoods; 1 representative from Capitol Neighborhoods; 1 member of the Campus Area Neighborhood Association; 1 member of the Plan Commission; 1 member of a transportation-related City committee |
| Landlord and Tenant Issues Committee | 23.03 | 7 | 1 to 2 | At least one but not more than 2 alderpersons; 1 resident alternate member |
| Landmarks Commission | 33.19 | 7 | 1 | 1 historian; 1 licensed architect; 1 licensed real estate professional; 3 resident members |
| Madison Arts Commission | 23.35 | 11 | 1 | At least one representative from the following categories: art educators, creative sector commerce (individuals engaged in commercial enterprises in the arts including but not limited to: advertising, design, film, music, performing arts, publishing, research and development, software, toys and games, TV and radio, art studios, galleries, and video games), creative disciplines related to shaping the built environment (artists or administrators who engage in professional level public art, architecture, landscape architecture), creative workers (individuals whose professional or volunteer contributions are based on creative content such as actors, writers, visual artists, musicians, dancers, and those who promote, facilitate or manage creative content or events) |
| Madison Food Policy Council | 33.52 | 23 | 3 | 1 representative of MMSD; 1 member shall be less than 24 years of age; 19 adult resident appointees, of which 1 representative from or an advocate of community gardens; 1 direct market producer; 1 food-access advocate; 1 representative from a health care provider; 1 representative of MMSD; 1 local restaurant; 1 small or mid-sized retailer; 1 representative from or advocate for an urban farm; 1 employed by an accredited university or college as an expert in food and/or agricultural systems; 1 employee of UW-Extension, remaining 9 represent any of the following categories, groups, or organizations: a community-supported agriculture organization, a consumer group, an economic development entity, an environmental advocate, a food bank, a farmers' market, a food cooperative, a food processing company, a mobile food vendor or retailer, a neighborhood development organization, a religious organization, a school district, a school food and/or nutrition expert, a staff member from a youth group organization, a sustainable agriculture advocate, or a sitting member of a city or county committee that advises on food-related policy, including, but not limited to the Dane County Food Council or the Madison and Dane County Board of Health, or a representative from any of the other organizations listed above and making up the balance of the PPC. |
| Madison Public Library Board | 8.12(1) | 9 | 1 | Superintendent of Schools or their representative |
| Monona Terrace Booking Event Assistance Advisory Committee | 33.21(1)(2) | 5 | | |
| Monona Terrace Community and Convention Center Board | 23.21 | 12 | | 6 shall be held by the Mayor of the City of Madison, 5 by the Dane County Executive and 1 by the Governor of the State of Wisconsin |
| Parks Long Range Planning Subcommittee | 33.05(2)(4) | 5 | 0 | Includes at least one member of the Park Commission |
| Personnel Board | 3.32(2) | 5 | 0 | "No person shall be appointed to and Board who holds any office or employment in the City government." |
| Plan Commission | 16.01 | 9 | 3 | Mayor or their designee; 4 citizens |
| Police and Fire Commission | 33.06 | 5 | 0 | 5 citizens |
| Police Civilian Oversight Board | 5.20 | 11 | | Strive to consider members who are: African American, Asian, Latinx, Native American, and from the LGBTQ community, as well as members affiliated with an organization in the field of mental health, youth advocacy, and AODA, as well as members with an arrest/conviction record, and in consulting with the Board as outlined above, the Mayor and Council shall ensure that members represent a diversity of age, socioeconomic status, gender, geographic residence, and work experience. No member shall have ever been employed by the MPD be an immediate family member of current or former MPD employees, or worked as a law enforcement officer within the State of Wisconsin in the 10 years prior to becoming a Member of the Board. |
| Public Safety Review Committee | 33.22 | 9 | 3 | Mayor or their designee; 5 resident members; 1 alternate member |
| Room Tax Commission | 33.29 | 6 | At least 2 | 1 shall represent the hotel and motel industry; strong consideration shall be given to an owner/operator of a hotel in the City; strong consideration shall be given to alderpersons who serve on the boards of the Monona Terrace, Operative Center, and Greater Madison Convention and Visitor Bureau |
| Sister City Collaboration Committee | 23.33 | 12 | 1 | 1 member from each approved Sister Committee partnership |
| Street Use Staff Commission | 10.05(2) | 12 | 0 | be voting membership of the Street Use Staff Commission shall consist of a staff representative from each of the following City departments or divisions: 1. Transportation/Traffic Engineering; 2. Parking Utility; 3. City Engineering; 4. Parks Division; 5. Parks Division-Mail Maintenance; 6. Streets Division; 7. Police Department; 8. Fire Department; 9. Risk Management (Finance Director); 10. Metro Transit; 11. Economic Development Division (Street Vending); and 12. A representative from the State Capitol Police Department. |
| Sustainable Madison Committee | 23.31 | 15 | At least 1 | 1. Board of Public Works member (who may also be a Council member); 13 various experts or community representatives with an interest in sustainability (no more than 2 of whom may also be Council members) and shall represent the following areas of expertise: air, water, energy, transportation and land use, food, the built environment, finance, economics and workforce, culture, and environmental protection. The Mayor shall strive to appoint members drawn from the following portions of the community: Neighborhood groups, sustainability activists, business people, educational institutions and the development community. |
| Transportation Commission | 23.50 | 11 | 4 | 7 resident members, of whom 1 is knowledgeable of equity issues and the needs of marginalized communities; 1 knowledgeable of issues facing people with disabilities; 1 whose primary mode of transportation in the City is the bicycle; 1 whose primary transportation in the City is walking; 1 whose primary mode of transportation in the City is transit; and for any remaining resident appointments, preference should be given to appointing people of under-represented groups; 2 alternate members |
| Urban Design Commission | 33.24 | 9 | 1 | 2 resident members; 1 graduate landscape architect; 3 registered architects; 2 design professionals |
| Vending Oversight Committee | 9.12 | 5 | 2 | 1 alderperson from a downtown district; 1 alderperson from another part of the City; 1 resident of the State Street or Capitol Concourse area eligible to vote in the City; 2 residents; 1 alternate |
| Water Utility Board | 13.10 | 8 | 1 to 2 | 7 voting members and 1 non-voting ex-officio member |
| Zoning Board of Appeals | 40.20(4) | 5 | | 2 alternate members |

| Committee Name | MGO | Purpose/Intent: | Listed Authority/Duties/Powers/Tasks: | |
|--|---------|---|---|---|
| Administrative Review Board (CCEC) | 9-48 | "The Common Council Executive Committee (CCEC), as constituted under Sec. 23.13, MGO, shall serve as the Administrative Review Board (ARB) under this Ordinance. The CCEC shall adopt rules of procedure when it acts as the ARB. The Common Council staff shall provide staff support to the ARB." | | Note: Highlighted Yellow = Mentioned in W1 State Statutes |
| Affirmative Action Commission | 79.05.1 | | <ul style="list-style-type: none"> To annually review, approve and recommend the Citywide Affirmative Action goals and timetables as proposed by the Affirmative Action Division Manager. To advise affected and/or other under-represented groups of their rights under the Affirmative Action Program. To disseminate information and to educate the people of the City of Madison to a greater understanding and practice of Affirmative Action Employment for all affected and/or other under-represented groups. To render from time to time, but not less than once a year, written reports of its progress, activities and recommendations to the Mayor and Common Council. To recommend and review such rules and regulations as may be necessary to promulgate the City's Affirmative Action Program. To develop and review the contract compliance requirements of the City of Madison and to develop a policy with respect to vendors and contractors. To make specific recommendations as to the hiring of appropriate minorities into conformity with the policies of this ordinance if necessary. To provide administrative review of decisions of the Affirmative Action Division Manager to grant, deny or revoke certifications as a Minority Business Enterprise (MBE), Women Business Enterprise (WBE), or Disadvantaged Business Enterprise (DBE) The Commission shall adopt procedural rules for the conduct of such appeals. To approve a City of Madison Civil Rights Compliance Plan, and to monitor City compliance with Title VI of the Civil Rights Act of 1964, as amended. The Affirmative Action Division Manager shall coordinate the preparation of the Plan for the Commission's approval. Every City department which receives funds covered by Title VI shall cooperate with and assist the Affirmative Action Division Manager in the preparation of the Plan. (Am. by Ord-06-00078, 6-30-06) To provide administrative review of decisions of the Affirmative Action Division Manager or CDBG staff regarding compliance with Section 3 Plans, as required by 24 CFR Part 135. (Cr. by ORD-12-00041, 4-19-12) | |
| Alcohol License Review Committee | 33-05 | | <ul style="list-style-type: none"> Charged with the responsibility and duty to review and examine all applications for the granting of all fermented malt beverage licenses, intoxicating liquor licenses, and operator's licenses, receive all recommendations relating thereto from staff personnel and to review and make recommendations as to the subsequent granting of all such licenses by the Common Council. Charged with the responsibility and duty to review the triennial "Alcohol License Problem Reports" submitted by the Chief of Police and may conduct such additional review of problems reported therein with the licenses affected and make such further recommendations or take such further action as they may deem appropriate Charged with providing a reason to the Common Council whenever the committee recommends that a new Chapter 38 license or permit not be approved | |
| Board of Building Code, Fire Code, Conveyance Code and Licensing Appeals | 29-21 | | <ul style="list-style-type: none"> Appeals <ul style="list-style-type: none"> The owner of a building or structure or any other person who is aggrieved and directly affected may appeal from decisions or orders of the Fire Chief, from a denial of the issuance of a private noise amplification permit, from Building Code Orders, or from a decision of the Director of the Building Inspection Division refusing to grant approval of a plan, modification of or variance from the provisions of Madison General Ordinances Chapters 27, 29, and 40 covering the manner of construction or materials to be used in the erection, alteration, or repair of a building or structure, or the wrecking or demolition of a building or structure determined to be unusual pursuant to Section 28.15(5), MGO, to the Board of Building Code, Fire Code, Conveyance Code and Licensing Appeals. All applications for appeal shall be in writing and shall be received by the Director of the Building Inspection Division no later than thirty (30) days after the date of the Official Notice of code violations or of the written decision of either the Director of the Building Inspection Division or the Fire Chief. An application for an appeal filed shall be accompanied by a fee of fifty dollars (\$50) for appeals under Madison General Ordinances or three hundred dollars (\$300) for variances to the State Building Code. If the applicant requests priority review, the fee shall be double the amount set forth above. The fee shall be made payable to the City Treasurer. The Board may promulgate rules to guide the hearing process. Any rules shall be made available to all persons wishing to invoke their appeal rights. The Board shall hear all appeals filed in compliance with the requirements of Paragraphs 1.—4. above. At the hearing, all parties may offer testimony and documents. Decisions on Appeals <ul style="list-style-type: none"> The Board shall affirm, modify, or reverse the decision of the Fire Chief or Director of the Building Inspection Division. A concurring vote of two-thirds (2/3) of the voting members present shall be required to modify or reverse said decision. Appeal of the action of the Board shall be to Circuit Court. The Board shall affirm the decision of the Director of the Building Inspection Division unless it determines that: <ul style="list-style-type: none"> The Director of the Building Inspection Division or Fire Chief has misinterpreted or misapplied the applicable ordinance, rule, or code provision; or The compliance time established by the Director of the Building Inspection Division or Fire Chief is unreasonable; or An equally good or better state of construction can be used. The Board shall send the appellant a written decision, including reasons for the decision. The Director of the Building Inspection Division or Fire Chief shall act immediately to carry out the Board's decision. | |
| Board of Health for Madison and Dane County | 7-01 | "The Board of Health for Madison and Dane County shall govern Public Health Madison and Dane County and shall assure the enforcement of state and local public health laws and regulations. The Board may adopt rules implementing policies adopted by the Common Council and the County Board." | <ul style="list-style-type: none"> Provide supervision to the Director. Assess public health needs and advocate for the provision of reasonable and necessary public health service. Develop policy and provide leadership that fosters local involvement and commitment that emphasize public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs. Assure that measures are taken to provide an environment in which individuals can be healthy. Determine Program Services priorities and assign the funding levels related to those priorities, subject to approval of the City and County. Use the State's Health Plan, Healthier Wisconsin 2010, as the focus for the Department. Assure the enforcement of state public health statutes, public health rules and City and County public health ordinances. Otherwise carry out obligations of a Board of Health under Wisconsin law. When entering into contracts, the Board may do so in its own name, for the benefit of the City and the County. | |
| Board of Park Commissioners | 33-05 | | See MGO | |
| Board of Public Works | 33-07 | | See MGO | |
| Board of Review | 33-08 | | <ul style="list-style-type: none"> Conduct public hearings and adjudicate contested city assessments; has the authority to subpoena witnesses and records, hear oral testimony from the Assessor and the taxpayer, and raise, lower or sustain assessments." | |
| City-County Homeless Issues Committee | 33.09.3 | | <ul style="list-style-type: none"> Examine, report and make recommendations to the Madison Common Council and the Dane County Board of Supervisors on issues related to homelessness. This includes housing for the homeless, jobs and job training, availability of public toilets and showers, access to storage lockers, and the provision of mental health, drug and alcohol services. May adopt rules for the operation of the Committee. | |
| City-County Liaison Committee | 33.09.1 | "The City-County Liaison Committee is hereby created to maintain a relationship between the Common Council and the Dane County Board for the purpose of conferring on matters of mutual interest and to provide a forum to resolve matters where there may be a difference in interest between the city and the county." | | |
| Committee on Aging | 33-14 | | <ul style="list-style-type: none"> Recommend Older Adult Service Goals and Objectives to the Community Services Committee. Recommend budget allocations for older adult services purchased by the City of Madison to the Community Services Committee. Address barriers to service or participation in older adult services including but not limited to language access issues, socioeconomic, racial, cultural or gender issues and sexual orientation. Gather information, through public hearings and other methods, on the concerns, problems and needs of older adults and communicate its findings to the Community Services Committee, Mayor, and Common Council. Review and recommend policy and its impacts to the Community Services Committee, the Community Development Division, the Mayor and the Common Council in the area of older adult concerns and programs. Review proposed legislation or policies to determine the impact on older adult services and the service population. Recommend legislation or policy or revisions as may be necessary related to the health, welfare, and security and safety of older adults. With the support of the Mayor and Common Council, advocate for older adults and the policies, funding, and legislation which best serve their interests and needs. Coordinate funding and programs with the Area Agency on Aging, the Aging and Disability Resource Center, and other agencies serving older adults. Investigate new and innovative methods for the delivery of older adult services. Seek ways to involve residents in planning for the provision of services to older adults. Advise the Director of the Senior Center on programs, services and policies for the effective functioning of the facility. Promote the Senior Center and its programs and services to older adults and their families and caregivers. Oversee and recommend the budget for the Senior Center to the Community Development Division. Receive regular reports and information from the staff and participant advisory council of the Senior Center. It shall be the function of the Committee to make recommendations on ordinances, or resolutions, the Employee Benefits Handbook for General Municipal Employees, the Madison Professional & Supervisory Employee Association (MPSEA) Handbook, and the Madison City Attorney Association Employee Benefits Handbook (collectively "handbooks") pertaining to rate of pay (excluding base wages as that term is defined in Wis. Stat. § 111.70(4)(b)) as may be amended from time to time and the initial placement of the employee in the salary range), hours of work and conditions of employment affecting the City and its employees, including matters pertaining to: <ul style="list-style-type: none"> Improving the delivery of City services Problems that arise in the workplace which are not covered by the general municipal employee grievance and arbitration procedure or City of Madison Personnel Rules Rates of pay other than base wages or the initial salary placement Proposed changes to employee benefits Proposed changes, whether by ordinance or resolution, Handbooks or any other means, related to pay (other than base wages or the initial salary placement), hours of work and conditions of employment, including the amount of any general salary increase Changes to the Handbooks. Any changes to the Handbooks shall be made only after approval by this Committee and the Common Council Matters referred to by the Common Council. | |
| Committee on Employee Relations | 33-10 | "The mission of the Committee is to reach an amicable understanding by developing, implementing and fostering interest based problem solving methods and techniques with respect to the Employer-Employee relationship. To that end, the Committee shall, in conjunction with the Mayor and all City departments create, promote and agree to work together as joint employee-management teams to foster open and regular communication between employees, management, City officials, and residents recognizing that open communication is an essential element in maintaining an atmosphere of trust in the City and continuing to provide the high quality services for which the City is known." | <ul style="list-style-type: none"> "On an annual basis, this committee shall provide the Common Council with a report describing any suggested recommendations regarding the ordinance, including the feasibility of expanding the ordinance beyond its original application to appeal only as described in subsection (2). This committee is also encouraged to communicate with other units of government to encourage similar policies to further increase the effectiveness of this ordinance in achieving its policy goals." Review and Recommendation of City Policy. The Common Council Executive Committee shall have the authority to: <ul style="list-style-type: none"> Receive referrals of ordinances, resolutions and reports from the Common Council that are not referred to other committees, hold public hearings thereon, and make reports and recommendations on matters so referred. Notwithstanding this subsection, ordinances or resolutions relating to the structure and function of the Common Council and of other City committees should routinely be referred to the Committee. Determine by motion of the Committee if dispute topics that may form the basis of future legislation to be introduced to the Council. Determine by motion of the Committee to discuss topics of broad concern to the City that may not be considered in any other committee or that cross the authorities of several committees. Review of Legislation. The Committee shall: <ul style="list-style-type: none"> Participate in the development of a City of Madison state legislative agenda and make recommendations to the Council and the Mayor as to agenda priorities. The legislative agenda would identify the City's legislative goals for the session, some of which may be submitted for introduction to the Legislature. Study proposed legislation affecting the City and make recommendations to the Council and the Mayor for positions to be taken by the City on selected legislation. In those instances where prompt action is required and time and circumstances do not permit adoption of a position on specific legislation, the Mayor is authorized to act in a manner consistent with the City's legislative priorities. Design strategies and make recommendations to the Council to directly involve the Council members in communicating Council positions to the Dane County State Legislative delegation on specific issues or legislation. Receive reports from the City's Legislative Analyst regarding the status of the City's legislative agenda and other legislation. Make periodic reports to the Council pertaining to legislative matters. Conduct studies and make recommendations to the Council and the Mayor relative to state or federal legislative issues which may have an impact on City government. Examine federal legislation or issues which might have significant direct impact on City government. Review proposed legislative agenda from Special Committees. The Common Council Executive Committee shall serve as the Administrative Review Board under Sec. 9-40, MGO. Other Duties. The Common Council may assign other duties to the Common Council Executive Committee. | |
| Committee on Sewerage Purchases | 4-28.9 | "There is hereby created a Committee on Sewerage Purchases, for the purpose of ongoing evaluation and assistance in the application of this ordinance and the furtherance of its purpose." | | |
| Common Council Executive Committee | 33-13 | | <ul style="list-style-type: none"> The CDA shall have all the powers, duties and functions of a housing authority, as set forth in Wis. Stat. §§ 66.1201 to 66.1213, inclusive, and all housing projects initiated by the CDA and approved by the Common Council shall be undertaken and carried out pursuant to such sections. The CDA shall have all the powers, duties and functions of a redevelopment authority as set forth in Wis. Stat. § 66.1335 and all projects relating to blight elimination, slum clearance, urban renewal and development programs initiated by the CDA and approved by the Common Council shall be undertaken and carried out. The CDA may, upon the direction of the Common Council act as agent of the City in planning and carrying out community development programs and activities funded under the Federal Housing and Community Development Act of 1973, as amended, and any or all community development programs and activities initiated by the CDA and approved by the Mayor and Common Council shall be undertaken and carried out pursuant to such Act and other applicable law. The CDA may, upon the direction of the Common Council, act as agent of the City in performing any or all acts, except the development of the general plan of the City, which may otherwise be performed by the City Planning Commission. The CDA may, upon the direction of the Common Council, act as agent of the City in performing any or all functions of the HFC and the Department of Planning and Community and Economic Development related to the operation and administration of the City's Housing Rehabilitation Program. The CDA may, upon the direction of the Common Council, act as agent of the City in performing any or all functions of the MHA related to the operation and administration of the City's Home-buyer's Assistance Program. The CDA may, upon the direction of the Common Council, act as agent of the City in performing any or all functions of the Department of Planning and Community and Economic Development related to the operation and administration of the City's Section 312 Rehabilitation Program and any other programs of rehabilitation financing involving financial assistance from either the Federal Government or the State of Wisconsin, or both, in which the City participates. In addition to the foregoing powers, duties and functions, the CDA shall have such other powers, duties and functions related to community development as are conferred on it by the Common Council from time to time. The CDA may provide consulting services to tenants and homeowners with respect to property maintenance, financial management, and such other matters as may be appropriate to assist them in improving their housing conditions and meeting the responsibilities of tenants or homeownership." | |
| Community Development Block Grant Committee | 33-15 | | <ul style="list-style-type: none"> Recommend policies, goals, and objectives of the CDBG program, after consultation with the Mayor, to be approved by the Common Council. Evaluate performance of contractors performing CDBG-funded activities, including obtaining such information as is reasonably necessary for such evaluation; and, at the discretion of the Committee, make recommendations to the Mayor and Common Council regarding contract revisions, enforcement or terminations. Review project and Local Options proposals for CDBG funding. Recommend to the Mayor and Common Council a budget for CDBG funding, based upon assessment of the proposals, evaluation of performance on other projects, City policies, goals, objectives, financial needs and commitments, and upon the needs assessment by the Clearinghouse for Cities Program. Recommend to the Mayor and Common Council the allocation of any reprogrammed funds. Perform those functions delineated in Sec. 4.22 as regards the Affordable Housing Trust Fund. The Community Development Block Grant Committee (CDBG-C) shall recommend to the Mayor three (3) of its regular members (not alternate members), including one alldperson, to serve as members of the Community Development Division Conference Committee. The term of each appointment shall be one year." | |
| Community Development Division Conference Committee | 33-16 | "The Community Development Division (CDD), the Community Development Block Grant Committee (CDBG) and the Community Services Committee (CSC) each exercise an important and ongoing role in allocating City resources, through established and regularly scheduled City funding processes, that seek to address and fund social services and community needs through investments in programs that serve prioritized issues or populations. Within these funding processes, the roles of the CDBG and CSC frequently intersect. In addition, emerging or unanticipated needs or opportunities sometimes arise under circumstances that cannot be properly addressed within established funding cycles. To meet these various needs, this Committee is created and charged with coordinating final decisions that are required under CDBG established funding processes; reviewing applications for Emerging Opportunities Program funds submitted pursuant to Sec. 3.12(1) and making the final funding and award decision for funds awarded under that program; and facilitating discussions or decisions around other issues that affect both the CDBG and CSC." | | |

| | | |
|--|-----------------------------|--|
| Community Services Committee | 33.16 | <ul style="list-style-type: none"> Establish policies to be followed by the Office of Community Services. Investigate new and innovative methods for delivery of human services. Recommend policy to the Mayor and Common Council in the areas of community services. Make recommendations to the Mayor and Supervisor of Community Services regarding the budget for community services, and human services purchased by the City from private non-profit agencies. Stimulate coordinated inter-community and intra-community planning for the delivery of human services. Seek ways to involve residents in assessment of human services needs. Cooperate with the Plan Commission and Department of Planning and Community and Economic Development. Seek to improve accessibility of human services to residents who have language and other barriers. Establish human services priorities and criteria for choices between those services which are provided directly by the City and those which are purchased from other agencies. Work to improve coordination and follow-up in connecting City residents with available human services. Coordinate human services activities with other governmental units. |
| Deferred Compensation Committee | 33.27(d) | <p>Charged with the duty to make and implement on behalf of the City all necessary decisions relating to the 457(b) Deferred Compensation Plan for the benefit of Plan participants in compliance with Federal and State laws and regulations, including preparing, maintaining and updating the Investment Policy Statement. In furtherance of its responsibilities, the DCC is authorized to effect amendments to the Plan to comply with amendments to Federal and State laws as may from time to time occur without further action by the Common Council. In addition, the Human Resources Director is authorized, on behalf of the City, to execute all Joinder or Participation Agreements with eligible employees which are necessary for employee participation in the Plan.</p> <ul style="list-style-type: none"> Recommend policy to the Mayor, Common Council and Department of Civil Rights in all areas that affect people with disabilities and their families. Study and make recommendations to all City departments, committees, and commissions on proposals to provide better access to facilities and services for people with disabilities and their families. The Commission shall monitor and report violations of city ordinances and state laws pertaining to residents with disabilities to the appropriate agency. The Commission shall solicit comments and suggestions from residents and organized groups regarding the concerns of residents with disabilities. The Commission shall establish close working relationships with other City Boards, Commissions and Committees whose activities may affect people with disabilities. |
| Disability Rights Commission | 39.04 | |
| Downtown Coordinating Committee | 8.41 | <p>"The Common Council finds that it is in the public interest to create a Downtown Coordinating Committee to provide a forum for public information and stewardship regarding the use of public space in the Downtown Area, and to periodically review regulations and policies affecting the Downtown Area, with particular emphasis on State Street and the Capitol Square, as a high-quality urban space for pedestrians in an environment that promotes healthy businesses. For purposes of this ordinance, the "Downtown Area" shall be defined as all geographical areas within the jurisdiction of the City of Madison between Blair Street, Lake Mendota, North Park Street, Regent Street, Prosser Street, North Shore Drive, and Lake Monona. This geographical definition of the Downtown Area shall be for the sole purpose of guiding the issues to be considered by the Downtown Coordinating Committee under this ordinance."</p> <ul style="list-style-type: none"> Consider ongoing issues of operation, design, safety, maintenance and use of the Downtown Area Provide advice on the development, implementation, and revisions to plans for improvements to be made in the Downtown Area Provide a forum for public information and stewardship for topics that affect the use of public space in the Downtown Area Consider any proposed ordinance amendments or new ordinances or resolutions regarding planning in the Downtown Area Coordinate any proposed ordinance amendments or new ordinances or resolutions regarding planning in the Downtown Area Serve as a forum for sharing information and providing advisory recommendations regarding the above duties and issues of concern in the Downtown Area |
| Early Childhood Care and Education Committee | 33.16(f) | <p>It shall be the general duty of the Early Childhood Care and Education Committee to advise and make recommendations to the Community Services Committee and the Community Development Division on policy and guidance for the Madison Child Care Accreditation and Child Care Assistance Programs and the Community Resources funding process. These duties shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> Eligibility criteria for approved child care agencies Eligibility criteria for child care assistance Eligibility criteria for grants and loans Participation in the Community Development Division Funding Process regarding children and families and assessment of community child care needs. |
| Economic Development Committee | 33.17 | <ul style="list-style-type: none"> Assist City officials and staff in promoting a healthy, diversified economy in which business can locate, innovate, grow and prosper, and all residents have opportunities for living wage jobs Make recommendations to the Mayor and the Common Council on economic development policies and issues Every four (4) or five (5) years, review and consider a Comprehensive Economic Development Report and Plan (CEDRP) prepared by Economic Development Division staff on economic trends for the City of Madison and surrounding area. After review and revision by the Committee, the CEDRP shall be submitted to the Common Council for approval. The CEDRP should include: <ul style="list-style-type: none"> o Available data on employment by type of job, wages, unemployment rate, and overall changes in employment and population o General demographic data o A description of business and workforce assistance available o An evaluation of current economic development efforts o Recommendations of possible changes to, new, programs, strategies, policies, and projects to achieve the economic development goals stated in paragraph (a) above and other related goals adopted by the City of Madison Every two (2) years, the Economic Development Division Director will develop a "Work Plan" consistent with the adopted CEDRP for the City's economic development priorities in the next two (2) years. The Work Plan shall be submitted to the Common Council with referral to the Economic Development Committee before action by the Common Council. The Work Plan may include changes to the CEDRP Provide the community with a public forum for information sharing and discussion about economic issues affecting the City of Madison. |
| Education Committee | 33.28 | <p>"The Education Committee serves as a formal channel of communication and policy recommendations regarding issues of shared concern between the City of Madison, the Madison Metropolitan School District Board of Education, and Dane County."</p> |
| Equal Opportunities Commission | 39.03 | <ul style="list-style-type: none"> To study the existence, character, causes and extent of the denial of equal opportunity because of biases, prejudices, social or institutionalized passive and active forms of discrimination or harassment that occurs either in favor of or to the detriment of any protected class or other unfair classification in the greater Madison community. To informally recommend solutions to individual problems that may arise which involve the denial of equal opportunities because of protected class or other class memberships. To disseminate information and provide technical assistance, consultation, training programs and other techniques to educate the people of the City of Madison and to aid both private and public agencies to use their resources to promote equal opportunities for all persons. To receive and inform complaints alleging violations of this ordinance and to attempt to eliminate or remedy any violation by means of conciliation, persuasion, education, litigation, or any other means, to make the complainant whole again. o In case agreement is reached, a conciliation agreement in writing shall be signed by the complainant and respondent and approved by the President of the Equal Opportunities Commission. The signed conciliation agreement shall have the effect of a Commission order. o Except as provided in Wis. Stat. § 904.08, and in 24 CFR Sec. 103.30, nothing that is said or done in the course of conciliation proceedings may be made public or used as evidence in a subsequent administrative hearing or civil action under Title VIII of the Civil Rights Act of 1968 or under Wis. Stat. § 103.22 or eq. (1991-492), without the written consent of the parties. o Any conciliation agreement is a public record and subject to inspection as provided in Wis. Stat. § 19.35, and Sec. 3.42 of these ordinances, unless the parties to the agreement request that the record be exempt from disclosure and the Equal Opportunities Division Manager determines in accordance with the Wisconsin Public Records Laws that it would be clearly contrary to the public's interests to disclose such conciliation agreement. o Notwithstanding the provisions of Sec. 39.03(10)(c), to the contrary, to test and investigate for the purpose of establishing violations of Section 39.03 of these ordinances and, if appropriate, to make, sign, and file complaints alleging violations thereof. To render from time to time, but not less than once a year, written report of its activities and recommendations to the Mayor and the Common Council. To adopt such rules and regulations as may be necessary to carry out the purpose and provisions of this ordinance. To issue subpoenas pursuant to Wis. Stat. § 195.01 to assist in the execution of its duties. The Commission may, from time to time, designate Commissioners and/or Equal Opportunities Division staff to carry out its duties. |
| Etlinger, Jeffrey Clay, Civility in Public Discourse Award Committee | 33.20 | <p>"The City establishes the Jeffrey Clay Etlinger Civility in Public Discourse Award (the Award) in memory of Jeff Etlinger's contributions to the City. The Committee established by this ordinance will give out the Award annually, to be announced at a Common Council meeting close to Jeff Etlinger's birthday, November 30."</p> |
| Ethics Board | 3.25(10) | "The Ethics Board may make recommendations with respect to amendments to this Code of Ethics Ordinance." |
| Facilities Programs and Fees Subcommittee | 23.05(2)(a) | "Reviews policies, rules and regulations, operation standards, special event permit applications and makes program recommendations and recommendations on new and updated user fees and charges for all parks, Parks Division operated facilities, the City's golf courses and Forest Hill Cemetery." |
| Finance Committee | 4.00 | See MGO |
| Habitat Stewardship Subcommittee | 23.05(2)(a) | "Reviews public tree concerns and policies, advises and makes recommendations concerning land stewardship, ecological and sustainability practices for all park land. Advises and makes recommendations concerning the Parks Division's Integrated Pest Management Policy and annual report." |
| Hoc-Chauk Nation/City of Madison Joint Planning Committee | 33.25 | <p>"The committee shall be charged with the responsibility of creating and periodically updating a development plan for the Nation's Fee and Trust Land real properties located within the Development Area and the City boundaries."</p> |
| Housing Strategy Committee | 33.24 | <ul style="list-style-type: none"> The Committee will serve as a forum for discussion and communication about housing strategies. The Committee shall establish a schedule for the Department of Planning and Community and Economic Development to prepare and submit a biennial housing report to the Mayor and the Common Council which will include the following: <ul style="list-style-type: none"> o Current data on Madison and regional housing supply and trends o Strategies for maintaining a broad range of housing choices for all households and income levels o Strategies for maintaining and increasing affordable owner-occupied and rental housing in Madison and the region The Committee will review the biennial housing report prepared by the Department of Planning and Community and Economic Development staff and forward the report with the Committee's recommendations to the Mayor and Common Council for their action. The schedule should include a Committee public hearing to request recommendations for special problem areas to consider in the next biennial report In addition to the foregoing, the Housing Strategy Committee shall have such other powers, duties and functions related to housing as are conferred on it by the Mayor and the Common Council from time to time. |
| Humanitarian Award Committee, Reverend Dr. Martin Luther King, Jr. | 29.06 | <p>"There is created the Reverend Doctor Martin Luther King, Jr. Humanitarian Award or Awards to be presented annually to the person or persons who have made outstanding and significant contributions in the spirit of antiracism, brotherhood, and harmony toward making Madison and Dane County an ideal place in which to live. The award or awards shall be presented at the annual celebration of the birth of Dr. King."</p> |
| Joint Campus Area Committee | 33.23 | <ul style="list-style-type: none"> Provide feedback on UW-Madison projects to the DBR established under the UW-Madison Campus Master Plan at the thirty-five percent (35%) and sixty percent (60) percent stages of the project planning/design process for projects within Campus-Institutional (CI) zoned areas. Other informational presentations may be made to the Committee at other stages of project development Identify, discuss, and summarize community-wide and neighborhood impact of UW-Madison infrastructure and development projects, city/village-initiated infrastructure and development projects, and private sector development projects inside the campus boundary and within a quarter mile of the campus boundary. When relevant, make recommendations on whether a project should be approved and/or recommend strategies to mitigate negative impacts to applicable City, Village, or UW-Madison committee(s), commission(s), or other governing bodies Summarize city/village, UW-Madison, and neighborhood concerns concerning current and planned pedestrian networks, bicycle routes, vehicular traffic, traffic analyses, parking, and transit service, and provide those concerns to relevant governmental bodies Review and provide comments to the appropriate City of Madison or Village of Shorewood Hills committee(s)/commission(s) on development projects, rezoning requests, and Planned Development alterations that are inside the UW-Madison Campus boundary but not covered under Campus-Institutional zoning. |
| Landlord and Tenant Issues Committee | 22.03 | <ul style="list-style-type: none"> Serve as a forum for discussion and communication about landlord-tenant issues Make recommendations to the Mayor and the Common Council on all aspects of landlord and tenant policies and issues, including landlord and tenant issues in Chapters 27 and 32 of the Madison General Ordinances Perform the functions formerly exercised by the Rent Abatement Oversight Committee Adopt such rules and regulations, subject to approval by the Common Council, as may be necessary to carry out the purpose and provisions of the rent abatement process in Sec. 32.04, MGO Recommend to the Common Council additions to, deletions from, and changes in the Schedule of Rent Impairing Violations in Sec. 32.04(5)(d) as well as other provisions in Chapter 32 that the Committee believes are appropriate for Common Council action Approve forms for the use of tenants, landlords, the Building Inspection Division of the Department of Planning and Community and Economic Development and Rent Abatement Hearing Examiners to facilitate the rent abatement process in Sec. 32.04, MGO Institute procedures for the selection of Rent Abatement Hearing Examiners for the setting of a time and place for rent abatement hearings and for the giving of notice thereof to interested landlords and tenants within ten (10) days of the filing of a request for a hearing concerning authorization for rent abatement with the Building Inspection Division of the Department of Planning and Community and Economic Development Establish criteria and procedures for waiving the ten dollar (\$10) filing fee in cases of economic hardship Maintain statistics on the number of requests for hearings concerning authorization for rent abatement, the number of hearings held and the results thereof including, but not limited to such information as the following: <ul style="list-style-type: none"> o Whether abatement was granted and, if so, in what percentage. o Where abatement was denied, the specific reason therefor o The amount of time elapsed between the filing of the request for a hearing and the issuance of a decision. o In order to assist in determining the effectiveness of the abatement process and to ensure full enforcement of the abatement ordinance, the Committee shall also maintain additional statistics which may include such other information as the following: <ul style="list-style-type: none"> o The amount of time elapsed between the initial inspection and authorization for abatement, if any o Any extensions of time to effect compliance with inspection orders for repairs to residential rental property o The number of inspection orders forwarded to the City Attorney for prosecution, the date referred and the final disposition of such referrals The number of requests to the City Attorney for enforcement of a Hearing Examiner's order or for prosecution for failure to obey same including such information as the date of referral, the action taken by the City Attorney, the date on which final findings were taken and the outcome of such action including abatement amounts secured for a tenant and forfeitures imposed |
| Landmarks Commission | 33.19 | <ul style="list-style-type: none"> Oversee a survey for the identification of significant properties, structures, sites and areas that exemplify the cultural, social, economic, political or architectural history of the nation, state, or city at least every ten (10) years Work closely with the appropriate State of Wisconsin officials for the National Register of Historic Places of the United States National Park Service to list landmarks designated by the Common Council on the National Register Visually define and highlight historic districts Educate landmark owners and the owners of properties in historic districts about resources and incentives available Educate the residents of Madison about the historic heritage of the city, including its designated landmarks and historic districts Assist the City in obtaining funds for the purpose of historic preservation Adopt policies and procedures, as necessary, to carry out its responsibilities Review proposed historic preservation plans, amendments to historic preservation plans, and proposed ordinances affecting historic preservation, and make recommendations to the Common Council Advise the Mayor and the Common Council with regard to policies, budgets, and regulations related to the arts, culture, and creative commerce Implement the city's public art program, including but not limited to purchasing works of art or purchasing, commissioning, and using works of art Advise municipal efforts to engage artists and creative workers and the community in a broad range of civic initiatives Coordinate and support efforts to unite and focus municipal programs and services as they relate to arts and cultural activities and creative sector commerce Establish and administer guidelines and procedures for distributing grants, issuing requests for proposals for creative services, and making recommendations of selections and awards to the Common Council Review the performance of external contractors to the city in the areas of arts and culture Facilitate outside cultural planning for the City. |
| Madison Arts Commission | 33.35 | <p>"The arts are an intrinsic expression of human life. Thriving communities enjoy shared experiences of diverse and abundant arts and culture. Arts investment creates jobs, leverage private gifts, build a sense of place, invite tourism, revitalize neighborhoods, attract creative people, enhance democracy, preserve cultural legacy, generate local tax revenue, and enhance our quality of life. The Madison Arts Commission exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Madison."</p> <ul style="list-style-type: none"> Advise the Mayor and the Common Council with regard to policies, budgets, and regulations related to the arts, culture, and creative commerce Implement the city's public art program, including but not limited to purchasing works of art or purchasing, commissioning, and using works of art Advise municipal efforts to engage artists and creative workers and the community in a broad range of civic initiatives Coordinate and support efforts to unite and focus municipal programs and services as they relate to arts and cultural activities and creative sector commerce Establish and administer guidelines and procedures for distributing grants, issuing requests for proposals for creative services, and making recommendations of selections and awards to the Common Council Review the performance of external contractors to the city in the areas of arts and culture Facilitate outside cultural planning for the City. |



MADISON BCC INITIATIVE 2024

PROJECT UPDATE FEBRUARY 13, 2024



WHAT IS IT?

Reviewing and updating the City's boards, commissions, and committees (BCC) structure for efficiency, productivity, and to better align resources to priorities

A BREAKDOWN OF MADISON BCCs

| Committee Type | Number (as of 8/21) |
|---|---------------------|
| Required by WI Statute <ul style="list-style-type: none"><i>E.g., Board of Park Commissioners, Personnel Board, Finance Committee, Water Utility Board, Board of Public Works</i> | 13 |
| Temporary Committees <ul style="list-style-type: none"><i>Ad Hoc committees, Tasks Forces, President's Working Groups</i> | 7 |
| Other City-Established BCCs <ul style="list-style-type: none"><i>E.g., Sustainable Madison Committee, Urban Design Commission, Food Policy Council, Landlord and Tenant Issues, Housing Strategy Committee</i> | 48 |
| Appointments to Non-City BCCs <ul style="list-style-type: none"><i>E.g., Sewerage District Commission, Overture Center Board, Capital Area Regional Planning Commission</i> | 16 |



BACKGROUND AND PROJECT HISTORY



TFOGS REPORT FINDINGS ON CURRENT BCC STRUCTURE (2017-2019)

- Lacks geographic and racial diversity
- Results in a drain on resident, staff, and alder time
- Lacks consistent accountability
- Varies in levels of authority and influence
- Includes BCCs that lack a well-defined purpose, have outlived their purpose, or have purposes that overlap
- Requires logistical processes (meeting times, locations, rules, infrastructure) that do not facilitate resident participation
- Is often inadequately staffed or has inadequate resources to complete its work

TFOGS REPORT RECOMMENDATIONS FOR BCC NUMBER AND STRUCTURE*

1

Organize BCCs around lead committees and create an org chart

2

Eliminate or combine BCCs that are redundant or have outlived their purpose

3

Reorganize BCCs in a way that ensures BCCs are accountable to their intended purpose and function

* This slide excludes other recommendations related to BCCs

COMPARING MADISON'S # TO OTHERS

| City Attorney's Office Comparison Cities | Range in # BCCs | Average # BCCs |
|---|-----------------|----------------|
| Big Ten Cities (8 in analysis) | 11 – 50 | 30 |
| Capital + University Cities (6 in analysis) | 12 - 77 | 35 |
| Largest WI Cities (8 in analysis) | 15 - 39 | 25 |

At time of analysis (2018-2019), Madison had 102 BCCs.

TIMELINE HISTORY OF BCC REVIEW

Full BCC Review

- Task Force on Gov't Structure
 - *2017-2019*
- TFOGS Implementation Work Group
 - *2021 – 2022*
- CCEC-directed Work with Agencies
 - *2023 – present*

Some Changes Along the Way

- **Environmental** and **Solid Waste** combined with **Sustainable** Madison Committee – *2019-2020*
- **Parks** Subcommittees reduced from 5 to 3 – *2023*
- **Transportation** committees reduced from 2 to 1 – *2023*
- Currently considering changes to **housing**-related committees – *in progress*



2023-2024 WORK PROGRAM

CCEC-DIRECTED PROCESS



2023-2024 INITIATIVE GOALS

The size and functions of Madison's BCC system should enable ...

- Adequate staffing per committee so all committees can be high-functioning
- A clear and efficient path for residents to engage in the legislative process
- Efficiency in City processes and decision-making

... and should reinforce our values that ...

- BCCs are not a substitute for equitable community engagement, and our time allocated to them should align with their primary function.

GUIDING PRINCIPLES OF THE PROCESS

- Don't start from scratch.
 - Gather and build upon existing information to fill gaps and answer strategic questions.
- Focus on City needs and priorities, and define a committee structure from there.
 - Consider the 7 Elements of a Great City as an organizing framework of stated City priorities and values.
- Aim for a total number of BCCs that allows us to achieve our goals
 - For high-quality staff support to all committees, how many committees can we support?

ACTIVITIES TO DATE

- Data review and synthesis
 - TFOGS comparisons to other cities
 - TFOGS surveys
 - Performance data on individual BCCs
 - Alder assessments of current BCCs
- Categorizing BCCs by “Elements of Great City”
- Multiple agency discussions on options for optimizing
- Agency comparisons of priority needs and relation to current structure
- Agency recommendations in process

City of Madison Performance Excellence Seven Elements of a Great City

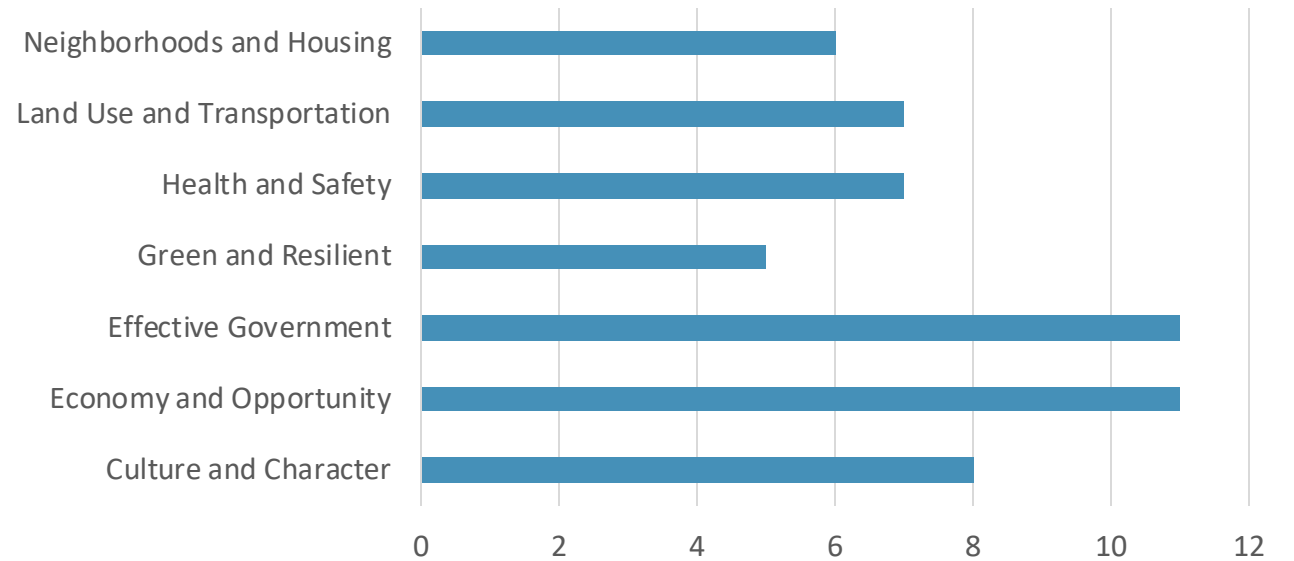


HIGHLIGHTS OF DATA COMPILATION

City of Madison Performance Excellence Seven Elements of a Great City



Number of BCCs by Element of a Great City



MAPPING CORE AGENCY NEEDS AGAINST CURRENT STRUCTURE

By Agency, and by BCC, asking:

- *What is the specific need?*
- *What is the best way to meet that need?*
- *Could functions of BCCs be combined to enable stronger staff support?
How?*
- *Are any procedural changes needed to manage agendas if fewer committees?*

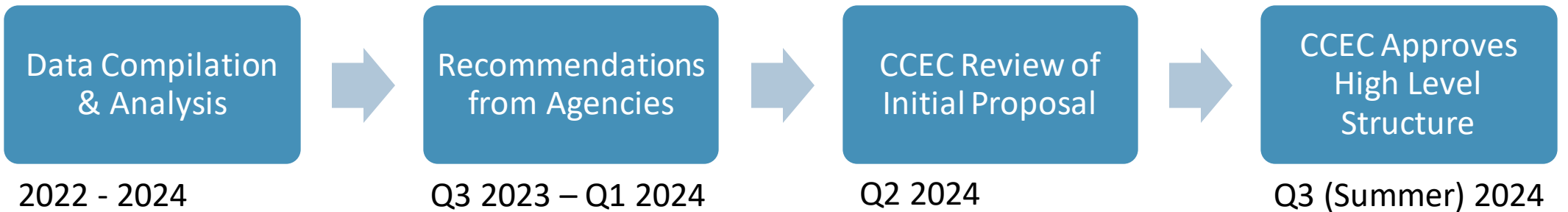
See Excel workbook for more detail.

EARLY FINDINGS / EMERGING THEMES

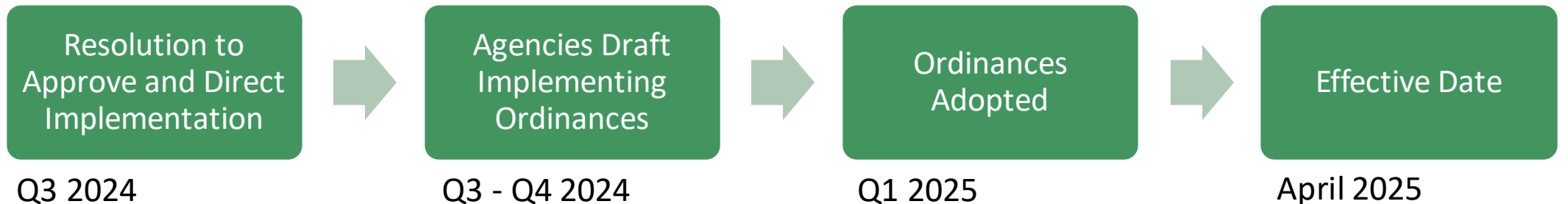
- Interest in stronger guidance on defining a BCC
 - Differences in function raise questions about thresholds for defining a group as a board, committee, or commission
 - The number of ad hocs, task forces, and president working groups can vary significantly over time
- Recognition that some combinations would drive careful consideration of agenda items
- Support for streamlining legislative processes, which can take a lot of staff time

PROJECT ACTIONS AND TIMELINE

Proposal Development Timeline



Adoption and Implementation Timeline



NEXT STEPS

- Continue gathering agency feedback
- Putting it all together
 - Do the various exercises point to a consistent conclusion?
 - Would the changes suggested help us meet our goals?
- Bring results back to CCEC for review

QUESTIONS AND DISCUSSION

Questions for CCEC:

- How to further engage all alders in advance of having a draft?
- Is there a vision for the number of alders on each committee? Or number of committees per alder?



MADISON BCC INITIATIVE 2024

PROJECT UPDATE DECEMBER 10, 2024



REMINDER: TASK FORCE ON GOVERNMENT STRUCTURE REPORT FINDINGS ON BCC STRUCTURE (2017-2019)

- Lacks geographic and racial diversity
- Results in a drain on resident, staff, and alder time
- Lacks consistent accountability
- Varies in levels of authority and influence
- Includes BCCs that lack a well-defined purpose, have outlived their purpose, or have purposes that overlap
- Requires logistical processes (meeting times, locations, rules, infrastructure) that do not facilitate resident participation
- Is often inadequately staffed or has inadequate resources to complete its work

2023-2024 INITIATIVE – GOALS

The size and functions of Madison's BCC system should enable ...

- Adequate staffing per committee so all committees can be high functioning
- A clear and efficient path for residents to engage in the legislative process
- Efficiency in City processes and decision-making

... and should reinforce our values that ...

- BCCs are not a substitute for equitable community engagement.

WHY REDUCE THE NUMBER OF BCCS TO ACHIEVE THIS GOAL?

- **Efficient Operations** – focus in on where we allocate staff support, alder time, and legislative referrals
- **Enable More Engagement** – free up alder time for engagement in their districts; avoid substituting committee input for robust, equitable engagement
- **Clarity for Residents** – when following legislation, it can be confusing to know how many committees to follow
- **Strong, Accountable Committees** – Staff are better able to support committees (e.g. work plans, member onboarding, etc.) if there are fewer

COMPARING MADISON'S # TO OTHERS

| Comparison Cities (2019 Analysis) | Range in # BCCs | Average # BCCs |
|---|-----------------|----------------|
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| Largest WI Cities (8 in analysis) | 15 - 39 | 25 |
| City of Madison at Time of Analysis (2019) -- 102 BCCs | | |
| City of Madison Today – 74 BCCs (13 required by State) | | |

TIMELINE HISTORY OF BCC REVIEW

Full BCC Review

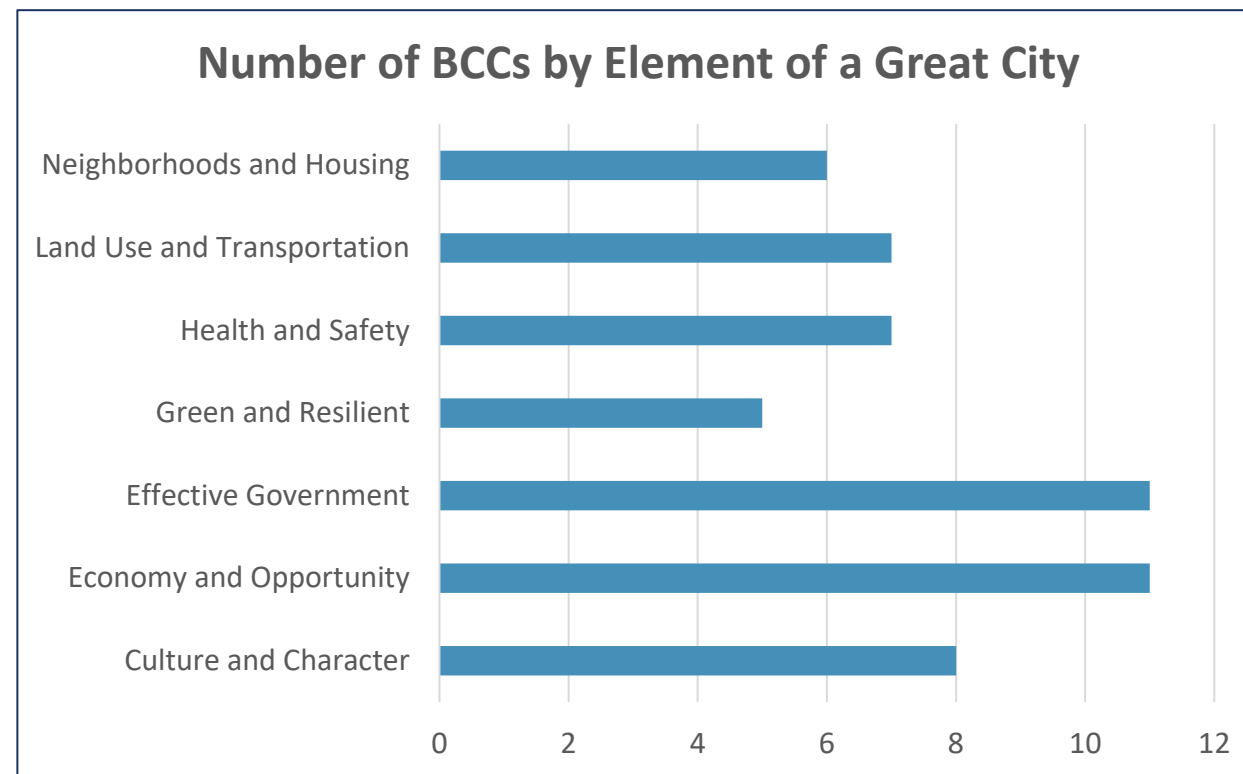
- Task Force on Government Structure (TFOGS)
 - 2017 – 2020
- Ad Hoc Task Force on the Structure of City Government Final Report Implementation Work Group
 - 2020– 2023
- CCEC-directed Work with Agencies
 - 2023 – present
 - CCEC began receiving updates on this topic in 2022

Some Changes Along the Way

- **Environmental** and **Solid Waste** combined with **Sustainable** Madison Committee – 2020
- **Parks** Subcommittees reduced from 5 to 3 – 2023
- **Transportation** committees reduced from 2 to 1 – 2023
- **Landlord Tenant Issues Committee** and **Housing Strategy Committee** combined into **Housing Policy Committee** – 2024
- Changed the **Multicultural Affairs Committee** and the **Women’s Initiatives Committee** to affinity groups – 2024
- Eliminated the **Committee on Sweatfree Purchases** – 2024
- Eliminating **Street Use Staff Commission** currently being considered

ANALYSIS OF BCCS

- Data review and synthesis
 - TFOGS comparisons to other cities
 - TFOGS surveys of Council, staff, residents
 - Performance data on individual BCCs
 - Total members, meetings held, meetings cancelled, items referred
 - Presented to CCEC
 - 7 Elements of a Great City sorting
 - Madison General Ordinances analysis
 - Members
 - Listed "Purpose" or "Duties"



ANALYSIS OF BCCS

- Alder input of current BCCs
 - Requested written feedback from all alders on BCCs served on, both currently and in the past
 - Meetings with alders
 - Past alder proposals
 - Discussions within CCEC
- Agency input on optimizing
- Agency comparisons of priority needs and relation to current structure

OVERARCHING TRENDS / THEMES IN FINDINGS

- Interest in stronger guidance on defining, establishing, and sunseting BCCs
- Support for clear annual work programs in committees that receive fewer referrals
- Support for additional training for staff, chairs, and vice-chairs, and stronger onboarding for all members
- Some interest in a lower number of committees per alder.
- Suggestions to review membership composition of some committees where special expertise comes into play

INDIVIDUAL BCC RELATED FINDINGS

- Many BCCs function well and no changes are recommended
- In various other cases:
 - BCCs where the need has changed since their establishment, or the work is limited (*candidates for eliminating and conducting work through different BCC or staff process*)
 - Similar BCCs have overlapping scopes and a portion have smaller agendas (*candidates for combining multiple BCCs*)
 - The work of a committee is important, but a shift in where or how to do the work would improve operations (*candidates for other changes*)

RECOMMENDED ACTIONS

- Near-Term (Q1 2025):
 - Pursue ordinance changes to combine, eliminate, or otherwise amend the following committees on the ensuing slides
- Continued Steps to Improve BCC operations (Beginning in Q2 2025):
 - Focus on addition BCC changes that require more coordination
 - Clarify and strengthen standards and processes for managing BCCs and for onboarding members
- Simultaneous work to improve BCC training and improve citywide engagement

PROPOSED BCC CHANGES

BCCs Proposed to Combine

- Community Services, Cmte on Aging, & Early Childhood & Educ. Cmte to form Community Resources Cmte
- Econ Devel Cmte and Vending Oversight Cmte to form Business Resources Cmte
- Centralize multiple DCR award processes into single committee

BCCs Proposed to Eliminate *(conduct work through other channels)*

- CDD Conference Cmte
- Public Safety Review Committee
- Downtown Coordinating Committee

Other Changes Proposed

- Joint Campus Area Planning Cmte – potentially transfer to UW (coordinate w UW to determine)
- Move “Tree Board” from Parks Subcommittee to Board of Public Works
- Further coordination with outside partners on other joint committees to determine future steps

RECOMMENDATIONS: COMMUNITY DEVELOPMENT

| WHAT | WHY |
|---|--|
| Combine 3 community services committees into new Community Resources Committee: <ul style="list-style-type: none">• Community Services• Committee on Aging• Early Childhood & Educ. | <ul style="list-style-type: none">• Similar missions and activities serving different segments of population. Reduce siloing and unnecessary segmentation.• Some committees struggle with agenda items year-round.• Streamline staffing: all three of these committees are staffed by CDD and combining into one body will allow for more efficient and less segmented staffing. |
| Eliminate the Community Development Division Conference Committee | <ul style="list-style-type: none">• Once was charged with overseeing a funding pool that no longer exists.• Was also intended as a place to reconcile decisions between different committees, but hasn't proven to be needed. |

RECOMMENDATIONS: ECONOMIC DEVELOPMENT

WHAT

Combine Vending Oversight Committee and Economic Development Committee into a Business Resources Committee.

WHY

- Streamlines staffing between two committees
- Enhances the holistic, broader view of all small business perspectives in decision-making
- Timeline for implementation may need to reflect current project activities.

RECOMMENDATIONS: PLANNING COMMITTEES

| WHAT | WHY |
|---|---|
| Eliminate Downtown Coordinating Committee. Transfer responsibility for public hearing on mall maintenance charges to different committee | <ul style="list-style-type: none">• Purpose relates to downtown urban design and placemaking, which is also addressed in other City venues (e.g. Arts, Vending Oversight, Plan Commission, Urban Design, Landmarks) and non-City venues (e.g. Downtown Madison Inc and the Business Improvement District).• Sometimes struggle to identify agenda items. |
| Coordinate w UW to potentially take over Joint Campus Area Planning Cmte. | <ul style="list-style-type: none">• Committee work focuses on providing community information on updates related to UW campus master plan projects, and in making recommendations to the UW Design Review Board.• Requires acceptance from UW. |

RECOMMENDATIONS: PUBLIC SAFETY

WHAT

Eliminate Public Safety Review Committee

WHY

- Topics of interest overlap with other venues, including the Police Civilian Oversight Board, the full Council meetings, and some overlap with Board of Health (violence prevention)
- The Council takes up public safety policy at full meetings and through special task force / ad hoc committees on specific topics
- Struggles with quorum
- Sometimes struggles to identify agenda items

RECOMMENDATIONS: CIVIL RIGHTS AWARDS

WHAT

Combine multiple award and recognition related committees into one body.

- **James C Wright award from EOC**
- **Alix Olson Award from staff**
- **MLK Humanitarian Award Cmte**

WHY

- Current MLK committee meets year-round and could absorb the additional duties
- Could allow for a wider pool of candidates for all three awards instead of three separate pools and calls by different bodies
- Streamline staffing: one awards body means the staff will be able to better coordinate calls for applicants and convening of the body for decision-making

RECOMMENDATIONS: PUBLIC WORKS

WHAT

Transfer Urban Forestry and mandated “Tree Board” functions from the Board of Parks Commissioners (Habitat Stewardship Subcommittee) to the Board of Public Works.

WHY

- Urban Forestry moved from Parks Division to Streets Division in 2020. Staff suggested committee move.
- Urban Foresters do more work in the right of way with street trees, which requires significant coordination with Engineering, Traffic Engineering, Stormwater, Sewer, and Water Utility that are more closely associated with the Board of Public Works than with Parks.
- Habitat Stewardship Subcommittee only meets quarterly which can cause delays in work.
- Staff can still attend Board of Park Commission or Habitat Stewardship Subcommittee meetings when tree work is in City parks.

IN TOTAL:

- Including changes already made and in progress, these changes may potentially result in the following total changes:
 - Up to **three** committees becoming staff groups instead of formal committees (MAC, WIC, SUSC)
 - Up to **four** committees eliminated to reduce redundancy or reprioritize work to other needs (PSRC, DCC, Sweatfree, CDD Conf Cmte)
 - Up to **four** committee reductions from combining multiple committees (Housing, Econ Dev, two Comm Dev)
 - Transfer functions of up to **three** committees to other bodies in or outside the City system (Tree Board, Joint Campus Area Planning, Awards)

NEXT STEPS + TIMELINE

- January: Discuss proposals with relevant committees.
 - Ask: What should we make sure we maintain (e.g. topics, functions, membership make-up) in the next version of this work?
- Late January:
 - Return to CCEC for final direction
 - Present to Full Council
- February: Introduce proposed ordinance.



QUESTIONS AND DISCUSSION





City of Madison

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

Master

File Number: 83516

File ID: 83516

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/17/2024

File Name: Alder Committee Updates

Final Action:

Title: Alder Committee Updates

Notes:

Sponsors:

Effective Date:

Attachments:

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: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 83516

Title

Alder Committee Updates



City of Madison

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

Master

File Number: 86717

File ID: 86717

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/10/2025

File Name: Council Office Updates (2025)

Final Action:

Title: Council Office Updates (2025)

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 1-14-25.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: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 86717

Title

Council Office Updates (2025)

Council Chief of Staff Update 01/14/25

Upcoming Staff Out-of-Office

1/27: Liz Out

Reminders

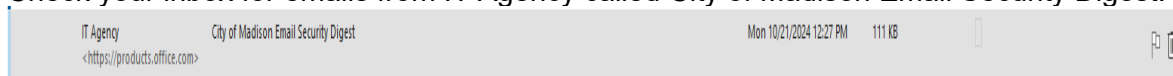
The 50-piece rule is in effect until the April election for everyone who is running for re-election.

Tips

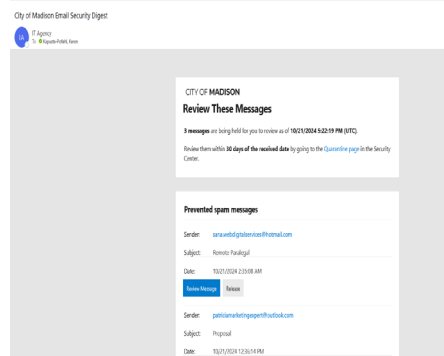
There were a lot of resident emails in mine again this week, so I am highlighting this again for you.

Do you regularly check your email spam quarantine folder? If not, I recommend you consider making it a habit. I check mine daily.

Check your inbox for emails from IT Agency called City of Madison Email Security Digest:



Once you click it open, you can review recently quarantined items and release any you recognize:



Council Office Project Updates

BCC Streamlining Project

Deputy Mayor Baumel sent out a detailed memo in December on the status of this project. Especially if you are on, or have been on, a committee that has been identified for further discussion, please be sure to attend when the item arrives on the agenda. An additional update to the full Council is planned for 1/28/25.

Alder Onboarding

Save the Date: Alder Onboarding Retreat 4/12/25

Annual Report

Estimated release: Early March



City of Madison

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

Master

File Number: 78125

File ID: 78125

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
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, Future Agenda Items updated 10-21-24.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: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

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

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

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)

CCEC Future Agenda Items

(Updated 10/21/24)

2024-2025 CCEC Requests

Overview of the public records request process

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

2023-2024 CCEC Requests

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

Discussion on ways to reduce Council meeting length

Debrief of Council YWCA experiential retreat

Update on the discussion of history of street names

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)

Inviting Department of Civil Rights to present on the RESJ analysis process (presented on Language Access & Bilingual Community Connector Program 8/6/24)

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