



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, July 1, 2025

4:30 PM

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

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

The City of Madison is holding the Common Council Executive Committee meeting in hybrid format.

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

2. Register for Public Comment:

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

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

3. Watch the Meeting: If you would like to join the meeting as an observer, please visit

<https://media.cityofmadison.com/Mediasite/Showcase/madison-city-channel/Channel/common-council-executive-committee>.

4. Listen by Phone:

(877) 853-5257 (Toll Free)

Webinar ID: 872 9038 3575

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

6/3/25 draft minutes: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [88849](#) Public Comment (7/1/25)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [88853](#) State Lobbying Update by Welch Group
3. [88464](#) Adopting the 2026 Common Council Meeting Dates
Attachments: [2026 Common Council Meeting Schedule.pdf](#)
[2026 Council visual calendar 052725 draft.pdf](#)
4. [88854](#) 2026 Common Council Office Budget Request
Attachments: [Target Memo GF CommonCouncil.pdf](#)
[DRAFT 2026 Budget Request.pdf](#)
5. [88483](#) Creating Section 2.035 of the Madison General Ordinances related to requiring elector signatures with application to fill vacancy on the Common Council.
AGENDA NOTE: The recommendation of the lead sponsor is to re-refer to Common Council Executive Committee (8/5/25), Common Council (8/5/25).
6. [88850](#) Options for Format and Venue of Staff Updates to Council
7. [88520](#) Council Office Updates (2025-2026)
Attachments: [CCEC Chief of Staff Update 6-3-25.pdf](#)
8. [88519](#) Future Agenda Items (2025-2026)

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

ADJOURNMENT



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 88849

File ID: 88849

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/24/2025

File Name: Public Comment (7/1/25)

Final Action:

Title: Public Comment (7/1/25)

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:
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Text of Legislative File 88849

Title

Public Comment (7/1/25)



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 88853

File ID: 88853

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/24/2025

File Name: State Lobbying Update by Welch Group

Final Action:

Title: State Lobbying Update by Welch Group

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:
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Text of Legislative File 88853

Title

State Lobbying Update by Welch Group



City of Madison

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

Master

File Number: 88464

File ID: 88464

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/27/2025

File Name: 2026 Common Council Meeting Dates

Final Action:

Title: Adopting the 2026 Common Council Meeting Dates

Notes:

Sponsors: Regina M. Vidaver And MGR Govindarajan

Effective Date:

Attachments: 2026 Common Council Meeting Schedule.pdf, 2026
Council visual calendar 052725 draft.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: lwindsor-engnell@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	05/27/2025	Referred for Introduction				
	Action Text: This Resolution 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 Resolution was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE						

Text of Legislative File 88464

Fiscal Note

No fiscal impact.

Title

Adopting the 2026 Common Council Meeting Dates

Body

WHEREAS, MGO 2.01(1) states, "The Council will establish the meeting dates for all meetings by resolution and post the schedule at least annually, and may modify meeting dates for holidays and elections"; and,

WHEREAS, to ensure availability of City staff throughout agencies who are essential in preparing files for meetings, the schedule avoids dates with City offices closed on the 4th and 3rd business days prior to the meeting; and,

WHEREAS, the Common Council Executive Committee (CCEC) reviewed the proposed Common Council meeting dates and times at their meeting on July 1, 2025; and,

WHEREAS, pursuant to MGO 2.01(4), no Common Council meetings are proposed for the following:

- New Year's Day (January 1, 2026)
- Martin Luther King, Jr. Day (January 19, 2026)
- Spring Primary election (February 17, 2026)
- The evening before (March 19, 2026) and the day of Eid Al-Fitr (March 20, 2026)
- Spring election (April 7, 2026)
- From sunset at the beginning of Passover (April 8, 2026) to sundown at the end of the second day (April 9, 2026)
- Memorial Day (May 25, 2026)
- The evening before (May 26, 2026) and the day of Eid Al-Adha (May 27, 2026)
- Juneteenth (June 19, 2026)
- Independence Day (July 4, 2026)
- Labor Day (September 7, 2026)
- From sunset at the beginning of Rosh Hashanah (September 11, 2026) to nightfall at the end of Rosh Hashanah (September 12, 2026)
- From sunset at the beginning of Yom Kippur (September 20, 2026) and the day of Yom Kippur (September 21, 2026)
- Election (November 3, 2026)
- Thanksgiving Day (November 26, 2026)
- Ho-Chunk Day (November 27, 2026)
- Christmas Eve (December 24, 2026)
- Christmas Day (December 25, 2026)
- New Year's Eve (December 31, 2026)

WHEREAS, the following is the schedule of Common Council meeting dates and times for 2026 (all meetings start at 6:30 p.m. unless otherwise noted):

- Tuesday, January 13, 2026
- Tuesday, January 27, 2026
- Tuesday, February 10, 2026
- Tuesday, February 24, 2026
- Tuesday, March 10, 2026
- Tuesday, March 24, 2026
- Tuesday, April 21, 2026
- Tuesday, May 5, 2026

- Tuesday, May 19, 2026
- Tuesday, June 9, 2026
- Tuesday, June 23, 2026
- Tuesday, July 7, 2026
- Tuesday, July 21, 2026
- Tuesday, August 4, 2026
- Tuesday, September 8, 2026
- Tuesday, September 22, 2026
- Tuesday, October 6, 2026
- Tuesday, October 20, 2026
- 2027 Budget Deliberations (please note dates/times)
 - Tuesday, November 10, 2026, at 5:30 p.m.
 - Wednesday, November 11, 2026, at 5:30 p.m. (if needed)
 - Thursday, November 12, 2026, at 5:30 p.m. (if needed)
- Tuesday, November 24, 2026
- Tuesday, December 8, 2026

NOW, THEREFORE, BE IT RESOLVED that the Common Council approves the above schedule of Common Council meeting dates and times in 2026.

(Note: Full schedule attached to this Legislative File)

Common Council 2026 Meeting Schedule

Contact: (608) 266-4071 or council@cityofmadison.com

DAY	DATE	TIME	ROOM AND LOCATION*
Tuesday	January 13, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	January 27, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	February 10, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	February 24, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	March 10, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	March 24, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	April 21, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	May 5, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	May 19, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	June 9, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	June 23, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	July 7, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	July 21, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	August 4, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	September 8, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	September 22, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	October 6, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	October 20, 2026	6:30 p.m.	Room 201, City-County Building
Tuesday	November 10, 2026 (2027 Budget deliberations)	5:30 p.m.	Room 201, City-County Building
Wednesday	November 11, 2026 (2027 Budget, if needed)	5:30 p.m.	Room 201, City-County Building
Thursday	November 12, 2026 (2027 Budget, if needed)	5:30 p.m.	Room 201, City-County Building
Tuesday	November 24, 2026	6:30 p.m.	Virtual
Tuesday	December 8, 2026	6:30 p.m.	Room 201, City-County Building

* Meeting locations determined in accordance with [MGO 2.15](#); room and location as noted unless unavailable

2026 Council Calendar

Prohibited Dates – Elections, Holidays & Observances

January

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 01	New Year's Day
Jan 19	Martin Luther King Day
Feb 17	Spring Primary
Mar 19 - 20	Eid al-Fitr
Apr 1 - 2	Passover
Apr 3	Good Friday*
Apr 7	Spring Election
Apr 8 - 9	Passover*
May 25	Memorial Day
May 26 - 27	Eid al-Adha
Jun 19	Juneteenth
Jul 4	Independence Day
Aug 11	Fall Primary
Sep 7	Labor Day
Sep 11 - 13	Rosh Hashanah
Sep 20 - 21	Yom Kippur
Nov 3	Election
Nov 26	Thanksgiving
Nov 27	Ho-Chunk Day
Dec 24	Christmas Eve
Dec 25	Christmas Day
Dec 31	New Year's Eve

KEY

	Council meeting
	City holiday, offices closed
	Other observed holiday
	FC budget deliberations – no meeting after 4:30 pm
* Holiday recommended to avoid (not prohibited)	

Common Council meetings scheduled according to requirements in MGO [2.01](#). Additionally, meetings are scheduled a minimum of 2 weeks apart, on dates with no City of Madison office closures in the 4th and 3rd business days preceding the Council meeting.



City of Madison

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Madison, WI 53703
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Master

File Number: 88854

File ID: 88854

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/24/2025

File Name: 2026 Common Council Office Budget Request

Final Action:

Title: 2026 Common Council Office Budget Request

Notes:

Sponsors:

Effective Date:

Attachments: Target Memo GF_CommonCouncil.pdf, DRAFT
2026 Budget Request.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 88854

Title

2026 Common Council Office Budget Request



Finance Department

David P. Schmiedicke, Director
City-County Building, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4671 | Fax: (608) 267-8705
finance@cityofmadison.com
cityofmadison.com/finance

Accounting Services Manager
Patricia A. McDermott, CPA

Budget & Program Evaluation Manager
Christine Koh

Internal Audit & Grants Manager
Kolawole Akintola

Risk Manager
Eric Veum

Treasury & Revenue Manager
Craig Franklin, CPA

Date: June 16, 2025
To: Karen Kapusta-Pofahl, Common Council Chief of Staff
From: Dave Schmiedicke, Finance Director
Subject: 2026 Operating Budget Agency Request Target

The Common Council's General fund target for the 2026 operating budget is \$1,273,960. This budget target reflects 99.25% of your cost to continue budget. Per the Mayor's guidance, your agency is not required to put forth a reduction plan, but you will be expected to develop your budget within this target amount.

Your cost-to-continue budget reflects the following global adjustments: salary and benefits adjustments (step and longevity increases, cost of living adjustments, VEBA rates), updated workers compensation and general liability insurance rates, and updated interdepartmental charges (e.g. fleet rate, facilities cost) if applicable, and other charges determined through the City's cost allocation plan. As part of the budget development process, the finance budget team will make additional citywide adjustments, including updates to health insurance and WRS rates as rates become available.

Funding can be reallocated across services and major expenditure categories so long as the overall agency amount is in line with the budget target. Funding reallocations that are \$10,000 or more at the Major level, or funding reallocations that include personnel changes, must be detailed in the Service Budget Proposal form.

As a reminder, your completed operating submission is due close of business on Friday, July 18, 2025. A completed operating submission will include the following components:

1. Transmittal Memo
2. Service Budget Proposal form for each Service within your agency
3. Line item budget submitted in Munis
4. Position Allocation Change form (if applicable)

In addition, agencies may submit supplemental requests in limited circumstances. Please reference the 2026 Operating Budget Kick Off materials for specific details. If you have an eligible expense for a supplemental request, you must submit a separate proposal form. I encourage you to review the full budget instructions prior to beginning work on your budget submission. If you have any questions regarding the guidance do not hesitate to contact your assigned budget analyst.

As always, please reach out to your budget analyst regarding any questions with this year's process. Thank you for your efforts.



Office of the Common Council

City-County Building, Room 505
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
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council@cityofmadison.com
www.cityofmadison.com/council

TO: Mayor Rhodes-Conway
FROM: Karen Kapusta-Pofahl, Common Council Chief of Staff
DATE: July 18, 2025
SUBJECT: Common Council Operating Budget Transmittal Memo
CC: Deputy Mayors; Finance Director; Budget Manager

Goals of Agency's 2026 Operating Budget

The goal of the Common Council Office 2026 budget request is to strengthen support for the alders and the Council as a body to do the important work of representing their constituents and the city through the reallocation of existing funds. Our 2026 workplan focuses on implementing an annual alder onboarding/offboarding cycle now that staggered terms are in effect. We are also planning to build out additional staff capacity through the hiring of fall/spring paid intern(s). Additionally, we will be exploring additional ways to further the goal of providing support and resources to the City's boards, commissions, and committees.

99.25% Budget for General, Library, and Fleet Funds

The Council Office expects to be able to absorb a .75% base budget reduction (-\$9,627) without impacting our level of service in 2026. Historically, the Common Council Office underspends its overall annual budget by at least 2% each year.

Note: A request for a position study for one of our staff positions is pending with HR, which, depending on the outcome, could require some of our funds to be used to address any change in classification. Additionally, by dedicating \$6,547 to hiring an additional paid intern at the AASPIRE rate, we can expect that amount to be consistently spent in the future. As a result, it is possible that any further reduction to the Common Council Office budget in 2027 and beyond could negatively impact the level of service.

Reallocations and Other Changes

To expand capacity in the Council Office and to support our community engagement efforts, this budget request includes the reallocation of a total of \$7,647 in existing funds. This reallocation results in the reallocation of the underutilized Alder Intern Matching Program funds (\$5,000) and a \$2,647 reduction in the funds available for alder training and conflict mediation (from \$21,176 to \$18,529).

Additional Paid Intern

This request reallocates funds to be able to fund additional (fall/spring) paid intern(s) at the 2025 AASPIRE intern pay rate of \$20.46 per hour for up to 320 hours per year (\$6,547 total).

- Reallocate \$5,000 from the Benefits major to the Salaries major, eliminating the individual alder intern stipends of \$250 per alder
- Reallocate \$1,547 from the Purchased Services major to the Salaries major, shifting \$1,547 of the alder conflict mediation funds to funding a paid intern

Small Business FAM Tour

The Common Council Office collaborates with the Economic Development Division to provide alders with an annual opportunity to learn more about local businesses that receive City funds. In order to properly share the costs of the event with EDD, this request dedicates \$500 from the alder training and conflict mediation funds to cover half of the cost of any Metro staffing costs for the day-long event, along with supplies. This amount assumes the Economic Development Division, who is our partner for this event, will cover the other half of any Metro staffing costs. The Economic Development Division is aware of this request.

Promotional Items

The Council Office provides small promotional items (“swag”) when staffing information tables at events around the city. This request reallocates \$600 from the alder training and conflict mediation funds to purchase promotional items (such as magnets, pens, buttons, or similar).

Future Planning

We would like to also take this opportunity to flag the need to create dedicated staff position(s) to assist with the management and support of City boards, commissions, and committees (BCCs) through the training of BCC staff, officers, and members, as well as working to improve the consistency of operations across the entire BCC system. I will be discussing possible options for such a position with my colleagues in the [BCC Administrative Services Team steering group](#), including questions of agency placement, type of work, classification, and so on.



City of Madison

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Master

File Number: 88483

File ID: 88483

File Type: Ordinance

Status: Items Referred

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						

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: 88850

File ID: 88850

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/24/2025

File Name: Options for Format and Venue of Staff Updates to
Council

Final Action:

Title: Options for Format and Venue of Staff Updates to Council

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:
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Text of Legislative File 88850

Title

Options for Format and Venue of Staff Updates to Council



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

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:
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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.



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:
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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)