



City of Madison

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

Agenda - Approved

COMMON COUNCIL EXECUTIVE COMMITTEE

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

Wednesday, February 22, 2023

5:30 PM

Via Virtual Meeting

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

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

1. **Written Comments:** You can send comments on agenda items to CCEC@cityofmadison.com
2. **Register for Public Comment:**
 - Register to speak at the meeting.
 - Register to answer questions.
 - Register in support or opposition of an agenda item (without speaking).

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

3. **Watch the Meeting:** If you would like to join the meeting as an observer, please visit <https://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 0033 9554

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

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

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

2/1/23 draft minutes: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [76257](#) Public Comment (2/22/23)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [75820](#) Creating Section 2.13(3) and 2.29(6) of the Madison General Ordinances relating to resolutions honoring outgoing Alders or leadership.
3. [76049](#) BY TITLE ONLY Creating a Ranked-Choice Vote Process for Possible Operating Budget Amendments, for Advisory Purposes
4. [72111](#) Alder Onboarding & Ongoing Training
Attachments: [2022-08-31_Alder101Update.pdf](#)
[Alder onboarding video content guide for agencies.pdf](#)
[League of Wisconsin Municipalities.pdf](#)
[updated 2-16-23 New Alder Onboarding Overview.pdf](#)
[Legislative Process 2-17-23 version \(1\).pdf](#)
[Navigating a Council Agenda 2-14-23 version.pdf](#)
[Understanding the Consent Agenda 2-16-23.pdf](#)
[LegistarTips.pdf](#)
[ContactCityStaffTips.pdf](#)
[RegistrantReportInst.pdf](#)
[Draft Preparing For Council Meetings.pdf](#)
[Save the date letter 021623b.pdf](#)
5. [75427](#) Council Office Updates
Attachments: [CCEC Chief of Staff Update 01-11-23.pdf](#)
[CCEC Chief of Staff Update 02-01-23.pdf](#)
6. [72112](#) Future Agenda Items

Attachments: [2022-08-31-CCEC Proposed Dates.pdf](#)

ADJOURNMENT



City of Madison

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Master

File Number: 76257

File ID: 76257

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/16/2023

File Name: Public Comment (2/22/23)

Final Action:

Title: Public Comment (2/22/23)

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 76257

Title

Public Comment (2/22/23)



City of Madison

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File Number: 75820

File ID: 75820

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/30/2023

File Name: Honoring Outgoing Alders and Leadership

Final Action:

Title: Creating Section 2.13(3) and 2.29(6) of the Madison General Ordinances relating to resolutions honoring outgoing Alders or leadership.

Notes: 6732HonoringOutgoing

Sponsors: Keith Furman And Patrick W. Heck

Effective Date:

Attachments:

Enactment Number:

Author: Michael Haas

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/30/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (2/22/23); Common Council (2/28/23)					
1	COMMON COUNCIL	02/07/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Furman, seconded by Phair, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 75820

Fiscal Note

The proposed changes limit Council discussion regarding resolutions honoring outgoing alders to two alders and prohibit public comment regarding such resolutions. There is no fiscal impact.

Title

Creating Section 2.13(3) and 2.29(6) of the Madison General Ordinances relating to resolutions honoring outgoing Alders or leadership.

Body

DRAFTER'S ANALYSIS: These ordinances limit Council discussion regarding resolutions honoring outgoing alders to two alders and prohibit public comment regarding such resolutions.

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

1. Subsection (3) of Section 2.13 entitled "Debate" of the Madison General Ordinances is created as follows:

"(3) Notwithstanding subsection (2), no more than two alders may speak regarding a resolution to honor outgoing alders or Council leadership, and each alder may speak once for no more than ten (10) minutes on the resolution, without leave of two-thirds ($\frac{2}{3}$) of the members present. The alders permitted to speak shall be as recognized by the Mayor."

2. Subsection (6) of Section 2.29 entitled "Persons' Right to Address Common Council" of the Madison General Ordinances is created as follows:

"(6) No person shall be permitted to address the Council regarding a resolution to honor outgoing alders or Council leadership.



City of Madison

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Master

File Number: 76049

File ID: 76049

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/07/2023

File Name: Creating a Ranked-Choice Vote Process for Possible
Operating Budget Amendments, for Advisory
Purposes

Final Action:

Title: BY TITLE ONLY Creating a Ranked-Choice Vote Process for Possible Operating
Budget Amendments, for Advisory Purposes

Notes:

Sponsors: Erik Paulson

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	02/07/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Paulson, seconded by Verveer, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					
	Notes:	Common Council Executive Committee (2/22/23), Common Council (2/28/23)					
1	Council Office	02/07/2023	RECOMMEND TO COUNCIL TO ADOPT				
	Action Text:	This Resolution was RECOMMEND TO COUNCIL TO ADOPT					
	Notes:	Common Council Executive Committee (2/22/23), Common Council (2/28/23)					

Text of Legislative File 76049

Fiscal Note

[Enter Fiscal Note Here]

Title

BY TITLE ONLY Creating a Ranked-Choice Vote Process for Possible Operating Budget

Amendments, for Advisory Purposes

Body

[PREAMBLE

WHEREAS, ***

NOW, THEREFORE, BE IT RESOLVED, that ***

BE IT FURTHER RESOLVED, that ***

BE IT STILL FURTHER RESOLVED, ***

BE FINALLY RESOLVED, that ***]



City of Madison

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Master

File Number: 72111

File ID: 72111

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/13/2022

File Name: Alder Onboarding & Ongoing Training

Final Action:

Title: Alder Onboarding & Ongoing Training

Notes:

Sponsors:

Effective Date:

Attachments: 2022-08-31_Alder101Update.pdf, Alder onboarding video content guide for agencies.pdf, League of Wisconsin Municipalities.pdf, updated 2-16-23 New Alder Onboarding Overview.pdf, Legislative Process 2-17-23 version (1).pdf, Navigating a Council Agenda 2-14-23 version.pdf, Understanding the Consent Agenda 2-16-23.pdf, LegistarTips.pdf, ContactCityStaffTips.pdf, RegistrantReportInst.pdf, Draft Preparing For Council Meetings.pdf, Save the date letter_021623b.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 72111

Title

Alder Onboarding & Ongoing Training



2023 Orientation : Alder 101

8/31/2022 Update

Interview Update

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

Feedback

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

Template

Short and Easy to Update Videos

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

Template Example: Water Utility

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

Other Guides Examples

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

Third Party Help

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

Alder Onboarding Videos: Content Guide

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

Alder Onboarding Videos: Content Guide

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

Alder Onboarding Videos: Content Guide

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

League of Wisconsin Municipalities

Below are the two courses we are currently developing specifically for Wisconsin's governing body members, to be deployed starting April 2023.

These workshops were developed with Madison in mind but will be offered to other League members.

There would be no fee for the League to share these trainings with the governing body in Madison.

Please let me know if you have any questions.

Thanks,
Elizabeth

Navigating Your Lane: Tips for Municipal Officials

Elected officials and municipal employees alike are dedicated to serving their communities as effectively and efficiently as possible. At times, challenging situations arise between elected officials and municipal staff due to a lack of training or clear understanding of their respective roles and responsibilities. This 90-minute workshop will explore several local government scenarios in which staff, or an elected official is acting outside their lane.

By participating in this workshop, you will learn how to:

- Avoid crossing too far beyond policy development into implementation
- Better understand the governing body's authority and relationship with municipal staff
- Best communicate requests and directives to municipal employees
- Become familiar with resources and training to inform elected officials on appropriate actions and behaviors within their roles

Managing Constituent Relationships

Municipal governing body members have no defined individual statutory responsibilities under Wisconsin State Law. Members operate together as a legislative collective. However, constituents have expectations of you once elected to local government. This 60-minute workshop will share best practices on how elected body members manage their constituent relationships.

By participating in this workshop, you will learn:

- Your unique position for setting the tone of civic life in your community and ways to foster trust and confidence in local government
- How to set expectations with constituents on your role within your municipal governing body
- Best practices for communicating municipal initiatives with your constituents
- Best practices for responding to constituent inquiries

Background:

Elizabeth Yanke, Member Services Director at the League of Wisconsin Municipalities and the League of Wisconsin Municipalities Mutual Insurance (LWMMI) connects with staff and elected officials from member municipalities. She listens to needs and highlights services that match specific needs. Elizabeth hosts and moderates League web programming.

As part of her role, Elizabeth offers workplace training for managers and employees of LWMMI insured members. These programs can engage and retain valuable talent. Workshops can be customized and are delivered in interactive format for retained learning.

Most recently Elizabeth has been traveling across Wisconsin delivering LWMMI Management Skills Academy for League insured members. Over 150 local government management staff have participated in this full day management training and more offerings are being scheduled for 2023.

In partnership with other League staff Elizabeth is now offering content specific to Wisconsin's local elected officials. These offerings are complementary to the current and legacy League trainings offered.

Elizabeth Yanke has worked for Abbott Labs, Amyris, and an Intel Corporation subsidiary in Strategic Human Resources roles. Elizabeth traveled globally facilitating *Managing At Intel* a management fundamentals multi-day training that led to common language and management practices used by Intel's 30,000 people managers.

Elizabeth has managed diversity and inclusion initiatives, organizational change projects, employee engagement and retention programs. She holds a B.A. in Communication Arts from Judson University, Elgin, IL, and MBA from University of Phoenix.

New Alder Onboarding Overview (updated 2/16/23)

February

Week of February 21:

Send save-the-date email to all candidates who have won the February 21 primary so they can prepare to attend April events if they win the election.

April

Week of April 4:

- Send out welcome email with orientation materials and schedule
- Newly-elected alders receive alder mentors and guidance
- Send video tutorials on Open Meetings Law (OCA), Public Records Law (OCA), Ethics Code (OCA)
- Alders are sent links to agency onboarding videos and given a suggested path through this material
- Send out DaneNET tech assessment and options for syncing alder calendars
- Send out instructions on how to prepare for the mock Council meeting on April 11

Week of April 10:

- Mock Council meeting on April 11 (6:30 p.m.) in person
- Newly-elected alders meet with Council Office staff for in-person introductions and check-in
- Council Office sends out reminders and instructions on how to prepare for the April 18 Council meeting, including video tutorials on parts of Council agenda and the consent agenda document, finding legislation in Legistar, Robert's Rules (OCA), related handouts
- DaneNET reaches out to anyone who has indicated needing assistance with tech issues or with syncing calendars
- Agency Lightning Roundtables/Q & A on 4/13 @5:30 p.m., MMB 206, w/snacks. Confirmed: Planning, MPD, Parks, BI, CDD, EDD, Streets, OCA: TE

Week of April 17:

April 18

- Virtual new alder paperwork/benefits orientation with HR @ 8 a.m.
- Welcome brunch at the Central Library @ 10 a.m.
- Outgoing honoring resolutions, swearing-in, Council leadership elections @ noon
- Headshots (pending confirmation) 3-4 p.m.
- Council meeting cont. @6:30 p.m.

Throughout the week: IT small-group training offerings on alder blogs and email

Week of April 24:

- Council meeting on April 25
- Council Office staff individual check-ins with new alders, including consultation with Community Engagement Strategist on each alder's communications and engagement plan/goals, provide best practices and advice for success; and consultation with Program Assistant 2 to discuss neighborhood meetings (throughout the week)

Throughout the week: IT small-group training offerings on alder blogs and email



The Legislative Process & Creating Legislation

New Alder Onboarding 2023

Overview of Legislative Process

- The Legislative Cycle
- The Committee Referral Process
- Sponsoring Items
- Drafting Resolutions and Ordinances
- Substitutes/Alternates/Floor Amendments

OVERVIEW: Understanding the Legislative Cycle

Most legislation is:

- introduced at one Council meeting
- acted upon on at a subsequent meeting

This gives the public and the other alders a chance to learn about the item.

Legislation usually goes to at least one additional committee, giving another opportunity for input and comment.

Other key details:

- Alders can introduce legislation from the floor for referral to another meeting
- No public comment on items that are being introduced for referral only without debate.

OVERVIEW: Understanding the Referral Process

Typical Referral Process

- Lead sponsor designates initial referrals
- Committees take up the item in meeting(s) and then make recommendation to the Council
- The item returns to Council on the established date

If a committee is not able to take up the item at the allotted time, then the item returns and can be re-referred. Council can also decide to vote without action from the committee.

OVERVIEW: Adding Referrals

Alders Can Add Referrals

WHEN: At the Council meeting where the item is introduced. Additional referrals are voted on by the Council.

ALDERS MUST PROVIDE:

- reason for the referral
- dates to appear on the referred committee agenda
- return date to Council

NOTE: If an alder knows in advance that they would like to add a referral, notify the Council Office with enough time to place it on the Consent Agenda Document.

OVERVIEW: Alder Sponsorship

Most Resolutions and Ordinances

- Originating alder is typically listed as lead sponsor
- Collaborating alders are listed next
- Alders can request to be listed as co-sponsor

Honoring Resolutions

- Author is lead sponsor, any collaborating alders are listed next, followed by the mayor and all other alders

How to be Added as Sponsor

- Contact the Council Office or other relevant City staff
- Email clerk staffing Council meeting to request being added

CREATING LEGISLATION: Ordinance or Resolution?

	Resolution	Ordinance
Content	Discrete individual matters such as approval of contracts, setting internal City policy, honoring resolutions	Rules that will affect the general public
Who can enter into Legistar	Council Office or other relevant City staff	Only the City Attorney's Office can draft ordinances or modify ordinance files in Legistar

BOTH ORDINANCES AND RESOLUTIONS:

- Require sponsorship
- Require a fiscal note, which is provided by the Finance Department.

CREATING LEGISLATION: Background Work

RESEARCH REQUIRED?

- Request research from Council Office staff or relevant City agency staff (peer municipalities, best practices, policy research, etc.)

CITY STAFF ISSUES

- Discuss idea with relevant City subject matter expert staff
- How does the idea impact agency workload, City budget, logistics and other considerations? Schedule meetings with City staff as needed

PUBLIC ENGAGEMENT APPROACH

- How to engage with public?
Consult with Council Community Engagement Strategist on approaches to public outreach, stakeholder engagement, etc.

CREATING LEGISLATION: Legislative File Logistics

The following issues must be addressed for each legislative file.

TIMING:

- when do you want to **introduce** the legislation
- when do you want it to **return** to Council

COMMITTEES:

- Which **committees** do you want to refer the legislation to
- Which committee is **lead**
(reviews the item after the secondary committee(s) & makes final recommendation to Council)
- Provide **meeting dates** for each committee; the file will be added to the agenda for that date

ENTER INTO LEGISTAR:

- Work with relevant staff to get the legislation entered into Legistar
- Deadline is **WEDNESDAY NOON*** before Council meeting to be included on the agenda
(*this includes completed fiscal note)

CREATING LEGISLATION: Substitutes/Alternates/Amendments

Substitute

- A substitute is created for any change in the proposed ordinance or resolution that is both supported by the original lead sponsor and occurs before the time the ordinance or resolution is taken up on the Council floor. Multiple substitutes indicate that multiple changes have been made.

Alternate

- An alternate is any change prior to action on the Council floor where the change is not acceptable to the lead sponsor, and must itself have a sponsor.

Amendment

- An amendment is any change made on the Council floor



Navigating a Council Agenda

New Alder Onboarding 2023

Meeting Order At a Glance

(“Order of Business”)

ALWAYS on an agenda

- Meeting call to order/roll call
- Opening remarks
- Present consent agenda
- Public comment
- Reports of officers
- Announcements & introduction of items from the floor
- Adjournment

SOMETIMES on an agenda

- Honoring resolutions
- Petitions, Communications, Informational hearings
- Business presented - Mayor
- Business presented - Council Pres.
- Ordinances & resolutions (re-refer)
- Introduction of new ordinances and resolutions (refer without debate)
- Presentation of claims against City
- Late items and addenda
- Any items for closed session

MORE INFO - Public Comment

- Public comment is only allowed for items on the agenda
- Not allowed for new items introduced for referral without debate or re-referral items
- 3 minutes allowed per speaker
- All registration taken [online](#)

MORE INFO - Reports of Officers

- All of the items coming back to the Common Council for action
- This section often makes up bulk of the agenda
- Legislative items sorted by BCCs, departments/divisions

REPORT OF ALCOHOL REVIEW COMMITTEE

REPORT OF PLAN COMMISSION

REPORT OF BOARD OF PUBLIC WORKS

REPORT OF CITY CLERK

REPORT OF RISK MANAGER

CLOSE UP: Parts of an Agenda Item

78.

75561

Create a new classification of Streets Operations Leadworker in CG15, R09. Recreate 2 new 1.0 FTE positions identified as Public Works Leadworker in the 2023 Streets Division budget as Streets Operations Leadworker in the new CG and Range.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Streets Public Works Laborer program.pdf](#)

Legislative History

1/11/23	Human Resources Department Finance Committee (1/30/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Refer to the PERSONNEL BOARD
1/30/23	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

AGENDA NOTE: Personnel Board did not take up this at the 1/18/23 meeting; recommended action is to adopt.

KEY PARTS to each item

- TITLE
- LINK to Legistar file
- SPONSORS
- ATTACHMENTS
- LEGISLATIVE HISTORY
 - ✓ Introduction
 - ✓ Referrals
 - ✓ Return to Council date
 - ✓ Committee actions
- AGENDA NOTE with recommended action

REVIEW - Example Agenda

- [link to that agenda in Legistar]

AGENDA TIMELINE: Week Before Meeting

BY WED noon

All items in Legistar (& fiscal notes complete). Agenda then enters review and Council President approval process.

TH-FRI

Agenda is published most often on Friday, sometimes on Thursday afternoon. An email is sent to notify all alders.

NOTE: In rare cases – an AMENDED agenda is published and posted (at least 24 hours before meeting)

AGENDA TIMELINE: Meeting Day

On TUESDAY Council meeting day:

- **Noon:** deadline to exclude items from the consent agenda
- **1 pm (or soon after):** Consent agenda document released and attached in Legistar

Key Staff for Council Agendas: Liz Windsor, Council Legislative Administrative Assistant



Understanding the Consent Agenda & Consent Agenda Document

New Alder Onboarding 2023

What is the Consent Agenda?

DEFINITION

A **consent agenda** is a process that allows a large number of agenda items to be bundled together and passed with one motion without discussion.

What is the Consent Agenda? EXAMPLES

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial.

Examples include:

- Routine matters such as appointments to committees
- Routine resolutions approving plans, improvements, etc.
- Reports provided for information only
- Correspondence requiring no action

What is the Consent Agenda?

MORE INFO

It is used by the Council:

- to save meeting time
- to help ensure meetings can focus discussion on substantive topics

Through the “bundling” process, the entire set of routine agenda items can be voted on in one action versus taking the time to vote on each individual item.

What is the Consent Agenda Document?

SECTIONS

The consent agenda document contains these sections:

- Recommendations different from agenda, including referrals
- Excluded items
 - ✓ Excluded by alder
 - ✓ Excluded due to speakers registered and wishing to speak
- Items to be introduced from the floor
(notify Council staff if known in advance)

What is the Consent Agenda Document?

DEADLINES AND MORE INFO

EXCLUSIONS:

- Exclusion requests are due by **12 pm Tuesday** before meeting

WATCH YOUR EMAIL:

- The consent agenda document is emailed to alders (also attached in Legistar) soon after the noon deadline (**Tuesday early afternoon**)

DURING THE MEETING:

- The Council President reads the consent agenda document when the consent agenda is presented at the meeting
- Alders can also ask **AT THIS TIME** (during meeting) to exclude an item

Reviewing a Consent Agenda Document

- [link to the consent agenda document used in Legistar]

Key Staff for Consent Agenda Document: Liz Windsor, Council Legislative Administrative Assistant

Legistar: Find Files, Meetings, and Agendas

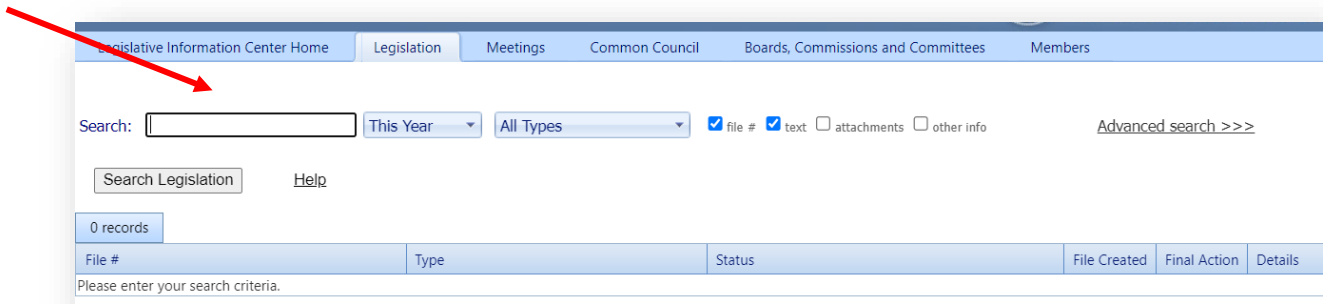
Use the Legistar legislative management system to locate legislative files, meeting dates, and agendas. Click a heading below for detailed instructions, or click the link to go directly to the online resource.

- [Find Files in Legistar](#) (click for more instructions)
Click to go directly to the online [Legislation search](#)
- [Find Council Meetings in Legistar](#) (click for more instructions)
Click to go directly to the online [Common Council Meeting](#) listing
- [Find Meetings in Legistar](#) (click for more instructions)
Click to go directly to the online [Meeting search](#)
- [Find Agendas in Legistar](#) (click for more instructions)
Click to go directly to the online [Meeting search](#)

It is important to note that Legistar “remembers” your selection when you are in a tab, and there are more options in each tab than are highlighted in these instructions. It is possible to follow the instructions and have different information display that what is outlined in the instructions. When using these instructions, if your window looks different from what the instructions provide, carefully review your selections against the picture provided to make sure the selections match.

Find Files in Legistar

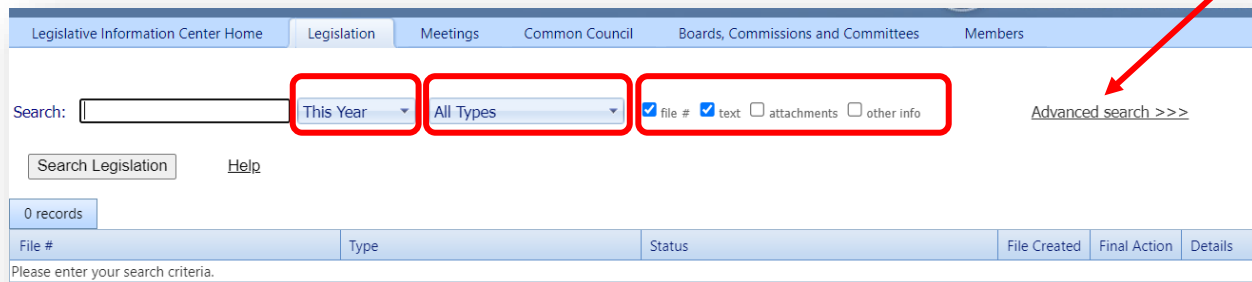
1. Open Legistar: <https://madison.legistar.com/Legislation.aspx>
2. The **Legislation** tab loads



3. Enter information to search for a file:
 - **File number search:** Enter a file number in the **Search** field
 - **Text search:** Enter a phrase or other text in the **Search** field

Troubleshooting

If the search gives no results (“no records found”) or too many results, you can adjust the search settings as described below.



- Check what the **Year** field is set to.
TIP: For specific file number searches, generally start by setting this to **All Years**. For text searches, it may be helpful to set the field to a specific year to limit the search, if this information is known.
- Check what the (legislative file) **Type** field is set to.
TIP: For specific file number searches, generally start by setting this to **All Types**. For text searches, it may be helpful to set the field to a specific file type to limit the search, if this information is known.
- Check which options have been selected. file # text attachments other info
TIP: For specific searches, generally start by keeping the default settings of just **file #** and **text** selected. The more boxes you check, the more (and perhaps seemingly random) the results you will get back. The **attachments** and **other info** check boxes are best left blank unless you there are known lower-level details associated with a file that might be contained only in those Legistar fields of a file.
- Try an **Advanced search** to set multiple, specific parameters and yield better results.

Find Common Council Meeting Times

1. Open Legistar: <https://madison.legistar.com/MainBody.aspx>
2. The **Common Council** tab loads

Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
2/28/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
2/7/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Not available	Not available

3. The default setting lists meetings in the current month
 - Click **Date** to change the month or year meetings to display
 - Scroll down and select **This Year** (or select the numeric year) to get a list of all of the meetings for the year

Find Meetings in Legistar

1. Open Legistar: <https://madison.legistar.com/Calendar.aspx>
2. The **Meetings** tab loads

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	2/28/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
PLAN COMMISSION	2/27/2023	5:30 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
WATER UTILITY BOARD	2/27/2023	4:30 PM	119 E. Olin Ave.	Meeting details	Not available	Not available	Not available	Not available
SUSTAINABLE MADISON COMMITTEE	2/27/2023	2:00 PM	Meetings held at various library locations. <i>Sustainability Plan Update Working Group</i>	Meeting details	Not available	Not available	Not available	Not available
DISABILITY RIGHTS COMMISSION	2/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
MADISON PUBLIC LIBRARY BOARD	2/23/2023	5:00 PM	Meadowridge Library, 5726 Raymond Rd.	Meeting details	Not available	Not available	Not available	Not available
HOUSING STRATEGY COMMITTEE	2/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
POLICE CIVILIAN OVERSIGHT BOARD	2/23/2023	5:00 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available

3. The default selection shows all meetings for the current month. Scroll down through the list to locate a meeting in the current month. The time and location are shown.

Change Meeting Settings to See Different Meetings

You can change the settings in the **Meetings** tab to see different meetings and times.

The screenshot shows the 'Meetings' tab selected in the navigation bar. Below the navigation bar, there are tabs for 'List View' and 'Calendar View'. A search bar contains a search box, a dropdown menu set to 'This Month', and another dropdown menu set to 'All Boards, Commissions and Committees'. There are also checkboxes for 'notes' and 'closed captions'. Below the search bar, there are buttons for 'Search Meetings' and 'Help'. A table of 59 records is displayed, with columns for 'Boards, Commissions and Committees', 'Date', 'Time', 'Location', 'Meeting Details', 'Agenda', 'Agenda Packet', 'Minutes', and 'Watch'. The table lists various committees such as 'COMMON COUNCIL', 'PLAN COMMISSION', 'WATER UTILITY BOARD', 'SUSTAINABLE MADISON COMMITTEE', 'DISABILITY RIGHTS COMMISSION', 'MADISON PUBLIC LIBRARY BOARD', 'HOUSING STRATEGY COMMITTEE', and 'POLICE CIVILIAN OVERSIGHT BOARD'.

Follow the instructions below to see the meeting times for a specific group.

- Click the **All Boards, Commissions and Committees** drop down list to select a specific group. This drop down list is very long; the bottom part of the list includes groups that are no longer active, which is indicated by a lighter color as well as the text (inactive) at the end of the group title.
- Click **This Month** to change the time setting; select **This Year** (or select the numeric year) to see all of the meetings for the group for the current year.

NOTE: Common Council meetings are available from either the Common Council tab or the Meetings tab. In the example below, I have selected the **Meetings** tab and selected **COMMON COUNCIL** from the drop down list.

The screenshot shows the 'Meetings' tab selected in the navigation bar. Below the navigation bar, there are tabs for 'List View' and 'Calendar View'. A search bar contains a search box, a dropdown menu set to 'This Year', and another dropdown menu set to 'COMMON COUNCIL'. There are also checkboxes for 'notes' and 'closed captions'. Below the search bar, there are buttons for 'Search Meetings' and 'Help'. A table of 26 records is displayed, with columns for 'Boards, Commissions and Committees', 'Date', 'Time', 'Location', 'Meeting Details', 'Agenda', 'Agenda Packet', 'Minutes', and 'Watch'. The table lists multiple meetings for the 'COMMON COUNCIL' group, all occurring at 6:30 PM at the '210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)'. The dates range from 12/5/2023 to 6/6/2023.

Find Agendas in Legistar

Legistar provides agendas in 2 formats (when the agenda is available).

- **Meeting Details** provides text within an embedded table format
- **Agenda** provides a PDF file of the agenda

To locate an agenda, use the instructions provided in this document for finding the meeting (either Common Council meeting, or other meetings listed under Boards, Commissions and Committees). The example below includes the list of COMMON COUNCIL meetings.

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	12/5/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/21/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/16/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/15/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/14/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/7/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	10/17/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available

In this example, no agendas appear.

Click the **Date** column to reverse the calendar order of the meetings.

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	1/3/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Minutes	Watch
COMMON COUNCIL	1/13/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	1/17/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Minutes	Watch
COMMON COUNCIL	2/7/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Not available	Not available
COMMON COUNCIL	2/28/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	3/7/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available

In the above example, agenda information is available for 3 meetings.

- Click **Meeting details** to see agenda details in a table.
The information in this format can be downloaded into a spreadsheet.
- Click **Agenda** to see the agenda in a paginated pdf format.
This format is ideal for printing.

How to Find City Staff Contact Info

There are four options for locating contact information for City staff.

Click a heading below for detailed instructions, or click the link to go directly to the online resource.

- [View Department Contact Numbers](#) (click for more instructions)
Click to go directly to the online [Government Resource Guide](#)
- [Search by Name](#) (click for more instructions)
Click to go directly to the online [Employee Directory](#)
- [Find BCC Staff Contact](#) (click for more instructions)
Click to go directly to the online [Internal City Committee Center](#)
- [Contact Council Office for Assistance](#) (click for more contact numbers)
(608) 266-4071

View Department Contact Numbers

The [Government Resource Guide](#) is a directory of key City staff contacts organized by department.

View department contacts:

1. Go to the Government Resource Guide:
<https://www.cityofmadison.com/Council/councilMembers/resourceGuide.cfm>
2. The following window displays.

The screenshot shows the top navigation bar of the City of Madison Common Council website. The header includes the City of Madison logo and the text "COMMON COUNCIL". Below the header is a navigation menu with links for Council Members, Meetings & Agendas, Calendar, Legislative Center, Lobbying, About, and Contact.

The main content area is divided into two columns. The left column is titled "Government Resource Guide" and includes an overview of city government and a list of links for "City Government" resources such as "City of Madison: Vision, Mission & Service Philosophy PDF", "Overview of City Government PDF", "Qualifications: City Officers, Members of Commissions, & Employees", "Budget Process & Citizen Access PDF", and "Open Meetings Law PDF".

The right column is titled "City Agencies" and includes a directory of city agencies with links to their respective webpages. The list includes "City Organizational Chart PDF", "Assessor's Office PDF", "Attorney's Office PDF", "Civil Rights, Department of PDF", "Clerk's Office PDF", "Common Council PDF", and "Employee Assistance Program (EAP) PDF".

3. Click on a department or division under **City Agencies** to view contacts.

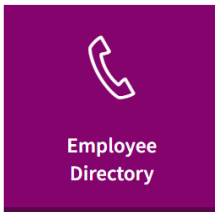
This screenshot shows a detailed view of the "City Agencies" directory. It features the same header and navigation as the previous screenshot. The main content area is titled "City Agencies" and includes the same introductory text. Below the text is a list of agency links, with "City Organizational Chart PDF" highlighted in a grey box. Other visible links include "Assessor's Office PDF", "Attorney's Office PDF", "Civil Rights, Department of PDF", "Clerk's Office PDF", "Common Council PDF", "Employee Assistance Program (EAP) PDF", "Finance Department (includes Purchasing and Treasury) PDF", "Fire Department PDF", and "Human Resources Department PDF".

Search by Name in the Online Directory

If you know the name of the City staff member, you can perform a search by name to locate their contact information.

Search by name:

1. Go to EmployeeNet: <https://www.cityofmadison.com/employeenet>
2. Click on **Employee Directory**



3. Enter your network login (Username and Password) and click **LOG IN**

A white login form with a thin grey border. At the top, it says "Username * required" in red, followed by "Enter your username." Below this is a text input field containing "cnabd". Underneath, it says "Password * required" in red, followed by "Enter the password that accompanies your username." Below this is an empty password input field. At the bottom left of the form is a dark teal button with the text "LOG IN" in white.

4. Enter information (last name minimum, other field optional) and click **Search**.

A white search form with a thin grey border. At the top, it says "Employee Directory" in a large, bold, black font. Below this is a horizontal line and the text "Enter any desired search terms, and leave all other search terms blank." There are three input fields: "First Name" (empty), "Last Name" (empty), and "Department" (a dropdown menu showing "- Any -"). At the bottom left of the form is a dark teal button with the text "SEARCH" in white.

5. Search results with contact information will display.

Find BCC City Staff in Internal City Committee Center

If you are looking for the name and contact information for a City staff member on a specific Board, Commission or Committee (BCC), you can locate this information in the Internal City Committee Center.

1. Go to <https://www.cityofmadison.com/employeeenet/mayor/mycommit/>

NOTE: You can also access this link from [Employeeenet](#). Scroll to the bottom of the window and click **Internal City Committee Center** under **Government**.

2. Enter your network login (Username and Password) and click **Log In**

Internal - City Committee Center Login

Please use your network username and password to log in.

Username:

Password:

3. Click on **Boards, Commissions & Committees**

The screenshot shows the City of Madison website. The top navigation bar includes 'Accounts', 'Services', 'Jobs', 'Agencies', 'Data', and 'Contact'. A search bar is on the right. Below the navigation is a red banner with 'Coronavirus (COVID-19)' and links for 'City Services', 'Public Health', 'Vaccination', 'Testing', and 'Español'. The main content area is titled 'INTERNAL CITY COMMITTEE CENTER' and includes a description: 'This internal committee site includes rosters of the city's boards, commissions and committees (sub-units) with contact information for members (address and phone number). Committee information on the city's website includes only the incumbent's name and email address.' Below this are two links: 'Boards, Commissions & Committees' and 'Mayoral Appointments to Non-City Committees'. A red arrow points to the 'Boards, Commissions & Committees' link in the left sidebar, and another red arrow points to the same link in the main content area.

4. Scroll through the list and click on the link to open the information.
5. Committee details display, including staff contact name and information.

The screenshot shows the details for the 'ALCOHOL LICENSE REVIEW COMMITTEE'. The information is current as of 02/02/23. The details section includes:

APPOINTMENT DATE:	3rd Tuesday in April
MEETS:	3rd Wednesday of month; 5:30 PM; 210 MLKJ Blvd., Rm 201
STAFF:	Jim Verbeck
AGENCY:	City Clerk's Office
LOCATION:	210 MLKJ Blvd., Room 103
PHONE:	(608) 266-4601
EMAIL:	jverbeck@cityofmadison.com
AUTHORITY:	MDSN GNRL ORD 33.02
MEMBERS:	16
VOTING MEMBERS:	9
NON-VOTING MEMBERS:	7 (*)
QUORUM:	5
CHAIRPERSON:	Michael S. Donnelly

A red box highlights the staff contact information: STAFF, AGENCY, LOCATION, PHONE, and EMAIL.

Call Council Office for Help

Council staff can always assist you in locating contact information for City staff members.

General line: (608) 266-4071

Program Assistant II: (608) 266-4297

Legislative Administrative Assistant: (608) 266-4074

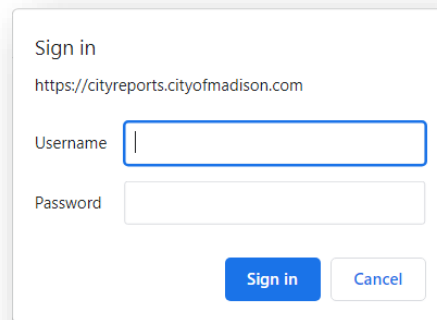
How to Run a Registrant Report for a Meeting

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

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

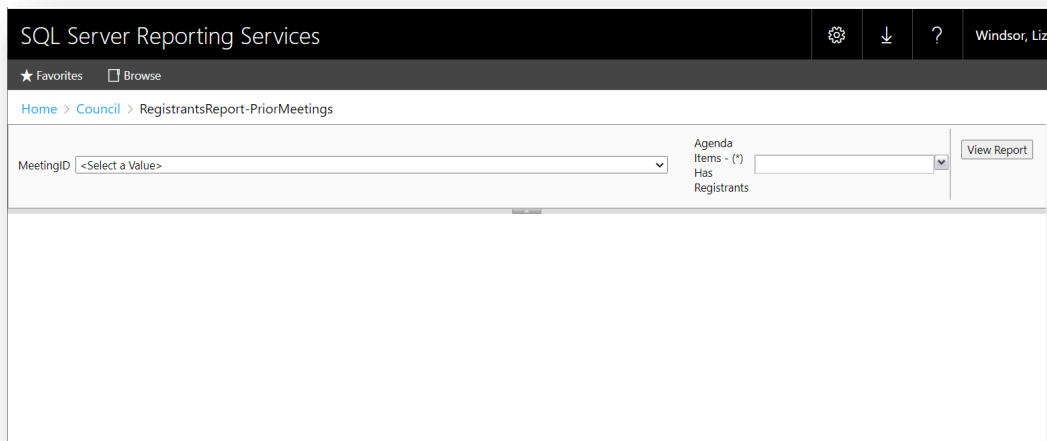
Follow the instructions below to run a registrant report.

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



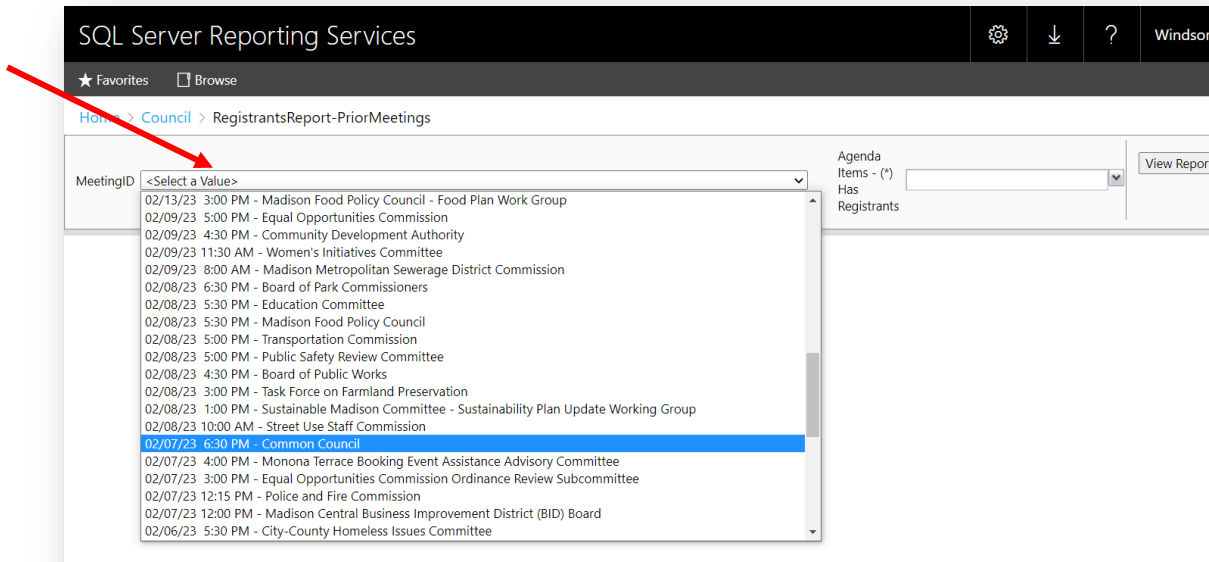
A sign-in dialog box with the title "Sign in" and the URL "https://cityreports.cityofmadison.com". It contains two input fields: "Username" and "Password". Below the fields are two buttons: "Sign in" (in blue) and "Cancel".

3. The following window appears:

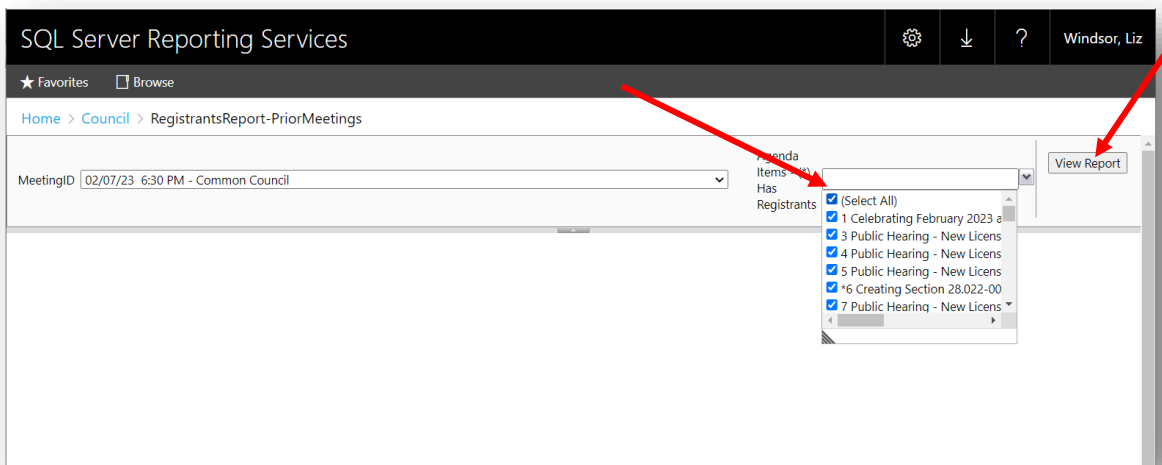


A screenshot of a web browser displaying the "SQL Server Reporting Services" application. The browser's address bar shows "Home > Council > RegistrantsReport-PriorMeetings". The application interface includes a "MeetingID" dropdown menu with the text "<Select a Value>". To the right, there are two more dropdown menus: "Agenda Items - (*)" and "Has Registrants". A "View Report" button is located to the right of these dropdowns. The browser's user interface shows "Windsor, Liz" in the top right corner.

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



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



- Click **View Report**.

7. The Registrant Report for the selected meeting displays.

SQL Server Reporting Services

Windsor, Liz

Home > Council > RegistrantsReport-PriorMeetings

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

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

Public Comment Registrants Report

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

Agenda Item	Name	Support	Speaking	Representing Organization		Lobbying
				Y/N	Name(s)	Paid
AGENDA ITEM: 6 Creating Section 28.022-00600 of the Madison General Ordinances to change the zoning of property located at 6604 Odana Road, 19th Alder District, from CC (Commercial Center) District to CC-T (Commercial Center-Transitional) District.						
02/06/23 12:04 PM	6 COLLEEN ROBINSON District: Unknown 7211 Century Avenue Middleton WI 53562	Oppose	Yes, I want to speak.	No		
02/07/23 12:38 PM	6 MARC OTT - JLA ARCHTECTS District: Unknown 800 W. Broadway Monona WI 53713	Support	Yes, I want to speak.	Yes	Walter Wayne Development 702 N Highpoint Road # 200 Madison, WI 53717	Yes No
02/07/23 01:45 PM	6 RANDY CHRISTIANSON District: 19 702 N. High Point Road #200 Madison WI 53717	Support	Yes, I want to speak.	No		
02/07/23 04:04 PM	6 BRUCE BOSBEN District: 12 1741 Commercial Ave Madison WI 53704	Support	Yes, I want to speak.	No		
02/07/23 07:37 PM	6 ROXANNE BENGEL District: 19 6509 Normandy Lane 211 MADISON WI 53719	Oppose	I do not want to speak, but I am available to answer questions.	No		
02/06/23 09:31 AM	6 CAROLINE M ROBINSON District: 19 6509 Normandy Ln 307 Madison WI 53719	Oppose	No, I do not want to speak.	No		
02/06/23	6 KYLE VONRUDEN District: 12	Support	No, I do not want to speak.	No		

The registrant report displays the following information for each registrant:

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

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

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

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

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

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

DRAFT: Preparing For Council Meetings

Advice for New Alders Working through a Council Agenda

Welcome to the Common Council! One of your main tasks will be to participate in Common Council meetings. The agendas for these meetings are intense documents, with many pages of items for the Council to review and act on. The tutorial on navigating a council agenda will help orient you to the sections and items most commonly found on a Council agenda. Here are some additional tips for preparing for a Council meeting.

We strongly recommend that you plan to dedicate at least several hours between when the agenda is released and the day of the meeting to reviewing the agenda and reaching out to staff with your questions.

Never hesitate to ask questions! We are here to assist you through the process.

As you gain experience with the process, you will develop your own unique way of tackling the Council agenda. Even experienced alders find it can take several months to years to feel fully comfortable with everything you will encounter on an agenda.

Priority Reviewing an Agenda

An agenda may be 30-40 pages long and the attachments can range into the thousands of pages. The agenda is released most often on the Friday before the meeting, which means there is a limited amount of time for you to familiarize yourself with the items on the agenda and ask clarifying questions to City staff.

Once the agenda is released (an email will be sent to all alders), do a priority review for the following things, including clicking on the file number for each item to familiarize yourself with it:

- Items you are sponsoring
- Items listing your district
- Items coming from a board, commission, or committee (BCC) of which you are a member
- New items being introduced for referral without debate (listed toward end of agenda)

Next, do a review of the rest of the agenda. **Tip:** the Drafter's Analysis is a good place to start when familiarizing yourself with proposed ordinances. Review the *How to Find Files in Legistar* tutorial for more information on how to find this.

Write down the Legistar file numbers and the agenda number for each item you have questions about. If you have questions on any of these items for staff, send those questions as soon as you can. Don't hesitate to ask questions! Staff members,

especially agency heads, are usually quite responsive in the days before a Council meeting. You can also reach out to the alder sponsoring an item you have questions about. **Tip:** avoid a walking quorum of Council members by limiting your contact to the sponsoring alder only and not discussing your position with multiple alders (review the *OCA Open Meetings* tutorial for more information on walking quorum).

Excluding Items for Consent Agenda Document

Once you have reviewed the agenda and asked your questions, if you have further questions or would like to exclude the item from the consent agenda for discussion or for adding additional committee referrals, contact Liz in the Council Office **before noon** on the Council meeting day. **Note:** items introduced for referral only without debate cannot be discussed at that time. Review the *Understanding the Consent Agenda & Consent Agenda Document* tutorial for more information on this document. You are also able to exclude the item from the floor by making that request when the Council president is reading the consent agenda.

At the Meeting

The format for upcoming Council meetings are listed on the agenda ahead of time, so you will know whether it is possible to join virtually or in person. **[clip of example?]** If joining in person in CCB 201, the chamber is usually open shortly after 6 p.m. for you to find your seat. Your nameplate will indicate which seat is yours. Bring your laptop so you can reference the agenda and agenda items, review the list of registered speakers, and send any emails as needed during the meeting. Please silence your laptop and phone during the meeting. Consider bringing hydration and snacks since meetings may be several hours long.

Dear [name],

On behalf of the City of Madison Council Office, we would like to extend our sincere congratulations on winning your primary election.

We want to highlight some important dates to save on your schedules in the event you win the election in your district on April 4. Should you win your district seat, the meetings outlined below will provide an essential foundation for your work as a new alder in the City of Madison.

◇ **Tuesday, April 11: Mock Council Meeting with Q &A and Debrief**

City County Building, room 201 (*in person*)

- Q & A starts at 6:00 p.m.
- Mock meeting starts at 6:30 p.m.
- Debrief after mock meeting

◇ **Thursday, April 13: City Agency Q&A/Lightning Roundtable**

Madison Municipal Building, room 215 (*in person*)

- 5:30 p.m.
- Snacks

◇ **Tuesday, April 18: Swearing in Day Schedule (8 am to approx. 8 pm)**

8:00 am: HR Orientation (*virtual*)

10:00 am: Welcome brunch

Central Library – 201 W Mifflin St, third floor (rooms 301 and 302)

12:00 pm: Common Council meeting

City County Building, room 201 (*swearing-in is in-person*)

3:00 pm: Headshots (pending confirmation)

City County Building [room tbd]

6:30 pm: Common Council meeting, *continued*

City County Building, room 201 (hybrid – *virtual and in person*)

◇ **Tuesday, April 25: Regular Common Council Meeting**

City County Building, room 201 (hybrid – *virtual and in person*)

- 6:30 p.m.

[Save-the-date email letter draft -Council office letterhead- send to everyone who wins primary]

We will be reaching out to those who have won their elections the week of April 4 with more information and resources.

Sincerely,

The Common Council Office Staff

Karen Kapusta-Pofahl, Chief of Staff

Liz Windsor, Legislative Administrative Assistant

Debbie Fields, Program Assistant 2

Lorissa Banuelos, Community Engagement Strategist



City of Madison

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

Master

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Text of Legislative File 75427

Title

Council Office Updates

Council Chief of Staff Update 01/11/2023

Announcements

- City offices will be closed on 01/16/23.
- Reminder: There are additional restrictions on the use of alder expense accounts in place until April. Expending of funds is limited in the four months preceding an election to ensure funding is available and equitable for existing and incoming alders. On November 21, Liz sent out emails to each alder regarding this issue.

Hiring Update

Due to the unexpected departure of our legislative analyst, the Council Office is working on hiring again. We are currently reaching out to candidates on the eligibility list, per HR guidance.

Project Updates

Administrative Services Team

The team is meeting at the end of this month to discuss a review of committee staff training materials and a plan for outreach to BCCs about the Code of Ethical Conduct.

New Alder Orientation/Onboarding

We are creating materials and tutorials on topics including how to find things in Legistar, navigating the Council agenda and consent agenda document, preparing for Council meetings, understanding the legislative process, scheduling neighborhood meetings, and more.

Upcoming City Trainings of Interest

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it.

- [I Feel Safe: Creating Healthy Cultures Where People Thrive](#) (01/18/23)
- [Creating Accessible Virtual Meetings and Trainings](#) (01/24/23)
- [Involving People in Decisions that Impact Them](#) (several offerings)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

Council Chief of Staff Update **02/01/2023**

Announcements

Finance is preparing to release the 2023 adopted budget books. This year, if you would like a printed version, please opt-in by emailing Christine Koh by February 3. Electronic copies will be available to all on the [budget website](#).

Hiring Update

We have exhausted the list of eligible candidates from the previous search, so we will be starting a new recruitment.

Project Updates

New Alder Orientation/Onboarding

We have a new onboarding survey tool that collects the contact information and details on things like parking passes and business cards from the incoming alders all in one place. This will allow Debbie to get started on ordering cards and nameplates sooner, and streamline the process of collecting all of that information.

With Katie's departure, Liz has leaned in to continue work on creating several short video tutorials on how to use the public-facing Legistar site to find legislation and look up committee meetings, an overview of the main parts of the Council agenda, and instructions on the consent agenda and consent agenda document.

Code of Conduct Implementation

On Monday, a small group of us (OCA, DCR, HR, Mayor's Office, Council Office) met to discuss implementation of the Code of Conduct, particularly regarding situations where a City staff member files a complaint against a member of a BCC. We will be convening regularly to plan ways to expand existing processes available to City staff under [APM 3-5](#), plan for additional processes such as mediation, and address issues that may arise while processes are being solidified. Of note: APM 3-5 lays out a process for investigating a complaint lodged by a City staff member against an elected official (page 3 of APM 3-5).

BCC Admin Services Team

The Administrative Services Team met on Tuesday to discuss a number of issues related to BCCs. We worked out a plan for communicating to BCC staff about the new Elected and Appointed Official Code of Ethical Conduct and instructions for sharing it with their members and placing it on their agenda annually. We made a plan for reviewing all of the existing BCC staff training materials to determine what elements are not out-of-date, what is missing that would need to be created, and compiled them together for staff to use. Currently, BCC staff are expected to train their new members and chairs. We also discussed ways to package existing City training offerings specifically for BCC staff, BCC chairs, and BCC members, and push out targeted communications to these various groups. We also addressed some logistical concerns arising as BCCs implement the ordinance to record all meetings (this may be audio or video, depending on a number of circumstances).

Records Retention

We are working with the OCA and IT to clarify expectations and requirements for alders regarding creating and retaining public records, including the issue of retaining constituent email

Council Chief of Staff Update 02/01/2023

correspondence for the Historical Society. We met Monday and will meet again on Friday to continue the discussion.

Upcoming City Trainings of Interest

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it. There are also a growing number of [on-demand online recorded courses](#) that you can access with your City login. Organizational Development has greatly expanded their course offerings, making this a great resource for personal and professional development at no added cost to you as alders.

Live Virtual Courses

- [Involving People in Decisions that Impact Them](#) (several offerings)
- [Service Animals and Emotional Support Animals in Places of Public Accommodation](#) (02/07/23)

On-Demand Courses

- [Trauma-Informed Customer Service](#) (scroll down to course and materials links)
- [I Feel Safe: Creating Healthy Cultures Where People Thrive](#) (scroll down to course and materials links)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.



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Text of Legislative File 72112

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Future Agenda Items

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