



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, September 16, 2025

4:30 PM

Hybrid: 201 City-County Building and via Virtual
Meeting
210 Martin Luther King, Jr. Blvd.

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.

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

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.

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>.

Listen by Phone: (877) 853-5257 (Toll Free) **Webinar ID:** 873 6990 8432

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 8/5/25 meeting: <http://madison.legistar.com/Calendar.aspx>

Public Comment

1. [88904](#) Public Comment (9/16/25)

Disclosures and Recusals

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

Items to be Considered

2. [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](#)
[CCEC Presentation 1.28.pdf](#)

Deputy Mayor Christie Baumel will present a status update
3. [89344](#) Accepting the 2025 Agency Annual Surveillance Technology Reports for the 2024 Calendar Year
Attachments: [Annual Surveillance Technology Reports 2025 - Combined.pdf](#)
4. [88483](#) Creating Section 2.035 of the Madison General Ordinances related to requiring elector signatures with application to fill vacancy on the Common Council.
5. [87483](#) Adopting the Updated Elected and Appointed Official Code of Ethical Conduct

Attachments: [PROPOSED: Updated Elected and Appointed Official Code of Ethical Conduct3](#)
[IN EFFECT: Elected and Appointed Official Code of Ethical Conduct Updated 7-](#)
[BPW Presentation Elected and Appointed Official Code of Ethical Conduct.pdf](#)
[Updated Presentation Elected and Appointed Official Code of Ethical Conduct.p](#)
[Updated 7-17-25 Elected and Appointed Official Code of Ethical Conduct.pdf](#)
[BCC Code of Conduct Feedback Notes.pdf](#)
[Draft for Discussion Code of Expected Conduct - Govindarajan Alternate.pdf](#)

6. [88520](#) Council Office Updates (2025-2026)

Attachments: [CCEC Chief of Staff Update 6-3-25.pdf](#)
[CCEC Chief of Staff Update 7-1-25.pdf](#)
[CCEC Chief of Staff Update 080525.pdf](#)

7. [88519](#) Future Agenda Items (2025-2026)

Attachments: [Future Agenda Item Requests 2025-2026 updated 6-3-25.pdf](#)

Adjournment



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Master

File Number: 88904

File ID: 88904

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/26/2025

File Name: Public Comment (9/16/25)

Final Action:

Title: Public Comment (9/16/25)

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 88904

Title

Public Comment (9/16/25)



City of Madison

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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, CCEC Presentation 1.28.pdf

Enactment Number:

Author:

Hearing Date:

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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 <i>E.g., Board of Park Commissioners, Personnel Board, Finance Committee, Water Utility Board, Board of Public Works</i>	13
Temporary Committees <i>Ad Hoc committees, Tasks Forces, President's Working Groups</i>	7
Other City-Established BCCs <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 <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 • 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 • 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: • 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)	9.49	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(d)	Parks				

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)(4b)	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	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)(4c)	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 WI State Statutes
Affirmative Action Commission	79.05.1		- 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 how appropriate contractors are conforming 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		- 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		- Appeals - 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)(b), 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 - 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 (⅔) 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: - 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."	- 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		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 rate, lower or sustain assessments."	
City-County Homeless Issues Committee	33.09.3		- 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		- 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: - 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."	"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: - 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 discuss 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: - 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 or policy goals. - 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.	
Common Council Executive Committee	33-13		"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 Plan 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 Services 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		- 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 constraints, 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	- 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)	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. - 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	"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, Frodoff 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." - 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)	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 guidelines 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: - 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	- 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: - 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. 4. 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	"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."
Equal Opportunities Commission	39.03	- 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 violation 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 this ordinance, 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. - 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	"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."
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	4.02	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 Nantou/City of Madison Joint Planning Committee	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."
Housing Strategy Committee	33.24	- 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: - 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.	29.26	"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."
Joint Campus Area Committee	33.23	- Provide feedback on UW-Madison projects to the DOR 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	32.03	- 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 Abatement Impairing Activities in Sec. 32.04(5)(a) 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: - 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: - 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 whether abatement amounts secured for a tenant and forfeitures imposed.
Landmarks Commission	33.19	- 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 siting 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	"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."



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 <i>E.g., Board of Park Commissioners, Personnel Board, Finance Committee, Water Utility Board, Board of Public Works</i>	13
Temporary Committees <i>Ad Hoc committees, Tasks Forces, President's Working Groups</i>	7
Other City-Established BCCs <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 <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

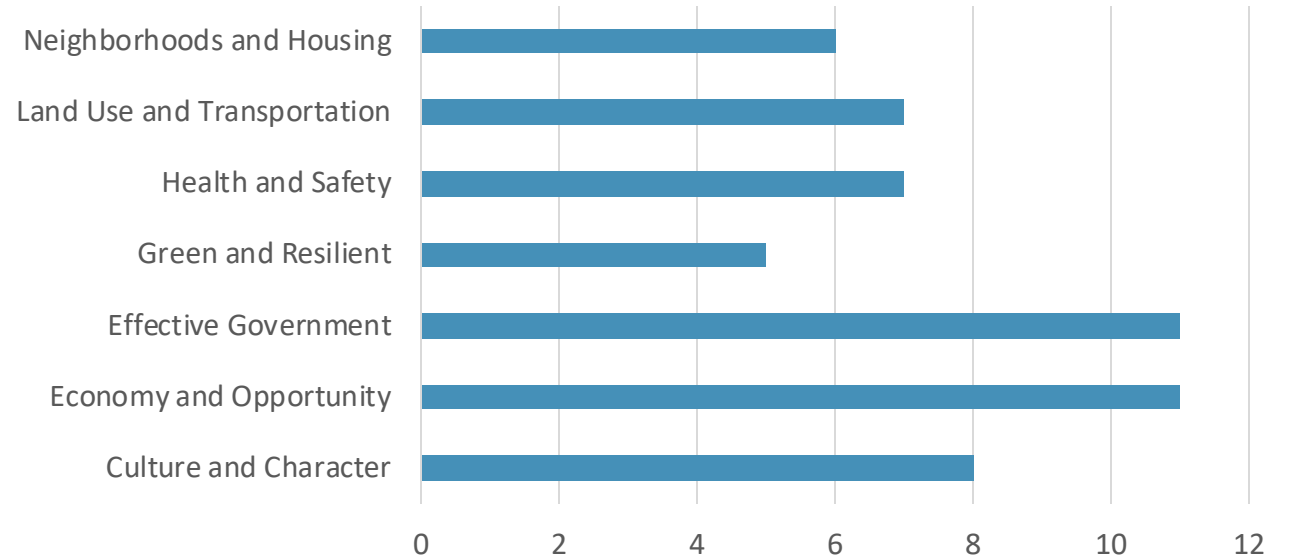


HIGHLIGHTS OF DATA COMPILATION

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?*

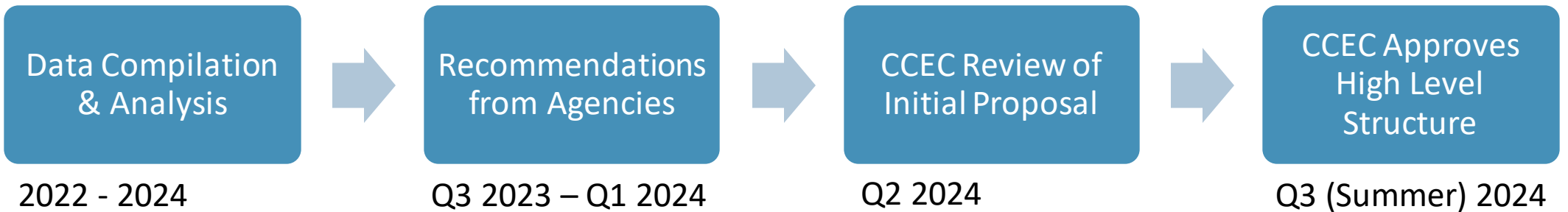
See Excel workbook for more detail.

EARLY FINDINGS / EMERGING THEMES

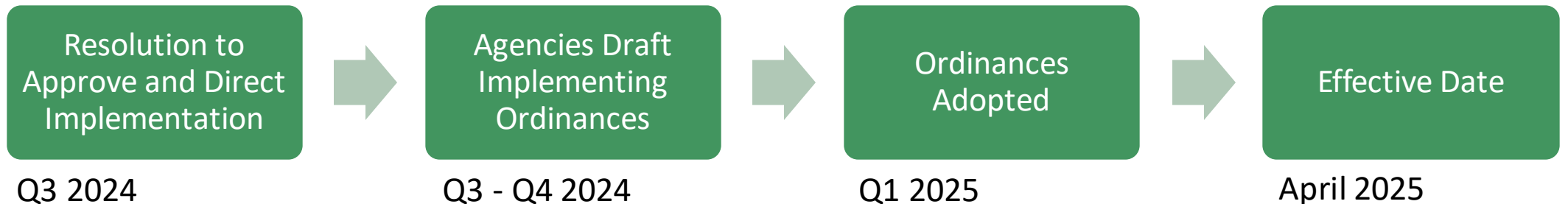
- Interest in stronger guidance on defining a BCC
 - Differences in function raise questions about thresholds for defining a group as a board, committee, or commission
 - The number of ad hocs, task forces, and president working groups can vary significantly over time
- Recognition that some combinations 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
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
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

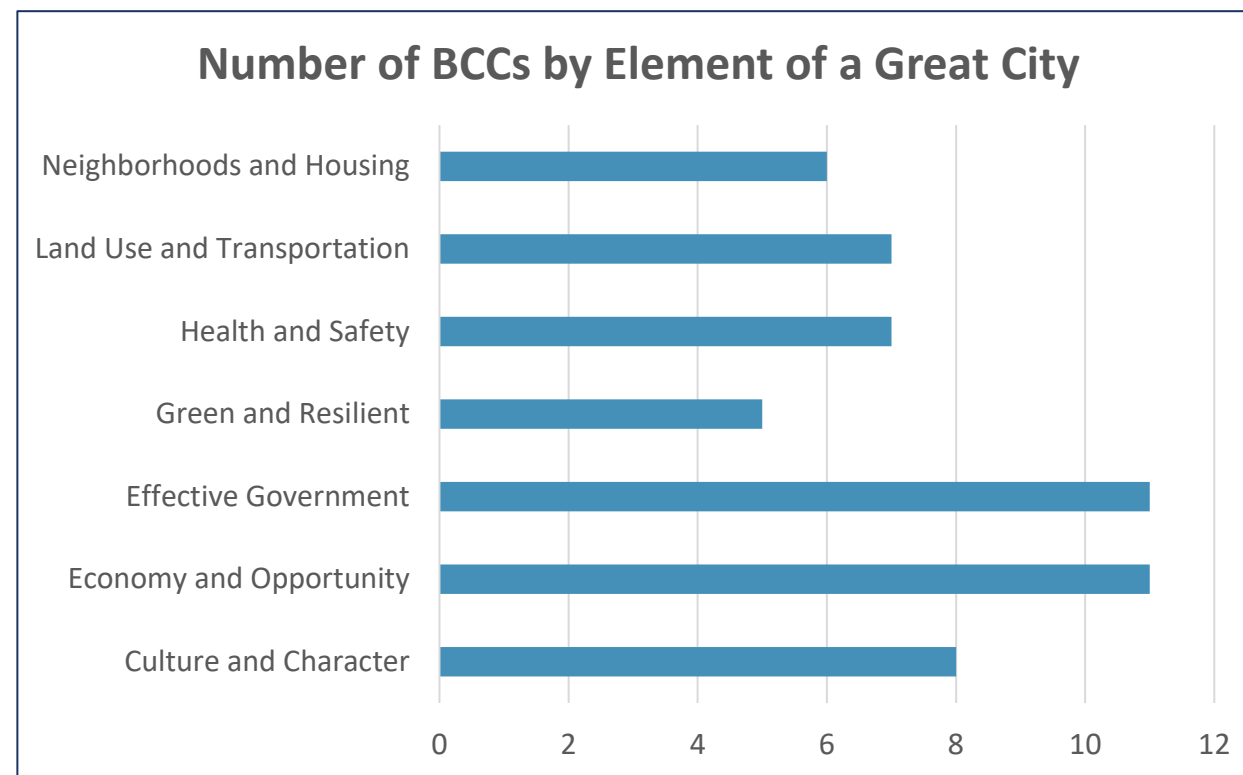
- Task Force on Government Structure (TFOGS)
 - 2017 – 2020
- Ad Hoc Task Force on the Structure of City Government Final Report Implementation Work Group
 - 2020– 2023
- CCEC-directed Work with Agencies
 - 2023 – present
 - CCEC began receiving updates on this topic in 2022

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: • Community Services • Committee on Aging • Early Childhood & Educ.	• 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	• 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	• 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.	• 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





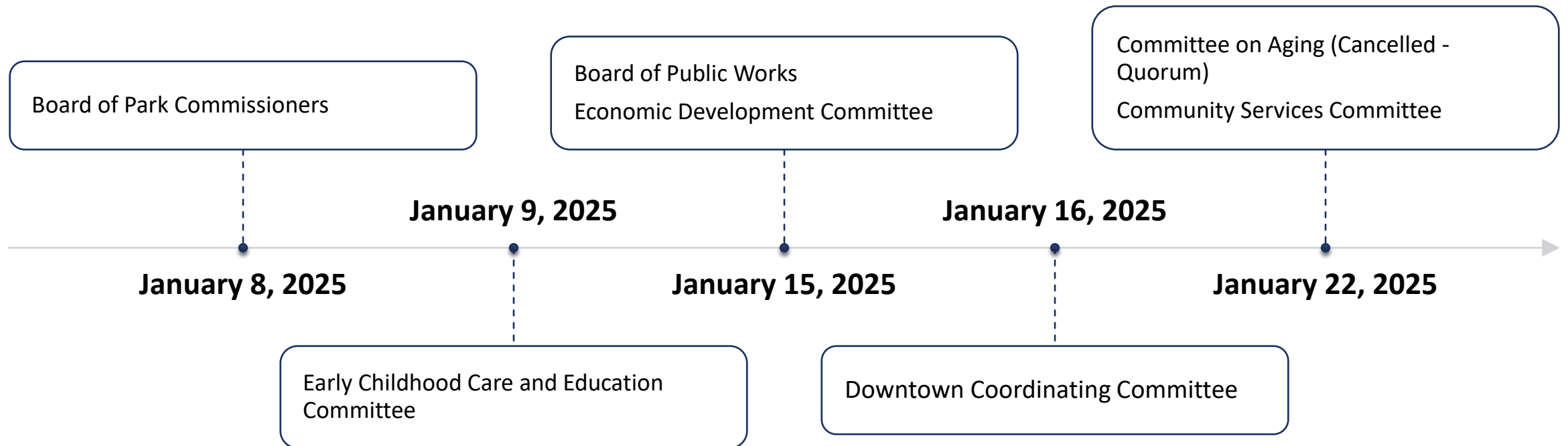
MADISON BCC STREAMLINING PROJECT 2025

COMMON COUNCIL EXECUTIVE COMMITTEE UPDATE

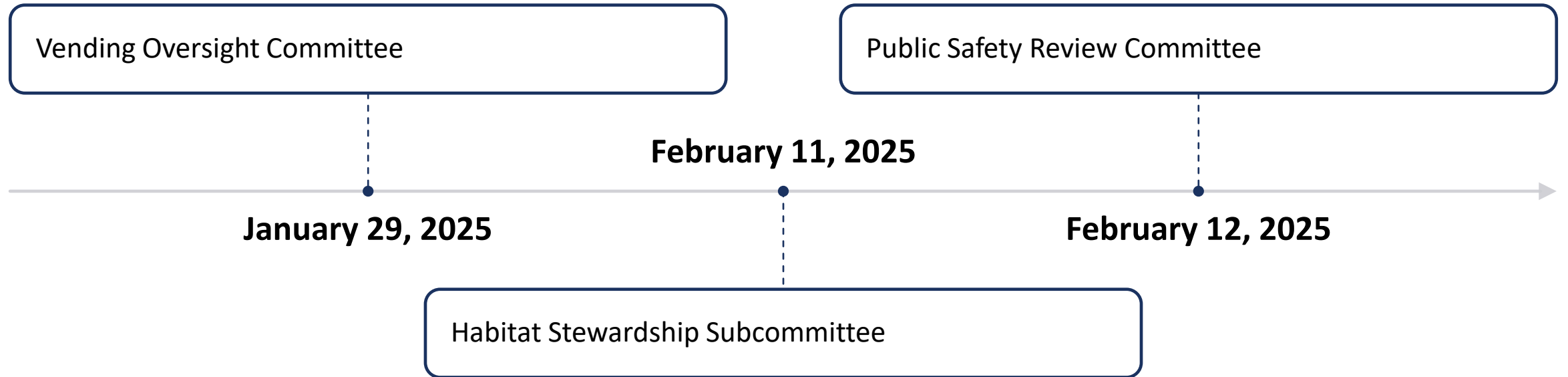
JANUARY 28, 2025



MEETINGS HELD WITH BCCS TO DATE



UPCOMING MEETINGS WITH BCCS



ANTICIPATED LEGISLATIVE PACKAGE

February 11 Ordinance Proposed:

BCCs to Combine

- Committee on Aging | Early Childhood Care & Educ | Community Services Committee

BCCs to Eliminate (transfer work elsewhere)

- CDD Conference Committee
- Downtown Coordinating Committee
- Ho Chunk Nation – City of Madison Coordinating Committee (in coord w Nation)
- Public Safety Review Committee

Other Changes

- Urban Forestry transfer from Parks/Habitat Stewardship to Board of Public Works
- Add flexibility to CDBG Committee membership

February 11 Resolution Proposed Directing Future Work:

BCCs to Combine

- Economic Development | Vending Oversight Committee
- Explore combining Civil Rights Award bodies

BCCs to Explore Transferring

- Joint Campus Area Committee – explore transferring to UW
- City, County, Schools Collaborative Committee – explore transferring to MMSD

REMAINING TIMELINE

- January:
 - Discussing proposals with all relevant committees
 - January 28 – Full Council Informational Briefing
- February:
 - Introduce legislation to implement the change – Feb. 11
 - Continued committee discussions
- March: Anticipated Council Action



City of Madison

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

Master

File Number: 89344

File ID: 89344

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/29/2025

File Name: 2025 Surveillance Technology Reports

Final Action:

Title: Accepting the 2025 Agency Annual Surveillance Technology Reports for the 2024
Calendar Year

Notes:

Sponsors: Regina M. Vidaver

Effective Date:

Attachments: Annual Surveillance Technology Reports 2025 -
Combined.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: imatthias@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	07/29/2025	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Common Council Executive Committee (9/16/25), Common Council (9/16/25)						
1	COMMON COUNCIL	08/05/2025	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text: A motion was made by Govindarajan, seconded by Guequierre, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.						

Text of Legislative File 89344

Fiscal Note

The proposed resolution accepts the annual surveillance technology reports prepared by city agencies. These reports are prepared pursuant to MGO 23.63(5). Accepting the reports does not have a fiscal impact. No appropriation is required.

Title

Accepting the 2025 Agency Annual Surveillance Technology Reports for the 2024 Calendar
Year

Body

WHEREAS, the City of Madison has an interest in ensuring that all official surveillance activities carefully safeguard privacy and confidentiality for residents and visitors, while ensuring safety and security for the public; and,

WHEREAS, the City of Madison has an interest in a city-wide surveillance and data management policy that is consistent for all City agencies and covers all types of surveillance equipment usage and data management; and,

WHEREAS, the City of Madison created the President's Work Group to Develop City-wide Surveillance Equipment and Data Management Policies through Resolution, Legislative File No. 49217, adopted by the Common Council on December 5, 2017, to develop a policy governing the purchase and use of all surveillance equipment employed by all City agencies; and,

WHEREAS, the Work Group worked closely with City departments, in particular Information Technology, Madison Police Department and the City Attorney's office, to develop a proposed ordinance governing the citywide purchase and use of surveillance technology that will be introduced separately; and,

WHEREAS, Common Council approved MGO 23.63, governing the acquisition and use of surveillance technology, on June 16, 2020; and,

WHEREAS, MGO 23.63 requires all City agencies to submit an Annual Surveillance Technology Report each year;

NOW, THEREFORE, BE IT RESOLVED that the Common Council accepts the 2025 annual agency surveillance technology reports for the 2024 calendar year.



**City of Madison, Wisconsin
City Assessor's Office**

Annual Surveillance Technology Report

2025

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Introduction

Summary

There have been no changes to technology in the prior year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A			

Usage of Surveillance Technology

Surveillance Data Usage

Not applicable.

Sharing Data with Other Entities

Not applicable.

Safeguarding Individual Information

Not applicable.

Complaints or Concerns

Not applicable.

Appendix A: Supporting Policies

Not applicable.



City of Madison, Wisconsin

Building Inspection

Annual Surveillance Technology Report

2025

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Introduction

Summary

No changes from previous year. No surveillance technology used.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
None	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



**City of Madison, Wisconsin
Community Development Authority (CDA) – Housing
Operations**

Annual Surveillance Technology Report

2025

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Introduction

Summary

No changes have been made to CDA Housing Operations surveillance technology during the past calendar year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Facility cameras	Two exterior cameras, 22 interior cameras covering eight floors of residential building	Parkside – 245 S. Park St.	Cameras

Usage of Surveillance Technology

Surveillance Data Usage

Data is used/reviewed to follow up on resident concerns, complaints and potential crimes that occur within the building.

Sharing Data with Other Entities

Data is not shared with other entities. However, MPD has access to the data through their department.

Safeguarding Individual Information

The CDA is federally funded and subject to the requirements of federal statutes that limit the disclosure of information about public housing and multifamily housing residents and recipients of the Housing Choice Voucher Program. Any data collected from surveillance technology is protected the same as all CDA records and files.

Complaints or Concerns

The department has not received and complaints or concerns about it's surveillance technology.

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Office of City Attorney

**Annual Surveillance Technology Report
2025**

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Introduction

Summary

The OCA utilizes a dome security camera in its lobby outside the front service window. Several specific staff have access to view video captured by the camera.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Main Entrance Camera	A fixed-dome camera is located in the lobby outside the main entrance into the OCA Office. It captures visitors and staff that enter the main entrance doors.	City-County Building Suite 401	Fixed-dome camera

Usage of Surveillance Technology

Surveillance Data Usage

The camera in the lobby of CCB Suite 401 is used for security purposes and allows designated OCA staff to see who is entering or waiting in the lobby and whether the front desk staff needs assistance.

Sharing Data with Other Entities

Our understanding is that the security camera vendor retains recorded video which is available for a period of time in the event that it is needed for law enforcement or other purposes.

Safeguarding Individual Information

Access to view live and recorded video is restricted to specific necessary staff designated by the City Attorney who use the video only for business. Video is secured by the camera vendor.

Complaints or Concerns

The OCA has not received any complaints regarding its use of the security camera.

Appendix A: Supporting Policies

No supporting written policies.



City of Madison, Wisconsin

Department of Civil Rights

**Annual Surveillance Technology Report
2025**

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Introduction

Summary

DCR does not have any surveillance technology installed in our office space. DCR is located on the 5th floor of the City County Building in room 523. There are two points of entry and exit. The main entrance where our reception is located is the primary point of entry/exit used by members of the public, and City staff. The second point of entry/exit, located at the back of the office is staff use only.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

Not Applicable

Sharing Data with Other Entities

Not Applicable

Safeguarding Individual Information

Not Applicable

Complaints or Concerns

Not Applicable

Appendix A: Supporting Policies

Not Applicable



City of Madison, Wisconsin

City Clerk's Office

Annual Surveillance Technology Report
2025

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Introduction

Summary

Clerk's Office has no surveillance.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

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- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
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 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Common Council

Annual Surveillance Technology Report

2025

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Introduction

Summary

The Common Council Office moved to a new office that now has a lobby camera and a vestibule camera.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Lobby Camera (CN Lobby 1)	A fixed-dome camera is located in the lobby of our office. It captures visitors and staff that enter the lobby.	Room 505 City-County Building	Fixed-dome camera
Vestibule Camera (CN CCB FL. 5 Vestibule)	A fixed-dome camera is located in the vestibule between the Common Council Office and the Office of the Independent Monitor. It captures visitors and staff that enter the vestibule.	Vestibule Between Room 505 and Room 501 City-County Building	Fixed-dome camera

Usage of Surveillance Technology

Surveillance Data Usage

The lobby camera and the vestibule camera are both used as part of the Common Council's security monitoring. The five members of the Common Council staff have access to the livestreams from these cameras.

Sharing Data with Other Entities

The Madison Police Department Forensic Services Unit has access to the data from the lobby camera and vestibule camera. This is a team of 17 investigators that investigate higher level crimes and can export and save video from the system for evidence purposes, if needed.

Safeguarding Individual Information

Access to the camera system is limited to individuals who may need to monitor or access recordings. Internal or public request for recordings will be reviewed by Common Council Management prior to release.

Complaints or Concerns

The Common Council is not aware of any complaints or concerns about its Surveillance Technology.

Appendix A: Supporting Policies

N/A



**City of Madison, Wisconsin
DPCED/CDD/Madison Senior Center**

Annual Surveillance Technology Report

Report for 2024

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Introduction

Summary

No changes to technology have been made since 2013. Since 2013, the Madison Senior Center located at 330 West Mifflin Street has had 13 video cameras installed on the interior and exterior of the facility for security purposes. There are cameras installed at all main entrances/exits. Facial recognition is expected from these vantage points. Other cameras point to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Camera video is accessed through the City network using Genetec software.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Axis M3204 (8 total)	Indoor 1 MP Color Camera, no audio	•Main Entrance/Exit •Vestibule Entrance/Exit •Dining Area •Lounge Area •Front Desk Area •2nd FI Elevator Entrance •2nd FI Front Hallway •2nd FI Back Hallway	Camera
Axis P3364-VE (5 total)	Outdoor Color Camera, no audio	•Exterior Driveway •Exterior Main Entrance •Mid Courtyard •(2) Exterior Courtyard/ Entrance/Exit Areas	Camera
Genetec	Video surveillance software installed by City IT	City Network	Software

Usage of Surveillance Technology

Surveillance Data Usage

Video surveillance is for the purpose of security at the Madison Senior Center. In 2024, security entailed: 1) Live surveying by the Community Resources Manager, Facility Operations Manager, and/or Facility Operations Assistant during business hours to ensure safety of attendees; and 2) Replaying footage for the purpose of researching complaints of thievery, misconduct or behavioral problems, or property damage. Video data is automatically retained on the City network for approximately 2 weeks. Cameras can be remotely accessed through the City network using Genetec software.

Sharing Data with Other Entities

No surveillance footage was shared in 2024

Safeguarding Individual Information

To ensure privacy, only three administrative staff have access to Madison Senior Center's video surveillance system – the Community Resources Manager, Facility Operations Supervisor and Facility Operations Assistant. In the event footage needs to be exported and saved, the footage will be stored either 1) on an external drive and locked in the MSC safe which the Community Resources Manager and Facility Operations Supervisor only have access, or 2) on the City network's U drive where only the staff person who saved it has access. It will be saved for the appropriate time limit until it can be purged.

Public awareness notices are printing in the monthly newsletter and on signs located at the front desk. They state: *Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.*

Complaints or Concerns

No complaints or concerns in 2024

Appendix A: Supporting Policies

Video Camera Surveillance Policy for Madison Senior Center:



Madison Senior Center

Video Camera Surveillance Plan Madison Senior Center Policy 1-16

Objectives and the scope of video surveillance

The Madison Senior Center has video cameras installed on the exterior and interior of the facility for security purposes. Security entails: 1) live surveying by the Community Resources Manager, Facility Operations Supervisor, and/or Facility Operations Assistant during business hours to ensure safety of participants and guests.
2) replaying footage for the purpose of researching complaints of thievery; misconduct or behavioral problems; property damage.

Level of detail and recording area

There are cameras installed at all main entrances/exits. Facial recognition is expected from these points. Other cameras are pointing to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Cameras do not have audio. Software used to view video is Genetec installed by City IT.

Provided notification(s) to participants

There are public notices at two locations at the front desk where participants sign-in. These notices state the following: ***"Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded."*** This same statement is also found in the Senior Center's monthly newsletter – The Messenger.

Location of cameras

All 13 cameras are located on Madison Senior Center property. Locations are:

Exterior (5 cameras):

1) Courtyard leading to grocery store and facility exit, 2) Mid-courtyard, 3) Courtyard leading to apartments and rear facility entrance/exit, 4) Main entrance/exit, 5) Driveway

Interior Main Floor (5 cameras):

6) Lounge, 7) Dining, 8) Front desk, 9) Main entrance/exit, 10) Rear vestibule entrance/exit

Interior 2nd Floor: (3 cameras):

11) Hall leading to Craft Room, 12) Front corridor and elevator entrance/exit, 13) Back corridor

Permanently or temporary placement?

Permanent placement

Persons in agency allowed view access

The Community Resources Manager, Facility Operations Supervisor, and the Facility Operations Assistant are allowed viewing access. Records may also be shared with authorized individuals directly involved in investigating an incident.

Plan on training regarding the use, retention and storage

No official training on software usage. Online guide will be used if necessary. City IT retains and stores video for 14 days. If footage needs to be exported off the server and saved, it will be stored on an external drive in a locked safe, or on the City Network's U drive where it cannot be accessed by other staff, until it can be purged.

Those allowed to export any needed footage.

Community Resources Manager and/or Facility Operations Supervisor.



City of Madison, Wisconsin
DPCED Office of the Director
Annual Surveillance Technology Report
2025

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Introduction

Summary

No change

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type

Usage of Surveillance Technology

Surveillance Data Usage

None

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

None

Appendix A: Supporting Policies

None



City of Madison, Wisconsin
Employee Assistance Program
Annual Surveillance Technology Report
2025

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Introduction

Summary

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type

No surveillance equipment.

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin
Economic Development Division
Annual Surveillance Technology Report
2025

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Introduction

Summary

The Economic Development Division does not have or use surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

None, as we don't have or use surveillance technology.



City of Madison, Wisconsin

Engineering Division

Annual Surveillance Technology Report

2024

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Introduction

Summary

In 2024, no operational changes were made to surveillance technology policies or inventory used by Engineering. The policy was updated to reflect current software being utilized. No complaints were received.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
2 Building Cameras	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Rear Entrance Driveways	PTZ camera
1 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Building Inspection Counter	PTZ camera
4 Building Cameras	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – First Floor Entrance Lobbies	PTZ camera
2 Building Cameras	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – CDA Housing Interview Room Hallway	PTZ camera
1 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – CDA Housing Department Lobby	PTZ camera
2 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Second Floor Stairwells	PTZ camera
1 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Second Floor Meeting Room Hallway	PTZ camera

Usage of Surveillance Technology

Surveillance Data Usage

In 2024, City Engineering used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility for public events and meetings.
- Ensuring proper use of parking spaces and clear access of two building driveways.

Sharing Data with Other Entities

No MMB camera data was shared with other entities in 2024.

Safeguarding Individual Information

Access to cameras is restricted to the Deputy City Engineer - Facilities and the Facilities Services Coordinator. No other Engineering Division staff has been granted access.

The Engineering Division does not store camera data locally in Engineering except in rare situations when a specific event in the building is under investigation. Any such data is deleted after the conclusion of each investigation. In order to store video clips from these cameras, Engineering must request assistance from City IT, who can download as requested and send to Engineering Facilities.

All other surveillance data from these cameras is stored and accessed through Genetec Security Desk and managed by City IT. Data from these cameras is automatically overwritten after 14 days.

Complaints or Concerns

The Engineering Division has not received any complaints or concerns about its Surveillance Technology use.

Appendix A: Supporting Policies

Madison Municipal Building

Camera Surveillance Technology Departmental Policy

Revised July 1, 2025

Jim Wolfe, P.E., City Engineer

Location

Madison Municipal Building, 215 Martin Luther King Jr Blvd, Madison WI

Responsible Agency

The City of Madison Engineering Division, a division of the Department of Public Works.

Purpose

The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at the Madison Municipal Building (MMB) and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

Camera Locations and Signage

The exhibit titled Security Camera Plan shows the locations of all IPC cameras in the building.

Signs informing employees, elected officials, and visitors using the building of the presence of video recording shall be placed at all entrances and shall read "Notice, Video Surveillance in Use on These Premises".

Policy Overview

Only two staff in Engineering currently have access to these cameras; the Deputy City Engineer - Facilities and the Facilities Services Coordinator. Recordings will only be viewed on a need-to-know basis and in such a manner as to avoid public viewing.

This system will record video only. Audio shall not be recorded.

This policy does not cover the cameras used by the City IT Media Team to record meetings in certain meeting rooms within the building. The rooms where the City IT Media Team recording can take place are shown on the exhibit entitled Security Camera Plan.

Monitoring of individuals based on characteristics such as race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Policy Elements

Circumstances which necessitate the use of Surveillance Technology.

Legitimate purposes for IPC monitoring in the MMB are:

- Ensuring the safety of individuals, property, and the facility;
- Monitoring of any activity or behavior that seems out of the ordinary;
- Investigation of possible criminal activity;
- The IPC system will not be routinely monitored for purposes of assessing work performance or job competency. However, the Engineering Division, and the City agencies housed within the Building, expressly reserves the right to use all video evidence in conducting any personnel investigation and in imposing appropriate discipline; and/or
- To ensure the proper operation of doors that are controlled remotely and to verify the appropriate and secure use of the building and its public meeting spaces.

Training protocols.

All Engineering staff that currently have access to these IPC cameras have been trained on the use of the Genetec Security Desk software and have been involved in the creation of this departmental policy and the annual report for this policy.

There is currently no plan to provide access to these cameras to additional staff. If such a need were to arise, these staff would be trained on the use of the cameras and would carefully review this policy and the most recent annual department report on the use of surveillance technology by and with the Facilities Services Coordinator.

Position(s) responsible for the account management and administration of the Surveillance Technology.

The Facilities Services Coordinator is responsible for account management and administration of the Surveillance Technology.

Position(s) responsible for receiving complaints regarding the Department's use of Surveillance Technology.

The Deputy City Engineer - Facilities is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology.

Process for determining roles and access to Surveillance Technology.

A guiding principle of this process will be to restrict access to these cameras as narrowly as possible while still maintaining safe and successful day-to-day operations as laid out above.

Currently only two Engineering staff have access to these cameras. If any additional staff access is determined to be necessary, it will be restricted to those staff in the Engineering Facilities groups. The Deputy City Engineer - Facilities will review the request and the need and make a determination.

Process to ensure access to Surveillance Technology is revoked when employee no longer has job-related need to said access.

By restricting access to this technology up front, Engineering intends to minimize this issue as much as possible.

The Department will verify each time any employee changes positions or ends City employment that no changes are needed to their Surveillance Technology access. Engineering will also review the job-related need for Surveillance Technology access as part of the annual report required by APM 3-17 each year.

Position(s) responsible for training staff and reviewing staff access and use of the Surveillance Technology

- Facilities Services Coordinator is responsible for training staff.
- Deputy City Engineer - Facilities is responsible for reviewing staff access and use.

Madison Police Department Access.

The Engineering Division will provide the Madison Police Department with immediate access to all data recordings that may constitute evidence of a crime, unless otherwise prohibited by law.

In the event the Department becomes aware that evidence of a crime may be recorded on these IPC cameras, the following procedure will be followed:

- Notify the Engineering Facilities Services Coordinator, Deputy City Engineer - Facilities, and City Engineer.
- Staff will contact the Madison Police Department Forensic Services Unit directly to ensure the proper segments of video are preserved for this use. Engineering staff do not have the ability to save video themselves.

Retention Period.

City IT automatically overwrites video stored on the Genetec Security Desk system after 14 days.

If downloaded video is saved by MPD in an investigation of the possible commission of a crime, they are responsible for all records retention compliance.

If video is saved for another valid investigatory or open-records purpose, Engineering will follow the procedure laid out below.

Privacy.

All camera locations in the MMB were carefully considered during the design process with to ensure that they cannot be used to monitor the interior of any dwelling where a reasonable expectation of privacy exists. No private dwellings are visible from these cameras. No restrooms, locker rooms, or private offices are visible from these cameras. The cameras are all in common areas of the building, and focused primarily on building entrances and main building corridors.

These cameras do not have audio recording capability.

Procedures for ensuring that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation.

Engineering does not have the permissions to save video files from these cameras.

In order to store video clips from these cameras, Engineering must request assistance from City IT, who can download as requested and send to Engineering Facilities.

During the investigation of a possible commission of a crime, Engineering staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records for those investigations. Madison Police Department has relevant permissions to download and save video clips without Engineering's involvement.

In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by either the Deputy City Engineer - Facilities or the City Engineer. Engineering will then work with City IT to save and obtain the appropriate files. Staff will notify the City Engineer (one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance with APM 3-6.

Security Camera Plan - Level 0

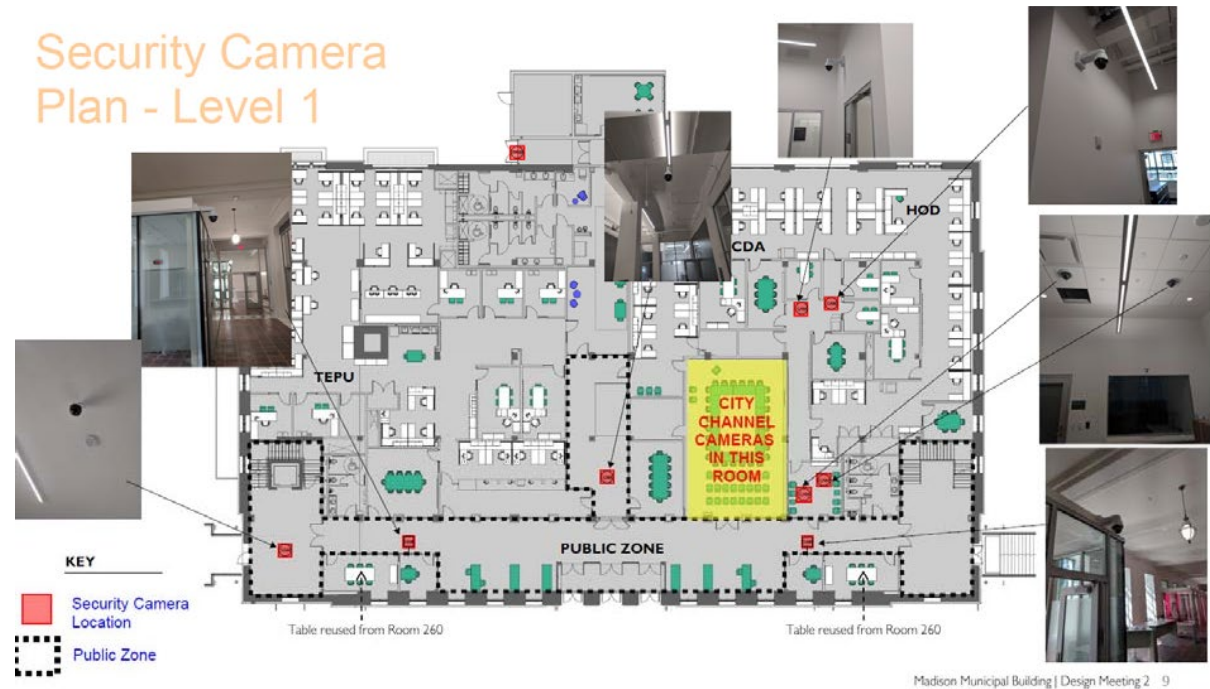


KEY

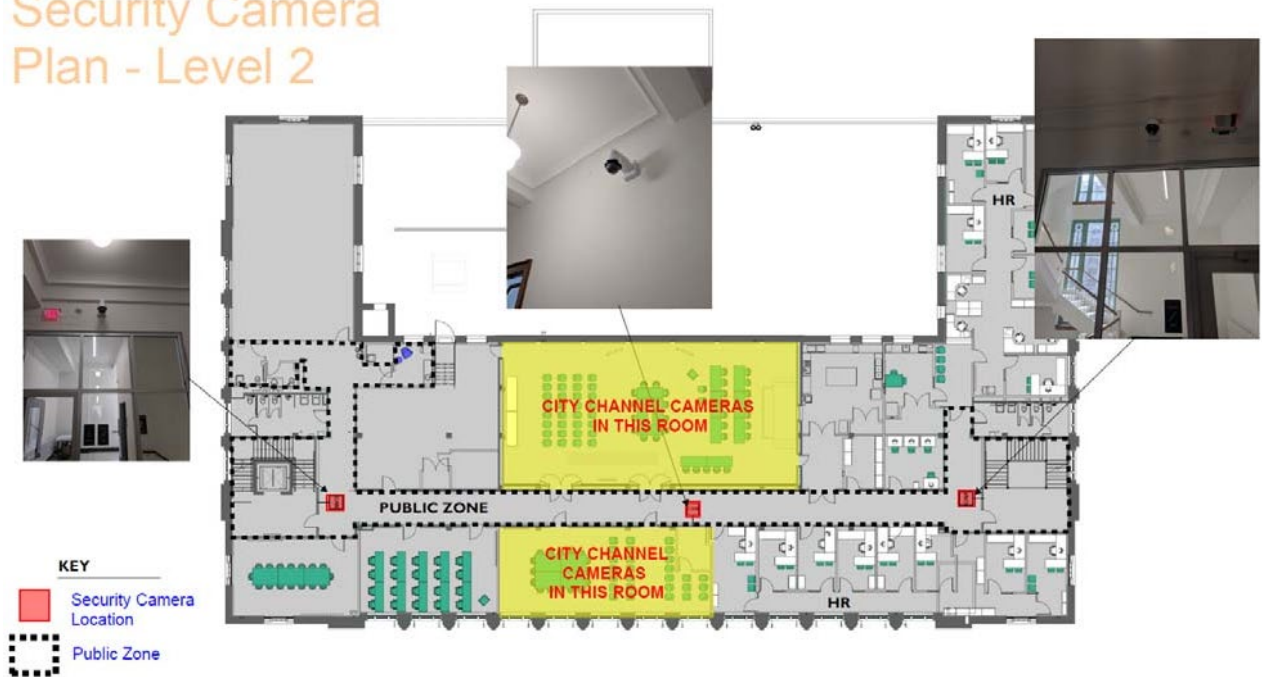
-  Security Camera Location
-  Public Zone



Madison Municipal Building | Design Meeting 2 8

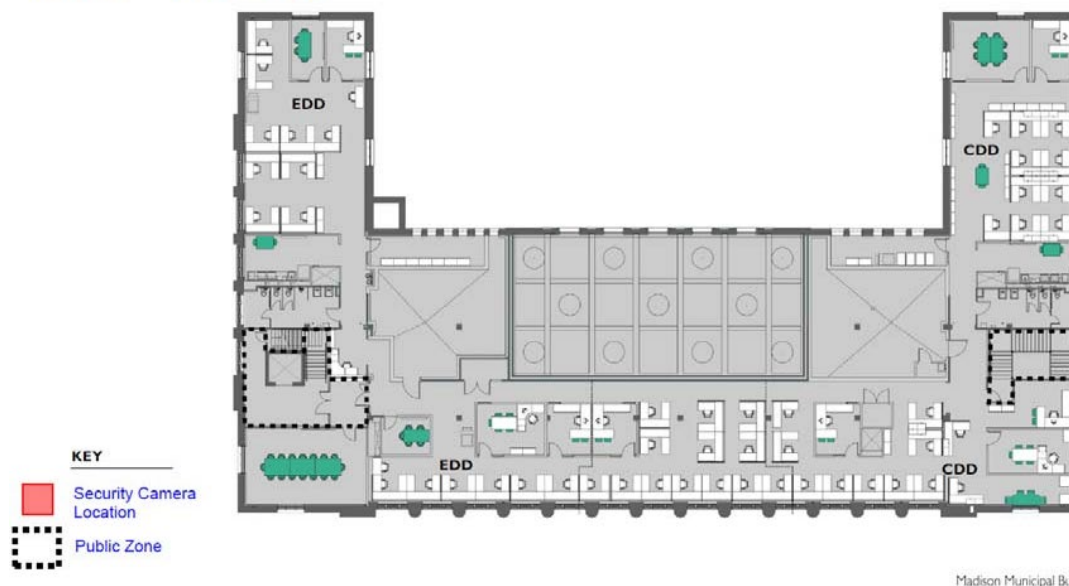


Security Camera Plan - Level 2



Madison Municipal Building | Design Meeting 2.10

Security Camera Plan - Level 3



Madison Municipal Building | Design Meeting 2.11



**City of Madison, Wisconsin
Finance Department**

Annual Surveillance Technology Report

2025

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Introduction

Summary

The Finance Department occupies suites 406, 414 and 101 in the City County Building (CCB). The Finance Department did not make any changes to its policy, but did make some changes to its inventory due to the completion of the Treasury office. These changes are noted in our camera inventory. Prior to this, the last change was the addition of access equipment for suite 414 in 2019. This change removed a hallway camera and installed a new access system with camera (non-recording) installed.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Suite 406 camera	Camera to allow staff to see who is entering office	Outside suite 406	Camera
Suite 414 camera	Camera to allow staff to see who is entering office	Outside suite 414	Camera
Suite 101 cameras	Seven (7) cameras to view suite entrances and lobby, office and vault areas. Two cameras in the public lobby. Two cameras at the front counter (these can also see into the public lobby). Two cameras in the vault. One camera in the Parking Utility room.	Inside suite 101	Camera

Usage of Surveillance Technology

Surveillance Data Usage

The cameras outside of suites 406 and 414 are used as part of the Finance Department's security access. When a customer arrives at either location, they push a button to gain access and staff is able to see and communicate with the customer prior to allowing access. Front desk staff in suite 101 can also access the camera outside suite 406 to see individuals seeking access.

Cameras in suite 101 are used to monitor individuals entering/exiting the suite. In addition, cameras can be used to monitor staff activities in the office and vault areas.

Sharing Data with Other Entities

The Finance Department has given the Madison Police Department access to the cameras in suites 406 and 101. The camera for suite 414 does not record and only sends video to the phone of the person that is being requested to provide access.

Safeguarding Individual Information

Access to the camera system is limited to individuals who may need to monitor or access recordings. Internal or public request for recordings will be reviewed by Finance Management prior to release.

Complaints or Concerns

The Finance Department is not aware of any complaints or concerns about its Surveillance Technology.

Appendix A: Supporting Policies

The Finance Department has signs posted outside suites 406 and 414 informing individuals that the areas are under video surveillance and there is a sign posted at the entrance of the CCB indicating the premise is under video surveillance.



City of Madison, Wisconsin

Fleet Service Division

Annual Surveillance Technology Report

2025

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Introduction

Summary

No changes were made to the Fleet Service Division surveillance technology in 2024.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Nakoosa Main 1	Exterior camera monitoring the patio area at the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Nakoosa Main 2	Exterior camera monitoring the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Nakoosa Main 3	Exterior camera monitoring the patio area at the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Nakoosa Main 4	Exterior camera monitoring the patio area and front drive at the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Comm North 2	Exterior camera monitoring the north side and parking lot of the Communications section of the facility	Nakoosa Trail	Camera
Comm North 3	Exterior camera monitoring the north side and parking lot of the Communications section of the facility	Nakoosa Trail	Camera
Comm North 4	Exterior camera monitoring the north side entrance and parking lot of the Communications section of the facility	Nakoosa Trail	Camera
East Service Drive 3	Exterior camera monitoring the driveway along the east side of the facility and Nakoosa Trail gated entrance	Nakoosa Trail	Camera
East Service Drive 4	Exterior camera monitoring the driveway along the east side of the facility	Nakoosa Trail	Camera

City of Madison 2025 Surveillance Technology Report (Fleet Service)

Reviewed Item	Description	Location	Type
Nakoosa Main Entrance	Interior camera monitoring the entryway and reception area at the Visitor Entrance of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Nakoosa Main Entrance Quad View	Interior camera monitoring the entryway and reception area at the Visitor Entrance of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Comm Customer Hall	Interior camera monitoring the entrance and open office area of the Communications Shop in the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive 1	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive 2	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive East	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive West	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
Comm Gate 1	Exterior camera monitoring the entrance area of the Communications Shop at the Nakoosa Trail facility	Nakoosa Trail	Camera
Comm Gate 2	Exterior camera monitoring the parking lot and Nakoosa Trail outside of the Communications Shop area at the Nakoosa Trail facility	Nakoosa Trail	Camera
Comm Gate 3	Exterior camera monitoring the gate entrance off of Nakoosa Trail	Nakoosa Trail	Camera
Comm Gate 4	Exterior camera monitoring the drive area and service bay garage doors in the Communications Shop area at the Nakoosa Trail facility	Nakoosa Trail	Camera

City of Madison 2025 Surveillance Technology Report (Fleet Service)

Reviewed Item	Description	Location	Type
Comm Yard 3	Exterior camera monitoring the parking lot and drive area behind the Communications Shop area at the Nakoosa Trail facility	Nakoosa Trail	Camera
Light Yard 4	Exterior camera monitoring the gated entrance, drive area, and fuel station behind the Light Duty Shop at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 1	Exterior camera monitoring the driveway and employee parking lot to the west of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 2	Exterior camera monitoring the gated entrance to the parking lot behind the Light Duty Shop at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 3	Exterior camera monitoring the fenced lawn behind the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 4	Exterior camera monitoring the Nakoosa Trail Fleet facility driveway to Commercial Avenue	Nakoosa Trail	Camera
Main Driveway 1	Exterior camera monitoring the driveway between the employee parking lot at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Main Driveway 2	Exterior camera monitoring the walled area of the parking lot behind the Light Duty Shop at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Main Driveway 3	Exterior camera monitoring the driveway to Commercial Avenue and the employee parking lot	Nakoosa Trail	Camera
Main Driveway 4	Exterior camera monitoring the driveway and employee parking lot	Nakoosa Trail	Camera
Nakoosa Trail East (Parts Gate 1)	Exterior camera monitoring Nakoosa Trail and the driveway to the Parts gate of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera

City of Madison 2025 Surveillance Technology Report (Fleet Service)

Reviewed Item	Description	Location	Type
Nakoosa Trail West (Parts Gate 2)	Exterior camera monitoring Nakoosa Trail	Nakoosa Trail	Camera
Fleet Parts Gate 3	Exterior camera monitoring the gated entrance to the Parts Delivery area of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Parts Gate 4	Exterior camera monitoring the driveway to the Parts gate of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Parts Delivery 1	Exterior camera monitoring the garage door entrance to the Fleet Parts Warehouse	Nakoosa Trail	Camera
Fleet Parts Delivery 2	Exterior camera monitoring the service drive and loading zone outside the Fleet Parts Warehouse	Nakoosa Trail	Camera
Fleet Parts Delivery 3	Exterior camera monitoring the Fleet Parts Warehouse loading zone and the service drive outside the Heavy Duty Shop	Nakoosa Trail	Camera
Fleet Parts Delivery 4	Exterior camera monitoring the doorway to the Fleet Parts Warehouse and Heavy Duty Shop	Nakoosa Trail	Camera

Usage of Surveillance Technology

Surveillance Data Usage

In 2024, Fleet used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility
- To investigate an employee complaint
- To investigate the circumstances around a shop equipment malfunction

Sharing Data with Other Entities

In 2024, the only camera data shared with entities outside of the Fleet Service Division was with City of Madison's Risk Management staff, reviewing the circumstances that led to shop equipment malfunction. No other surveillance technology data was shared in the last calendar year. Radio Shop has additional access to cameras within their area of the building.

Safeguarding Individual Information

Access to camera recordings is restricted to the Fleet Superintendent, Fleet Operations Manager, and Assistant Fleet Superintendent, the latter two with the permission of the Fleet Superintendent. Live viewing is restricted to the two Fleet Forepersons.

Fleet does not store camera data except in rare situations when a specific event in the building is under investigation.

All other surveillance data from these cameras is stored and accessed through ExacQ Vision and managed by City IT. Data from these cameras is automatically overwritten after 14 days.

Complaints or Concerns

Fleet has not received any complaints or concerns about its Surveillance Technology use in 2024.

Appendix A: Supporting Policies

Camera Surveillance Technology Departmental Policy

Revised 7/6/23

Mahanth Joishy, Fleet Superintendent

Location

Based at (1) 4151 Nakoosa Trail and (2) 1501 West Badger Road.

Responsible Agency

The City of Madison Fleet Division, a division of the Department of Public Works.

Purpose

The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at Fleet Facilities and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

Camera Signage

Signs informing employees, elected officials, and visitors using the building of the presence of video recording shall be placed at all entrances and shall read “Notice, Video Surveillance in Use on These Premises”.

Policy Overview

Five Fleet staff have access to the system. Recordings will only be viewed on a need-to know basis and in such a manner as to avoid public viewing.

This system will record video only. Audio shall not be recorded.

Monitoring of individuals based on characteristics such as race, gender, ethnicity, sexual orientation, disability, or other protected classifications is strictly prohibited.

Policy Elements

1. Circumstances which necessitate the use of Surveillance Technology.

Legitimate purposes for IPC monitoring in Fleet facilities are:

- Ensuring the safety of individuals, property, and the facility;

- Monitoring of any activity or behavior that seems out of the ordinary;
- Investigation of possible criminal activity;
- The IPC system will not be routinely monitored for purposes of assessing work performance or job competency. However Fleet expressly reserves the right to use all video evidence in conducting any personnel investigation and in imposing appropriate discipline; and/or
- To ensure the proper operation of doors that are controlled remotely and to verify the appropriate and secure use of the building and its public meeting spaces.

2. Training protocols.

All Fleet staff that receive access to these IPC cameras have been or will be trained on the use of the ExacqVision software and have received this policy.

There is currently no plan to provide access to these cameras to additional staff. If such a need were to arise, these staff would be trained on the use of the cameras and would carefully review this policy and the most recent annual department report on the use of surveillance technology by the Superintendent.

3. Position(s) responsible for the account management and administration of the Surveillance Technology.

The Fleet Superintendent is responsible for account management and administration of the Surveillance Technology in partnership with City IT.

4. Position(s) responsible for receiving complaints regarding the Department's use of Surveillance Technology.

The Fleet Superintendent is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology. If Superintendent is absent the Operations Manager will be the backup.

5. Process for determining roles and access to Surveillance Technology.

A guiding principle of this process will be to restrict access to these cameras as narrowly as possible while still maintaining safe and successful day-to-day operations as laid out above.

Currently only five Fleet staff have access to these cameras. Fleet Superintendent will review this list on an annual basis.

6. Process to ensure access to Surveillance Technology is revoked when employee no longer has job-related need to said access.

By restricting access to this technology up front, Fleet intends to minimize this issue as much as possible.

The Department will verify each time any employee changes positions or ends City employment that no changes are needed to their Surveillance Technology access. Fleet will also review the jobrelated need for Surveillance Technology access as part of the annual report required by APM 3-17 each year.

7. Position(s) responsible for training staff and reviewing staff access and use of the Surveillance Technology

Fleet Superintendent is responsible for staff training, access and use.

8. Madison Police Department Access.

Fleet will provide the Madison Police Department with immediate access to all data recordings that may constitute evidence of a crime, unless otherwise prohibited by law.

In the event the Department becomes aware that evidence of a crime may be recorded on these IPC cameras, the following procedure will be followed:

- Notify the Fleet Superintendent.
- Staff will contact the Madison Police Department Forensic Services Unit directly to ensure the proper segments of video are preserved for this use.

9. Retention Period.

Fleet does not have the permissions necessary to save video clips from these IPC cameras themselves. City IT automatically overwrites video on the ExacQvision system after 14 days. If downloaded video is saved by MPD in an investigation of the possible commission of a crime, they are responsible for all records retention compliance.

If video is saved for another valid investigatory or open-records purpose, Fleet will follow the procedure laid out below.

10. Privacy.

All camera locations were carefully considered during the design process to ensure that they cannot be used to monitor the interior of interior dwelling where a reasonable expectation of privacy exists. No private dwellings are visible from these cameras. No restrooms, locker rooms, or private offices are visible from these cameras. The cameras are all in common areas of the building, and the cameras do not have audio recording capability.

11. Procedures for ensuring that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation.

Fleet does not have the permissions to save video files from these cameras. During the investigation of a possible commission of a crime, Fleet staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records for those investigations.

In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by the Superintendent or Operations Manager. Fleet will then work with City IT to save and obtain the appropriate files. Staff will notify the Fleet Superintendent

(one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance.



City of Madison, Wisconsin

Human Resources

Annual Surveillance Technology Report
2025

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Introduction

Summary

There have been no changes to City of Madison Human Resources Surveillance Technology used.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A	Human Resources uses no camera technology to complete surveillance for any reason.	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

HR has no surveillance technology.

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

We have no supporting policies.



City of Madison, Wisconsin
Information Technology
Annual Surveillance Technology Report
2025

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Introduction

Summary

During 2023, Information Technology (IT) did not add any additional surveillance technology to our inventory. All cameras listed below are used for monitoring incidents and identifying when city staff or contractors are requesting access to an area that is locked.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Doorbell Camera	Cameras used as part of the doorbell system so that we can see who is at the front doors.	CCB Room 525 and 501	Fixed
Help Desk Main Entrance	Cameras are used as part of the doorbell system so that we can see who is at the front doors.	CCB Room 500 – Main Entrance	<i>Fixed</i>
Help Desk Back Hallway Entrance	Cameras are used as part of the doorbell system so that we can see who is at the back entrance	CCB Room 500 – Back Hallway Entrance	Fixed
Water Utility Data Center	Entrance inside data center	Water Utility Data Center	Fixed
Water Utility Data Center	Rack view	Water Utility Data Center	Fixed
CCB GA4 Storage Area	Main entrance	CCB-GA4 Storage Area – Main Entrance	Fixed
CCB GA4 Storage Area	Back entrance	CCB-GA4 Storage Area – Back Entrance	Fixed
CCB GA4 Storage Area	Storage area	CCB-GA4 Storage Area – Storage Area	Fixed
CCB GA4 Data Center	Entrance	CCB-GA4 Data Center – Entrance	Fixed
CCB GA4 Data Center	Rack view 1	CCB-GA4 Data Center – Rack View 1	Fixed

Reviewed Item	Description	Location	Type
CCB GA4 Data Center	Rack view 2	CCB-GA4 Data Center – Rack View 2	Fixed

Usage of Surveillance Technology

Surveillance Data Usage

The Help Desk, Data Center and GA2 video are used ONLY for review of incidents that may occur in those areas such as damage, theft or unauthorized access. The doorbell devices in Helpdesk area and 525 suite are used to identify customers for entrance to each area that may not have authorized access from the City's card access system.

Sharing Data with Other Entities

Data is not shared with entities except for use as a part of an investigation. This investigation could be initiated by IT or the Madison Police Department in the event of damage, theft or unauthorized access to facilities.

Safeguarding Individual Information

IT is not collecting any individual information with our camera usage. These cameras are solely used for monitoring incidents and identifying when customers are requesting access to an area.

Complaints or Concerns

IT has not received any complaints or concerns related to its usage of surveillance technology.

Appendix A: Supporting Policies

There are no IT-specific surveillance technology support policies currently.



**City of Madison, Wisconsin
/Library**

Annual Security Technology Report

2025

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Introduction

Summary

In accordance with Memorandum No. 3-17 Page 3 and Madison, Wisconsin - Code of Ordinances - CHAPTER 23 - OFFENSES AGAINST PUBLIC POLICY -23.63 - USE OF SURVEILLANCE TECHNOLOGY. Madison Public Library added 3 local cameras at our Hawthorne location under the "exigent situation". Once the moratorium on adding new cameras is lifted, City IT will help us install city managed cameras.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Security Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Security Technology Report which will be submitted to the Common Council through a resolution. The Annual Security Technology Report will include:*
 - 1. An inventory of current Security Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Security Technology;*
 - 3. How any Security Data is being shared with other entities;*
 - 4. How well Security Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Security Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Security Technology Report.*

Security Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of security:

Reviewed Item	Description	Location	Type
Security Cameras	Fixed cameras at certain Library locations	Central Library, 201 W. Mifflin St., 53703; Pinney Library, 516 Cottage Grove Rd., 53716; Meadowridge Library, 5726 Raymond Rd., 53711; Goodman Library, 2222 S. Park St., 53713, Lakeview Library, 2845 N. Sherman Ave, 53704, Hawthorne Library, 2707 E. Washington Ave, 53704	Fixed and PTZ Cameras of varied resolution.
Security Camera	Fixed outdoor camera for voting drop box outside Goodman Library	2222 S. Park St., 53713	1 Fixed Camera

Usage of Security Technology

Security Data Usage

The Library uses screen shots from video to later identify subjects who may have violated the Library's Behavior Policy.

Sharing Data with Other Entities

The Library only shares data internally with authorized staff. If Law Enforcement wishes to view data that does not involve a Library Behavior Policy issue, a warrant is required.

Safeguarding Individual Information

Data can only be accessed by authorized Library account holders.

Complaints or Concerns

There have been no complaints registered against the Library's use of this data.

Appendix A: Supporting Policies

Employee Security Camera Training Acknowledgement

I _____ received security camera training on _____.

Name Date

I also acknowledge that with the responsibility of being granted access to MPL's security cameras I will adhere to the following policies:

- A supervisor must be notified and provide approval before accessing footage.
- Cameras are only to be used to supplement incident reports or in the event of an appropriate police request.
- Sharing images or video outside of MPL's incident reports or police requests is strictly prohibited
- Cameras are not to be moved or adjusted
- Employees cannot share security credentials for others to log in with.

Signature/ Date



**City of Madison, Wisconsin
Mayor's Office**

Annual Surveillance Technology Report

2025

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Introduction

Summary

No Changes

Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Suite 403 dome security camera	Camera to allow staff to see who is entering	Suite 403 - near front desk	camera

Usage of Surveillance Technology

Surveillance Data Usage

The camera near the front desk of 403 is for security. It allows other staff to see who is entering and if front desk staff need assistance.

Sharing Data with Other Entities

Our understanding is that this camera does not record and is just used for live situations, should the need arise.

Safeguarding Individual Information

Because no video is recorded, no individual information is retained or at-risk.

Complaints or Concerns

Appendix A: Supporting Policies

No supporting policies.



2025 Annual Surveillance Technology Report

City of Madison, Wisconsin



metro transit



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Introduction

Summary

Metro Transit has made changes and additions to its surveillance systems in the last calendar year.

- All on-board bus video recording systems have been updated to replace obsolete equipment. These systems utilize existing cameras but the digital video recorders have been upgraded.
- The Hanson Rd. facility construction was completed including the installation of cameras on the exterior, interior, bus storage, and maintenance areas.
- Administration, Operations, Maintenance, and Bus storage facility cameras have been transitioned to the Genetec System supported and maintained by City IT.
- BRT station construction has been completed with the installation of cameras at the stations.

Below is a list of all technologies, cameras, locations, and recording software utilized by Metro. Appendix A contains the policy Metro has developed outlining technology types, usage, record sharing, record retention, and levels of access.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*



Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
ME1101 East Wash 1	Exterior fixed camera using Genetec	E. Wash garage wall near Few St.	Camera
ME1101 East Wash 2	Exterior Fixed camera using Genetec	E. Wash garage wall between Few and Ingersoll	Camera
ME1101 Maint B 1	Interior fixed camera using Genetec	Maintenance Area B	Camera
ME1101 Maint B 2	Interior fixed camera using Genetec	Maintenance Area B	Camera
ME1101 Driver Room A	Interior fixed camera using Genetec	2 nd floor training room	Camera
ME1101 Driver Room B	Interior fixed camera using Genetec	Temporary Exercise Room	Camera
ME1101 Dispatch A	Interior fixed camera using Genetec	Operations Dispatch	Camera
ME1101 Dispatch B	Interior fixed camera using Genetec	Operations Dispatch	Camera
ME 3A – Greeting Area	Interior fixed camera using Genetec	New Driver Break room entrance area	Camera
ME 3A – Ingersoll Vestibule	Interior fixed camera using Genetec	1 S. Ingersoll Main Entrance Vestibule	Camera
ME E. Was & Ingersoll	Interior fixed camera using Genetec	Employee Entrance and outdoor break area	Camera
ME1101 Radio Room	Interior fixed camera using Genetec	Operations Dispatch	Camera
ME1101 Mechanic Room	Interior fixed camera using Exacqvison	Mechanic Breakroom	Camera
ME1101 Bus Storage A	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bus Storage B	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bus Storage C	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bus Storage D	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bus Storage E	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bus Storage F	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bus Storage G	Interior fixed camera using Genetec	1101 Garage	Camera



ME1101 Bus Storage H	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bus Storage I	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Bike Rack	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Door 4	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Service Lane A	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Service Lane B	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Service Lane C	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Service Lane D	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Yard A	Exterior PTZ camera using Genetec	1101 Yard Wall	Camera
ME1101 Yard B	Exterior fixed camera using Genetec	1101 Yard Wall	Camera
ME1101 Yard C	Exterior PTZ camera using Genetec	1101 Yard Wall	Camera
ME1101 Parking Aisle A	Exterior fixed camera using Genetec	1101 Yard Wall	Camera
ME1101 Parking Aisle B	Exterior fixed camera using Genetec	1101 Service Lane Wall	Camera
ME1101 Parking Aisle C	Exterior fixed camera using Genetec	1101 Service Lane Wall	Camera
ME1101 Parking Aisle D	Exterior fixed camera using Genetec	1101 Service Lane Entrance	Camera
ME1101 Fire Lane	Exterior Fixed Camera using Genetec	1101 Garage Roof	Camera
ME1101 Tank Room	Interior fixed camera using Genetec	1101 Service Lane Area	Camera
ME1101 Subcontractor Room	Interior fixed camera using Genetec	1101 Service Lane Area	Camera
ME1101 BG Shop	Interior fixed camera using Exaqvision	Room inside 1101 Garage	Camera
ME1101 Employee Entrance	Interior fixed camera using Genetec	Currently not operational due to renovation	Camera
ME1101 Hallway PTZ	Interior PTZ camera using Genetec	1101 Hallway near maintenance shop	Camera
ME1101 Hallway A	Interior fixed camera using Genetec	Currently not operational due to renovation	Camera
ME1101 Hallway B	Interior fixed camera using Genetec	1101 Common Area Hall	Camera
ME1101 Hallway C	Interior fixed camera using Genetec	1101 Common Area Hall	Camera
ME1101 Hallway D	Interior fixed camera using Genetec	New Receiving area	Camera



ME1101 Hallway E	Interior fixed camera using Genetec	1101 Common Area Hall	Camera
ME1101 Engine Shop A	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Engine Shop B	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Shop 01	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Shop 02	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Seat Shop	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Meter Room	Interior fixed camera using Genetec	1101 Maintenance Shop	Camera
ME1101 Bus Storage	Interior fixed camera using Genetec	1101 Garage	Camera
ME1101 Wash Bay Exits	Interior fixed camera using Genetec	1101 Service Lane	Camera
ME1101 Vault 1	Interior fixed camera using Genetec	1101 Service Lane	Camera
ME1101 Vault 2	Interior fixed camera using Genetec	1101 Service Lane	Camera
ME1101 Cash Room	Interior fixed camera using Genetec	1101 Service Lane	Camera
ME1101 Overhead Doors A	Exterior fixed camera using Genetec	1101 Service Lane	Camera
ME1101 Overhead Doors B	Exterior fixed camera using Genetec	1101 Service Lane	Camera
ME1101 Overhead Doors C	Exterior fixed camera using Genetec	1101 Service Lane	Camera
MT1101 Dispatch A	Audio using Genetec	1101 Dispatch	Microphone
MT1101 Mechroom	Audio using Genetec	1101 Mechanic Break Room	Microphone
MT1101 EmpEntrance	Audio using Genetec	Currently down due to renovation	Microphone
MT1101 BusStorage J	Audio using Genetec	1101 Garage	Microphone
ME Metro Storage	Interior fixed camera using Genetec	1 S. Ingersoll Garage	Camera
ME Cash Room New	Interior fixed camera using Genetec	Cash Room	Camera
ME NTP 1	Exterior Fixed camera using Genetec	North Transfer Point	Camera
ME NTP 2	Exterior fixed camera using Genetec	North Transfer Point	Camera
ME NTP 3	Exterior fixed camera using Genetec	North Transfer Point	Camera
ME NTP 4	Exterior fixed camera using Genetec	North Transfer Point	Camera



ME NTP 5	Exterior fixed camera using Genetec	North Transfer Point	Camera
ME NTP 6	Exterior fixed camera using Genetec	North Transfer Point	Camera
ME NTP 7	Exterior fixed camera using Genetec	North Transfer Point	Camera
ME NTP 8	Exterior fixed camera using Genetec	North Transfer Point	Camera
ME WTP Inbound A	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Inbound B	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Inbound C	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Inbound D	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Outbound A	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Outbound B	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Outbound C	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Outbound D	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME WTP Entrance	Exterior fixed camera using Genetec	West Transfer Point	Camera
ME 1245 West Reception B	Interior fixed camera using Genetec	1245 Reception Window	Camera
ME 1245 West Reception A	Interior fixed camera using Exacqvison	1245 Reception Window	Camera
ME 1245 West Hallway A	Interior fixed camera using Genetec	1245 Common Hallway	Camera
ME 1245 West Hallway B	Interior fixed camera using Genetec	1245 Common Hallway	Camera
ME 1245 CSC Overview	Interior fixed camera using Genetec	1245 Customer Service Call Center	Camera
ME 1245 Finance Hall	Interior fixed camera using Genetec	1245 Hallway near Finance department	Camera
ME 1245 West Downstairs	Interior fixed camera using Genetec	1245 lower level near vending machine	Camera
ME 1245 East Hallway A	Interior fixed camera using Genetec	1245 Common Hallway	Camera
ME 1245 East Hallway B	Interior fixed camera using Genetec	1245 Common Hallway	Camera
ME 1245 Lost and Found A	Interior fixed camera using Genetec	1245 Lost and Found Room	Camera
ME 1245 Lost and Found B	Interior fixed camera using Genetec	1245 Lost and Found Room	Camera
ME 1245 Reception C	Interior fixed camera using Genetec	1245 Reception Window	Camera



ME 1245 Reception D	Interior fixed camera using Genetec	1245 Reception Window	Camera
ME 1245 East Mens Rm Exit	Interior fixed camera using Genetec	1245 Exit Hall near mens room	Camera
ME 1245 Reception A	Fixed audio using Genetec	1245 Reception Window	Microphone
ME 3829 Hanson Rd. Breakroom A	Interior fixed camera using Genetec	Employee breakroom	Camera
ME 3829 Hanson Rd. Breakroom B	Interior fixed camera using Genetec	Employee breakroom	Camera
ME 3829 Hanson Rd. Breakroom C	Interior fixed camera using Genetec	Employee breakroom	Camera
ME 3829 Hanson Rd. Buildings and Grounds A	Interior fixed camera using Genetec	Building and Grounds storage	Camera
ME 3829 Hanson Rd. Building and Grounds B	Interior fixed camera using Genetec	Building and Grounds storage	Camera
ME 3829 Hanson Rd. Building and Grounds C	Interior fixed camera using Genetec	Building and Grounds storage	Camera
ME 3829 Hanson Rd. Building and Grounds D	Interior fixed camera using Genetec	Building and Grounds storage	Camera
ME 3829 Hanson Rd. Bus Lane 1	Interior fixed camera using Genetec	Maintenance drive aisle	Camera
ME 3829 Hanson Rd. Bus Lane 2	Interior fixed camera using Genetec	Maintenance drive aisle	Camera
ME 3829 Hanson Rd. Bus Lane 3	Interior fixed camera using Genetec	Maintenance drive aisle	Camera
ME 3829 Hanson Rd. Bus Lane 4	Interior fixed camera using Genetec	Maintenance drive aisle	Camera
ME 3829 Hanson Rd. Entrance/Exit	Interior fixed camera using Genetec	Employee entrance/exit	Camera
ME 3829 Hanson Rd. Exterior 2 NE- Camera 01	Exterior fixed camera using Genetec	Driveway gate	Camera
ME 3829 Hanson Rd. Exterior 2 NE- Camera 02	Exterior fixed camera using Genetec	Driveway inside gate	Camera
ME 3829 Hanson Rd. Exterior 2 NE- Camera 03	Exterior fixed camera using Genetec	Driveway along east side of building North to South	Camera
ME 3829 Hanson Rd. Exterior 2 NE- Camera 04	Exterior fixed camera using Genetec	Fuel island, northside of building, part of employee parking lot	Camera
ME 3829 Hanson Rd. Exterior NE	Exterior fixed camera using Genetec	Driveway along east side of building South to North	Camera
ME 3829 Hanson Rd. Exterior NW	Exterior fixed camera using Genetec	North side of building with employee parking and fuel island	Camera
ME 3829 Hanson Rd. Exterior SE	Exterior fixed camera using Genetec	East side of building facing south	Camera
ME 3829 Hanson Rd. Exterior South	Exterior fixed camera using Genetec	South side of building/driveway	Camera
ME 3829 Hanson Rd. Exterior West	Exterior fixed camera using Genetec	West side of building/training area/driveway	Camera



ME 3829 Hanson Rd. Office Corridor Camera - 01	Interior fixed camera using Genetec	Main employee hallway between shop and office/breakrooms	Camera
ME 3829 Hanson Rd. Office Corridor Camera - 02	Interior fixed camera using Genetec	Main employee hallway between shop and office/breakrooms	Camera
ME 3829 Hanson Rd. Parts Storage Door	Interior fixed camera using Genetec	Parts department storage area	Camera
ME 3901 Hanson Bus Entrance Exterior	Exterior fixed camera using Genetec	Facing east side of building from light pole. Showing main bus entrance to garage	Camera
ME 3901 Hanson Bus Exit Exterior	Exterior fixed camera using Genetec	Facing east side of building from light pole. Showing main bus exit door from garage	Camera
ME 3901 Hanson Rd. Break Room A	Interior fixed camera using Genetec	Maintenance employee break room	Camera
ME 3901 Hanson Rd. Break Room B	Interior fixed camera using Genetec	Maintenance employee break room	Camera
ME 3901 Hanson Rd. Dispatch A	Interior fixed camera using Genetec	Operations dispatch room	Camera
ME 3901 Hanson Rd. Dispatch B	Interior fixed camera using Genetec	Operations dispatch room	Camera
ME 3901 Hanson Rd. Dispatch Vestibule	Interior fixed camera using Genetec	Operations dispatch driver check-in vestibule	Camera
ME 3901 Hanson Rd. Entrance/Exit	Interior fixed camera using Genetec	Operations dispatch vestibule driver entrance/exit	Camera
ME 3901 Hanson Rd. Exterior NE	Exterior fixed camera using Genetec	East side of building facing bus drive aisle/approach to charger	Camera
ME 3901 Hanson Rd. Exterior NW	Exterior fixed camera using Genetec	Employee parking lot/bus drive aisle	Camera
ME 3901 Hanson Rd. Exterior SE	Exterior fixed camera using Genetec	Charger, bus drive aisle	Camera
ME 3901 Hanson Rd. Exterior South	Exterior fixed camera using Genetec	South side of building, training platform, bus drive aisle	Camera
ME 3901 Hanson Rd. Gate/Parking Lot A	Exterior fixed camera using Genetec	Bus entrance/exit gate, staff car parking, employee parking lot	Camera
ME 3901 Hanson Rd. Gate/Parking Lot B	Exterior fixed camera using Genetec	Staff car parking, Bus drive aisle, garage entrance driveway	Camera
ME 3901 Hanson Rd. Gate/Parking Lot C	Exterior fixed camera using Genetec	Employee parking lot	Camera
ME 3901 Hanson Rd. Gate/Parking Lot D	Exterior fixed camera using Genetec	Employee parking lot	Camera
ME 3901 Hanson Rd. Hallway	Interior fixed camera using Genetec	Employee entrance/exit/hallway	Camera
ME 3901 Hanson Rd. Interior 1 NW	Interior fixed camera using Genetec	Bus storage area	Camera
ME 3901 Hanson Rd. Interior 2 SW	Interior fixed camera using Genetec	Bus storage area	Camera
ME 3901 Hanson Rd. Interior 3 N	Interior fixed camera using Genetec	Bus storage area	Camera



ME 3901 Hanson Rd. Interior 4 Bus Entrance	Interior fixed camera using Genetec	Bus storage entrance door	Camera
ME 3901 Hanson Rd. Interior 5 Bus Exit	Interior fixed camera using Genetec	Bus storage exit door	Camera
ME 3901 Hanson Rd. Interior S	Interior fixed camera using Genetec	Bus storage	Camera
ME 3901 Hanson Rd. Lounge A	Interior fixed camera using Genetec	Driver lounge/break room	Camera
ME 3901 Hanson Rd. Lounge B	Interior fixed camera using Genetec	Driver lounge/break room	Camera
ME 3901 Hanson Rd. Money Room Entrance/Exit	Interior fixed camera using Genetec	Money sorting/storage room	Camera
ME 3901 Hanson Rd. Money Room Overhead	Interior fixed camera using Genetec	Money sorting/storage room	Camera
ME 3901 Hanson Rd. Service Lane A	Interior fixed camera using Genetec	Bus service lane	Camera
ME 3901 Hanson Rd. Service Lane B	Interior fixed camera using Genetec	Bus service lane	Camera
ME 3901 Hanson Rd. W Exterior	Exterior fixed camera using Genetec	Bus drive aisle	Camera
	2 BRT Station Fixed Cameras using AXIS	JUNCTION Bay 1	Camera
	2 BRT Station Fixed Cameras using AXIS	JUNCTION Bay 2	Camera
	2 BRT Station Fixed Cameras using AXIS	HIGH POINT (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	WESTFIELD (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	GRAND CANYON (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	ISLAND (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	ROSA (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	WHITNEY-MINERAL POINT (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	REGENT-WHITNEY (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	EAU CLAIRE (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	SEGOE (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	SEGOE (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	MIDVALE (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	SHOREWOOD (center running)	Camera



	2 BRT Station Fixed Cameras using AXIS	UNIVERSITY BAY (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	ORCHARD (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	ORCHARD (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	EAST CAMPUS	Camera
	2 BRT Station Fixed Cameras using AXIS	EAST CAMPUS	Camera
	2 BRT Station Fixed Cameras using AXIS	EAST CAMPUS	Camera
	2 BRT Station Fixed Cameras using AXIS	STATE STREET (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	STATE STREET (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	CAPITOL SQUARE (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	CAPITOL SQUARE (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	BLAIR (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	PATERSON (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	BALDWIN (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	FIRST STREET (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	FOURTH STREET (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	MILWAUKEE-NORTH (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	MILWAUKEE-NORTH (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	MARQUETTE (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	MELVIN-RETHKE (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	WRIGHT-FAIR OAKS (center running)	Camera
	2 BRT Station Fixed Cameras using AXIS	ANDERSON-WRIGHT (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	ANDERSON-WRIGHT (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	MENDOTA (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	MENDOTA (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	THIERER-PORTAGE (Eastbound)	Camera



	2 BRT Station Fixed Cameras using AXIS	THIERER-PORTAGE (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	INDEPENDENCE (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	INDEPENDENCE (Westbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	EAST SPRINGS (Eastbound)	Camera
	2 BRT Station Fixed Cameras using AXIS	EAST SPRINGS (Westbound)	Camera
Smart Record	Phone recording software	266-4466, 267-8760, 267-8761, 267-8781 are recorded phone lines	Software
Apollo	Bus Video Recorder	78 buses utilize this system. Each bus has 6 fixed cameras. 4 interior, 2 exterior. Each interior camera is equipped with a microphone.	Video recording system with cameras and audio
Apollo	Bus Video Recorder	16 buses utilize this system. Each bus has 8 fixed cameras. 4 interior and 4 exterior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio
Apollo	Bus Video Recorder	95 buses utilize this system. Each bus has 11 cameras. 4 exterior and 7 interior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio



Usage of Surveillance Technology

Surveillance Data Usage

Bus Video/Audio Recording Systems – Each revenue service vehicle is equipped with a digital video recorder (DVR), cameras, and microphones. The data is utilized on an as needed basis to investigate accidents, customer feedback, passenger count verification, and security incident investigation. Video and audio recordings are not reviewed or saved without merit to do so. Bus video data is overwritten unless pulled and saved.

Facility Video/Audio Recording Systems – Metro facilities are equipped with cameras both in public and non-public areas. Complete access with rights to save is only granted to a small group of management employees identified in the Metro Security Camera Surveillance Policy. Frontline supervisors have rights to common area and exterior facility cameras with live view rights but cannot create or save clips. Facility video/audio is reviewed and/or saved only when warranted. It is utilized to resolve disputes, employee misconduct investigations, security incident investigations, and accident investigations in and around Metro facilities. Common areas such as entrances, exits, hallways, exteriors, and parking lots may be live monitored for security purposes.

Phone Recording Systems – Metro utilizes recorded phone lines both internally and externally. The publically distributed customer service phone line is recorded as well as the operations and maintenance internal phone numbers utilized by employees. Phone calls are only reviewed or accessed when warranted to resolve disputes or to verify the correct information was provided. The customer service supervisory staff may utilize phone recordings in coaching of customer service representatives.

Sharing Data with Other Entities

Bus Video/Audio Recording Systems – Clips created from bus video systems are shared with other government entities upon request. Metro has an established method of sharing with the school district, labor union, local law enforcement agencies, city attorney's office, work comp insurance carrier, and its vehicle insurance carrier. This insures timely investigation and conclusion of incidents and/or accidents that occur in and around buses.

Facility Video/Audio Recording Systems – Metro utilizes the same methods of sharing clips upon request from other governmental agencies and insurance partners as with bus video clips.

Phone Recording Systems – Metro would utilize the same methods of sharing phone recording clips upon request from other governmental agencies and insurance partners as with bus video clips.

***Requests for video or recordings from the general public, media, employees, outside insurance companies, government agencies that do not have an active relationship with Metro Transit, and all other video requests outside of established sharing relationships would be vetted by the Records Custodian before release.



Safeguarding Individual Information

All surveillance records are stored and secured in established location on a video server. This server is protected by City IT network security systems.

Complaints or Concerns

Metro Transit has not directly received any complaints or concerns regarding video surveillance systems.



Appendix A: Supporting Policies

Metro Security Camera Surveillance Policy

Objectives

The primary objective of having video surveillance is to document what transpires when events occur that threaten the safety of customers and/or employees of the transit system. The installation of cameras, with signage alerting customers and employees, has also been a deterrent to disruptive behavior and provides a sense of security to riders and employees. In the case of personal injury accidents, a video record validates the facts.

Locations

Metro Transit has security surveillance cameras at bus rapid transit stations, in buses, in the operations, maintenance, storage, and administration facilities.

- All bus rapid transit stations are equipped with security cameras. Footage is available in real-time via wireless connection to Metro staff and to the Madison Police Department.
- On-board video and audio surveillance equipment is installed on the entire fleet of revenue service vehicles.
- Facility cameras are located at 1245 E. Washington Ave, 1 South Ingersoll Street, 3901 Hanson Road, and 3829 Hanson Road in the following areas:
 - Common areas such as hallways, employee parking lots, building exteriors, bus storage and entrances, service lanes and maintenance areas, dispatch offices, breakrooms, and customer service center.
 - The cash-handling room where cash is counted and sorted from bus fare is also equipped with cameras.
- Cameras provide security for employees at the building entrances and other public areas. Footage is also used to resolve disputes and review incidents that may have occurred.
- There is signage in all locations providing notice that video (and audio on the buses) surveillance is present.



Viewing/Downloading Footage

Bus video systems

Bus video systems use digital video recorders (DVR) to store information. To access the footage, it may be viewed live via a secure cellular connection, segments of footage may be wirelessly downloaded for review, or the hard drive is pulled, and footage is reviewed. If bus video is not downloaded and retained, all data will be overwritten when the hard drive reaches capacity. If it is required to review multiple buses to search for an event, footage found to be irrelevant or reviewed as part of a process of elimination, may not be retained. Footage is not live viewed or reviewed without a purpose or reason to do so.

Facility video systems

Facility video systems are connected to the enterprise system maintained and supported by the City Information Technology department. Footage is viewed live, reviewed, and downloaded utilizing software provided by City IT on a secure network connection. If facility video is not downloaded and retained, all data will be overwritten in 14 days per APM 3-9 (Attachment C). Footage is not live viewed or reviewed without a purpose or reason to do so.

Bus Rapid Transit Station Systems

Bus Rapid Transit Station Systems utilize a digital video recorder to store information. Station footage may be accessed live, reviewed, and downloaded via a secure cellular connection. Footage is not live viewed or reviewed without a purpose to do so.

Access to Storage

Retained video records are accessed for investigatory, training, coaching, and record sharing purposes only. Records are only accessed and reviewed by individuals directly involved with an investigation, training, or records request.

- For safety and/or security incidents, facility, station, and bus video surveillance records are shared with individuals directly involved in investigating and following up on the incident. This includes Metro management and supervisory staff, law enforcement officials, school officials, the City's insurance company, the bus operator, union officials, the offending individual, and others who may be directly involved in responding to the behavior.

Metro Transit Rules of Conduct call for police intervention, arrest and/or prosecution in situations in which an individual's actions present an imminent



danger to the life or safety of him/herself or others, or to Metro property. Video evidence is particularly useful in enlisting police and prosecutorial support to enforce the policy in these emergency situations.

- Bus, station, and facility cameras may be utilized to investigate and resolve both internal and external complaints regarding employee behavior, disputes, or other related incidents. Metro management and supervisory staff have access to these systems and associated records.
- Bus video images may be used to monitor ride loads, boarding activity, and other planning purposes. Video access may be granted to Metro planning staff for this purpose.
- The on-board bus video is also used for training purposes. The ability to develop training videos showing our own operators handling real-life situations has been an excellent training tool. Metro Driver Instructors access the on-board video record created by management. Driver Instructors are not allowed to have access to pull hard drives or review facility cameras. This type of footage is displayed to employees in training. Metro management will gain the consent of known individuals shown in the footage before utilization in training sessions. The training specialist may request access to clips relevant to trainings. Requests will be reviewed by management who will determine whether relevant clips exist and appropriate for training sessions.

Levels of Access

- On-board bus video systems – Full access (live, review, save, storage)
 - General Manager
 - Unit chiefs
 - Operations managers
 - Maintenance managers
 - Operations supervisors
 - Metro IT manager/staff specialists
- On-board bus video systems – Review only access (review, save, storage)
 - Maintenance supervisors
 - Planning unit staff
 - Customer service manager and supervisor
 - Records custodian
 - Safety and security coordinator
- BRT station video systems – Full access (live, review, save, storage)
 - General Manager
 - Unit chiefs
 - Operations managers



- Maintenance managers
 - Operations supervisors
 - Maintenance supervisors
 - Metro IT manager/staff specialists
 - Safety and security coordinator
- Facility video systems – Full access (all camera views, live, review, save, storage)
 - General manager
 - Unit chiefs
 - Operations managers
 - Maintenance managers
 - Metro IT manager/staff specialists
 - Safety and security coordinator
- Facility video systems – Restricted access (limited common area camera views, live, review)
 - Operations supervisors
 - Maintenance supervisors

System Usage

Video systems are utilized for investigative purposes in resolving employee related issues. Metro does not conduct random surveillance, video ride checks, or utilize video to monitor employee performance.

Metro staff may live monitor facility common areas for employee safety and security purposes or in the event of an emergency. These areas include but are not limited to:

- Employee parking lots
- Hallways
- Bus storage areas
- Building exterior camera views
- Building entrances and exits

Metro staff may live monitor BRT stations for passenger volume, safety and security, and other service-related reasons.

Metro staff may live monitor buses during a reported incident, accident, or traffic problem to communicate with emergency responders, road supervisors, or to otherwise aid the bus operator. Bus operators will be notified when live monitoring is taking place. Live monitoring will be terminated after the incident is resolved.



Oversight

The general manager or designee is responsible for designating a video oversight and compliance manager for each unit utilizing video systems. These individuals will be responsible for ensuring new and current employees within their unit have read and signed off on this policy, are trained to proficiency, and are utilizing the video systems in compliance with this policy and City video surveillance rules.

- Video surveillance system access determinations are made by Metro senior management based on business needs, public and employee safety and security needs, and position roles and responsibilities.
- Designated video oversight and compliance managers are trained and responsible for receiving and investigating complaints regarding surveillance technology usage. Unit chiefs will be made aware of any complaints and investigation processes following.
- Designated video oversight and compliance managers are responsible for training new and current staff to be proficient in software usage, record retention, and system usage rules and policies.
- Designated video oversight and compliance managers are responsible for reviewing access and the usage of surveillance technology systems.

Public Records

- In consultation with the City Attorney's office and insurance company, Metro will maintain, as a public record, records downloaded from the recorders in accordance with the video record retention policy outlined below.
- In cases where follow-up action is taken, the records will become part of the files for the incident and be maintained in accordance with the video record retention policy outlined below.
- In cases of vehicular accidents, the records provided to our insurance company will be maintained as part of their case file in accordance with their record retention policies.
- The Transit Human Resources Coordinator serves as the open records custodian for Metro Transit. This includes video surveillance records.
- Records are stored on a secure network server maintained by the City of Madison Information Technology Department.



Record Retention Policy:

Category	Default
MPD-MetroVideo	
Transit General Mgr Requests	365 Days
Complaints	365 Days
Misc	365 Days
Pedestrians	365 Days
School School Name	365 Days
Shop Misc	365 Days
Policy/Fare Dispute Strollers	365 Days
Workers Comp	365 Days
Driver Violations	365 Days
Driver Electronic Violations	365 Days
Shop Employee Misconduct	365 Days
Office Employee Misconduct	365 Days
Accidents Fixed Route Paratransit Slip & Fall Bike or Ped Facility	4 Years
Refresher Training	4 Years
Safe Streets	4 Years

Updated January 15, 2009

Updated May 5, 2011

Updated December 17, 2012

Updated March 20, 2014

Updated June 22, 2018 – Phil Gadke – Operations General Supervisor

Updated August 26, 2020 – Phil Gadke – Operations General Supervisor

Updated June 23, 2022 – Justin Maki – Safety Coordinator

Updated June 8th, 2023—Justin Maki—Safety Coordinator

Updated June 13th, 2024—Justin Maki—Safety Coordinator

Updated June 18, 2025 – Phil Gadke – Operations Manager



City of Madison, Wisconsin

Madison Fire Department

Annual Surveillance Technology Report

2025

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Introduction

Summary

Madison Fire did not add any new surveillance equipment during the calendar year 2024.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
FD Admin Front Door Interior	A small PTZ camera is located near the main entrance into the lobby of our facility. It captures visitors and staff that enter the main entrance doors.	Fire Administration	PTZ
FD Admin Lobby Front Desk	A small PTZ located in the hallway near our front counter. It captures visitors that come to the front counter.	Fire Administration	PTZ
FD Admin Hallway Ovation Lobby	A small PTZ located in the hallway that points at the entrance from the Ovation lobby	Fire Administration	PTZ
FD Admin Parking Garage Access Door	A small PTZ that points at the entrance from the Ovation parking garage. It captures staff as they enter.	Fire Administration	PTZ
FD Admin Reception	A small PTZ located at the back of the reception area that points at the front counter	Fire Administration	PTZ
FD Admin Station 1 Street	A fixed dome 180-degree camera located on the parking garage across the street from station 1. It captures visitors, staff and vehicles that enter the building. Covers the ballot box in front of station 1.	Overture Center Parking Structure	Fixed-dome camera
FD CARES Building Exterior A	A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles.	1234 E Wash	360-degree camera

City of Madison 2025 Surveillance Technology Report (Madison Fire Department)

Reviewed Item	Description	Location	Type
FD CARES Building Exterior B	A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles.	1234 E Wash	360-degree camera
FD CARES Building Exterior C	A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles.	1234 E Wash	360-degree camera
FD CARES Building Exterior D	A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles.	1234 E Wash	360-degree camera
FD Station 1 Alley to Johnston ST.	A PTZ camera located at the back of station 1. This camera covers the back entrances to station 1 as well as any vehicle that is parked behind station 1.	Station 1	PTZ camera
FD Station 2 Parking Entrance	A fixed dome 180-degree camera located on the side of station 2 that covers the entrance to the back parking lot and the ballot box.	Station 2	180-degree camera
FD Station 3 Bay Door	A fixed dome 180-degree camera located above the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the front entrance to the station and the ballot box.	Station 3	180-degree camera
FD Station 3 Rear Parking	A fixed dome 180-degree camera is positioned at the back of the station. It captures vehicles entering and exiting the parking area.	Station 3	180-degree camera
FD Station 4 Bay Door	A PTZ camera located at the front of the station. Captures the main entrance of the station and the ballot box.	Station 4	PTZ camera

City of Madison 2025 Surveillance Technology Report (Madison Fire Department)

Reviewed Item	Description	Location	Type
FD Station 4 Parking	A PTZ camera located on the side of the station. Captures the parking lot of station.	Station 4	PTZ camera
FD Station 5 Bay Door	A fixed dome 180-degree camera located above the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the front entrance to the station.	Station 5	180-degree camera
FD Station 5 Parking	A fixed dome 180-degree camera located at the back of the station. Captures vehicles entering and leaving the parking area at the back of the station and covers the ballot box.	Station 5	180-degree camera
FD Station 8 Bay Door	A fixed dome 180-degree camera is positioned above the front of the station, next to the bay doors. It captures vehicles entering and exiting the station and monitors the front entrance as well as the ballot box across the street.	Station 8	180-degree camera
FD Station 8 Parking	A fixed dome 180-degree camera is positioned at the back of the station. It captures vehicles entering and exiting the parking area.	Station 8	180-degree camera
FD Station 9 Parking	A fixed dome 180-degree camera is positioned at the back of the station. It captures vehicles entering and exiting the parking area and monitors the ballot box.	Station 9	180-degree camera
FD Station 10 Parking Entrance	A fixed dome 180-degree camera located on the side of station 10 that covers the entrance to the back parking lot and the ballot box.	Station 10	180-degree camera
FD Station 11 Bay Door	A fixed dome 180-degree camera located adjacent to the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the ballot box.	Station 11	180-degree camera

City of Madison 2025 Surveillance Technology Report (Madison Fire Department)

Reviewed Item	Description	Location	Type
FD Station 12 Bay Door	A fixed dome 180-degree camera is positioned next to the front apparatus bay doors. It captures vehicles entering and exiting the station, monitors the front area of the community room, the entrance to the parking lot, and the ballot box.	Station 12	180-degree camera
FD Station 13 Bay Door	A fixed dome 180-degree camera located adjacent to the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the ballot box.	Station 13	180-degree camera
FD Station 14 Apparatus Bay	A PTZ camera located in the apparatus bay pointing at the front apparatus doors.	Station 14	PTZ camera
FD Station 14 Front Bay Doors	A PTZ camera is located adjacent to the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the ballot box.	Station 14	PTZ camera
FD Station 14 Front Door	A PTZ camera located at the front of the station. Captures the main entrance of the station.	Station 14	PTZ camera
FD Station 14 Lobby	A fixed dome 180-degree camera located in the lobby area of station 14. Captures the common area between the community room and station staff areas.	Station 14	180-degree camera

Usage of Surveillance Technology

Surveillance Data Usage

The MFD utilizes the video camera systems at the fire stations to provide a type of security to our employees at work. It not only provides security to their safety via regarding awareness and monitoring outside of the city buildings, but also for their personal vehicles. Over the years, MFD has experienced multiple acts of theft and vandalism near and around the fire stations. This has been vital for police reports and documentation of the incidents when possible. The video camera system also aids in an attempts to learn from MFD accidents that happen at the fire station. If captured on video, the data can be used to educate our personnel to improve our driving or safety habits.

Sharing Data with Other Entities

By default, the data collected is not shared with other agencies or entities. All data is subject to request and potential release.

Safeguarding Individual Information

The cameras at MFD are installed for security and safety purposes. Our employees understand the importance of protecting the privacy rights of both the public and MFD staff whenever applicable. Images and videos are deleted according to the City's Administrative Policy Manuals (APMs) and the default retention times set by City IT. Only Fire leadership has the authority to rewind and review camera footage.

Complaints or Concerns

MFD has had no complaints or concerns with our surveillance technology in 2024. It continues to be an asset as needed for the safety and concern of the MFD and related parties.

Appendix A: Supporting Policies



City of Madison, Wisconsin

Monona Terrace

Annual Surveillance Technology Report

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Introduction to the Surveillance Technology Report Template

Pursuant to MGO 23.63(5), each City department must conduct an annual review of its use of Surveillance Technology and submit a report to the Common Council via resolution. This template is intended to assist departments with completing the annual report requirement.

This Surveillance Technology Report template contains brief instructions and examples for completing the annual report.

Template style conventions are as follows:

Style	Convention
Normal text	Indicates placeholder text that can be used for any report.
[Instructional text in brackets]	[Indicates text that is to be replaced/edited/deleted by the user]
<i>Example text in italics</i>	<i>Indicates text that might be replaced/edited/deleted by the user</i>

As you complete the template, please remember to delete all instructional text **(including this section)** and update the following items, as applicable:

- Title page
- Table of contents
- Headers
- Footers

Introduction

Summary

Monona Terrace uses our camera system to help ensure our customers, guests and staff have a safe environment to meet, visit and work.

Technology changes this year have only been replacement of failed cameras.

We have no changes to our current policies.

Monona Terrace has received zero complaints regarding our surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
<i>MT-Level 6 Radar</i>	<i>Radar unit located on light pole on rooftop. Detects when people cross railing</i>	<i>Monona Terrace</i>	<i>Radar</i>
<i>MT Olin Terrace External</i>	<i>A PTZ Camera mounted on a light pole on Olin Terrace. This camera captures visitors and staff near 5th floor entrance to MT</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level2 West Hallway 2</i>	<i>A fixed-dome camera located in 2W lobby. It Captures visitors and staff that visit the building.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 6 West Roof</i>	<i>A PTZ Camera located on the "West Drum" It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>

<i>MT Level 6 Rooftop CTR PTZ</i>	<i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 6 Rooftop CTR 360 D</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 6 Rooftop CTR 360 C</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 6 Rooftop CTR 360 B</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 6 Rooftop CTR 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 6 Rooftop Center West</i>	<i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 6 Rooftop Center Lake</i>	<i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 6 Rooftop Center East</i>	<i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 6 Exterior elevator</i>	<i>A Fixed camera in a call box. It captures visitors and staff that use the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 6 Elevator</i>	<i>A fixed dome camera located near rooftop passenger elevator. It captures staff and visitors who access the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 6 East Roof</i>	<i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 6 East Freight Elevator</i>	<i>A fixed dome camera located near freight elevators. It captures staff and vendors who access the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 West Roof Ramp</i>	<i>A fixed dome camera located on exterior wall. It captures East roof Ramp and bicycle elevator traffic.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 Skywalk</i>	<i>A fixed dome camera located on Hotel end of Sky Walk. It captures visitors and staff that use the Sky Walk.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 5 Sky Walk Elevator B</i>	<i>A fixed dome camera located in the Sky Walk Lobby. It captures visitors and staff using stairs, elevator, Sky Walk.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 Sky Walk Elevator A</i>	<i>A fixed dome camera located in the Sky Walk Lobby. It captures visitors and staff using stairs, elevator, Sky Walk.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 Main Ent. West</i>	<i>A fixed dome camera located in 5th floor main entrance. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 Main Ent. East</i>	<i>A fixed dome camera located in 5th floor main entrance. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 East Roof Ramp</i>	<i>A fixed dome camera located on exterior wall. It captures west roof Ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 West Vending</i>	<i>A fixed dome camera located on 4th floor vending area. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 West Lecture Hallway</i>	<i>A fixed dome camera located on 4th lobby outside Lecture Hall and Meeting Rooms. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 West</i>	<i>A PTZ camera located on 4th floor West. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Spare Input</i>	<i>Spare input - No Camera or audio.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 spare input</i>	<i>Spare input - No Camera or audio.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 North Catering 2</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 North Catering 1</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room R</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room Q</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room P</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room O</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room N</i>	<i>A fixed dome camera located in Meeting space. It captures</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

City of Madison 2025 Surveillance Technology Report Monona Terrace

	<i>visitors and staff using this room.</i>		
<i>MT Level 4 Meeting Room M</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room L</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room K</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Main Ent. West</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Main Ent. East</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

City of Madison 2025 Surveillance Technology Report Monona Terrace

<i>MT Level 4 Lecture Hall B</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Lecture Hall A</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hol MTG Hallway</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas J</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas I</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas H</i>	<i>A fixed dome camera located in Meeting space. It captures</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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	<i>visitors and staff using this room.</i>		
<i>MT Level 4 Hall of Ideas G</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas F</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas E PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Hall of Ideas E</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Grand View</i>	<i>A fixed dome camera located in Grand Terrace. It captures visitors and staff using public space.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 Grand Terrace West</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Grand Terrace East</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Grand Terrace</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Giftshop 4</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Giftshop 3</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Giftshop 2</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 Giftshop 1</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 East State Stairs</i>	<i>A fixed dome camera located on wall in stairwell. It captures visitors and staff in the stairwell</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 East Entrance/Elevator</i>	<i>A fixed dome camera located in level 4 elevator lobby. It captures visitors and staff entering the building.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 East</i>	<i>A PTZ camera located on 4th floor East. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Drive West Entrance</i>	<i>A fixed dome camera located outside in soffit. It captures visitors and staff on sidewalk and drive through.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Drive West</i>	<i>A fixed dome camera located outside in soffit. It captures visitors and</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

	<i>staff on sidewalk and drive through.</i>		
<i>MT Level 4 Drive Thru</i>	<i>A PTZ camera located outside main entrance level 4. It captures visitors and staff using drive through.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Drive East</i>	<i>A fixed dome camera located outside in soffit. It captures visitors and staff on sidewalk and drive through.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ctr West Hallway</i>	<i>A fixed dome camera located near main entrance. It captures visitors and staff using the North Hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ctr East Hallway</i>	<i>A fixed dome camera located near main entrance. It captures visitors and staff using the North Hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Catering North Doors</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 Catering Elevators</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Cap Prom</i>	<i>A fixed dome camera located on wall behind elevator. It captures visitors and guests in the capital Promenade.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Bike Elevator</i>	<i>A fixed dome camera located in soffit. It captures visitors and staff using bike elevator, sidewalk and parking.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom D PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Ballroom D</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom C West</i>	<i>A fixed dome camera located in Meeting space. It captures</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

	<i>visitors and staff using this room.</i>		
<i>MT Level 4 Ballroom C</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom B West</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom B</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom A PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Ballroom A</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 3 West Hallway Strg B</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 West Hallway Strg A</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 West Hallway Gallery</i>	<i>A fixed dome camera mounted to ceiling. It captures visitors and staff in gallery.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Parking Ramp West Right</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Parking Ramp West Left</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 3 Parking Ramp West Center</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Parking Ramp East Right</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Parking Ramp East Left</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Parking Ramp East Center</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 3 East Hallway PTZ</i>	<i>A PTZ camera located in 3rd floor storage. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 3 East Hallway D</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 East Hallway C</i>	<i>Spare input - No Camera or audio.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 3 East Hallway B</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 East Hallway A</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 CTR Entrance West</i>	<i>A fixed dome camera located in 3rd floor main entrance. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 3 CTR Entrance East</i>	<i>A fixed dome camera located in 3rd floor main entrance. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Comm Room</i>	<i>A fixed dome camera located on cable tray. It captures vendors and staff in the communications room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 West Hallway</i>	<i>A fixed dome camera mounted to ceiling. It captures visitors and staff using this hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 East Hallway</i>	<i>A fixed dome camera mounted to ceiling. It captures visitors and staff using this hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 East Elevators</i>	<i>A fixed dome camera mounted in ceiling tile. It captures elevators and surrounding area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 E Back of House</i>	<i>A fixed dome camera mounted in ceiling tile. It captures hallway leading to locker rooms.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 2 Community Terrace W</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 Community Terrace E</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 Community Terrace</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 West Lake 360 D</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Lake 360 C</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

	<i>staff the visit the West Dock area</i>		
<i>MT Level 1 West Lake 360 B</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Lake 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Dock Outside PTZ</i>	<i>A PTZ camera mounted to a concrete support. It captures visitors and staff using the West Dock.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>

<i>MT Level 1 West Dock Outside 360 D</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Dock Outside 360 C</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Dock Outside 360 B</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 1 West Dock Outside 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Dock 2</i>	<i>A PTZ Camera located on light pole. It captures visitors and staff using West parking lot.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 W Dock PTZ</i>	<i>A PTZ camera located inside West Loading Dock area. It captures vendors and staff that use this area.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 W Dock C</i>	<i>A fixed camera located in West Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 W Dock B</i>	<i>A fixed camera located in West Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 1 W Dock A</i>	<i>A fixed camera located in West Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 Lakeside West</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 Lakeside PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 Lakeside East</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 ExHall B Wide</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 ExHall B North Wall</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 1 ExHall B</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 ExHall A Temp PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 ExHall A North Wall</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 ExHall A</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 East Lake PTZ</i>	<i>A PTZ camera mounted to a light pole on East Dock. It captures visitors and staff using East Dock area.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 East Lake 360 D</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

	<i>staff using the East Dock area</i>		
<i>MT Level 1 East Lake 360 C</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and staff using the East Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Lake 360 B</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and staff using the East Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Lake 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and staff using the East Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 1 East Dock Outside PTZ</i>	<i>A PTZ camera mounted to a concrete support. It captures visitors and staff using the East Dock.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 East Dock Outside 3 360 D</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Dock Outside 3 360 C</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Dock Outside 3 360 B</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

	<i>staff using the East Dock.</i>		
<i>MT Level 1 East Dock Outside 3 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Dock Inside</i>	<i>A PTZ camera mounted in East Dock area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 E. Dock Inside 3</i>	<i>A fixed camera located in East Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 E. Dock Inside 2</i>	<i>A fixed camera located in East Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

<i>MT Level 1 E. Dock Inside 1</i>	<i>A fixed camera located in East Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 Bike Path West PTZ</i>	<i>A PTZ Camera located in soffit outside Lakeside Commons. It captures visitors and staff using bike path.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 Bike Path East PTZ</i>	<i>A PTZ Camera located in soffit outside Lakeside Commons. It captures visitors and staff using bike path.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Greeter</i>	<i>A fixed dome camera located in ceiling by main entrance on 4th floor. It captures visitors and staff interacting with the Greeter.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

Usage of Surveillance Technology

Surveillance Data Usage

The Monona Terrace camera system is used for the purposes of monitoring the safety of all individuals and property. Video data is automatically retained on the City network for approximately 2 weeks. The Command Center Operator will report any suspicious activity or behavior to the Operations Manager. MPD will be contacted for all incidents that may be criminal in nature. Incident reports are filled out for all other incidents that happen on MT property and sent to the City Risk Manager for review.

Sharing Data with Other Entities

Monona Terrace captured and shared video segments upon request from MPD in 2024.

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Safeguarding Individual Information

No change from previous year.

Complaints or Concerns

No change from previous year.

Appendix A: Supporting Policies

No Change from previous year.



**City of Madison, Wisconsin
Madison Police Department**

Annual Surveillance Technology Report

2025

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Introduction

Summary

In 2024, no new surveillance technology was added to the Madison Police Department's (MPD's) existing surveillance technology inventory.

Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
In-car video systems	In-car cameras in marked squad cars and certain unmarked squad cars.	MPD Fleet - Mobile	Cameras
Body Cameras	MPD SWAT officers use Body Worn Cameras (BWCs) during authorized SWAT operations (warrant service, high risk incidents, etc.) BWCs are also deployed to TEST motor officers.	Mobile	Cameras
Small Unmanned Aircraft Systems (sUAS or UAS)	Small Unmanned Aircraft Systems (sUAS or UAS) provides assistance to officers in a variety of contexts: search and rescue, crimes scene processing, major events, etc.	Mobile	Camera
SWAT Robotics	Robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk operations.	Mobile	Robotics/Camera
Covert tracking devices	Used to track the location of an individual suspect (pursuant to a valid court order) during criminal investigations. Limited personnel have access to this technology.	Mobile	Covert tracking devices
Telephone recording devices	Device used by personnel that attaches to a phone to record a conversation. Used in limited circumstances	Mobile	Audio recorder
Covert recording devices	Recording devices used on a temporary basis to aid criminal investigations. Only a limited number of personnel have access to these devices.	Mobile and stationary	Covert recording devices
Computer, cellphone and mobile device extraction tools.	Used by MPD's forensic services unit to analyze data stored on an electronic device as part of a criminal investigation (Used pursuant to a court order or with the consent of the device owner only).	Stationary – MPD Facility	Extraction tools

Cameras on City Enterprise Camera System	MPD has been assigned a number of cameras on the City Enterprise camera system. The system is maintained by IT. In 2025, the Enterprise system will transition to Genetec, and in future reports MPD will provide a list of assigned cameras.	Varies	Cameras

Usage of Surveillance Technology

Surveillance Data Usage

In-car video systems have been utilized by MPD for over 20 years and consists of one camera that faces forward of the squad car and one internal camera facing to the back seat of the vehicle. Officers also wear a portable microphone that is connected to the system and transmits audio. It is intended to serve a variety of purposes; the most significant is to capture evidence for use in a prosecution (this can include driving behavior, field sobriety tests, etc.) In-car video is also used to help investigate citizen complaints about officer behavior and to audit officer driving habits.

The SWAT Body Worn Cameras (BWCs) are used during tactical operations. The data captured is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, assist with after action reviews, and as a training aid. During pre-planned tactical operations (like serving search warrants), specific officers are assigned to wear cameras. There are not enough cameras to assign one to each officer, so they are assigned with the goal of providing as much coverage of the operation as possible. After the incident is resolved, supervisors download the video. The cameras are also deployed when possible for spontaneous tactical incidents, but there will be a delay in their arrival at the scene (and sometimes it is not practical to deploy them).

TEST Motor Officers are also assigned BWCs since in-car video is not available for motorcycles. The data captured during all traffic stops is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, and document the issuance of citations and physical arrests.

During the summer of 2024, MPD completed a limited term (90 day) experiment utilizing BWCs for patrol operations in the North Police District, which included a program evaluation of the outcomes. The full evaluation report is available [here](#). The report concluded the broad use of BWCs by the MPD could change relationships between the police and the community in positive ways, including increased trust, transparency, and legitimacy. MPD continues to explore the more expanded implementation of BWCs.

Unmanned Aircraft Systems (UAS), commonly referred to as drones, provide assistance to officers in a variety of contexts: search and rescue, crime scene processing, and major events and incidents. Officers investigating an incident where a UAS would be beneficial can request that the UAS team respond. The UAS provides real-time video which enables officers to check large open areas much more quickly than they could on foot.

MPD SWAT has several robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk tactical operations. They are intended to aid officers in searching for high-risk individuals in a safe manner.

Covert tracking devices are used in limited circumstances with a valid court order during criminal investigations to track the location of an individual crime suspect.

Telephone recording devices are attached to a telephone and record conversations. Most common use would be by members of the Crisis Negotiation Team (CNT) to record their negotiations during a tactical incident.

Covert recording devices are used during criminal investigations or internal investigations (very limited circumstances).

Data extracted by the tools used by MPD's forensic services unit is used in criminal investigations. Extractions are completed pursuant to a valid court order or with the consent from the owner of the device.

All commissioned employees are authorized to use the City Enterprise Camera System per MPD SOP. Civilian employees may be authorized by the Chief to access the system where there is a job-related need. No employee is allowed to access or utilize the system prior to receiving training in its use. Authorized employees are only permitted to access the City Enterprise Camera System for official law enforcement business, under any of the following conditions - to assist with the investigation of criminal or otherwise unlawful activity; for internal investigations as appropriate by the Chief or designee; to protect and secure MPD/City facilities; to maintain order during planned and unplanned events, for proactive review of a tactical incident, or for internal training opportunities with prior supervisory approval; to remotely monitor environmental conditions or other non-investigative circumstances necessary to perform an employee's duties (i.e., weather or traffic conditions, safety hazards, management of resources, etc.); and to preserve previously-discovered items or view/retrieve preserved evidence.

Sharing Data with Other Entities

Other agencies can request a particular video or piece of data, but no other agency (with the exception of the City Attorney's Office) has immediate access to our data server. All data is subject to request and potential release under the public records law. The City Attorney's Office can review video that has been specifically designated for them to review. Video/data is shared with the District Attorney's Office as part of the case review/prosecution process.

Safeguarding Individual Information

The MPD recognizes that while the use of video and audio surveillance technology can significantly aid MPD investigative efforts and promote greater public safety, the use of this technology must be balanced with the need to protect the privacy rights of the public and MPD employees when and where applicable. MPD SOPs require that use of surveillance technology will be consistent with any applicable City of Madison APMs and ordinances.

Complaints or Concerns

MPD did not receive any complaints or expressed concerns in 2024 that stemmed from the use of surveillance technology. There were some instances where residents asked that the MPD staff review available recordings of camera footage to justify a complaint or concern.

Appendix A: Supporting Policies

MPD's Video and Audio Surveillance SOP:

<https://www.cityofmadison.com/police/documents/sop/VideoAudioSurveillance.pdf>

MPD's Digital Forensics SOP:

<https://www.cityofmadison.com/police/documents/sop/DigitalForensics.pdf>

MPD In-Car Video System SOP:

<https://www.cityofmadison.com/police/documents/sop/InCarVideo.pdf>

MPD SWAT Body Worn Cameras SOP:

<https://www.cityofmadison.com/police/documents/sop/SWATBodyWornCameras.pdf>

MPD Unmanned Aircraft Systems SOP:

<https://www.cityofmadison.com/police/documents/sop/UnmannedAircraftSystems.pdf>

MPD Police Motorcycles SOP:

<https://www.cityofmadison.com/police/documents/sop/PoliceMotorcycles.pdf>



City of Madison, Wisconsin

Municipal Court

Annual Surveillance Technology Report

2025

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Introduction

Summary

The Municipal Court does not have applicable surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
No applicable surveillance technology			

Usage of Surveillance Technology

Surveillance Data Usage

No applicable surveillance technology.

Sharing Data with Other Entities

No applicable surveillance technology.

Safeguarding Individual Information

No applicable surveillance technology.

Complaints or Concerns

No applicable surveillance technology.

Appendix A: Supporting Policies

No applicable surveillance technology.



City of Madison, Wisconsin

Parking Division

Annual Surveillance Technology Report

2025

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Introduction

Summary

The Parking Division has not made any significant changes to our video surveillance system in 2024.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
	PU OC Entry Exit 1	Overture Center Garage	Video Camera
	PU OC Entry Exit 2	Overture Center Garage	Video Camera
	PU OC Entry Exit 3	Overture Center Garage	Video Camera
	PU OC Entry Exit 4	Overture Center Garage	Video Camera
	PU OC POF 1	Overture Center Garage	Video Camera
	PU OC POF 2	Overture Center Garage	Video Camera
	PU OC POF 3	Overture Center Garage	Video Camera
	PU OC POF 4	Overture Center Garage	Video Camera
	PU Frances Entry Exit 1	SSCa Frances Garage	Video Camera
	PU Frances POF 1 & 2	SSCa Frances Garage	Video Camera
	PU Frances Entry Exit 2	SSCa Frances Garage	Video Camera
	PU Frances Booth 1	SSCa Frances Garage	Video Camera
	PU Frances Booth 2	SSCa Frances Garage	Video Camera
	PU SSC Entry Exit 3	State Street Capitol Garage	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SSC Entry Exit 4	State Street Capitol Garage	Video Camera
	PU SSC Entry Exit 2	State Street Capitol Garage	Video Camera
	PU SSC Entry Exit 1	State Street Capitol Garage	Video Camera
	PU SSC POF 1	State Street Capitol Garage	Video Camera
	PU SSC Entry/Exit 5	State Street Capitol Garage	Video Camera
	PU SSC Johnson Entry	State Street Capitol Garage	Video Camera
	PU SSC Dayton	State Street Capitol Garage	Video Camera
	PU SSC POF 2	State Street Capitol Garage	Video Camera
	PU SSC Metered North 2	State Street Capitol Garage	Video Camera
	PU SSC Dayton Meter Section	State Street Capitol Garage	Video Camera
	Buckeye Gilman	Buckeye Lot	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	Buckeye Gorham	Buckeye Lot	Video Camera
	PU CSN Webster Entry	Capitol Square North Garage	Video Camera
	PU CSN Permit Entry/Exit	Capitol Square North Garage	Video Camera
	PU CSN POF 1	Capitol Square North Garage	Video Camera
	PU CSN Entry/Exit 2	Capitol Square North Garage	Video Camera
	PU CSN POF 2	Capitol Square North Garage	Video Camera
	PU CSN Entry/Exit 1	Capitol Square North Garage	Video Camera
	PU CSN POF 3	Capitol Square North Garage	Video Camera
	PU SLS Bicycle Entry 1	South Livingston St. Garage	Video Camera
	PU SLS Motorcycle	South Livingston St. Garage	Video Camera
	PU SLS Entry 3	South Livingston St. Garage	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SLS Exit 3	South Livingston St. Garage	Video Camera
	PU SLS Lobby 1	South Livingston St. Garage	Video Camera
	PU SLS East Exterior	South Livingston St. Garage	Video Camera
	PU SLS Center Bay 1	South Livingston St. Garage	Video Camera
	PU SLS Ramp 1	South Livingston St. Garage	Video Camera
	PU SLS Entry Exit 2	South Livingston St. Garage	Video Camera
	PU SLS Livingston Driveway 1	South Livingston St. Garage	Video Camera
	PU SLS Entry Exit 1	South Livingston St. Garage	Video Camera
	PU SLS Elevator 1	South Livingston St. Garage	Video Camera
	PU SLS Elevator 2	South Livingston St. Garage	Video Camera
	PU SLS Plaza	South Livingston St. Garage	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SLS Lobby 2	South Livingston St. Garage	Video Camera
	PU SLS South Stair 2	South Livingston St. Garage	Video Camera
	PU SLS East Bay 2	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 2	South Livingston St. Garage	Video Camera
	PU SLS Lobby 3	South Livingston St. Garage	Video Camera
	PU SLS South Stair 3	South Livingston St. Garage	Video Camera
	PU SLS East Bay 3	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 3	South Livingston St. Garage	Video Camera
	PU SLS Lobby 4	South Livingston St. Garage	Video Camera
	PU SLS South Stair 4	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 4	South Livingston St. Garage	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SLS Lobby 5	South Livingston St. Garage	Video Camera
	PU SLS South Stair 5	South Livingston St. Garage	Video Camera
	PU SLS Roof 3	South Livingston St. Garage	Video Camera
	PU SLS Roof 4	South Livingston St. Garage	Video Camera
	PU SLS Roof 1	South Livingston St. Garage	Video Camera
	PU SLS Roof 2	South Livingston St. Garage	Video Camera
	PU SLS POF 6	South Livingston St. Garage	Video Camera
	PU WS LL0 WB North	Wilson Street Garage	Video Camera
	PU WS LL1-CB SOUTH	Wilson Street Garage	Video Camera
	PU WS LL0-CB North	Wilson Street Garage	Video Camera
	PU WS LL2-EB North	Wilson Street Garage	Video Camera
	PU WS LL0-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL2-EB Center	Wilson Street Garage	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU WS LL3-WB Center	Wilson Street Garage	Video Camera
	PU WS LL2-WB Center	Wilson Street Garage	Video Camera
	PU WS LL3-WB North	Wilson Street Garage	Video Camera
	PU WS LL3-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL2-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL0-EB Center	Wilson Street Garage	Video Camera
	PU WS LL4-WB North	Wilson Street Garage	Video Camera
	PU WS LL3-CB Center	Wilson Street Garage	Video Camera
	PU WS LL2-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL3-EB South	Wilson Street Garage	Video Camera
	PU WS LL2-WB North	Wilson Street Garage	Video Camera
	PU WS LL1-CB Center	Wilson Street Garage	Video Camera
	PU WS LL3-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL0-CB Center	Wilson Street Garage	Video Camera
	PU WS LL2-EB South	Wilson Street Garage	Video Camera
	PU WS LL3-EB Center	Wilson Street Garage	Video Camera
	PU WS LL1-EB South	Wilson Street Garage	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU WS LL1-EB Center	Wilson Street Garage	Video Camera
	PU WS LL1-NB Center	Wilson Street Garage	Video Camera
	PU WS LL1-WB North	Wilson Street Garage	Video Camera
	PU WS LL0-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL3-CB North	Wilson Street Garage	Video Camera
	PU WS LL3-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL4-CB Center	Wilson Street Garage	Video Camera
	PU WS LL1-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL1-EB North	Wilson Street Garage	Video Camera
	PU WS LL1-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL3-EB North	Wilson Street Garage	Video Camera
	PU WS LL2-CB Center	Wilson Street Garage	Video Camera
	PU WS LL4-WB Center	Wilson Street Garage	Video Camera
	PU WS LL2-CB North	Wilson Street Garage	Video Camera
	PU WS LL4-EB Center	Wilson Street Garage	Video Camera
	PU WS LL4-EB South	Wilson Street Garage	Video Camera
	PU WS LL4-North Lobby	Wilson Street Garage	Video Camera

City of Madison 2025 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU WS LL4-CB North	Wilson Street Garage	Video Camera
	PU WS LL2-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL1-WB Center	Wilson Street Garage	Video Camera
	PU WS LL1-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL4-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL3-CB South	Wilson Street Garage	Video Camera
	PU WS LL4-CB South	Wilson Street Garage	Video Camera
	PU WS LL0-Motorcycle	Wilson Street Garage	Video Camera
	PU WS LL2-CB South	Wilson Street Garage	Video Camera
	PU WS LL4-North Stairs	Wilson Street Garage	Video Camera
	PU WS L1 Entry 1 & 2	Wilson Street Garage	Video Camera
	PU WS L1 Exit 1 & 2	Wilson Street Garage	Video Camera
	PU WS L1 Entry/Exit 3	Wilson Street Garage	Video Camera
	PU WS L1-Wilson Exit	Wilson Street Garage	Video Camera
	PU WS L1 Wilson Pedestrian	Wilson Street Garage	Video Camera
	PU WS L1-Wilson Corridor	Wilson Street Garage	Video Camera
	PU WS L1-Ambassador Window	Wilson Street Garage	Video Camera

Reviewed Item	Description	Location	Type
	PU WS L2-Doty Pedestrian	Wilson Street Garage	Video Camera
	PU WS L2 North Lobby	Wilson Street Garage	Video Camera
	PU WS L2 Bike Center	Wilson Street Garage	Video Camera
	PU WS L2-Doty Ramp	Wilson Street Garage	Video Camera
	PU WS L1-Garage Office	Wilson Street Garage	Video Camera
	PU WS L1 South Lobby	Wilson Street Garage	Video Camera

Usage of Surveillance Technology

Surveillance Data Usage

Live video is used by staff responding to helpline calls to assist customers. For example, if a customer cannot pay their parking fee at the exit, staff can view the camera to verify the vehicle plate number and mail a failure-to-pay notice to the customer, allowing them to pay later. Staff can also view the exit lane and adjacent surroundings to verify that the gate can be safely raised remotely to allow the customer to exit. The ability to respond to helpline calls remotely provides significantly faster response and customer resolution than dispatching an employee to respond to a facility in person. Video is also reviewed when there are customer disputes regarding parking fees and vehicle entry or exit time.

Video footage is reviewed and archived when there is an incident, such as intentional damage to gates. Cameras at the exit stations allow us to identify the vehicle that caused the damage, invoice the vehicle owner for repair costs, and issue a citation for a violation of City Ordinance 8.14(2)(c)4, "Causing Damage at a Municipal Parking Facility While Exiting."

Video is used to monitor/review operations such as timeframes of vehicle queuing and exit wait times and identify causes of backups to make operational customer service improvements.

Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks/period determined by City IT for temporary retention unless an incident requires the archival of specific records. Parking Division staff do not have access permissions to download or share video data files. All archival requests are submitted through the Police Department for processing.

Sharing Data with Other Entities

The Parking Division does not provide data to other entities. City IT determines camera access rights for other departments.

Safeguarding Individual Information

Parking Division Staff do not have direct access to the video files and can only view them in real-time or review video recordings from the previous two weeks before they are overwritten. No concerns have been raised/identified regarding protecting individual privacy and safeguarding information from the Parking Division's use of cameras in public parking facilities.

Complaints or Concerns

The Parking Division has not received any complaints or concerns regarding our surveillance policy.

Appendix A: Supporting Policies

Video Surveillance Policy for the City of Madison Parking Division

July 2025

1. The City of Madison Parking Division uses Video Surveillance Technology to meet the following objectives:
 - a. Assist customers with their facility visits, allow staff to provide better response times through remote assistance and help-line support, and monitor and review operational improvements.
 - b. Document what transpires in or near Parking Division facilities to enhance the safety and security of customers, employees, and visitors.
 - c. Safeguard the Parking Division's revenue stream.
 - d. Validate facts in the case of incidents, such as those involving intentional damage to parking facility gates and equipment, personal injury, and personal property accidents or incidents.
2. Signs in English and Spanish will be maintained at the entrances and exits of facilities for vehicular and pedestrian traffic, notifying the public that Surveillance Camera Technology is in use.
3. Staff training will be ongoing, provided by the employees' direct supervisors, and overseen by the Parking Operations Supervisor.
4. Account management and administration of the Surveillance Technology will be performed by the Parking Data and Analytics Manager.
5. Complaints regarding the Division's use of Surveillance Technology will be received by the Parking Operations Manager.
6. Access to Surveillance Technology and employee roles will be determined by the Parking Data and Analytics Manager and Parking Operations Manager. Only positions with an ongoing, regular, work-related need to view camera and video images will be authorized to have access permissions.
7. The Parking Data and Analytics Manager will notify City IT of necessary permission changes to ensure access to the Surveillance Technology is revoked when an employee no longer has a job-related need to access it or is found to have inappropriately used it.

8. Staff training will be provided by the employee's direct supervisor(s) when initial access is granted, with annual refresher training on the policy and appropriate use of the technology. The Parking Data and Analytics Manager oversees the ongoing training and review of staff account access with City IT support.
9. City IT will ensure access to the Madison Police Department.
10. Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks or as established by City IT for temporary retention. Parking Division staff do not have system access permissions to download, share, or store images or video files. In the event of an incident requiring the retention of specific video footage, all archival requests are submitted through the Police Department for processing. Those images will be copied and kept as public records per Section 3.70 of the Madison General Ordinances.
11. Surveillance Technology shall not be used to visually or audibly monitor the interior of private dwellings. Most of the Parking Division's cameras are fixed and located within parking facilities without any possible view of a private dwelling. Limited personnel are authorized to change camera angles or views on cameras with that capability. Any Parking Division employee who moves a camera angle without authorization to do so or who uses cameras to attempt to record/monitor the interior of a private residence will have their access rights revoked immediately and is subject to disciplinary action.
12. City IT shall ensure that records are not destroyed during the pendency of any public records request, investigation, or civil or criminal litigation. Any public records request submitted to the Parking Division shall be promptly referred to the Police Department (within 1 business day) of receipt to ensure timely action and retention of the existing records requested. The Police Department is responsible for the archival of relevant records involving criminal investigations or litigation; however, the Parking Division will request the archival of video records when staff are aware of an incident that occurred in a parking facility and video evidence is likely to be relevant in a potential civil or criminal investigation or litigation.



**City of Madison, Wisconsin
Parks Division**

Annual Surveillance Technology Report

2025

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Introduction

Summary

The Parks Division is a large organization with very diverse facilities and operations, consisting of General Parks, Olbrich Botanical Gardens, Warner Park Community Recreation Center (WPCRC), and the Golf Enterprise Program. There are no cameras owned or maintained by the Parks Division located within any general park locations or at the Olbrich Botanical Gardens Facility. Both WPCRC and Golf Enterprise own and maintain cameras within their facilities.

Warner Park Community Recreation Center (WPCRC) has 11 cameras throughout the facility's common areas. Cameras are not monitored continuously under normal circumstances but may be monitored for safety or security purposes. During 2024, there was no new surveillance technology added to the WPCRC's existing surveillance technology inventory.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Camera 1	Wired 1080p camera with infra-red, motion activated.	WPCRC Lobby	Indoor Camera
Camera 2	Wired 1080p camera with infra-red, motion activated.	WPCRC Front Desk	Indoor Camera
Camera 3	Wired 1080p camera with infra-red, motion activated.	WPCRC Game Room	Indoor Camera
Camera 4	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway East	Indoor Camera
Camera 5	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Hallway Rear	Indoor Camera
Camera 6	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court A	Indoor Camera
Camera 7	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court B	Indoor Camera
Camera 8	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway West	Indoor Camera
Camera 9	Wired 1080p camera with infra-red, motion activated.	WPCRC Main Hall Front	Indoor Camera
Camera 11	Wired 1080p camera with infra-red, motion activated.	WPCRC Mall Hall Rear	Indoor Camera
Camera 12	Wired 1080p camera with infra-red, motion activated.	WPCRC Childcare-common area	Indoor Camera
Camera 16	Wireless 720p camera with infra-red, motion activated.	WPCRC Lobby Entrance	Indoor Camera
Video Security System	Lorex DV800 Series 16 channel DVR. Local video storage only. Not on City of Madison network, no remote access.	WPCRC Front Desk	DVR

Reviewed Item	Description	Location	Type
Video Surveillance System	Speco DVR8TL500 - DVR BOX, sim card, self-contained deletes after two days	Odana Hills Golf Course – Clubhouse – Interior	DVR
Camera 1	Constant stream, safe	Odana Hills	Indoor Camera
Camera 2	Golf shop	Odana Hills	Indoor Camera
Camera 3	Bar/concession	Odana Hills	Indoor Camera

Usage of Surveillance Technology for WPCRC:

Surveillance Data Usage

The primary use of surveillance data is to investigate incidents in the facility such as thefts, accidents, injuries, and property damage and support disciplinary actions for staff and facility users.

Sharing Data with Other Entities

Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management and the Madison Police Department.

Safeguarding Individual Information

WPCRC surveillance cameras use digital video recorders (DVR) to store information. Video may be reviewed and downloaded when employees or the public report an incident requiring camera access. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee provides downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

WPCRC Program Coordinator, WPCRC Facility Manager, Parks Community Services Manager, Assistant Parks Superintendent, and Parks Superintendent have access to the login functions to review, save, and download footage from the surveillance cameras. All other staff have access to the view-only functions.

Surveillance from golf courses is stored DVR BOX with a sim card that is self-contained deletes after two days. These systems are in locked areas and can only be accessed by Golf Supervisors, Assistant, Assistant Parks Superintendent, and Parks Superintendent.

Complaints or Concerns

The Parks Division has not received complaints or concerns about its surveillance technology in any of these locations.

Appendix A: Supporting Policies

WPCRC SURVEILLANCE CAMERA POLICY

Purpose: This document is the Parks Division's policy for using surveillance cameras at the Warner Park Community Recreation Center (WPCRC), as required by APM 3-17. The primary purpose of this policy is to balance the City's interests in monitoring the use of the WPCRC, protecting the public safety of those in the facility, and respecting the privacy rights of the public and the associational/collective action rights of City employees. In addition, this policy promotes security for the public and City employees through timely surveillance of areas otherwise difficult to monitor.

Locations: The WPCRC surveillance camera system includes 13 cameras throughout the facility. Video monitoring occurs in common areas of the facility to include; building entrances and exits, lobby and reception area, hallways and corridors, gymnasium, game room, and the childcare room.

Monitoring by surveillance cameras shall not occur in the following areas:

- Bathrooms
- Lockers rooms
- Offices
- Maintenance and storage rooms

Downloading Videos and Images: WPCRC surveillance cameras use digital video recorders (DVR) to store information. The playback feature provides access to video footage. Video and images may be reviewed and downloaded when employees or the public reports an incident or accident. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee, as outlined in the Public Records section, will provide downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

Access, Use, and Monitoring: Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management Team, Madison Police Department, the offending individual parents as appropriate, and others who may be directly involved in responding to the incident, including the City Attorney's Office and the City's Risk Manager. The Madison Police Department will be provided with immediate access to all data recordings that may constitute evidence of a crime, upon request, unless otherwise prohibited by law.

Surveillance cameras are not monitored continuously under normal operating conditions but may be monitored for safety and security purposes, including investigating thefts, accidents, misconduct, or property damage. Personnel with access to the surveillance cameras should be trained in the effective use of the equipment. Public notice of security monitoring is located on the facility entrance door.

The following list outlines examples of prohibited use of the surveillance cameras:

- Use of dummy or placebo cameras, personal webcam, or similar technology for surveillance purposes.
- Recording of audio for surveillance purposes.
- The use of a personal cell phone to record or monitor activity.

- Reasons unrelated to surveillance activity including videotaping athletic events for replay or post-game reviews or attendance for programs.

The following list provides additional expectations for the use of the surveillance cameras:

- Personnel, as outlined in the Levels of Access section, may review video from the surveillance cameras when an incident occurs.
- Complete the WPCRC Behavior Report Form with details, including the date, time, and location for incidents requiring video review and place in the WPCRC Facility Manager's box.

Levels of Access: The following individuals shall have access to the login functions to review, save, and download footage from the surveillance cameras. In addition, individuals may also have access to the remote access features.

- WPCRC Program Coordinator
- WPCRC Facility Manager
- Parks Community Services Manager
- Assistant Parks Superintendent
- Parks Superintendent
- WPCRC Maintenance Mechanic shall have access to the Admin login function for maintenance, training, and revocation of access to the surveillance cameras.
- Staff not listed in this section shall have access to the view-only functions.
- Information Technology staff may have access to the surveillance records and equipment as needed to maintain, service, or operate the system.

When any of the above listed persons are no longer in the listed job title, their access to the surveillance records shall be revoked. Revoking this access shall be the responsibility of the Assistant Parks Superintendent, and in their absence, the Parks Superintendent.

Other Responsibilities:

Assistant Parks Superintendent

- Authorize copies of surveillance videos or images and the release of records.
- Submit the Annual Surveillance Technology Report to the Common Council.
- Periodically review this policy and make recommendations for revisions to the Board of Parks Commissioners.
- Receive complaints regarding the use of surveillance cameras.
- Conduct an annual review of surveillance technology to ensure compliance with city ordinance MGO Section 23.63.
- Periodically review staff access and use of the surveillance technology

Public Records

- In consultation with the City Attorney's office, WPCRC will maintain, as a public record, images downloaded from the recorders following the video record retention policy outlined below.
- In cases where follow-up action is taken, the images will become part of the files for the incident and be maintained under the video record retention policy outlined below. During the pendency of any public records request, investigation or civil or criminal litigation, no applicable records shall be destroyed.
- The Assistant Parks Superintendent serves as the open records custodian for Parks.

- Records are stored on a secure network server maintained by the City of Madison IT Department. In addition to IT Department staff and representatives of the City Attorney's Office, the following individuals shall have access to the secured network folder.
 - WPCRC Program Coordinator
 - WPCRC Facility Manager
 - Parks Community Services Manager
 - Assistant Parks Superintendent
 - Parks Superintendent

Record Retention Policy:

Category	Default
MPD-WPCRC Video	
Parks Superintendent Requests	365 Days
Workers Comp	365 Days
Employee Misconduct	365 Days
User Misconduct	365 Days
Complaints	365 Days
Misc	365 Days
Accidents Slip & Falls Sports & Fitness activities Community programs, rentals, and events Other facility accidents or injuries	4 Years

Training Protocol

The Parks Division employees identified above who have access to the surveillance records will be trained annually, or upon commencement of their employment, on their duties and responsibilities under this Policy. The Assistant Parks Superintendent shall be responsible for this training. No employee shall have access to surveillance records until they have received this training.



City of Madison, Wisconsin
Public Health Madison & Dane County
Annual Surveillance Technology Report
2025

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Introduction

Summary

Public Health Madison & Dane County does not have any surveillance technology and has not added any surveillance technology in 2025.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
<i>Main Entrance Camera</i>	<i>A fixed-dome camera is located near the main entrance into the lobby of our facility. It captures visitors and staff that enter the main entrance doors.</i>	<i>City-County Building</i>	<i>Fixed-dome camera</i>

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies



City of Madison, Wisconsin

Planning Division

Annual Surveillance Technology Report
2025

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Introduction

Summary

The Planning Division does not use surveillance technology, and as such has had no changes to this report in the last year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin
Streets & Urban Forestry
Annual Surveillance Technology Report
2025

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Introduction

Summary

No changes from previous years.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Security Cameras	Captures the yard and public drop off area	Bader Rd Yard, Sycamore Yard, Southpoint Yard, Transfer Station Yard	Security Camera

Usage of Surveillance Technology

Surveillance Data Usage

Cameras are used primarily for security overnight, occasionally used to settle disputes with the public, locate equipment, check on staff progress loading sand/salt in the winter.

Sharing Data with Other Entities

We don't share the information.

Safeguarding Individual Information

No individual information is collected, the images are deleted approx.. 10 days after capture, only Public Works General Supervisor and above as the ability to rewind and review camera data and only for about ten days.

Complaints or Concerns

None, we do have signs posted at the entrance that the area is under video surveillance.

Appendix A: Supporting Policies



City of Madison, Wisconsin
Traffic Engineering
Annual Surveillance Technology Report
2025

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Safeguarding Individual Information	Error! Bookmark not defined.
Complaints or Concerns	Error! Bookmark not defined.
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Introduction

Summary

Traffic Engineering staff continue to use surveillance cameras located on critical streets and street intersections throughout the City. The purpose of these cameras is to monitor, study, and analyze traffic volume, flow, and crashes.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and applicable policies.*
 - 2. How the Department has used the data collected by its Surveillance Technology.*
 - 3. How any Surveillance Data is being shared with other entities.*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

See Addendum

Usage of Surveillance Technology

Surveillance Data Usage

Traffic Engineering staff utilize surveillance cameras positioned at key streets and intersections throughout the city to monitor and analyze traffic conditions. These cameras are used exclusively for studying traffic volume, flow patterns, and crash incidents. The video supports both short-term and long-term adjustments to traffic signal controllers and other traffic control devices. Real-time monitoring allows staff to manually or remotely modify traffic control measures—such as signals, signs, cones, and barricades—to enhance traffic flow, reduce congestion, improve safety, and minimize related environmental impacts.

Sharing Data with Other Entities

Other agencies such as Madison Police Department and Metro Transit use Traffic Engineering cameras to monitor operations.

Safeguarding Individual Information

The sole purpose of these cameras, as used by Traffic Engineering, is to monitor traffic conditions and the operation of streets and sidewalks. They are not used to identify individuals, and no attempts are made to collect personal information.

Complaints or Concerns

None

Appendix A: Supporting Policies

Camera Name	Location
TE Aberg Ave. & Shopko Dr.	Aberg Ave & Shopko Dr
TE American Pkwy. & Eastpark Blvd.	American Pkwy & Eastpark
TE Bassett St. & Mifflin St.	Bassett & Mifflin
TE Beltline & Fish Hatchery Rd. North	Beltline & Fish Hatchery North
TE Beltline & Fish Hatchery Rd. South	Beltline & Fish Hatchery South
TE Beltline & Gammon Rd. North	Beltline & Gammon North
TE Beltline & Gammon Rd. South	Beltline & Gammon South
TE Beltline & Mineral Point Rd. East	Beltline & Mineral Point East
TE Beltline & Mineral Point Rd. West	Beltline & Mineral Point West
TE Beltline & Old Sauk Rd. East	Beltline & Old Sauk East
TE Beltline & Old Sauk Rd. West	Beltline & Old Sauk West
TE Beltline & Park St. North	Beltline & Park North
TE Beltline & Rimrock Rd. North	Beltline & Rimrock North
TE Beltline & Rimrock Rd. South	Beltline & Rimrock South
TE Beltline & Todd Dr.	Todd & W. Beltline
TE Beltline & Todd Dr. East	Beltline & Todd Dr. East
TE Beltline & Whitney Way North	Beltline & Whitney North
TE Beltline & Whitney Way South	Beltline & Whitney South
TE Broadway & Copps Ave.	Broadway & Copps Ave
TE Broadway & Frazier Ave.	Broadway & Frazier Ave
TE Broadway & Monona Dr.	Broadway & Monona Dr
TE Broom St. & Mifflin St.	Broom & Mifflin
TE Charter St. & Spring St.	Charter St & Spring St
TE Cottage Grove Rd. & Acewood Blvd.	Cottage Grove & Acewood
TE Cottage Grove Rd. & Atlas Ave.	Cottage Grove & Atlas
TE Cottage Grove Rd. & Thompson Dr.	Cottage Grove & Thompson
TE Doty St. & Hamilton St. & Fairchild St.	Doty & S. Hamilton & Fairchild
TE Doty St. & King St.	Doty & King
TE E. Washington Ave. & Blair St.	E. Washington & Blair
TE E. Washington Ave. & First St.	E. Washington & First St.
TE E. Washington Ave. & Marquette St.	E. Washington & Marquette
TE E. Washington Ave. & Paterson St.	E Washington & Paterson
TE E. Washington Ave. & Pinckney St.	E. Washington & Pinckney
TE Elver Park & McKenna Blvd.	Elver & McKenna
TE Fish Hatchery Rd. & Badger Rd.	Fish Hatchery & Badger Rd
TE Fish Hatchery Rd. & McKee Rd.	Fish Hatchery Rd & McKee Rd
TE Gammon Rd. & Odana Rd.	Gammon Rd & Odana Rd
TE Gorham St. & Broom St.	Gorham & Broom
TE Gorham St. & Franklin St.	Gorham & Franklin
TE Hamilton St. & Henry St. & Wilson St.	Hamilton & Henry & Wilson
TE Highland Ave & Observatory Dr.	Highland & Observatory
TE Highland Ave. & VA Hospital Entrance	Highland & VA Hospital Entrance

TE John Nolen Dr. & Blair St. & Wilson St.	John Nolen & Blair & Wilson
TE John Nolen Dr. & Broom St.	John Nolen & Broom St
TE John Nolen Dr. & North Shore Dr.	John Nolen & North Shore Dr
TE John Nolen Dr. & Olin Ave.	John Nolen & Olin
TE John Nolen Dr. & Rimrock Rd.	John Nolen & Rimrock Rd
TE Johnson St. & Baldwin St.	Johnson & Baldwin
TE Johnson St. & Bassett St.	Johnson St & Bassett St
TE Johnson St. & Blair St.	Johnson & Blair
TE Johnson St. & Butler St. & Hamilton St.	Johnson St & Butler & Hamilton
TE Johnson St. & First St.	Johnson St & First St
TE Johnson St. & Frances St.	Johnson & Frances
TE Johnson St. & Park St.	Johnson St & Park St
TE Johnson St. & Wisconsin Ave.	Johnson St & Wisconsin Ave
TE King St. & Pinckney St. & Main St.	King & Pinckney & Main
TE Martin Luther King Jr. Blvd. & Doty St.	MLK & Doty
TE Martin Luther King Jr. Blvd. & Main St.	MLK & Main
TE Mckee Rd. & Seminole Hwy.	Mckee Rd & Seminole Hwy
TE Mifflin St. & Pinckney St.	Mifflin & Pinckney
TE Milwaukee St. & Fair Oaks Ave.	Milwaukee Fair Oaks
TE Mineral Point Rd. & Junction Rd.	Mineral Point Junction Rd
TE Mineral Point Rd. & Midvale Blvd.	Mineral Point Rd & Midvale Blvd
TE Mineral Point Rd. & South Point Rd.	Mineral Point Rd & South Point
TE Mineral Point Rd. and Gammon Rd.	Mineral Point and Gammon
TE Northport Dr. & Dryden Dr.	Northport & Dryden
TE Northport Dr. & Sherman Ave.	Northport & Sherman Ave
TE Northport Dr. & Troy Dr.	Northport Dr & Troy Drive
TE Old Sauk Rd. & Excelsior Dr.	Old Sauk & Excelsior
TE Old Sauk Rd. & High Point Rd.	Old Sauk & High Point
TE Old Sauk Rd. & Junction Rd.	Old Sauk & Junction Rd
TE Old Sauk Rd. & Pleasant View Rd.	Old Sauk & Pleasant View
TE Packers Ave. & Commercial Ave.	Packers & Commercial Ave
TE Packers Ave. & International Ln.	Packers & International Lane
TE Park St. & Badger Rd.	Park & Badger
TE Park St. & Buick St.	Park & Buick
TE Park St. & Fish Hatchery Rd.	Park St & Fish Hatchery Rd
TE Park St. & Olin Ave.	Park St. & Olin
TE Park St. & W. Washington Ave.	Park & W. Washington
TE Pleasant View Rd. & McKee Rd.	Pleasant View & McKee
TE Pleasant View Rd. & Midtown Rd.	Pleasant View & Midtown
TE Raymond Rd. & Whitney Way	Raymond & Whitney
TE Regent St. & Breese Ter	Regent & Breese
TE Regent St. & Mills St.	Regent & Mills
TE Regent St. & Monroe St.	Regent & Monroe

TE Regent St. & Park St.	Regent & Park
TE Regent St. & Randall Ave.	Regent & Randall
TE Rimrock Rd. & Moorland Rd.	Rimrock & Moorland
TE Segoe Rd. & Sheboygan Ave.	Segoe & Sheboygan
TE Sherman Ave. & Aberg Ave.	Sherman Ave & Aberg Ave
TE State St. & Gorham St.	State & Gorham
TE State St. & Johnson St.	State & Johnson
TE University Ave. & Babcock Dr.	TE University Ave. & Babcock Dr.
TE University Ave. & Bassett St.	University & Bassett
TE University Ave. & Frances St. 1	University Ave & Frances St
TE University Ave. & Frances St. 2	University & Frances 2
TE University Ave. & Highland Ave.	University Ave & Highland Ave
TE University Ave. & Lake St.	University Ave & Lake St
TE University Ave. & Park St.	University Ave & Park St
TE University Ave. & Ridge St.	University Ave & Ridge St
TE University Ave. & Segoe Rd.	University Ave & Segoe Rd
TE University Ave. & Shorewood Blvd.	University Ave & Shorewood Blvd
TE University Ave. & Spring Harbor Dr.	University Ave & Spring Harbor Dr
TE University Ave. & University Bay Dr.	TE University Ave. & University Bay Dr.
TE University Ave. & Walnut St.	University Ave & Walnut
TE University Ave. & Whitney Way	University Ave & Whitney Way
TE University Bay Dr. & Overlook Ter.	University Ave & Overlook Ter
TE W. Washington Ave. & Bedford St.	W. Washington & Bedford
TE W. Washington Ave. & Broom St.	W. Washington & Broom
TE W. Washington Ave. & Fairchild St.	W Washington & Fairchild St
TE W. Washington Ave. & Proudfit St.	W. Washington & Proudfit
TE Webster St. & Hamilton St.	Webster St & N Hamilton St
TE Whitney Way & Odana Rd.	Whitney Way & Odana Rd
TE Wisconsin Ave. & Dayton St.	Wisconsin & Dayton
TE Wisconsin Ave. & Mifflin St.	Wisconsin & Mifflin



City of Madison, Wisconsin

Water Utility

Annual Surveillance Technology Report
2025

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Introduction

Summary

During 2024, the Water Utility replaced 85 cameras that were no longer in support to ensure that its cameras were not a cyber security risk and could have the current firmware version installed on them. These cameras were swapped out with newer models of fixed cameras and maintained their initial functionality and camera view. The camera replacements were approved by City IT as part of TDX tickets “New Camera Purchase” (Service Request ID: 21885924) and “Camera Replacement” (Service Request ID: 23033965).

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building's main entrance and pump room.	Unit Well 6	Fixed – fisheye camera
North Hatches	Exterior camera monitoring the north roof accesses into the water reservoir.	Unit Well 6	Fixed – bullet camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 6	Fixed – bullet camera
Front Parking	Exterior camera monitoring the building's main entrance and the site parking spot.	Unit Well 6	Fixed – dome camera
Parking	Exterior camera monitoring the chemical storage room entrance, building front entrance, and parking spot outside of the chemical room.	Unit Well 7	Fixed – dome camera
Generator Door	Exterior camera monitoring the generator room entrance.	Unit Well 7	Fixed – dome camera
Pump Room Entry	Interior camera monitoring the front and side building entrances.	Unit Well 7	Fixed – dome camera
Chemical Room Door	Exterior camera monitoring the chemical storage room entrance.	Unit Well 7	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Side Door	Exterior camera monitoring the building side entrance and the parking spot for the building side entrance.	Unit Well 7	Fixed – dome camera
Front Entrance	Exterior camera monitoring the building front entrance.	Unit Well 7	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 7	Fixed – dome camera
Booster Pump Area	Interior camera monitoring the area near the booster pumps.	Unit Well 7	Fixed – dome camera
Pump Room PTZ	Interior camera monitoring the front and side building entrances, the filter area, and the entrance into the generator room.	Unit Well 7	PTZ – dome camera
Pump Room	Interior camera monitoring the building’s main entrance.	Unit Well 8	Fixed – dome camera
Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 8	Fixed – bullet camera
Parking	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 8	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the building main entrance and the booster pump room.	Unit Well 9	Fixed – dome camera
Hatch	Exterior camera monitoring the water reservoir pit entrance and water reservoir climbing pilaster entrance.	Unit Well 9	Fixed – bullet camera
Parking	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 9	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Unit Well 9	Fixed – bullet camera
Well Pump Room	Interior camera monitoring the well pump room, the chlorine room entrance, and the fluoride room entrance.	Unit Well 9	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building’s main entrance and well pump room.	Unit Well 11	Fixed – dome camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 11	Fixed – bullet camera
Parking	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 11	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 11	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building’s main entrance and well pump room.	Unit Well 12	Fixed – dome camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 12	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 12	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 12	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building’s main entrance and well pump room.	Unit Well 13	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 13	Fixed – bullet camera
Parking	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 13	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 13	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building’s main entrance and well pump room.	Unit Well 14	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 14	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 14	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 14	Fixed – dome camera
Pump Room	Interior camera monitoring the building’s main entrance.	Unit Well 15	Fixed – bullet camera
Parking	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 15	Fixed – bullet camera
Filter Room	Interior camera monitoring the water filtration room entrance.	Unit Well 15	Fixed – dome camera
Rear Entrance	Exterior camera monitoring the building rear entrance.	Unit Well 15	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building's main entrance.	Unit Well 16	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 16	Fixed – dome camera
Parking	Exterior camera monitoring the building's main entrance and the site parking spot.	Unit Well 16	Fixed – dome camera
Pump Room	Interior camera monitoring the building's main entrance.	Unit Well 17	Fixed – dome camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 17	Fixed – dome camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 17	Fixed – dome camera
Parking/Entry	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 17	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance and booster pump area.	Unit Well 18	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 18	Fixed – bullet camera
Front Parking	Exterior camera monitoring the building's main entrance and the site parking spot.	Unit Well 18	Fixed – dome camera
Chemical Parking	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 18	Fixed – bullet camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building's main entrance.	Unit Well 19	Fixed – bullet camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 19	Fixed – bullet camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 19	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 19	Fixed – bullet camera
Pump Room Entry	Interior camera monitoring the building's main entrance.	Unit Well 20	Fixed – dome camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 20	Fixed – dome camera
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 20	Fixed – bullet camera
Pit	Exterior camera monitoring the water reservoir pit entrance.	Unit Well 20	Fixed – bullet camera
Pump Room	Interior camera monitoring the well pump and booster pump areas.	Unit Well 20	Fixed – fisheye camera
Northwest Hatch	Exterior camera monitoring the northwest roof access into the water reservoir.	Unit Well 24	Fixed – bullet camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Southwest Hatch	Exterior camera monitoring the southwest roof access into the water reservoir.	Unit Well 24	Fixed – bullet camera
Booster Pump Room Entry	Interior camera monitoring the booster pump building main entrance.	Unit Well 24	Fixed – dome camera
Front Parking	Exterior camera monitoring the booster pump building main entrance, the chemical room entrance, and the booster pump building parking spot.	Unit Well 24	Fixed – dome camera
Deepwell Entrance	Exterior camera monitoring the well pump building main entrance and the well pump building parking spot.	Unit Well 24	Fixed – dome camera
Deepwell Pump Room	Interior camera monitoring the well pump building main entrance and well pump room.	Unit Well 24	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room in the booster pump building.	Unit Well 24	Fixed – fisheye camera
Pump Room	Interior camera monitoring the building’s main entrance.	Unit Well 25	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 25	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 25	Fixed – dome camera
Pump Room Entry	Interior camera monitoring the building’s main entrance and well pump area.	Unit Well 26	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 26	Fixed – bullet camera
Hatch East	Exterior camera monitoring the east roof access into the water reservoir.	Unit Well 26	Fixed – bullet camera
Hatch West	Exterior camera monitoring the west roof access into the water reservoir.	Unit Well 26	Fixed – bullet camera
Front Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 26	Fixed – dome camera
Pump Room	Interior camera monitoring the building’s main entrance, building side entrance, well pump area, and booster pump area.	Unit Well 26	Fixed – fisheye camera
Pump Room	Interior camera monitoring the building main entrance, the well pump area, and the booster pump area.	Unit Well 27	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 27	Fixed – dome camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 27	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance, the well pump area, and the booster pump area.	Unit Well 28	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 28	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Front Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 28	Fixed – dome camera
Well Pump Room	Interior camera monitoring the well pump building entrance and the well pump area.	Unit Well 29	Fixed – dome camera
Booster Pump Room	Interior camera monitoring part of the well pump area and the booster pump area.	Unit Well 29	Fixed – dome camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 29	Fixed – dome camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 29	Fixed – dome camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, water filtration room entrance, and the site parking spot.	Unit Well 29	Fixed – dome camera
Filter Room	Interior camera monitoring the water filtration room and water filtration room entrance.	Unit Well 29	Fixed – fisheye camera
Pump Room	Interior camera monitoring the building’s main entrance and well pump area.	Unit Well 30	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 30	Fixed – bullet camera
Pump Room Entry	Exterior camera monitoring the building’s main entrance and the site parking spot.	Unit Well 30	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 30	Fixed – dome camera
Pump Room Entry	Exterior camera monitoring the building side entrance.	Unit Well 31	Fixed – dome camera
Pump Room	Interior camera monitoring the front and side building entrances.	Unit Well 31	Fixed – dome camera
Garage/Storage Lot Entry	Exterior camera monitoring the storage lot entrance and garage entrance.	Unit Well 31	Fixed – dome camera
Backwash Tank Hatches	Exterior camera monitoring the roof accesses into the water filtration backwash tanks.	Unit Well 31	Fixed – dome camera
Reservoir Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 31	Fixed – dome camera
Garage Exit	Exterior camera monitoring the garage exit and generator area.	Unit Well 31	Fixed – dome camera
Storage Lot	Exterior camera monitoring the site storage lot.	Unit Well 31	Fixed – dome camera
Chemical Room Entry	Exterior camera monitoring the building front entrance, chemical storage room entrance, and the site parking spot.	Unit Well 31	Fixed – dome camera
Reservoir Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Unit Well 31	Fixed – dome camera
Garage Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	Unit Well 31	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Garage Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	Unit Well 31	Fixed – dome camera
Pump Room PTZ	Interior camera monitoring the front and side building entrances, the well pump area, the water filtration area, the interior entrance into the garage, and the booster pump area.	Unit Well 31	PTZ – dome camera
Filter Area	Interior camera monitoring the water filtration area.	Unit Well 31	Fixed – dome camera
Front Parking	Exterior camera monitoring the building’s main entrance and the site parking spot.	Booster Station 106	Fixed – dome camera
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	Booster Station 106	Fixed – dome camera
West Hatch	Exterior camera monitoring the west roof access into the water reservoir.	Booster Station 106	Fixed – dome camera
Pump Room Door	Interior camera monitoring the building’s main entrance and booster pump area.	Booster Station 106	Fixed – dome camera
Main Climbing Pilaster	Exterior camera monitoring the reservoir main climbing pilaster entrance.	Reservoirs 113/313	Fixed – dome camera
Vault Door	Interior camera monitoring the reservoir vault entrance.	Reservoirs 113/313	Fixed – dome camera
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Reservoirs 113/313	Fixed – bullet camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Vault Entry	Exterior camera monitoring the reservoir vault entrance.	Reservoirs 113/313	Fixed – dome camera
Pump Room	Interior camera monitoring the building’s main entrance.	Booster Station 115	Fixed – fisheye camera
Pilaster Door	Exterior camera monitoring the reservoir climbing pilaster entrance.	Booster Station 115	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building’s main entrance and the site parking spot.	Booster Station 115	Fixed – dome camera
Pump Room	Interior camera monitoring the building’s main entrance and the booster pump area.	Booster Station 118	Fixed – dome camera
Parking	Exterior camera monitoring the building’s main entrance and the site parking spot.	Booster Station 118	Fixed – dome camera
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance.	Booster Station 118	Fixed – dome camera
Building East Side	Exterior camera monitoring the east side of the building.	Booster Station 118	Fixed – dome camera
Building South Side	Exterior camera monitoring the south side of the building.	Booster Station 118	Fixed – dome camera
Pump Room	Interior camera monitoring the building’s main entrance.	Booster Station 125	Fixed – bullet camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building's main entrance and pump room.	Booster Station 128	Fixed – dome camera
Entrance/Parking	Exterior camera monitoring the building's main entrance and the site parking spot.	Booster Station 128	Fixed – dome camera
Parking	Exterior camera monitoring the building's main entrance and the site parking spot.	Booster Station 213	Fixed – bullet camera
Pump Room	Interior camera monitoring the building's main entrance.	Booster Station 213	Fixed – dome camera
Pump Room	Interior camera monitoring the building's main entrance.	Booster Station 215	Fixed – dome camera
Entrance/Parking	Exterior camera monitoring the building's main entrance and the site parking spot.	Booster Station 215	Fixed – dome camera
Door/Overflow	Exterior camera monitoring the water tower entrance and the water tower overflow discharge pipe.	Sphere 225	Fixed – bullet camera
Parking Area	Exterior camera monitoring the water tower parking spot and radio shop building entrance.	Sphere 225	Fixed – bullet camera
Entrance Exterior	Exterior camera monitoring the water tower main entrance.	Blackhawk Tank 228	Fixed – dome camera
Overflow	Exterior camera monitoring the water tower overflow discharge pipe.	Blackhawk Tank 228	Fixed – dome camera
Interior Entry	Interior camera monitoring the water tower main entrance.	Blackhawk Tank 228	Fixed – bullet camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building's main entrance, the building main level, and the stairs to the building pit room.	Felland Reservoir 229	Fixed – dome camera
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	Felland Reservoir 229	Fixed – bullet camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Felland Reservoir 229	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building's main entrance and the site parking spot.	Felland Reservoir 229	Fixed – dome camera
Door	Exterior camera monitoring the water tower entrance.	Sphere 315	Fixed – bullet camera
Overflow/Parking	Exterior camera monitoring the water tower parking spot and the water tower overflow discharge pipe.	Sphere 315	Fixed – bullet camera
Employee East Entrance	Interior camera monitoring the building employee east entrance.	Olin Office	Fixed – dome camera
Employee South Entrance	Exterior camera monitoring the building south employee entrance and the parking spots in front of this entrance.	Olin Office	Fixed – dome camera
Meter Shop Entrance	Exterior camera monitoring the building meter shop entrance and the parking spots in front of this entrance.	Olin Office	Fixed – dome camera
Main Entrance Plaza	Exterior camera monitoring the building front entrance plaza.	Olin Office	Fixed – dome camera
Main Entrance	Exterior camera monitoring the building front entrances.	Olin Office	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Patio Entrance	Interior camera monitoring the building patio area entrance.	Olin Office	Fixed – dome camera
Patio Parking	Exterior camera monitoring the parking and building entrance near the patio area.	Olin Office	Fixed – dome camera
Reception	Interior camera monitoring the building’s main public entrance and reception area. Camera also monitors the entrance into the first floor office area and the stairs to the second floor office area.	Olin Office	Fixed – dome camera
Main Entrance Doors	Exterior camera monitoring the building’s main public entrance doors. Camera is also used to identify individuals that call the pump operator after hours to gain entry into the building for use of the conference room.	Olin Office	Fixed – dome camera
Main Gate	Exterior camera monitoring the entrance and exit gate into the employee parking lot.	Olin Office	Fixed – dome camera
VSB Main Entrance/Hallway	Interior camera monitoring the vehicle storage building main entrance, the main hallway for the vehicle storage building, and the entrance into the City IT NOC Room.	Olin Office Vehicle Storage Building	Fixed – dome camera
VSB Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	Olin Office Vehicle Storage Building	Fixed – dome camera
VSB Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	Olin Office Vehicle Storage Building	Fixed – dome camera
VSB Entrance Bay	Interior camera monitoring the garage entrance bay.	Olin Office Vehicle Storage Building	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
VSB Exit Bay	Interior camera monitoring the garage exit bay.	Olin Office Vehicle Storage Building	Fixed – dome camera
Outside Main Entrance	Exterior camera monitoring the building’s main public entrance.	Paterson Street Office	Fixed – dome camera
Inside Main Entrance	Interior camera monitoring the building’s main public entrance.	Paterson Street Office	Fixed – dome camera
Employee Entrance	Exterior camera monitoring the building’s main employee entrance and the south end of the main employee parking lot.	Paterson Street Office	Fixed – dome camera
Employee Interior Entrance	Interior camera monitoring the building’s main employee entrance.	Paterson Street Office	Fixed – dome camera
Main Parking Lot South	Exterior camera monitoring the south end of the main employee parking lot.	Paterson Street Office	Fixed – dome camera
Shop/Fuel Pumps	Exterior camera monitoring the fueling station and the mechanical shop overhead door entrances from the employee parking lot.	Paterson Street Office	Fixed – dome camera
Shop Entrance	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	Paterson Street Office	Fixed – dome camera
VSB Entrance/Exit Overhead Doors	Exterior camera monitoring the entrance and exit overhead doors into the vehicle storage building.	Paterson Street Office	Fixed – dome camera
Back Lot Gate	Exterior camera monitoring the entrance/exit gate for the back employee parking lot.	Paterson Street Office	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Back Lot Entrance	Exterior camera monitoring the building entrance from the back employee parking lot.	Paterson Street Office	Fixed – dome camera
Back Parking Lot	Exterior camera monitoring the back employee parking lot.	Paterson Street Office	Fixed – dome camera
Parking Lot South Generator	Exterior camera monitoring the back employee parking lot and the building generator.	Paterson Street Office	Fixed – dome camera
Interior Shop Entrance	Interior camera monitoring the main interior entrance into the mechanical shop.	Paterson Street Office	Fixed – dome camera
Shop Entrance Overhead Door	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	Paterson Street Office	Fixed – dome camera
Main Gates	Exterior camera monitoring the entrance and exit gates into the main employee parking lot.	Paterson Street Office	Fixed – dome camera
Fuel Pumps	Exterior camera monitoring the fueling station and the north end of the main employee parking lot.	Paterson Street Office	Fixed – dome camera
Shop Door Exterior Entrance	Exterior camera monitoring the mechanical shop exterior entrance.	Paterson Street Office	Fixed – dome camera
Main Parking Lot North	Exterior camera monitoring the north end of the main employee parking lot and the entrance gate into the main employee parking lot.	Paterson Street Office	Fixed – dome camera
Parking Lot Southwest	Exterior camera monitoring the south end of the main employee parking lot and the building generator.	Paterson Street Office	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Building Main St.	Exterior camera monitoring the Main Street side of the building.	Paterson Street Office	Fixed – dome camera
VSB South Overhead Door Back Lot	Interior camera monitoring the VSB south overhead door that exits into the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Exit Overhead Door Paterson Street	Interior camera monitoring the VSB exit overhead door to Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Back Lot	Exterior camera monitoring the far east side of the back storage lot and the VSB south overhead door exit.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Center Overhead Door Back Lot	Interior camera monitoring the VSB center overhead door that exits into the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Entrance Overhead Door Paterson Street	Interior camera monitoring the VSB entrance overhead door from Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB North Overhead Door Back Lot	Interior camera monitoring the VSB north overhead door that exits into the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Back Lot East Gate	Exterior camera monitoring the back lot east entrance/exit gate.	Paterson Street Vehicle Storage Building	Fixed – dome camera

City of Madison 2025 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
VSB Back Lot Storage East	Exterior camera monitoring the east side of the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Back Lot Main St Gate	Exterior camera monitoring the back lot entrance/exit gate from Main Street.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Back Lot Storage West	Exterior camera monitoring the back lot entrance/exit gate from Main Street and the west side of the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Entrance Overhead Door	Exterior camera monitoring the VSB entrance overhead door from Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Main Street	Exterior camera monitoring the vehicle storage building along Main Street.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB East Side	Exterior camera monitoring the vehicle storage building along the east side.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Exit Overhead Door	Exterior camera monitoring the VSB exit overhead door from Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – bullet camera

Usage of Surveillance Technology

Surveillance Data Usage

The water utility uses the cameras at its sites for security purposes. The cameras are monitored by the 24/7 pump operator to maintain the security of its water facilities. The recorded video is ONLY used for review of incidents that may occur. These incidents include damage, theft, or unauthorized access into its facilities.

The water utility allows the public and other agencies to use the main conference room at its Olin Office. The water utility uses the camera that monitors the main public entrance at the Olin Office to identify individuals that arrive after hours and request access to the building for use of the conference room.

Sharing Data with Other Entities

Data is not shared with other entities except for use as part of an investigation. The investigation could be initiated by the water utility, City IT, or the Madison Police Department in the event of damage, theft, or unauthorized access to its facilities. The water utility has also shared data with the Madison Police Department to aid in the investigation of incidents that have occurred involving the public.

Safeguarding Individual Information

The water utility is not collecting any individual information with its camera usage. These cameras are solely used for security, monitoring incidents, and identifying individuals that request after-hours access into the Olin Office for use of the conference room.

Complaints or Concerns

The water utility has not received complaints or concerns related to its usage of surveillance technology.

Appendix A: Supporting Policies

Use of Video Surveillance Cameras Questionnaire

Please explain your agency's objective behind this occurrence of video surveillance and the scope with which your agency hopes to obtain and fulfill this objective.

1. Madison Water Utility (MWU) utilizes video surveillance cameras at its remote facilities to provide security over its water storage reservoirs, wells, pumping equipment and chemical supply rooms. In addition, they are used to provide security for their field personnel and provide documentation of employee accidents and incidents. All 35 remote sites are equipped with cameras.
2. Cameras at the Administration (Heim Building) and Distribution/ Maintenance (Paterson Office) facilities and the Vehicle Storage buildings at both sites provide security over building entrances, vehicle storage areas, and employee/public parking lots. In addition, they provide security for their employees and provide documentation about employee accidents or incidents.

What level of detail is expected from the recorded video and the expected recording area? Examples; facial recognition, license plate recognition, monitoring traffic flow only; overview of an entire city park.

The live and recorded video from MWU cameras is used to identify individuals engaged in illegal behavior and need to allow for the identification of individuals (e.g., face, body dimensions, and clothing) and vehicles (e.g., make, model, color and license plate).

The audio option existing on the cameras will remain deactivated.

How will you provide an individual(s) with notification(s) that video recording devices are in use and that he/she may be recorded on video? *

All MWU employees are notified that video surveillance is conducted 24 hours/day, 365 days/year at MWU facilities. There is signage at all the MWUs facilities and sites.

Provide location of where each camera will be physically placed by providing a street name, building name, etc. *

Cameras are installed at the following locations:

- Heim Building, Vehicle Storage Building, and parking lots - 119 E. Olin Avenue
- Distribution/Maintenance Building, Vehicle Storage Building, and parking lot - 110 S. Paterson Street

- UW 6 Building and parking - 2757 University Avenue
- UW 7 Building and parking - 1709 North Sherman Avenue
- UW 8 Building and parking - 3206 Lakeland Avenue
- UW 9 Building and parking - 4724 Spaanem Avenue
- UW 11 Building and parking - 102 Dempsey Road
- UW 12 Building and parking - 801 South Whitney Way
- UW 13 Building and parking - 1201 Wheeler Road
- UW 14 Building and parking - 5130 University Avenue
- UW 15 Building and parking - 3900 East Washington Avenue
- UW 16 Building and parking - 6706 Mineral Point Road
- UW 17 Building and parking - 201 South Hancock Street
- UW 18 Building and parking - 1925 South Park Street
- UW 19 Building and parking - 2526 Lake Mendota Drive
- UW 20 Building, Sphere 120, and parking - 2829 Prairie Road
- UW 24 Well Pump Building and parking - 809 E. Dayton Street
- UW 24 Booster Pump Building and parking - 115 N. Livingston Street
- UW 25 Building and parking - 5415 Queensbridge Road
- UW 26 Building, Sphere 126, and parking - 910 S. High Point Road
- UW 27 Building and parking - 18 N. Randall Avenue
- UW 28 Building and parking - 8210 Old Sauk Road (F.B.2249)
- UW 29 Building and parking - 829 N. Thompson Drive
- UW 30 Building and parking - 1133 Moorland Road
- UW 31 Building and parking - 4901 Tradewinds Parkway
- BS 106 Building and parking - 110 Glenway Street
- Reservoirs 113/313 Building - 1314 Lakeview Avenue/1202 Northport Drive
- BS 115 Building and parking - 4701 Bunker Hill Lane
- BS 118 Building and parking - 2497 Greenway View
- BS 125 Building - 6006 Cottontail Trail
- BS 128 Building and parking - 9202 Waterside Street
- BS 213 Building and parking - 1314 Lakeview Avenue

- BS 215 Building and parking - 2718 Crossroads Drive
- Sphere 225 and parking - 435 Milky Way
- Blackhawk Tank 228 and parking - 10451 Old Sauk Road
- Reservoir 229 Building and parking - 1224 Felland Road
- Sphere 315 and parking - 3514 Cross Hill Drive

Please indicate whether or not these cameras are being put in place permanently or for temporary purposes only. *

All of the MWUs cameras are permanently in place.

Identify a person or persons in your agency that will be allowed view access to the video surveillance system. (Note that video that is part of a continuous loop is not considered a record per MGO 3.70(3)(b)(6)a.)

The Water Resources Manager will be responsible for overseeing and managing MWU's video surveillance system. The Control Systems Programmer and Control Systems Technician will be responsible for maintaining the system (software and hardware) and downloading/storing video. In addition to these personnel, MWU managers and Pump Operators will be allowed to view the continuous loops.

The surveillance records will be shared with individuals directly involved in investigating and following up on an incident. This could include MWU management staff, law enforcement officials, and the City's insurance company.

State your agency's plan on training regarding the use, retention and storage of video surveillance footage.

MWU staff have attended training by the City's Attorney's Office and IT Department. Refresher training will be provided by IT staff and by Genetec Technologies, the manufacturer of the VMS, to management and technical staff.

MWU will use the City's enterprise camera system. Video camera images will be stored on the city's enterprise system for a minimum of two weeks unless needed to identify someone or record a specific incident. Those images will be copied and kept as public records in accordance with local, state and federal public records laws.

If video footage needs to be extracted, for other than a criminal investigation, please identify no more than two people in your agency or division that will be allowed to export the needed video footage. (Please Note: Once video footage has been exported from the system, it is subject to Open Records statutes and must be retained for 7 years.)

The Control Systems Programmer and Control Systems Technician will be responsible for downloading, exporting, and storing video.



City of Madison

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

Master

File Number: 88483

File ID: 88483

File Type: Ordinance

Status: Report of Officer

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/27/2025

File Name: Signature Requirement for Alder Vacancies

Final Action:

Title: Creating Section 2.035 of the Madison General Ordinances related to requiring elector signatures with application to fill vacancy on the Common Council.

Notes: 6966VacancySignatures

Sponsors: MGR Govindarajan, Derek Field And Sean O'Brien

Effective Date:

Attachments:

Enactment Number:

Author: Michael Haas

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	05/27/2025	Referred for Introduction				
	Action Text: This Ordinance was Referred for Introduction						
	Notes: Common Council Executive Committee (7/1/25), Common Council (7/1/25)						
1	COMMON COUNCIL	06/03/2025	Referred	COMMON COUNCIL EXECUTIVE COMMITTEE			
	Action Text: This Ordinance was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE						
1	COMMON COUNCIL EXECUTIVE COMMITTEE	07/01/2025	RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Govindarajan, seconded by Lankella, to RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER to the 8/5/25 Common Council Executive Committee meeting and the 8/5/25 Common Council meeting. The motion passed by voice vote/other.						
	Notes: Recommended re-referral to the Common Council Executive Committee (8/5/25) and Common Council (8/5/25)						
1	COMMON COUNCIL	07/01/2025	Re-refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass

Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.

1	COMMON COUNCIL EXECUTIVE COMMITTEE	08/05/2025	RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER	Pass

Action Text: A motion was made by Lankella, seconded by Guequierre, to RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER. to the 9/16/2025 CCEC and 9/16/25 Council meeting. The motion passed by voice vote/other.

1	COMMON COUNCIL	08/05/2025	Re-refer	COMMON COUNCIL EXECUTIVE COMMITTEE	Pass

Action Text: A motion was made by Govindarajan, seconded by Guequierre, to Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.

Text of Legislative File 88483

Fiscal Note

Implementing the ordinance will require staff time to create the petition document, review petitions, and process challenges. Fiscal impacts are anticipated to be minimal and would be absorbed in the Clerk's office personnel budget. No appropriation is required.

Title

Creating Section 2.035 of the Madison General Ordinances related to requiring elector signatures with application to fill vacancy on the Common Council.

Body

DRAFTER'S ANALYSIS: This ordinance requires applicants to fill a Common Council vacancy to submit a petition containing the names, addresses and signatures of at least 20 electors of the district which has the vacancy. Currently, applicants must submit an application containing the information required by MGO 2.03. This ordinance would require the City Clerk to create a petition document and to review the names and signatures submitted by applicants to determine sufficiency of the signatures, process any challenges to the signatures, and determine whether applicants have qualified to proceed to review by the Common Council Executive Committee.

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

1. Section 2.035 entitled "Signature Requirement for Applicants to Alder Vacancy" of the Madison General Ordinances is created to read as follows:

"2.035 SIGNATURE REQUIREMENT FOR APPLICANTS TO ALDER VACANCY"

- (1) Prior to submission of applications to the Common Council Executive Committee under MGO 2.03, applicants to fill a vacancy on the Common Council shall submit a petition supporting their application. The petition shall contain the signatures of at least 20 and no more than 40 electors of the district with the vacancy. Only one signature per applicant for the same vacancy is valid. In addition to their signature, in order for the signature to be valid, each signer of a petition shall legibly print their name in a space provided next to his or her signature and shall list their municipality of residence for voting purposes, the street and number, if any, on which the signer resides, and the date of signing. All signers on each petition shall reside in the jurisdiction or district which the applicant named on the paper will represent, if appointed.
- (2) Each petition shall have substantially the following words printed at the top:

I, the undersigned, request that the name of *(insert applicant's first and last name)*, residing at *(insert applicant's street address)* be considered for appointment to *(insert district number)* District Alder. I am eligible to vote in the *(name of jurisdiction or district in which applicant seeks office)*. I have not signed the petition of any other applicant for the same vacancy.

- (3) Each applicant shall include their mailing address on their petition. The certification of a qualified circulator stating their residence with street and number, if any, shall appear at the bottom of each petition page, stating that they personally circulated the petition paper and personally obtained each of the signatures; they know the signers are electors of the aldermanic district; they know the individuals signed the paper with full knowledge of its content; they know their respective residences given; they know each signer signed on the date stated opposite their name; and that the circulator is a qualified elector of this state, or if not a qualified elector of this state, is a U.S. citizen age 18 or older who, if he or she were a resident of this state, would not be disqualified from voting under in the State of Wisconsin; and that they are aware that falsifying the certification is punishable under Wis Stat. s. 12.13(3)(a). The circulator shall indicate the date that they make the certification next to their signature. The certification may be made by the applicant or any qualified circulator.
- (4) The City Clerk shall create and make available petition forms which may be used by applicants to comply with this section.
- (5) Applicants shall submit completed petitions to the City Clerk on or before the date established by the Common Council Executive Committee. The Clerk shall review all submitted signatures, up to the maximum number permitted, to determine the facial sufficiency of the petitions filed. Where circumstances and the time for review permit, the Clerk may consult maps, directories and other extrinsic evidence to ascertain the correctness and sufficiency of information on a petition. The City Clerk shall certify the names of applicants who have submitted at least 20 valid signatures to the Common Council Executive Committee. If an applicant submits a petition with more than the maximum number of required signatures prescribed under sub. (1), but the Clerk determines that the maximum number of required signatures does not result in a sufficient number of valid signatures, the Clerk shall review the additional signatures to the extent necessary to determine whether the applicant has collected a sufficient number of valid signatures.
- (6) The City Clerk shall review all petitions submitted by applicants and process any challenges using the standards and procedures established by Chapter EL 2 of the Wisconsin Administrative Code including, but not limited to the following:
 - (a) Any information which appears on a petition is entitled to a presumption of validity. Notwithstanding any other provision of this chapter, errors in information contained in a petition, committed by either a signer or a circulator, may be corrected by an affidavit of the circulator, an affidavit of the applicant, or an affidavit of a person who signed the petition. The person giving the correcting affidavit shall have personal knowledge of the correct information and the correcting affidavit shall be filed with the City Clerk not later than three calendar days after the deadline for submission of the petition.
 - (b) Where any required item of information on a petition is incomplete, the City Clerk shall accept the information as complete if there has been substantial compliance with the law.
 - (c) The City Clerk shall accept petitions which contain biographical data or advertising for the applicant. The disclaimer specified in Wis. Stat. s. 11.1303 (2) is not required on any petition.
 - (d) An elector shall sign their own name unless unable to do so because of physical disability. An elector unable to sign because of physical disability shall be

- present when another person signs on behalf of the disabled elector and shall specifically authorize the signing.
- (e) A person may not sign for their spouse, or for any other person, even when they have been given a power of attorney by that person, unless subsection (6)(d) applies.
 - (f) A complete address, including municipality of residence for voting purposes, and the street and number, if any, of the residence, (or a postal address if it is located in the jurisdiction that the applicant seeks to represent), shall be listed for each signature on a petition.
 - (g) A signature shall be counted when identical residential information or dates for different electors are indicated by ditto marks.
 - (h) No signature on a petition shall be counted unless the elector who circulated the petition completes and signs the certificate of circulator and does so after, not before, the petition is circulated. No signature may be counted when the residency of the circulator cannot be determined by the information given on the petition.
 - (i) An individual signature on a petition may not be counted when any of the following occur:
 - 1. The date of the signature is missing, unless the date can be determined by reference to the dates of other signatures on the paper.
 - 2. The signature is dated after the date of certification contained in the certificate of circulator.
 - 3. The address of the signer is missing or incomplete, unless residency can be determined by the information provided on the petition.
 - 4. The signature is that of an individual who is not 18 years of age at the time the petition is signed.
 - 5. The signature is that of an individual who has been adjudicated not to be a qualified elector on the grounds of incompetency or limited competency as provided in s. 6.03 (3), Wis. Stats., or is that of an individual who was not, for any other reason, a qualified elector at the time of signing the petition.
 - (j) After a petition has been filed, no signature may be added or removed. After a petition has been signed, but before it has been filed, a signature may be removed by the circulator. The death of a signer after a petition has been signed does not invalidate the signature.
- (7) The City Clerk shall review any verified complaint concerning the sufficiency of a petition submitted by an applicant. The Clerk shall apply the standards in subsection (6) to determine the sufficiency of petitions, including consulting extrinsic sources of evidence under subsection
- (8) Any challenge to the sufficiency of a petition shall be made by verified complaint, filed with the City Clerk. The complaint may be filed electronically. The Clerk shall deliver a copy of the challenge in person, by mail, or by electronic mail to the challenged applicant within 24 hours of the filing of the challenge complaint. Any challenge to the sufficiency of a petition shall be filed within 3 calendar days after the filing deadline for the challenged petition. The challenge shall be established by affidavit, or other supporting evidence, demonstrating a failure to comply with this section or other legal requirements.
- (9) The response to a challenge to a petition shall be filed, by the applicant challenged, within 3 calendar days of the filing of the challenge and shall be verified. The response may be filed in person, by mail or by electronic mail. After the deadline for filing a response to a challenge, the City Clerk shall decide the challenge.
- (10) The burden is on the challenger to establish any insufficiency. If the challenger

establishes that the information on the petition is insufficient, the burden is on the challenged applicant to establish its sufficiency. The invalidity or disqualification of one or more signatures on a petition shall not affect the validity of any other signatures on that paper.

- (11) If a challenger establishes that an elector signed the petition of an applicant more than once or signed the petitions of more than one applicant for the same vacancy, the 2nd and subsequent signatures may not be counted. The burden of proving that the second and subsequent signatures are that of the same person and are invalid is on the challenger.
- (12) If a challenger establishes that the date of a signature, or the address of the signer, is not valid, the signature may not be counted.
- (13) The City Clerk shall examine any evidence offered by the parties when reviewing a complaint challenging the sufficiency of the petition of an applicant. The burden of proof applicable to establishing or rebutting a challenge is clear and convincing evidence.
- (14) Where it is alleged that the signer or circulator of a petition does not reside in the district in which the applicant seeks office, the challenger may attempt to establish the geographical location of an address indicated on a petition by providing district maps, or by providing a statement from a postmaster or other public official.”



City of Madison

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

Master

File Number: 87483

File ID: 87483

File Type: Resolution

Status: Report of Officer

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 03/05/2025

File Name: Adopting the Updated Elected and Appointed Official
Code of Ethical Conduct

Final Action:

Title: Adopting the Updated Elected and Appointed Official Code of Ethical Conduct

Notes:

Sponsors: Bill Tishler

Effective Date:

Attachments: PROPOSED: Updated Elected and Appointed
Official Code of Ethical Conduct3.pdf, IN EFFECT:
Elected and Appointed Official Code of Ethical
Conduct Updated 7-2-24.pdf, BPW Presentation
Elected and Appointed Official Code of Ethical
Conduct.pdf, Updated Presentation Elected and
Appointed Official Code of Ethical Conduct.pdf,
Updated 7-17-25 Elected and Appointed Official
Code of Ethical Conduct.pdf, BCC Code of Conduct
Feedback Notes.pdf, Draft for Discussion Code of
Expected Conduct - Govindarajan Alternate.pdf

Enactment Number:

Author: Alder Nasra Wehelie

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:
1	Council Office	03/05/2025	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Common Council Executive Committee (3/25/25), Common Council (3/25/25)						
1	COMMON COUNCIL	03/11/2025	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text: A motion was made by Figueroa Cole, seconded by Duncan, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE,. The motion passed by the following vote:						
	Notes: Additional Referrals to Board Of Public Works (5/7/25), Plan Commission (5/12/25), Board Of Park Commissioners (5/14/25), Landmarks Commission (5/19/25), Madison Public Library Board (6/5/25), Equal Opportunities Commission (6/12/25), Police Civilian Oversight Board (6/18/25), Transportation Commission						

(6/25/25), Affirmative Action Commission (7/3/25), Economic Development Committee (7/10/25), Alcohol License Review Committee (7/16/25), Disability Rights Commission (7/24/25), Common Council (8/5/25)

Ayes: 16 Michael E. Verveer; Regina M. Vidaver; Marsha A. Rummel; Nikki Conklin; Yannette Figueroa Cole; Bill Tishler; Tag Evers; Isadore Knox Jr.; Dina Nina Martinez-Rutherford; Jael Currie; Sabrina V. Madison; Charles Myadze; John P. Guequierre; John W. Duncan; Juliana R. Bennettand Derek Field

Noes: 2 MGR Govindarajanand Barbara Harrington-McKinney

Excused: 2 Nasra Wehelieand Amani Latimer Burris

Non Voting: 1 Satya V. Rhodes-Conway

1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	BOARD OF PUBLIC WORKS	
	Action Text: This Resolution was Referred to the BOARD OF PUBLIC WORKS				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	PLAN COMMISSION	05/12/2025
	Action Text: This Resolution was Referred to the PLAN COMMISSION				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	BOARD OF PARK COMMISSIONER S	06/11/2025
	Action Text: This Resolution was Referred to the BOARD OF PARK COMMISSIONERS				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	LANDMARKS COMMISSION	05/19/2025
	Action Text: This Resolution was Referred to the LANDMARKS COMMISSION				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	MADISON PUBLIC LIBRARY BOARD	06/05/2025
	Action Text: This Resolution was Referred to the MADISON PUBLIC LIBRARY BOARD				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	EQUAL OPPORTUNITIES COMMISSION	
	Action Text: This Resolution was Referred to the EQUAL OPPORTUNITIES COMMISSION				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	POLICE CIVILIAN OVERSIGHT BOARD	
	Action Text: This Resolution was Referred to the POLICE CIVILIAN OVERSIGHT BOARD				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	TRANSPORTATI ON COMMISSION	06/25/2025
	Action Text: This Resolution was Referred to the TRANSPORTATION COMMISSION				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	ALCOHOL LICENSE REVIEW COMMITTEE	07/16/2025
	Action Text: This Resolution was Referred to the ALCOHOL LICENSE REVIEW COMMITTEE				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	ECONOMIC DEVELOPMENT COMMITTEE	07/16/2025
	Action Text: This Resolution was Referred to the ECONOMIC DEVELOPMENT COMMITTEE				
1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	AFFIRMATIVE ACTION COMMISSION	09/04/2025
	Action Text: This Resolution was Referred to the AFFIRMATIVE ACTION COMMISSION				

1	COMMON COUNCIL EXECUTIVE COMMITTEE	03/12/2025	Referred	DISABILITY RIGHTS COMMISSION	08/28/2025	
	Action Text: This Resolution was Referred to the DISABILITY RIGHTS COMMISSION					
1	ALCOHOL LICENSE REVIEW COMMITTEE	03/19/2025	Table			Pass
	Action Text: A motion was made by Verveer, seconded by Barushok, to Table. The motion passed by voice vote/other.					
1	ALCOHOL LICENSE REVIEW COMMITTEE	03/19/2025	Take Off The Table			Pass
	Action Text: A motion was made by Barushok, seconded by Verveer, to Take Off The Table. The motion passed by voice vote/other.					
1	ALCOHOL LICENSE REVIEW COMMITTEE	03/19/2025	Re-refer	ALCOHOL LICENSE REVIEW COMMITTEE	07/16/2025	Pass
	Action Text: A motion was made by Verveer, seconded by Barushok, to Re-refer to the ALCOHOL LICENSE REVIEW COMMITTEE. The motion passed by voice vote/other.					
1	BOARD OF PUBLIC WORKS	05/07/2025	Return to Lead with the Recommendation for Approval	Council Office		Pass
	Action Text: A motion was made by Ald. Guequierre, seconded by Williams, to Return to Lead with the Recommendation for Approval to the Council Office. The motion passed by voice vote/other.					
1	PLAN COMMISSION	05/12/2025	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE		Pass
	Action Text: A motion was made by Guequierre, seconded by Heck, to Return to Lead with the Recommendation for Approval to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					
1	LANDMARKS COMMISSION	05/19/2025	Return to Lead with the Following Recommendation(s)	COMMON COUNCIL EXECUTIVE COMMITTEE		
	Action Text: This Resolution was Returned to Lead with no comments from the commission.					
	Notes: The commission had no comments on the document.					
1	MADISON PUBLIC LIBRARY BOARD	06/05/2025	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE		Pass
	Action Text: A motion was made by DeChant, seconded by Lovelace III, to Return to Lead with the Recommendation for Approval to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					
1	BOARD OF PARK COMMISSIONERS	06/11/2025	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE		Pass
	Action Text: Common Council Chief of Staff Kapusta-Pofahl gave an overview of the updated policy. This applies to both Park Commission and subcommittees.					
	Motion made by Harrington, seconded by McDonald, to RETURN TO LEAD WITH THE RECOMMENDATION FOR APPROVAL TO THE COMMON COUNCIL EXECUTIVE COMMITTEE.					
	Motion passed by voice vote/other.					
1	TRANSPORTATION COMMISSION	06/25/2025	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE		Pass

Action Text: Common Council Chief of Staff Karen Kapusta-Pofahl provided verbal reports and was available for questions.

Olson moved to Return to Lead with the Recommendation for Approval, seconded by Webber. The motion passed by voice vote/other.

After this item, the meeting went to ITEM 3.

1	ECONOMIC DEVELOPMENT COMMITTEE	07/16/2025	Return to Lead with the Following Recommendation(s)	COMMON COUNCIL	
	Action Text: Duncan gave an overview of the Code of Ethical Conduct followed by questions and comments from members. A motion was made by Bulgrin seconded by Liggon to return to lead with the recommendation to adopt with the following recommendations:				
	1. That it stay a living document				
	2. That it is made available to the public				
	The motion passed unanimously by voice vote. Madison was absent at the time of the vote.				
	Notes: A motion was made by Bulgrin seconded by Liggon to return to lead with the recommendation to adopt with the following recommendations:				
	1. That it stay a living document				
	2. That it is made available to the public				
	The motion passed unanimously by voice vote. Madison was absent at the time of the vote.				
1	ALCOHOL LICENSE REVIEW COMMITTEE	07/16/2025	Return to Lead with the Recommendation for Approval	COMMON COUNCIL	Pass
	Action Text: A motion was made by Farley, seconded by Carter, to Return to Lead with the Recommendation for Approval to the COMMON COUNCIL. The motion passed by voice vote/other. Figueroa Cole abstains.				
	Recommendation to Add terminology regarding culture and speaking to members of the media.				
	Notes: Add terminology regarding culture and speaking to members of the media.				
1	COMMON COUNCIL	08/05/2025	Re-refer	COMMON COUNCIL EXECUTIVE COMMITTEE	Pass
	Action Text: A motion was made by Govindarajan, seconded by Guequierre, to Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.				
1	EQUAL OPPORTUNITIES COMMISSION	08/14/2025	Return to Lead with the Recommendation for Common Council to Adopt		Pass
	Action Text: Commissioner Klebba made a motion to approve two with general changes; 1. define the acronym BCC and be clear in the language when referring to appointed official and BCC member and make corrections throughout the document and 2. provide a clear link to the City of Madison website for public civilians to review the Alder's Code of Conduct to make complaints on Alder's behavior and lack of conduct. It was seconded by Commissioner Ketcham. The vote was unanimous.				
	Return to Lead with Recommendation for Common Council to Adopt				
	Notes: Commissioner Klebba made a motion to approve two with general changes; 1. define the acronym BCC and be clear in the language when referring to appointed official and BCC member and make corrections throughout the document and 2. provide a clear link to the City of Madison website for public civilians to review the Alder's Code of Conduct to make complaints on Alder's behavior and lack of conduct. It was seconded by Commissioner Ketcham. The vote was unanimous.				
1	POLICE CIVILIAN OVERSIGHT BOARD	08/20/2025	Return to Lead with the Recommendation for Common Council to Adopt	COMMON COUNCIL EXECUTIVE COMMITTEE	Pass
	Action Text: A motion was made by Rearick, seconded by Calmese, to Return to Lead with the Recommendation for Common Council to Adopt. The motion passed unanimously.				

1	DISABILITY RIGHTS COMMISSION	08/28/2025	Return to Lead with the Following Recommendation(s)	COMMON COUNCIL EXECUTIVE COMMITTEE
Action Text: Kapusta-Pofahl led the discussion. Feedback submitted via email - • Wendi: I felt that it was fairly straightforward and I don't have any changes. • Nakia: I was impressed by the ethics code's presentation. I do have a concern pertaining to the reversal of unethical behaviors from non-appointed and non-elected politicians. How can we ensure that we will not be bullied, harassed, and targeted by people who think we have money or can provide them with favors. In addition, what can stop someone or groups of people from telling lies on appointed and elected officials to get them removed from their seats or in trouble with the law? How can we ensure that we are protected? • Kathleen: Changes to the Code of Conduct should never be taken lightly or done hastily as they need to be done thoughtfully and as a response to the changing times and needs of the city, not only as a reaction to a particular incident. The proposed changes are clearly meant to foster a safe and respectful environment to conduct the important work of the city. Having heard the presentation and read the proposed updates to the Code of Ethical Conduct again I can say that I support these changes. Notes: Disability Rights Commission considered file 87483 at the meeting of August 28, 2025. No action was taken.				
1	AFFIRMATIVE ACTION COMMISSION	09/04/2025	Return to Lead with the Following Recommendation(s)	COMMON COUNCIL EXECUTIVE COMMITTEE
Action Text: Alder Duncan presented the proposed changes. A motion was made by Commissioner Moze, seconded by Commissioner Mathews, to approve the revisions to the code of conduct. The motion passed by voice/other. Notes: A motion was made by Commissioner Moze, seconded by Commissioner Mathews, to approve the revisions to the code of conduct. The motion passed by voice/other.				

Text of Legislative File 87483

Fiscal Note

No City appropriation required.

Title

Adopting the Updated Elected and Appointed Official Code of Ethical Conduct

Body

WHEREAS, the City of Madison's vision is Inclusive, Innovative, and Thriving; and,

WHEREAS, the City of Madison is committed to equity, diversity, inclusion, equal employment and participatory government for all; and,

WHEREAS, the goal of our policy is for City work and meeting environments to be inclusive, equitable, and free of harassment, discrimination, and retaliation; and,

WHEREAS, we expect all members of the Common Council, the Mayor, and members of City Boards, Commissions, and Committees to treat their colleagues, City employees and members of the public in a welcoming, inclusive, fair, respectful, and equitable manner; and,

WHEREAS, in 2023, the Common Council passed RES-23-0000 adopting the Elected and Appointed Official Code of Ethical Conduct; and,

WHEREAS, in 2024, the Common Council passed RES-24-00450 adopting the Sexual Harassment Appendix to the Elected and Appointed Official Code of Ethical Conduct; and,

WHEREAS, the Updated Elected and Appointed Official Code of Ethical Conduct includes additional guidance on expected interactions between officials and members of the public, City staff, and the media; and,

WHEREAS, the Updated Elected and Appointed Official Code of Ethical Conduct also includes the procedure for censure of an alder for violation of the Code;

NOW, THEREFORE, BE IT RESOLVED that the Madison Common Council adopts the Updated Elected and Appointed Official Code of Ethical Conduct.

Elected and Appointed Official Code of Ethical Conduct (Updated)

The City of Madison and its elected and appointed officials (alders, mayor, and City board, commission, or committee members) share a commitment to ethical conduct and service to the city and its residents. In alignment with the City of Madison vision to be inclusive, innovative, and thriving, and its mission to provide the highest quality of service for our residents and visitors, City elected and appointed officials shall maintain the utmost standards of personal integrity, trustfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, comply with all applicable laws, and never use their position to bully, harass, or abuse others. Individuals with a wide variety of backgrounds, personalities, values, opinions, lived experiences and goals participate in the democratic process in Madison, whether on the Council, on a board, commission, or committee, or providing public comment at a Council meeting or City event.

It is vital to recognize that all Council members and BCC members choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its residents. In all cases, this common goal should be acknowledged, and elected and appointed officials must recognize that certain behavior is counterproductive, while other behavior will lead to success. Elected and appointed officials are expected to demonstrate, both publicly and privately, their honesty and integrity, and to be an example of appropriate and ethical conduct.

This Code is designed to communicate the expectation that City elected and appointed officials shall treat members of the public, City staff, and each other with respect and courtesy at all times. This policy is intended to promote an inclusive and positive work environment and working relationships and prevent unlawful discrimination.

Elected and Appointed Official Expected Conduct

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

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

- **Bullying** is repeated, unwanted, aggressive physical or verbal behavior which hurts another individual, physically, mentally, or emotionally.

- **Harassment** is repeated or egregious unwelcome, intimidating, hostile or offensive actions, words, jokes or comments based on any protected class status or statuses.
- **Discrimination** is unfair treatment of an individual or members of a group based on their protected class status.

Bullying, harassment, and discrimination are demeaning to others and undermine the integrity of relationships. In the event that these shared objectives are not met, effort shall be taken to notify the individuals of the substance of the issue so that they can resolve it. Self-correction or informal resolution between parties in a timely manner is strongly encouraged, with formal sanctions only as a rare and last option if informal communication and resolution is unsuccessful.

Elected and Appointed Official Conduct with City Staff

Governance of the City relies on the cooperative efforts of elected and appointed officials who set and recommend policy and the City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community.

Council members and members of boards, commissions, and committees (BCCs) shall treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable. Council and BCC members should refer to staff by their title or formal salutation followed by the individual's last name in public meetings when first introduced.

All employee performance issues shall be forwarded to the Mayor, the Human Resources Director or the employee's Department/Division Head through professional, private correspondence or conversation.

Elected and appointed officials shall not attempt to unethically influence or coerce City staff concerning either their actions or recommendations to Council.

Nothing in this section shall be construed, however, as prohibiting the Council or a BCC while in session from fully and freely discussing with or suggesting to Department Heads or City employees anything pertaining to City affairs or the interests of the City.

Elected and Appointed Official Conduct Toward Participants in Public Meetings

Making the public feel welcome is an important part of the democratic process and a City strategic objective is to increase desired public participation and diverse viewpoints. For many residents, speaking in front of the Council or a committee is a new and difficult experience. Elected and appointed officials are expected to treat members of the public with care and respect during public meetings by committing full attention to

the speakers or any materials relevant to the topic at hand. Questions directed to members of the public testifying should seek to clarify or expand information, not to insult or interrogate. All elected and appointed officials should convey to the public their respect and appreciation for the public's participation, input, and opinions. In an instance where a member of the public addressing the body strays from the topic under consideration, exceeds their allotted speaking time, or exhibits behavior or language a Council or BCC member finds inappropriate, they may call point of order and request the issue be addressed.

Elected Official Conduct with the Media

When communicating with the media, elected and appointed officials should clearly differentiate between personal opinions and the official position of the City. Until a vote on any issue is taken, Council members' positions are merely their own. Council or BCC members should not discuss personnel issues or other matters regarding individual City staff in the media.

Enforcement

Formal sanctions include formal censure by the Common Council or committee of one of its members, removal of a committee member from the body, or, in limited cases pursuant to [Wis. Stat. § 17.001](#), removal of a Common Council member from office. Per state statute, alders and appointees to BCCs can only be removed by a vote of the Council for cause, meaning "inefficiency, neglect of duty, official misconduct or malfeasance in office."

Points of Order During Meetings

Violations of this Policy, when made during a chaired public meeting, may be noted promptly after their occurrence by raising a point of order and stating the violation or concern. The Council President or Chair of the meeting shall rule on the point of order, which does not need a second and is not debatable. The Chair's decision shall stand unless challenged and reversed by a majority vote of the members present and voting as an open session of the Common Council or BCC.

Communication and Reconciliation Between Council or BCC Members

Any Council or BCC member who feels a violation of this Policy has occurred during or outside of a public meeting may raise the issue privately with the other relevant member. Attempts should be made to resolve any issue in a professional, private manner. If unsuccessful, either member may ask for the assistance of the Common Council Chief of Staff or other appropriate City staff in mediating the issue or conflict.

Censure – Complaint Process and Action by Common Council

If the matter remains unresolved, the complaining Alder, City employee or community member may file a sworn written complaint with the City Clerk. The Clerk shall provide a copy of the complaint to the party alleged to be in violation. The Clerk shall provide a copy of the complaint to the Department of Civil Rights and Human Resources for review and possible further investigation or mediation, which will then provide a report on their findings to the Common Council Executive Committee.

Complaints shall first be heard by the Common Council Executive Committee, giving each party to the dispute the opportunity to be heard. If the Common Council Executive Committee, by a majority vote, so recommends, a Censure resolution shall be prepared by the City Attorney stating the findings as directed by the Committee.

If the Censure resolution is sponsored by at least two Alders, it shall be considered by the Common Council. Censure shall only be made upon a majority vote of the entire Common Council.

Elected or appointed City officials, upon entering office or being appointed as a BCC member, shall be provided a copy of this policy and shall acknowledge receipt. Failure to acknowledge receipt does not exempt an individual from the requirements of this policy.

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

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

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

Appendix A

If a person has experienced or witnessed sexual harassment by an alder or member of a City board, commission or committee while such official is on City business, whether on or off City premises, including at City-sponsored events or other events which the alder or appointed individual attends in their official capacity, the Council encourages the following steps:

- If the person feels comfortable and safe, the person can address the matter informally with the alder or appointed individual.
- The person can report the matter to another alder; the alder will connect the person with the Common Council Chief of Staff.
- The person can contact the Council Chief of Staff; the Chief of Staff will connect the person with the appropriate personnel to report their claim.

Prohibited Conduct:

Examples of actions that could constitute sexual harassment include, but are not limited to:

- Preferential treatment in return for submitting to or engaging in sexual conduct
- Making derogatory or demeaning comments about someone's sexual orientation or gender identity (including but not limited to consistently misgendering an individual)
- Name-calling or using slurs with a gender/sexual connotation
- Making sexual comments about appearance, clothing or body parts
- Rating a person's sexuality
- Asking for sex or sexual conduct
- Asking a person for dates in a coercive manner, or repeatedly asking for a date after having been turned down
- Staring in a sexually suggestive manner
- Unwelcome touching, including pinching, patting, rubbing, or purposefully brushing up against a person, making inappropriate sexual gestures
- Unwelcome sharing of sexual or lewd anecdotes or jokes
- Unwelcome sending of sexually suggestive communications in any format
- Sharing or displaying sexually inappropriate images or videos in any format not necessary for work purposes
- Attempted or actual sexual assault

Reporting:

A person who feels that they have been harassed by an alder or an appointed individual while acting in their official capacity may report the matter to the organizer of the event or relevant meeting authority or the Council Office Chief of Staff. The organizer of the event or the meeting authority will be expected to take appropriate action by its applicable policies, regulations, and rules and shall notify the Council Office Chief of Staff.

Examples of appropriate action may include, but are not limited to:

- Requesting the perpetrator to stop the offending behavior immediately
- Conveying the complaint to the Council Office Chief of Staff

The Council Office Chief of Staff will connect the individual reporting the conduct with the Department of Civil Rights, Human Resources, and the City Attorney. After talking to the

complainant and, if different, the person who was the alleged subject of the sexual harassment, the Department of Civil Rights, the Human Resources Department, and the City Attorney will decide if an investigation or referral to any other agency is needed. Any action taken as a result of an investigation shall be under the applicable Federal, State or City law or applicable City procedure.

Debriefing:

If the Department of Civil Rights, Human Resources, and the City Attorney complete an investigation upon completion of their investigation they shall debrief the complainant, the respondent, the Council President and the Council Office Chief of Staff on the findings of the investigation.

Release of Summary of Findings or Related Documents:

After consideration of safety-related concerns and confidentiality needs related to the investigation, the Common Council President may issue a public summary of findings.

The City will ensure compliance with Wisconsin's Public Records Laws in release of any required documents, redacting such information as required by law.

Retaliation:

Threats, intimidation, or any other form of retaliation against a person who has made a complaint or provided information supporting a complaint are prohibited. An alder or appointed individual or any other entity responsible for Council events will take any reasonable and appropriate action to prevent and respond to retaliation per its applicable policy, regulations, and rules.

Elected and Appointed Official Code of Ethical Conduct

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

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

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

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

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

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

Elected or appointed City officials, upon entering office or being appointed as a BCC member, shall be provided a copy of this policy and shall acknowledge receipt. Failure to acknowledge receipt does not exempt an individual from the requirements of this policy.

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

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

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

Appendix A

If a person has experienced or witnessed sexual harassment by an alder or member of a City board, commission or committee while such official is on City business, whether on or off City premises, including at City-sponsored events or other events which the alder or appointed individual attends in their official capacity, the Council encourages the following steps:

- If the person feels comfortable and safe, the person can address the matter informally with the alder or appointed individual.
- The person can report the matter to another alder; the alder will connect the person with the Common Council Chief of Staff.
- The person can contact the Council Chief of Staff; the Chief of Staff will connect the person with the appropriate personnel to report their claim.

Prohibited Conduct:

Examples of actions that could constitute sexual harassment include, but are not limited to:

- Preferential treatment in return for submitting to or engaging in sexual conduct
- Making derogatory or demeaning comments about someone's sexual orientation or gender identity (including but not limited to consistently misgendering an individual)
- Name-calling or using slurs with a gender/sexual connotation
- Making sexual comments about appearance, clothing or body parts
- Rating a person's sexuality
- Asking for sex or sexual conduct
- Asking a person for dates in a coercive manner, or repeatedly asking for a date after having been turned down
- Staring in a sexually suggestive manner
- Unwelcome touching, including pinching, patting, rubbing, or purposefully brushing up against a person, making inappropriate sexual gestures
- Unwelcome sharing of sexual or lewd anecdotes or jokes
- Unwelcome sending of sexually suggestive communications in any format
- Sharing or displaying sexually inappropriate images or videos in any format not necessary for work purposes
- Attempted or actual sexual assault

Reporting:

A person who feels that they have been harassed by an alder or an appointed individual while acting in their official capacity may report the matter to the organizer of the event or relevant meeting authority or the Council Office Chief of Staff. The organizer of the event or the meeting authority will be expected to take appropriate action by its applicable policies, regulations, and rules and shall notify the Council Office Chief of Staff.

Examples of appropriate action may include, but are not limited to:

- Requesting the perpetrator to stop the offending behavior immediately
- Conveying the complaint to the Council Office Chief of Staff

The Council Office Chief of Staff will connect the individual reporting the conduct with the Department of Civil Rights, Human Resources, and the City Attorney. After talking to the complainant and, if different, the person who was the alleged subject of the sexual harassment, the Department of Civil Rights, the Human Resources Department, and the City Attorney will decide if an investigation or referral to any other agency is needed. Any action taken as a result of an investigation shall be under the applicable Federal, State or City law or applicable City procedure.

Debriefing:

If the Department of Civil Rights, Human Resources, and the City Attorney complete an investigation upon completion of their investigation they shall debrief the complainant, the respondent, the Council President and the Council Office Chief of Staff on the findings of the investigation.

Release of Summary of Findings or Related Documents:

After consideration of safety-related concerns and confidentiality needs related to the investigation, the Common Council President may issue a public summary of findings.

The City will ensure compliance with Wisconsin's Public Records Laws in release of any required documents, redacting such information as required by law

Retaliation:

Threats, intimidation, or any other form of retaliation against a person who has made a complaint or provided information supporting a complaint are prohibited. An alder or appointed individual or any other entity responsible for Council events will take any reasonable and appropriate action to prevent and respond to retaliation per its applicable policy, regulations, and rules.



Elected and Appointed Official Code of Ethical Conduct

Dr. Karen Kapusta-Pofahl

Common Council Chief of Staff

Kkapusta-pofahl@cityofmadison.com

Existing Policy: Elected and Appointed Official Code of Ethical Conduct and Sexual Harassment Appendix

Elected and Appointed Official Code of Ethical Conduct adopted by the Council in January of 2023

Sexual Harassment Appendix adopted by Council in July of 2024

Code seeks to provide shared expectations and guidelines for elected and appointed officials, including members of City boards, commissions, and committees

BCCs are required by resolution to put the code on their agenda annually for discussion

FYI: City staff are governed by APMs (Administrative Procedure Memoranda), including APM 3-5 and APM 2-33

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Provides expectation
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Prohibits bullying,
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Encourages informal
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Describes process for
reporting and
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Outlines possible
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Seeking BPW Recommendation on Proposed Changes

Referrals: Board of Public Works, Board of Park Commissioners, Landmarks Commission, Madison Public Library Board, Equal Opportunities Commission, Police Civilian Oversight Board, Transportation Commission, Affirmative Action Commission, Economic Development Committee, Alcohol License Review Committee, Disability Rights Commission

New: Additional General Expected Conduct Language

- Individuals with a wide variety of backgrounds, personalities, values, opinions, lived experiences and goals participate in the democratic process in Madison, whether on the Council, on a board, commission, or committee, or providing public comment at a Council meeting or City event.
- It is vital to recognize that all Council members and BCC members choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its residents.
- Governance of the City relies on the cooperative efforts of elected and appointed officials who set and recommend policy and the City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community.

New: Conduct Toward City Staff

- Council and BCC members should refer to staff by their title or formal salutation followed by the individual's last name in public meetings when first introduced.
- All employee performance issues shall be forwarded to the Mayor, the Human Resources Director or the employee's Department/Division Head through professional, private correspondence or conversation.

New: Conduct Toward Members of the Public

- Elected and appointed officials are expected to treat members of the public with care and respect during public meetings by committing full attention to the speakers or any materials relevant to the topic at hand.
- Questions directed to members of the public testifying should seek to clarify or expand information, not to insult or interrogate.
- All elected and appointed officials should convey to the public their respect and appreciation for the public's participation, input, and opinions.

New: Conduct Toward the Media

- When communicating with the media, elected and appointed officials should clearly differentiate between personal opinions and the official position of the City.
- Until a vote on any issue is taken, Council members' positions are merely their own.
- Council or BCC members should not discuss personnel issues or other matters regarding individual City staff in the media.

New: Guidance on Using Point of Order

- In an instance where a member of the public addressing the body strays from the topic under consideration, exceeds their allotted speaking time, or exhibits behavior or language a Council or BCC member finds inappropriate, they may call point of order and request the issue be addressed.
- The Council President or Chair of the meeting shall rule on the point of order, which does not need a second and is not debatable.
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New: Conflict Resolution

- Any Council or BCC member who feels a violation of this policy has occurred during or outside of a public meeting may raise the issue privately with the other relevant member.
- If unsuccessful, either member may ask for the assistance of the Common Council Chief of Staff or other appropriate City staff in mediating the issue or conflict.

New: Process for Council Censure of an Alder

- If the matter remains unresolved, the complaining alder, City employee or community member may file a sworn written complaint with the City Clerk. The Clerk shall provide a copy of the complaint to the party alleged to be in violation. The Clerk shall provide a copy of the complaint to the Department of Civil Rights and Human Resources for review and possible further investigation or mediation, which will then provide a report on their findings to the Common Council Executive Committee.
- Complaints shall first be heard by the Common Council Executive Committee, giving each party to the dispute the opportunity to be heard. If the Common Council Executive Committee, by a majority vote, so recommends, a Censure resolution shall be prepared by the City Attorney stating the findings as directed by the Committee.
- If the Censure resolution is sponsored by at least two alders, it shall be considered by the Common Council. Censure shall only be made upon a majority vote of the entire Common Council.

Discussion Questions for BPW Members



In your experience as a BCC member, what are the most common conduct-related challenges in committee meetings?



Are there any topics related to members of boards, commissions, and committees that you would like covered in this policy?



Do you have any questions or comments about the existing policy?



Thank you!



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New: Process for Council Censure of an Alder

- If the matter remains unresolved, the complaining alder, City employee or community member may file a sworn written complaint with the City Clerk. The Clerk shall provide a copy of the complaint to the party alleged to be in violation. The Clerk shall provide a copy of the complaint to the Department of Civil Rights and Human Resources for review and possible further investigation or mediation, which will then provide a report on their findings to the Common Council Executive Committee.
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Thank you!

Elected and Appointed Official Code of Ethical Conduct



Dr. Karen Kapusta-Pofahl

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Proposed Additional General Expected Conduct Language

Including:

- Individuals with a wide variety of backgrounds, personalities, values, opinions, lived experiences and goals participate in the democratic process in Madison.
- It is vital to recognize that all Council members and BCC members choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its residents.
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Proposed

Conduct Toward City Staff

Including:

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Proposed Additional Conflict Resolution Guidance

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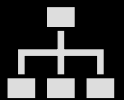
Proposed Process for Council Censure of an Alder

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Discussion Questions



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Are there any topics related to members of boards, commissions, and committees that you would like covered in this policy?



Do you have any questions or comments about the existing policy?



Thank you!

Major Themes:

- Questions about how to formally refer to others under the Updated Code of Conduct.
 - BPW, BPC, EOC, ALRC
- Questions or comments about the yearly review of the Code of Conduct
 - MPLB, TC
- Similarly, questions or requests for training on the Updated Code of Conduct
 - MPLB, TC
- Questions about reporting procedures and if this can be clarified/expanded.
 - MPLB, EOC
- Multiple BCCs wanted more time to think about the Updated Code of Conduct and provide feedback. Some BCCs referred to a future meeting and others committed to following up with feedback.
- General appreciation and support for the Updated Code of Conduct, with minor additions or changes being requested.

Notes From BCCs:

Board of Public Works: May 7, 2025

Feedback: Question about referring to City Staff by their title because they do not typically know their titles. Communication with media is one thing but communication with the general public is another. Wasn't sure how to handle the communication with the general public. Question about whether that is something that is in the BPW handbook or is it in the updated Code of Conduct?

Response: Chair saying that he has directly responded to the person once previously but wasn't sure if that was appropriate.

Second Response: This situation isn't directly addressed in the Code of Conduct, though it has a general approach that can be adopted. This is typically determined by practice or in the BCC handbook.

Question: Asking for guidance about responding to the general public when they reach out to BPW members.

Response: Committee staff would be best resource in this regard. Want to try and avoid Open Meetings violation.

Follow up Question: Would responding to an email and copying everyone on it is an open meetings violation.

BCC Code of Conduct Feedback Notes

Response: Not in the City Attorney's Office so doesn't want to speak out of turn. Says it depends on the topic and what is in the email. Says that we are extra careful with alders and recommend caution. Offers to follow up on this.

Question: Disseminating between public information and proprietary information. Is there something in the Updated Code of Conduct that defines one versus another?

Response: No, not in this code.

Question: Have we ever gotten to the point of censuring an alder on the Common Council?

Response: Yes, December of 2024.

Question: Big issue of illegal quorums when previously served on the Common Council. Does this talk about illegal quorums?

Response: This code does not, though the Office of the City Attorney sends out information on this.

Question: When addressing people with their title and last names, is this just staff or is it extended to people on the same body? References differences between Plan Commission and Transportation and wonders if that should be considered. Concerned that people do not always know what others' titles are and may then resort to things like "Mr." and "Ms." and that can get tricky with assuming how people want to be addressed. Could people be encouraged to put that in their zoom name?

Response: Emphasis on informal conflict resolution. Thinks this makes sense. On the other hand, maybe there should be language that reassures that it is okay to seek a more formalized assistance as well.

Question: Is this a code or a policy? Says it is referred to both and wants some clarification to avoid confusion.

Question: Is there a similar process for censuring a BCC member?

Response: There are legal nuances but understanding is that the Council can remove someone from a Board for cause according to information in state law. The Mayor has different obligations and abilities as the Mayor can appoint and change that configuration. Not encountered a situation where we have been asked to see if a Board can remove a member themselves. Hunch that it would have some Mayor/Council involvement.

BCC Code of Conduct Feedback Notes

Plan Commission: May 12, 2025

Unanimous approval, no notable feedback beyond thanking Karen for presenting and alders chiming in.

Landmarks Commission: May 19, 2025

No questions or comments beyond thanks to Karen and Alder Duncan explaining why it was before them.

Madison Public Library Board Meeting: June 5, 2025

Feedback:

Want to discuss the dynamic between alders and BCC members as well for potential conflict.

Discussion about whether or not they feel comfortable voting tonight

Appreciate the point of order conversation in the updated Code of Conduct because public comment in other BCCs has gotten out of hand

Ask that the sexual harassment example list be applied judiciously due to people's use of humor, etc. Says that the list is rather exhaustive

Questions:

What was the history / lead up to the updated code of conduct?

What is the window for review of the updated Code of Conduct?

What is the purpose of the current requirement for the current Code of Conduct to be reviewed yearly by BCCs? Is there a specific date in which BCCs are supposed to review the Code of Conduct? Or is it up to the discretion of the Board on when to review it?

Want to know if the City would provide training on the Code of Conduct or if it would be up to BCCs?

Could there be an option for someone to report directly to the Department of Civil Rights? That way it can avoid situations where someone may be uncomfortable reporting to the Office of the Common Council due to alders.

BCC Code of Conduct Feedback Notes

Board of Parks Commissioners: June 11, 2025

Question: Can you confirm this new policy would apply to Board of Parks Commissioners since they are appointed? Then, the requirement that you refer to staff by their title or formal salutation, how does that work with respect to virtual meetings where we put full name and pronouns but not titles? Would we refer to someone as a Ms. or Mr., etc?

Answer: Requires a little bit of homework to ensure people have everyone's titles, etc. Some BCCs already call everyone Commissioner ____ or something similar. Could have first time referring to someone as using formal name and ensuing ones using informal.

Response: Says they can learn to pronounce everyone's last name and title.

Response: Would be great if Commissioners can get a cheat sheet with everyone's title and last name. Also generally thought this was a great reminder of the Code of Conduct.

Response: Agree that having a list of potential speakers with their names and titles would be great. Will miss being informal but appreciates the intent behind it.

Question: When will this be in effect?

Answer: Scheduled to come back to the Council on August 5th. Have a feeling that the Council will be thinking about tweaks as we move through this. This will be communicated to BCC staff so they are aware.

Question: Will this also apply to subcommittees?

Answer: Yes, this will apply to all elected and appointed officials, including subcommittee members.

Question: In a meeting where all members know each other and there are no public registrants, do you only need to refer to person by their title when referring to staff?

Answer: Becomes a little challenging and can be a little awkward, so this feedback is good food for thought in developing this and what the titles look like.

Transportation Commission: June 25, 2025

Pre-meeting emails:

(1)

I spent quite a bit of time reviewing the materials on the Updated Elected and Appointed Official Code of Ethical Conduct. I apologize for sending you these comments so close to the TC meeting, but I wasn't aware of this item until Monday. And to further complicate things, we lost power for several hours Monday night. So, I am behind on a number of things.

Much thought and work has gone into creating the updated Code, which is really appreciated. These are excellent reminders for members of the CC and members of BCCs.

I often connect with staff on an item prior to the TC meeting, so I thought I would share some observations. As background, I acquired my eye for detail in my job as a Senior Credit Officer and Risk Manager for a bank. I used to draft policies, guidelines and procedures, and implement them as well. I also reviewed complex legal documents for consistency and accuracy. Many people find this attention to detail annoying – I hope you don't! 😊 I included sections from the updated Code for reference, to try and make it easier to follow.

TC special rules allow the Chair to make comments after others have made their comments. However, I don't plan on sharing all of this at TC – especially the technical comments.

I plan to mention something shown on slide 2 of your deck: “BCC’s are required by resolution to put the code on their agenda annually for discussion.”

- I had to search to find the resolution from 1/3/23 which includes the language: “BE IT FURTHER RESOLVED that each City Board, Commission, and Committee shall discuss the Code of Ethical Conduct as an item on its agenda annually.”
- I believe it would be helpful to have this included in the Code. It would make it easier for folks to find; and it would clearly set the expectations for BCCs in the Code.
- Language something like “Each BCC shall discuss this policy as an item on its agenda annually” could be placed right after the section on p. 4 which reads: “Elected or appointed City officials, upon entering office or being appointed as a BCC member, shall be provided a copy of this policy and shall acknowledge receipt. Failure to acknowledge receipt does not exempt an individual from the requirements of this policy.”
- Is the staff for each BCC supposed to be reminding us to discuss the Code at our BCC annually? It's really hard for BCC members to keep track of everything that goes through the Common Council. I scan the Council agenda for each meeting, but I don't catch everything.
- I cannot recall TC having this Code on its agenda in 2023 or 2024. TC members may ask about this, as they may not recall having seen this on the agenda either. At least we can count the 6/25/25 TC as the annual discussion for 2025.

- I plan to add the annual discussion of the Code to our TC Annual Work Plan, so TC has that reminder in place.

In the third paragraph on p. 2, it indicates: “Council and BCC members should refer to staff by their title or formal salutation followed by the individual’s last name in public meetings when first introduced.”

- TC members may comment on this.
- We have a group of managers we work with often and know well – and I know their titles. I am not certain if all TC members know their titles.
- Some of the other staff that appear before us are better known by name and generally what they do, but often not by title. Titles are included in the minutes, which we don’t see until the next meeting.
- I would be happy to try and do this; however, I don’t always even know the names of presenters until they attend TC. When they introduce themselves, they often give their name and their job function – but not their actual title. And it can be hard to know how to properly pronounce some names, so I think people avoid it if they can. They figure it’s better to skip the name than make a mistake and not get their name right.
- I believe it’s very important to follow the rules. However, in this case it would often not seem possible unless first facilitated by staff. I just want to make you are aware that this would not be easy for us to do, except for the better known City staff with commonly known titles (like the City Attorney or Director of Transportation). So, I see logistical issues with implementing this part of the proposed updated Code.

In the first paragraph on p. 3 it says: “In an instance where a member of the public addressing the body strays from the topic under consideration, exceeds their allotted speaking time, or exhibits behavior or language a Council or BCC member finds inappropriate, they may call point of order and request the issue be addressed.”

- I am firmly supportive of the last two, but I have not seen the need for the first: “strays from the topic under consideration.”
- I and other TC members have always been flexible when listening to comments from the public. This is also true of other BCCs on which I have served over the years.
- TC has an item on each of our agendas for topics not on the current agenda. Sometimes people get confused and they think what they are talking about is under a different agenda item – when it’s sort of related but not really the topic. We just listen and take note of their comments. Since the public could register under our item #1 – and speak to us regarding items not on the agenda – we try and stay flexible.
- Registrants may stray a bit, but we figure it’s their 3 minutes and they must see how it relates to the topic.
- As the Code points out, I think we should be very tolerant, since many residents are not very familiar with the process of speaking at the CC or at a BCC.

- There may be an excellent reason for including this in the policy, I just wanted to give you my experience.

Following are some technical comments.

- On p. 1 at the end of the first paragraph it reads: “Individuals with a wide variety of backgrounds, personalities, values, opinions, lived experiences and goals participate in the democratic process in Madison, whether on the Council, on a board, commission, or committee, or providing public comment at a Council meeting or City event.” Does a member of the public making comments to a BCC fall under “City event?” Otherwise, should it be added? Elsewhere in the policy there is much discussion about members of the public speaking at the CC or at a BCC.
- On p. 1 in the beginning of the second paragraph it reads: “It is vital to recognize that all Council members and BCC members.” However, “BCC” is not defined until p. 2 in the beginning of the third paragraph: “Council members and members of boards, commissions, and committees (BCCs).” Typically, you would see it defined first before you start using “BCC.”
- On p. 2 at the bottom of the page it reads: “speaking in front of the Council or a committee.” Should “committee” be “BCC?”

(2)

Much thought and work has gone into creating the updated Code, which is really appreciated. These are excellent reminders for members of the CC and members of BCCs.

On slide 2 of your deck it mentions: “BCC’s are required by resolution to put the code on their agenda annually for discussion.”

- I found the resolution from 1/3/23 which includes the language: “BE IT FURTHER RESOLVED that each City Board, Commission, and Committee shall discuss the Code of Ethical Conduct as an item on its agenda annually.”
- I believe it would be helpful to have this requirement for an annual discussion at all BCCs included in the Code. It would make it easier for folks to find; and it would clearly set the expectations for BCCs in the Code.
- Language something like “Each BCC shall discuss this policy as an item on its agenda annually” could be placed right after the section on p. 4 which reads: “Elected or appointed City officials, upon entering office or being appointed as a BCC member, shall be provided a copy of this policy and shall acknowledge receipt. Failure to acknowledge receipt does not exempt an individual from the requirements of this policy.”
- TC will be scheduling this annual discussion of the Code of Ethical Conduct by adding it to its Annual Work Plan. Updated Annual Work Plan has been prepared for review and approval at the next TC meeting.

- In addition, since new BCC members should become familiar with this Code, “Elected and Appointed Official Code of Ethical Conduct” is proposed for addition to the TC Handbook section on Orientation and Training for Transportation Commissioners. Updated TC Handbook has been prepared for review and approval at the next TC meeting. We also plan to add a link to the Elected and Appointed Official Code of Ethical Conduct on the Member Training and Information page of the TC website.

In the third paragraph on p. 2, it indicates: “Council and BCC members should refer to staff by their title or formal salutation followed by the individual’s last name in public meetings when first introduced.”

- I believe it’s very important to follow the rules. However, unless staff helps facilitate this process, it might not be easy for BCC members to do. It’s easy to know the Mayor’s title, the City Attorney’s title, the Director of Transportation’s title, etc. It’s not so easy to know the correct titles for all staff. I see potential logistical issues with implementing this part of the proposed updated Code.
- TC has a group of managers we work with often and know well. While I am familiar with their titles, I am not certain if all TC members know their titles. Some of the other staff that appear before TC are known by name and generally what they do, but usually not by title. Titles are included in the minutes, which we don’t see until the next meeting.

In the first paragraph on p. 3 it says: “In an instance where a member of the public addressing the body strays from the topic under consideration, exceeds their allotted speaking time, or exhibits behavior or language a Council or BCC member finds inappropriate, they may call point of order and request the issue be addressed.”

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- TC has an item on each of our agendas for topics not on the current agenda. Sometimes people get confused – and they think what they are talking about is under a different agenda item – when it’s sort-of- related but not really the topic. We just listen and take note of their comments. Since the public could register to speak under item #1 – regarding items not on the agenda – we try and stay flexible.
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- On p. 2 at the bottom of the page it reads: “speaking in front of the Council or a committee.” Should “committee” be “BCC?”

Feedback at TC Meeting

Question: What is the intent for having the Code of Conduct on the agenda on a yearly basis?

Answer: This is the standing policy today. This serves as a training or discussion opportunity for each BCC to talk about things that may be relevant and refamiliarize. Currently don’t have a required training for BCC members so, in the meantime, this sort of serves the purpose of that.

Response: Would like to see some sort of training around the Code of Conduct for BCC members.

Feedback: Thinks an addition should be made that says that each BCC should discuss this policy as an item on the agenda in addition to getting it when you are appointed or elected.

Equal Opportunities Commission: July 10, 2025

Feedback at the EOC Meeting

Feedback: How do we address each other on the Commission? EOC is much more informal than other BCCs. However, do like addressing staff by their formal title. Same with alders. Think the portion about media is important. Does not believe that EOC should discuss personnel issues so appreciates having this point outlined as well. One small issue is that the PDF refers to the protected classes and refers to the Affirmative Action ordinance, not the Equal Opportunities ordinance. This hyperlinks to a list of protected classes but does not include the full list of equal opportunities.

Feedback: Wants to wait to make a decision. Grateful for this effort and thinks it is a long time coming.

Question: If we do refer this to the next meeting in August, would that prevent our input in the final Common Council consideration or review?

Answer: It will not. Will be able to incorporate additional feedback at the next meeting. Would be happy to return in the case that they refer it.

Question: Why is there a difference in the protected classes between Affirmative Action ordinance versus the EOC ordinance.

Answer: Going to take a look and see. That is the current existing Code of Conduct. Will let the alders know that this is something they can consider (adding a second hyperlink).

Feedback/Questions: Reporting chart is not clear. Wants more clarity in who they can report to. Should there be a form? What protections are there for the person reporting? [audio a bit unclear here, so I don't think I got every comment] Again reiterates desire to refer it to next EOC.

Answer: Helpful for notetaking purposes if you can refer to where you are discussing. Believe the reporting structure referenced above was from the current Code of Conduct.

Feedback: Focused primarily on what proposals and what issues would impact EOC.

Feedback: In the proposed one, want a stronger reporting structure. Will reach out directly to Karen.

Feedback Received After EOC Meeting

Public portal/landing page with information about the Code and a way for the public to submit complaints online

Anonymous reporting feature

Retaliation protections for complainants (public, alders, etc)

Should Code be in ordinance instead of resolution/policy?

Prohibit alcohol and other drugs while carrying out City business

BCC Code of Conduct Feedback Notes

Send a press release about updates to Code and where to apply (public awareness)

Instructions for public about what happens after a complaint is filed

Equal Opportunities Commission: August 14, 2025

Feedback at the EOC Meeting

Want BCC as a term to be defined early in the document

Inconsistent language between appointed official and BCC member

Want this to live in a clear space on the City of Madison's website

Feedback before and after the EOC Meeting

The Code refers to the AAO, but the footnote describes the protected classes. The AAO has only 10 protected classes. Most of these classes cited in the Code are in the EOO, of which 3 are missing:

- the fact that the person declines to disclose their social security number
- status as a victim of domestic abuse, sexual assault, or stalking
- receipt of rental assistance

and of which 3 don't appear to be in the MGO anywhere:

- use or nonuse of lawful products off the employer's premises during non-work hours
- HIV status,
- military/veteran status,

Which set of protected classes are we working with? Does it agree with the MGO?

Then there is editing of the document for clarity. Would it be appropriate for me to suggest editing of the text? Most of this involves using "appointed official" and "BCC member" interchangeably.

BCC – define this term at beginning of document,

Elected and Appointed Official Conduct Toward Participants in Public Meetings

- inconsistent language: appointed vs. BCC member.

BCC Code of Conduct Feedback Notes

Elected Official Conduct with the Media When communicating with the media, elected and appointed officials should clearly differentiate between personal opinions and the official position of the City. Until a vote on any issue is taken, Council members' positions are merely their own

- include appointed official/BCC members?

Elected Official Conduct with the Media When communicating with the media, elected and appointed officials should clearly

- BCC members?

Censure – Complaint Process and Action by Common Council If the matter remains unresolved, the complaining Alder, City employee or community member

- should this include BCC members/appointed officials?

it'd be great to clarify which ordinance's protected classes are referred to in the Code document. The link on page 1, para 5 goes to the AAO, which does not agree with the list in the footnote on p. 4. Maybe that link should go to the EOO.

Economic Development Committee: July 16, 2025

Feedback: Should hold vendors to the same code of conduct. Believes this is well written and makes sense for BCC members to sign it on a yearly basis to signal that they are aware of it and will abide by it.

Question: Was there a critical incident that inspired this?

Answer: Not on Council when initial piece was put together. Then in 2023 alders decided to create a team to update it, inspired by how Council members should treat and speak to each other. Then in 2024 there was a discussion about sexual harassment and prompted the 2024 edits. Then the new edits are not necessarily inspired by anything, as far as the alder can tell.

Second Answer: While 99% of interactions have been positive, there had been negative interactions between elected officials and City staff that inspired the initial portion.

Question: Was the draft itself using a template so that it followed a certain framework? Or was it a collected thoughts from a group of people?

Answer: Understanding is that the original Code of Conduct was developed with help from City Attorney's Office using references from other Wisconsin municipalities. Edits have also been inspired by other Wisconsin municipalities.

BCC Code of Conduct Feedback Notes

Feedback: No conduct related challenges observed in EDC meetings.

Feedback: Second that. Though there can be times where power dynamics can emerge between alders, staff, BCC members, the public. Think prevention is always good. Believe this being an expectation is a good thing.

Feedback: Important that this continues to be a living document and not necessarily defined by the most recent incident. Wants this to be a living document.

Question: Will the Updated Code of Conduct be available publicly? That way people interested in becoming an elected official or appointed member of a BCC can see what is expected of them.

Alcohol License Review Committee: July 16, 2025

Feedback: Wants to see a reference towards derogatory statements regarding culture. Example of an alder saying “You people are always crying about something.” Appreciate everything else in the Updated Code of Conduct but would like to see that specific example included. Question the governing authority of CCEC rather than going to either Civil Rights for mediation or the Ethics Commission. Just food for thought on that. Appreciate the part about the media, but there needs to also be respect for constituents when talking to the media.

Question: Question about referring to officials by their title and last name. How to avoid making assumptions about gender identity when you don’t know how to pronounce their last name or what their title is?

Answer: This has been a common question. Think best thing to do is have committee staff help you with that. Staff should be able to reach out to relevant staff to know their title and how to pronounce their last name. After that, you are free to use their first names.

Disability Rights Commission: July 24, 2025

Feedback: Think it all seems pretty straightforward. Especially being welcoming to community members. Think DRC has set a high bar for that.

Feedback: First amendment issue about not sharing your opinion with the media.

Feedback: Want to give people more time to process this information.

Police Civilian Oversight Board: August 20, 2025

Feedback: Appreciate the effort to codify this and feel like it is straightforward

Disability Rights Commission: August 28, 2025

Hope that this is a continuous process and want this document to be continually reflected upon.

Appreciate the work that was done on it.

Think it is pretty straightforward.

Must uplift the vulnerability of being in this position while being disabled

BCC Staff Feedback

There is a lack of clarity regarding what actions will be taken if an official violates APM 3-5 or APM 2-33. Will they be automatically removed? I think this should be clearly stated rather than left open for interpretation.

“Council and BCC members should refer to staff by their title or formal salutation followed by the individual’s last name in public meetings when first introduced.”

- I appreciate the intention here. I also want to acknowledge that many City of Madison staff have long and complicated titles that are difficult to remember. I would like to avoid a BCC member choosing not to introduce a city staff because they can’t remember their full title.
- There are also a variety of different type of public meetings. For ranging from formal presentations where this seems appropriate, to community events where staff may or may not be directly involved with the event. I’m imagining, say attending Parks Alive or a Library event and a BCC member might introduce me as Rebecca who works for Department of Civil Rights or Rebecca who does Disability work for the City. Would this be permissible?

All employee performance issues shall be forwarded to the Mayor, the Human Resources Director or the employee’s Department/Division Head through professional, private correspondence or conversation.

- Can this be re-ordered? Department/Division Head, Human Resources, or the Mayor. Listing the Mayor first seems unduly influential.

I would also like to see clarification regarding limiting requests of City staff during non-work hours. I am connected with BCC members via social media and some have my personal cell. Occasionally, I receive inquiries or work-related requests outside of work hours. I generally ask folks to email my city email so I can respond during the work week, but I would appreciate

BCC Code of Conduct Feedback Notes

clarifying that City staff are not expected to respond to work related requests during non-work hours and these should be limited to urgent matters only.

Elected and Appointed Official Code of Expected Conduct

Proposed Revision, Govindarajan Alternate

Purpose and Guiding Principles

The City of Madison and its elected and appointed officials, including the mayor, alders, and members of City boards, commissions, and committees (“BCC”), share a fundamental responsibility to serve the community with integrity, respect, and accountability. Guided by the City’s vision of being inclusive, innovative, and thriving, and its mission to provide exceptional service to residents and visitors alike, officials are expected to uphold the highest standards of ethical behavior in all aspects of public service.

The City’s democratic process depends on participation from individuals with diverse backgrounds, perspectives, and experiences. To sustain public confidence and ensure effective governance, City elected and appointed officials must conduct themselves with honesty, fairness, and civility, avoiding impropriety and refraining from any behavior that undermines trust in public service.

Scope

The Code of Expected Conduct applies to all elected and appointed City officials. It governs any conduct or interaction that occurs in the workplace or in any setting reasonably considered an extension of the workplace, including but not limited to communications via telephone, voicemail, text message, video conferencing, social media, or other online platforms.

Standards of Expected Conduct

City elected and appointed officials shall create and maintain a welcoming, respectful, and inclusive environment in the performance of their duties. They shall not engage in abusive, violent, bullying, harassing, discriminatory, or other threatening or intimidating behavior or language.

- **Bullying** is repeated, unwanted, aggressive physical or verbal behavior which hurts another individual, physically, mentally, or emotionally
- **Harassment** is repeated or egregious unwelcome, intimidating, hostile or offensive actions, words, jokes, or comments based on any [city protected class status or statuses](#)¹.

¹ City protected classes: age, arrest record, citizenship status, color, conviction record, credit history, disability, domestic partners, familial status, gender identity, genetic identity, HIV status, homelessness, less than honorable discharge from military, marital status, military/veteran status, national origin/ancestry, non-religious, physical appearance, political beliefs, race, religion, sex, sexual orientation, source of income, student status, unemployment, use or non-use of lawful products off the employer’s premises during non-work hours

- **Discrimination** is unfair treatment of an individual or members of a group based on their protected class status.

Bullying, harassment, and discrimination diminish public trust, damage relationships, and hinder effective governance. When concerns arise, individuals are encouraged to seek timely, respectful resolution. Informal resolution and self-correction should be pursued whenever possible; formal action may be taken when other approaches are unsuccessful.

Conduct with City Staff

The effective governance of the City depends on the collaboration between elected and appointed officials who set policy and the City staff who implement it. Mutual respect, professionalism, and clear communication are essential to this relationship.

- City elected and appointed officials shall treat all staff as professionals and demonstrate respect for their expertise, experience, and contributions.
- Communication should be clear, honest, and professional
- Concerns about employee behavior or performance must be raised privately and professionally with the employee's direct supervisor. If unresolved, concerns may be referred to the Human Resources Director. Personnel matters shall not be made public or gossiped about.

Nothing in this section prohibits open discussion of City affairs by the Common Council or a BCC in a duly convened meeting.

Conduct Toward Participants in Public Meetings

Public participation is a cornerstone of democracy. Elected and appointed officials play a key role in fostering an environment where all individuals feel welcome to engage.

- City elected and appointed officials shall treat members of the public with respect and attentiveness during public meetings.
- Questions to speakers should be used to seek clarification or expand on information, not to demean or interrogate.
- City elected and appointed officials should express appreciation for public input and ensure that meeting environments remain orderly and inclusive.
- If a participant strays from the topic, exceeds allotted time, or uses inappropriate language, any Common Council or BCC member may request the issue be addressed using appropriate parliamentary procedures.

Conduct with the Media and Press

When speaking with the media, elected and appointed officials must:

- Identify when they are speaking in their official role and avoid misrepresenting City actions or decisions.
- When speaking in a personal capacity, officials should make clear that their views are their own and not those of the City, while ensuring such statements do not undermine public trust or create a perception of acting in an official capacity. This is to avoid misrepresentation, not limiting opinions of officials.
- Avoid discussing personnel matters or the performance of individual staff members.

- Ensure statements do not misrepresent City policy or undermine public trust in City governance.

Enforcement and Accountability

Violations of this Code of Expected Conduct may result in formal sanctions, including:

- **Censure** by the Common Council or a BCC.
- **Removal** of a BCC member from their body by the appointing authority, or the Common Council for cause.
- **Removal from office** of a Common Council member in accordance with Wis. Stat. § 17.001 for cause (inefficiency, neglect of duty, official misconduct, or malfeasance in office).

Points of Order During Meetings

Violations occurring during a public meeting may be addressed by raising a point of order. The Chair shall rule on the point of order, subject to challenge and reversal by a majority of the members present.

Communication and Reconciliation

Outside of meetings, City elected and appointed officials who believe a violation has occurred should first attempt to resolve the matter privately and professionally. If unresolved, either party may seek assistance from the Common Council Chief of Staff or appropriate City personnel for mediation.

Complaint and Censure Process

If informal efforts fail, a sworn written complaint may be filed with the City Clerk. Complaints will be reviewed by the Department of Civil Rights and Human Resources, which may provide recommendations to the Common Council President, Common Council Vice President and the Mayor.

Any alder or BCC member may draft and introduce a censure resolution on the agenda, however such a resolution must be sponsored by at least two members for a vote to be in order. Adoption of a censure requires a majority vote of all Common Council or BCC members.

Implementation

All elected and appointed City officials will receive the Code of Expected Conduct upon taking office and must acknowledge its receipt. Lack of acknowledgment does not exempt an official from its requirements. Anytime the Code of Expected Conduct is amended, the updated version shall be emailed to all city elected and appointed officials.

The City will provide ongoing training and resources to support compliance with the Code of Expected Conduct and to promote an inclusive, respectful, and effective City government.

Officials are also subject to the City's **Code of Ethics (MGO 3.35)**, which governs conflicts of interest, use of public office, political activity, and the acceptance of gifts or favors.

Appendix A – Sexual Harassment Complaints

If a person has experienced or witnessed sexual harassment by an alder or member of a City boards, commissions or committees while such official is on City business, whether on or off City premises, including at City-sponsored events or other events which the alder or appointed individual attends in their official capacity, the common Council encourages the following steps:

- If the person feels comfortable and safe, the person can address the matter informally with the alder or appointed individual.
- The person can report the matter to another alder; the alder will connect the person with the Common Council Chief of Staff.
- The person can contact the Common Council Chief of Staff; the Chief of Staff will connect the person with the appropriate personnel to report their claim.

Prohibited Conduct Examples

Examples of actions that could constitute sexual harassment include, but are not limited to:

- Preferential treatment in return for submitting to or engaging in sexual conduct
- Making derogatory or demeaning comments about someone's sexual orientation or gender identity (including but not limited to consistently misgendering an individual)
- Name-calling or using slurs with a gender/sexual connotation
- Making sexual comments about appearance, clothing or body parts
- Rating a person's sexuality
- Asking for sex or sexual conduct
- Asking a person for dates in a coercive manner, or repeatedly asking for a date after having been turned down
- Staring in a sexually suggestive manner
- Unwelcome touching, including pinching, patting, rubbing, or purposefully brushing up against a person, making inappropriate sexual gestures
- Unwelcome sharing of sexual or lewd anecdotes or jokes
- Unwelcome sending of sexually suggestive communications in any format
- Sharing or displaying sexually inappropriate images or videos in any format not necessary for work purposes
- Attempted or actual sexual assault

Reporting and Investigation

A person who feels that they have been harassed by an alder or an appointed individual while acting in their official capacity may report the matter to the organizer of the event or relevant meeting authority or the Common Council Office Chief of Staff. The organizer of the event or the meeting authority will be expected to take appropriate action by its applicable policies, regulations, and rules and shall notify the Common Council Office Chief of Staff.

Examples of appropriate action may include, but are not limited to:

- Requesting the perpetrator to stop the offending behavior immediately
- Conveying the complaint to the Common Council Office Chief of Staff

The Common Council Office Chief of Staff will connect the individual reporting the conduct with the Department of Civil Rights, Human Resources, and the City Attorney. After talking to the complainant and, if different, the person who was the alleged subject of the sexual harassment, the Department of Civil Rights, the Human Resources Department, and the City Attorney will decide if an investigation or referral to any other agency is needed. Any action taken as a result of an investigation shall be under the applicable Federal, State or City law or applicable City procedure.

Debriefing

If the Department of Civil Rights, Human Resources, and the City Attorney complete an investigation upon completion of their investigation they shall debrief the complainant, the respondent, the Common Council President and the Common Council Office Chief of Staff on the findings of the investigation.

Release of Summary of Findings or Related Documents

After consideration of safety-related concerns and confidentiality needs related to the investigation, the Common Council President may issue a public summary of findings.

The City will ensure compliance with Wisconsin's Public Records Laws in release of any required documents, redacting such information as required by law.

Retaliation

Threats, intimidation, or any other form of retaliation against a person who has made a complaint or provided information supporting a complaint are prohibited. An alder or appointed individual or any other entity responsible for Common Council events will take any reasonable and appropriate action to prevent and respond to retaliation per its applicable policy, regulations, and rules.



City of Madison

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

Master

File Number: 88520

File ID: 88520

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/28/2025

File Name:

Final Action:

Title: Council Office Updates (2025-2026)

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 6-3-25.pdf, CCEC Chief
of Staff Update 7-1-25.pdf, CCEC Chief of Staff
Update 080525.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 88520

Title

Council Office Updates (2025-2026)

Council Chief of Staff Update

6/3/25

Upcoming Staff Out-of-Office

6/3-6/4: Lorissa out

6/6: Debbie out

6/13: Liz out

6/16 (afternoon): Liz out

6/18 (afternoon): Liz out

6/20: Isaac out; Liz out

6/25-6/26: Isaac out

Reminders & Tips

June 19: City Offices Closed

Project Updates

All-Alder Retreat: Close to confirming the final date. Doodle poll with the finalists is in your inbox.

BCC Staff Training Updates: Along with Organizational Development and the Attorney's Office, we are working on reviewing and updating BCC staff training materials as part of an ongoing effort to bolster BCC support.

RESJI Training: I will be coordinating with the City Equity and Social Justice Manager (kristy kumar) to provide a training for alders on the RESJ (Racial Equity and Social Justice) Initiative and the equity analysis process this fall.

Council Chief of Staff Update

7/1/25

Upcoming Staff Out-of-Office

7/2-7/3: Isaac out
7/3-7/8: Debbie out
7/30: Karen out
8/6-8/8: Karen out

Reminders & Tips

July 4: City Offices Closed

City Website Accessibility-How Alders Can Help

We are legally required to make City public facing web content accessible. This is due to a [federal ruling](#). At this time, alders can assist by avoiding ALL CAPS when writing their blog posts. We know that content coming from agencies may contain all caps, so this ask is focused on the content you write yourself, or draft content that you are given and can easily modify before posting. If you'd like to learn more about best practices to keep in mind while blogging, there are [several resources and articles](#) available on EmployeeNet (access with your City login). Here are some examples of all caps in some recent blogs that caught the attention of the software (Siteimprove) that the City is using to help staff identify issues (highlighted in red below).

Press Release: Avoid Flash Flooded Areas *posted June 24, 2025*

PRESS RELEASE COPY

:Heavy Rain Continues, Urban Flash Flooding Expected, Avoid Flash Flooded Areas“The next few days are expected to have multiple, brief but heavy storm events which may result in urban flash flooding of roadways. If you...

4506 and 4514 Verona Road-Plan Commission Public Hearing *posted June 20, 2025*

Monday, June 23, 2025 @5:30pmLocationThis meeting is being held virtually.Watch Online

Category: [Notices](#)

STOP THE VIOLENCE SAVE THE CHILDREN-Meadowood *posted June 18, 2025*

SIXTH ANNUAL STOP THE VIOLENCE SAVE THE CHILDREN COMMUNITY

SUPPERThe event will be held inside Good Shepherd Church tonight

Project Updates

AASPIRE Intern

Our AASPIRE intern, Ella, is hard at work assisting with policy research and community engagement. She will be in the chambers tonight between 6 and 6:30 with the Clerk's

Council Chief of Staff Update

7/1/25

Office interns collecting videos for the Pass the Phone Challenge. She is in the CCB on Tuesdays and Thursdays, so please stop by to meet her.

Council Office Budget Request

Please refer to the [7/1/25 CCEC agenda](#) for [links to the proposed budget request](#). If you aren't able to attend CCEC today, please watch the recording or contact me to find out more about our agency operating budget request.

Annual Workplan

Now that staggered terms are in effect and there will be alder elections every year, the Council Office has an opportunity to create an annual workplan that maps out the large projects that occur throughout the year. For a sneak peak, come to the Council Office conference room to review the notes on the whiteboard.

All-Alder Retreat: Being Public: Navigating the Spectrum of Disagreement and Conflict as Elected Officials Facilitated by Abha Thakkar, Mosaic LLC. Saturday, September 13, from 9-2 at the Parks Office. Lunch from Melly Mel's (including vegetarian and vegan options).

City Training Opportunities

The [on-demand training portal](#) has a number of additional trainings on topics that may be of interest, including Giving & Receiving Feedback, How to Run Effective Meetings, Customer De-Escalation, and an orientation to the Equitable Hiring Plan (formerly the Equitable Hiring Tool).

Conflict Management

Description: Increase your self-awareness regarding our common styles to approaching and navigating conflict. July 9, 10:00 – 11:30 am, Virtual

Sparkling Growth

Description: Sparking Growth is a training focused on exploring topics like grief, the window of tolerance, and strategies to foster balance and mental health. Join us for this interactive session where we will explore components of mental health and will practice skills to assist with emotional regulation and balance. Leave the space with practical tools and knowledge to foster your wellbeing at home and workplace. August 12, 1:30 – 3:00 pm, Virtual

Council Chief of Staff Update

8/5/25

Upcoming Staff Out-of-Office

8/6-8/8: Karen out

8/22: Isaac out

8/25: Liz out

8/28: Liz out

August TBD Debbie out

Sept 1: City Offices Closed

Reminders & Tips

All-Alder Retreat on Saturday, September 13. Being Public: Navigating the Spectrum of Disagreement and Conflict as Elected Officials Facilitated by Abha Thakkar, Mosaic LLC. Lunch from Melly Mel's (including beef, chicken, vegetarian, and vegan options).

Common Council Discussion on Tuesday, September 30. Topic: Purpose-Built Men's Shelter. 6:00 p.m. CCB 201.

Register for the [YWCA Racial Justice Summit](#). Deadline is 8/29/25.

City Website Accessibility-How Alders Can Help

We are legally required to make City public facing web content accessible by April of 2026. This is due to a [federal ruling](#). At this time, alders can assist by **avoiding ALL CAPS** when writing their blog posts. We know that content coming from agencies may contain all caps, so this ask is focused on the content you write yourself, or draft content that you are given and can easily modify before posting. If you'd like to learn more about best practices to keep in mind while blogging, there are [several resources and articles](#) available on EmployeeNet (access with your City login). Here are some examples of all caps in some recent blogs that caught the attention of the software (Siteimprove) that the City is using to help staff identify issues (highlighted in red below).

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Council Chief of Staff Update

8/5/25

Plain Language and Effective Communication

Description: How you communicate and the language you use can serve to build positive and lasting relationships, help people understand your message, and help people make informed decisions. In this session, you will learn tools to increase understanding and engagement as well as to disrupt power dynamics in language. Learn how language can foster inclusion and how to navigate communication challenges. We will also review the ADA's effective communication requirements for public entities. August 19, 10-11:30 a.m., virtual.



City of Madison

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

Master

File Number: 88519

File ID: 88519

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/28/2025

File Name: Future Agenda Items (2025-2026)

Final Action:

Title: Future Agenda Items (2025-2026)

Notes:

Sponsors:

Effective Date:

Attachments: Future Agenda Item Requests 2025-2026 updated
6-3-25.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 88519

Title

Future Agenda Items (2025-2026)

Future Agenda Item Requests 2025-2026

Council meeting ending times (Ald. Lankella-added 6/3/25)
Alder committee appointments (Ald. Tishler-added 6/3/25)
Reducing size of Council (Pres. Vidaver-added 6/3/25)