



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 25, 2023

4:30 PM

Hybrid: City-County Building 201 and via virtual
meeting

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 to help protect our community from the Coronavirus (COVID-19) pandemic.

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

2. **Register for Public Comment:**

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

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

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

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

4. **Listen by Phone:**

(877) 853-5257 (Toll Free)

Webinar ID: 824 5960 9175

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

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

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

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

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Draft 7/11/23 meeting minutes: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [79019](#) Public Comment (7/25/23)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [79020](#) 2024 Council Office Budget Request
Attachments: [Council Budget 2023 Operating.pdf](#)
[2024 Target Memo - Common Council.pdf](#)
[Cost to Continue Council Office Budget Request 2024.pdf](#)
3. [78544](#) Adopting the 2024 Common Council Meeting Dates
Attachments: [2024 visual calendar - holidays and proposed dates.pdf](#)
[2024 DRAFT Common Council Meeting Schedule.pdf](#)
4. [78594](#) Amending Section 2.025 of the Madison General Ordinances to Remove the Notification Requirement if an Alder will be Absent from the City for Five or More Days.
5. [78463](#) Alder-Intern Matching Program
Attachments: [Draft Alder Intern Matching Program Instructions.pdf](#)
[Updated Alder Intern Matching Program Instructions.pdf](#)
6. [75427](#) Council Office Updates

Attachments: [CCEC Chief of Staff Update 01-11-23.pdf](#)
[CCEC Chief of Staff Update 02-01-23.pdf](#)
[CCEC Chief of Staff Update 02-22-23.pdf](#)
[CCEC Chief of Staff Update 3-1-23.pdf](#)
[CCEC Chief of Staff Update 3-15-23.pdf](#)
[CCEC Chief of Staff Update 6-6-23.pdf](#)
[CCEC Chief of Staff Update 6-20-23.pdf](#)
[CCEC Chief of Staff Update 7-11-23.pdf](#)

7. [78125](#) Future Agenda Items

ADJOURNMENT



City of Madison

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Master

File Number: 79019

File ID: 79019	File Type: Public Comment	Status: Public Comment
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Name: Public Comment (7/25/23)		File Created Date : 07/19/2023
Title: Public Comment (7/25/23)		Final Action:

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 79019

Title

Public Comment (7/25/23)



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 79020

File ID: 79020

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/19/2023

File Name: 2024 Council Office Budget Request

Final Action:

Title: 2024 Council Office Budget Request

Notes:

Sponsors:

Effective Date:

Attachments: Council Budget 2023 Operating.pdf, 2024 Target Memo - Common Council.pdf, Cost to Continue Council Office Budget Request 2024.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 79020

Title

2024 Council Office Budget Request

Common Council

Agency Overview

Agency Mission

The mission of the Common Council is to represent the residents of Madison by promoting the safety, health, and general well-being of the community by incorporating the City's core values into their work with currently available resources. The Council Office staff supports the alders in these efforts.

Agency Overview

Alders represent the City's 20 aldermanic districts and are led by a Council President and Council Vice President that are elected annually in the spring.

2023 Budget Highlights

Service: Common Council

- Decreases hourly wages (\$4,000) to partially fund an increase in conferences and training (\$5,000) and memberships (\$250) for Council Office staff. (Ongoing increase: net \$1,250)
- Increases individual alder expense account budgets by \$250 per alder to be used as stipends for alder interns. This funding is prioritized for intern stipends but can be used for other allowed alder expenses. (Ongoing increase: \$5,000)
- Adds funding for consulting services to fund alder training on topics including communication, respectful interaction, and racial equity, as well as to fund a professional conflict mediator to be used if there are conflicts that require additional resources. (Ongoing increase: \$25,000)
- Provides funding for a proposed increase to alder pay effective April 18, 2023, via Common Council amendment #13-SUB. Per the amendment, alder pay would increase from an effective hourly rate of \$13.77 (\$14,904 annual salary) to an effective hourly rate of \$19.04 (\$20,604 annual salary). The Vice President and President would continue to receive a premium (\$20.54 and \$23.17 new effective hourly rates respectively) based on current hourly rate differentials. While the budget included funding for the pay increase, per Wisconsin Statutes, the increase must also be codified in ordinance passed by a three-fourths vote of all members of the Council. Passage of the ordinance failed, therefore, although funding is included in the Common Council adopted budget, alder pay rates are not increased. (Ongoing increase: \$91,078)
- Adds funding for a University of Wisconsin UniverCity Alliance student affordable housing study via Common Council amendment #16-SUB. The budget covers the cost of surveying students for the affordable housing study, which would include paying for incentives. (One-time: \$9,300)

Common Council

Function: General Government

Budget Overview

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
General	717,402	984,187	824,078	1,049,128	1,082,050	1,196,631
Total	\$ 717,402	\$ 984,187	\$ 824,078	\$ 1,049,128	\$ 1,082,050	\$ 1,196,631

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Common Council	717,402	984,187	824,078	1,049,128	1,082,050	1,196,631
	\$ 717,402	\$ 984,187	\$ 824,078	\$ 1,049,128	\$ 1,082,050	\$ 1,196,631

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Misc Revenue	(11,615)	(14,000)	(14,000)	(14,000)	(14,000)	(14,000)
Total	\$ (11,615)	\$ (14,000)	\$ (14,000)	\$ (14,000)	\$ (14,000)	\$ (14,000)

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Salaries	506,597	704,536	598,532	783,614	783,614	887,101
Benefits	167,831	200,718	134,580	136,526	144,874	146,668
Supplies	28,556	62,065	68,800	62,065	62,065	62,065
Purchased Services	24,268	29,102	34,400	32,902	59,152	68,452
Inter Depart Charges	1,766	1,766	1,766	48,022	46,345	46,345
Total	\$ 729,017	\$ 998,187	\$ 838,078	\$ 1,063,128	\$ 1,096,050	\$ 1,210,631

Service Overview

Service: Common Council

Service Description

This service, established by State Statute, is responsible for policy determination for the City of Madison. The Council is comprised of 20 elected members, meets generally on the first and third Tuesdays of each month, and acts on proposed legislation, policy matters, and other City business. Council members also meet many times throughout the month in board, commission, and committee meetings. Information is received from and disseminated to constituents through meetings, newsletters, correspondence, phone calls, surveys, and questionnaires. The Council Office includes administrative staff who perform various administrative, management, and clerical functions for Council members.

Activities Performed by this Service

- Policy and Budget Authorization: Adopt policies and budgets that support the Imagine Madison - Comprehensive Plan.
- Staff Committee and Work Group Meetings: Disseminate agendas and meeting information, schedule and mail notices for neighborhood meetings.
- Legislative Research and Analysis: Conducted by Council Chief of Staff and Council Legislative Analyst per the request of Council Members.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
General	717,402	984,187	824,078	1,049,128	1,082,050	1,196,631
Other-Expenditures	-	-	-	-	-	-
Total	\$ 717,402	\$ 984,187	\$ 824,078	\$ 1,049,128	\$ 1,082,050	\$ 1,196,631

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Revenue	(11,615)	(14,000)	(14,000)	(14,000)	(14,000)	(14,000)
Personnel	674,428	905,254	733,112	920,139	928,488	1,033,769
Non-Personnel	52,823	91,167	103,200	94,967	121,217	130,517
Agency Charges	1,766	1,766	1,766	48,022	46,345	46,345
Total	\$ 717,402	\$ 984,187	\$ 824,078	\$ 1,049,128	\$ 1,082,050	\$ 1,196,631

Common Council

Function: **General Government**

Line Item Detail

Agency Primary Fund: General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Misc Revenue						
Miscellaneous Revenue	(11,615)	(14,000)	(14,000)	(14,000)	(14,000)	(14,000)
Misc Revenue Total	\$ (11,615)	\$ (14,000)	\$ (14,000)	\$ (14,000)	\$ (14,000)	\$ (14,000)
Salaries						
Permanent Wages	207,462	339,488	280,670	392,595	392,595	405,004
Salary Savings	-	(35,423)	-	(6,723)	(6,723)	(6,723)
Pending Personnel	-	83,110	-	81,600	81,600	172,678
Premium Pay	-	25	-	25	25	25
Workers Compensation Wages	-	232	-	232	232	232
Compensated Absence	4,148	5,700	5,285	5,700	5,700	5,700
Hourly Wages	291,800	310,204	309,454	308,985	308,985	308,985
Overtime Wages Permanent	3,188	1,200	3,123	1,200	1,200	1,200
Salaries Total	\$ 506,597	\$ 704,536	\$ 598,532	\$ 783,614	\$ 783,614	\$ 887,101
Benefits						
Comp Absence Escrow	46,295	-	-	-	-	-
Health Insurance Benefit	59,962	119,750	60,000	79,050	81,362	81,362
Wage Insurance Benefit	689	721	859	907	907	907
WRS	22,900	32,834	26,372	25,519	26,697	27,540
FICA Medicare Benefits	36,257	47,413	45,788	29,466	29,325	30,274
Tuition	-	-	-	-	5,000	5,000
Post Employment Health Plans	1,728	-	1,561	1,584	1,584	1,584
Benefits Total	\$ 167,831	\$ 200,718	\$ 134,580	\$ 136,526	\$ 144,874	\$ 146,668
Supplies						
Office Supplies	7,659	26,500	26,500	26,500	26,500	26,500
Copy Printing Supplies	3,771	5,800	5,800	5,800	5,800	5,800
Furniture	-	-	1,000	-	-	-
Hardware Supplies	1,590	2,800	5,500	2,800	2,800	2,800
Software Lic & Supplies	384	-	-	-	-	-
Postage	14,306	26,765	30,000	26,765	26,765	26,765
Books & Subscriptions	845	200	-	200	200	200
Supplies Total	\$ 28,556	\$ 62,065	\$ 68,800	\$ 62,065	\$ 62,065	\$ 62,065
Purchased Services						
Telephone	745	1,020	1,020	820	820	820
Cellular Telephone	1,142	-	75	-	-	-
Systems Comm Internet	262	-	-	-	-	-
Custodial Bldg Use Charges	10,616	12,732	12,732	12,732	12,732	12,732
System & Software Mntc	-	-	2,320	-	-	-
Recruitment	349	-	2,776	-	-	-
Conferences & Training	999	14,500	14,500	18,500	19,500	19,500
Memberships	58	500	256	500	750	750
Delivery Freight Charges	714	250	579	250	250	250
Storage Services	46	100	100	100	100	100
Consulting Services	-	-	-	-	25,000	25,000
Advertising Services	524	-	-	-	-	-
Other Services & Expenses	8,812	-	42	-	-	9,300
Purchased Services Total	\$ 24,268	\$ 29,102	\$ 34,400	\$ 32,902	\$ 59,152	\$ 68,452
Inter Depart Charges						
ID Charge From Insurance	1,417	1,417	1,417	47,735	46,058	46,058
ID Charge From Workers Comp	349	349	349	287	287	287
Inter Depart Charges Total	\$ 1,766	\$ 1,766	\$ 1,766	\$ 48,022	\$ 46,345	\$ 46,345

Position Summary

Classification	CG	2022 Budget		2023 Budget					
		Adopted		Request		Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
CC CHIEF OF STAFF-21	21	1.00	117,005	1.00	125,000	1.00	125,000	1.00	128,951
COMM CO LEG ANAL-18	18	1.00	80,679	1.00	81,082	1.00	81,082	1.00	83,645
LEGIS MGMT SYSTEM SPEC-20	20	1.00	76,075	1.00	61,203	1.00	61,203	1.00	63,138
MKTG/COMMUN SPEC-18	18	1.00	66,000	-	-	-	-	-	-
PROGRAM ASST 2-20	20	1.00	65,729	1.00	66,057	1.00	66,057	1.00	68,145
PUBLIC INFORMATION OFFICER 1	18	-	-	1.00	59,252	1.00	59,252	1.00	61,125
TOTAL		5.00	405,488	5.00	392,595	5.00	392,595	5.00	405,004

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.



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
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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: July 5, 2023
To: Karen Kapusta-Pofahl, Common Council Chief of Staff
From: Christine Koh, Budget Manager
Subject: 2023 Operating Budget Agency Request Target (Updated)

The Common Council's General Fund cost to continue target for the 2024 operating budget is \$1,121,584. This reflects 100% of your cost to continue budget. Per the Mayor's guidance, General, Library, and Fleet Fund agencies will be expected to manage to a 99% budget target in the upcoming year rather than propose specific budget cuts. However, the Common Council Office may develop their budget request based on the full cost to continue amount.

Your cost-to-continue budget reflects the following global adjustments: salary and benefits adjustments (step and longevity increases, cost of living adjustments based on contractual pay increase, VEBA rates) updated workers compensation and general liability insurance rates, and updated interdepartmental charges (e.g. fleet rate, TE Communications charges, 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 and/or Service level, or funding reallocations that include personnel changes, must be detailed in the Word Document Proposal form.

As a reminder, your completed operating submission is due close of business on Friday, July 21, 2023. A completed operating submission will include the following components:

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

Please reference the 2024 Operating Budget Kick Off materials for specific details and tips to assist you in preparing your operating budget. 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.

Common Council Office

Account	2023 Revised Budget	2024 Cost to Continue Budget	2024 Request Budget	Change from Cost to Continue
4 - REVENUE				
47190 - MISC REVENUE	(14,000)	(20,000)	(20,000)	-
51 - SALARIES				
51110 - PERMANENT WAGES	405,004	431,235	431,235	-
51111 - SALARY SAVINGS	(6,723)	-	-	-
51113 - PENDING PERSONNEL ¹	91,078	-	-	-
51120 - PREMIUM PAY	25	25	25	-
51130 - WORKERS COMP	232	-	-	-
51140 - COMPENSATED ABSENCES	5,700	5,700	5,700	-
51210 - HOURLY WAGES	308,985	313,520	313,520	-
51310 - OVERTIME WAGES PERMANENT	1,200	1,200	1,200	-
51510 - BUDGET EFFICEINCIES	-	-	-	-
	805,501	751,680	751,680	-
52 - BENEFITS				
52410 - HEALTH INSURANCE BENEFIT	118,662	78,407	78,407	-
52413 - WAGE INSURANCE	907	1,080	1,080	-
52510 - WI RETIREMENT SYSTEM	47,890	49,324	49,324	-
52610 - FICA MEDICARE BENEFITS	54,224	57,446	57,446	-
52711 - TUITION ²	5,000	5,000	5,000	-
52716 - POST EMPLOYMENT HEALTH	1,584	1,816	1,816	-
	228,267	193,073	193,073	-
53 - SUPPLIES				
53110 - OFFICE SUPPLIES	26,500	26,500	26,500	-
53120 - COPY PRINTING SUPPLIES	5,800	5,800	5,800	-
53140 - HARDWARE SUPPLIES	2,800	2,800	2,800	-
53150 - POSTAGE	26,765	40,000	40,000	-
53165 - BOOKS & SUBSCRIPTIONS	200	200	200	-
	62,065	75,300	75,300	-
54 - PURCHASED SERVICES				
54120 - TELEPHONE	820	820	820	-
54232 - CUSTODIAL BUILDING USE CHARGES	12,732	12,732	12,732	-
54520 - CONFERENCES AND TRAINING	19,500	19,500	19,500	-
54535 - MEMBERSHIPS	750	750	750	-
54633 - DELIVERY FREIGHT CHARGES	250	250	250	-
54635 - STORAGE SERVICES	100	100	100	-
54645 - CONSULTING SERVICES	25,000	25,000	25,000	-
54810 - OTHER SERVICES AND EXPENSES ³	9,300	-	-	-
	68,452	59,152	59,152	-
53 - INTER-DEPARTMENTAL CHARGES				
INSURANCE & WORKERS COM	46,345	62,378	62,378	-
	46,345	62,378	62,378	-
Grand Total	1,196,630	1,121,583	1,121,583	-

1 Pay raise for alders. Ordinance did not pass.

2 Alder Intern stipends

3 UniverCity contract amendment



City of Madison

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Madison, WI 53703
www.cityofmadison.com

Master

File Number: 78544

File ID: 78544

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/22/2023

File Name: Adopting the 2024 Common Council Meeting Dates

Final Action:

Title: Adopting the 2024 Common Council Meeting Dates

Notes:

Sponsors: Jael Currie And Yannette Figueroa Cole

Effective Date:

Attachments: 2024 visual calendar - holidays and proposed dates.pdf, 2024 DRAFT Common Council Meeting Schedule.pdf

Enactment Number:

Author: Liz Windsor

Hearing Date:

Entered by: lwindsor-engnell@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	06/22/2023	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council Executive Committee (7/25/23), Common Council (8/1/23)					
1	COMMON COUNCIL	07/11/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 78544

Fiscal Note

No fiscal impact.

Title

Adopting the 2024 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 for meetings, the schedule avoids dates with City offices closed on any of the 4 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 25, 2023; and,

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

- New Year's Day (January 1, 2024)
- Martin Luther King, Jr. Day (January 15, 2024)
- Spring Primary election (February 20, 2024)
- Spring election (April 2, 2024)
- The evening before (April 9, 2024) and the day of Eid Al-Fitr (April 10, 2024)
- From sunset at the beginning of Passover (April 22, 2024) to sundown at the end of the second day (April 23, 2024)
- Memorial Day (May 27, 2024)
- The evening before (June 15, 2024) and the day of Eid Al-Adha (June 16, 2024)
- Juneteenth (June 19, 2024)
- Independence Day (July 4, 2024)
- Labor Day (September 2, 2024)
- From sunset at the beginning of Rosh Hashanah (October 2, 2024) to nightfall at the end of Rosh Hashanah (October 4, 2024)
- From sunset at the beginning of Yom Kippur (October 11, 2024) and the day of Yom Kippur (October 12, 2024)
- Election (November 5, 2024)
- Thanksgiving Day (November 28, 2024)
- Ho-Chunk Day (November 29, 2024)
- Christmas Eve (December 24, 2024)
- Christmas Day (December 25, 2024)
- New Year's Eve (December 31, 2024)

WHEREAS, the following is the schedule of Common Council meeting dates and times for 2023 (all meetings start at 6:30 p.m. unless otherwise noted):

- Tuesday, January 9, 2024
- Tuesday, January 23, 2024
- Tuesday, February 13, 2024
- Tuesday, March 5, 2024
- Tuesday, March 19, 2024
- Tuesday April 16, 2024
- Tuesday, May 7, 2024
- Tuesday, May 21, 2024
- Tuesday, June 4, 2024

- Tuesday, June 18, 2024
- Tuesday, July 2, 2024
- Tuesday, July 16, 2024
- Tuesday, August 6, 2024
- Tuesday, September 10, 2024
- Tuesday, September 24, 2024
- Tuesday, October 8, 2024
- Tuesday, October 29, 2024
- 2025 Budget Deliberations (please note dates/times)
 - Tuesday, November 12, 2024, at 5:30 p.m.
 - Wednesday, November 13, 2024, at 5:30 p.m. (if needed)
 - Thursday, November 14, 2024, at 5:30 p.m. (if needed)
- Tuesday, November 26, 2024
- Tuesday, December 10, 2024

NOW, THEREFORE, BE IT RESOLVED that the Common Council approves the above schedule of Common Council meeting dates and times in 2024.

(Note: Full schedule attached to this Legislative File)

2024 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	29		

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
30						

April

Su	M	Tu	W	Th	F	Sa
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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 15	Martin Luther King, Jr Day
Feb 20	Spring Primary Election
Mar 29	Good Friday*
Apr 2	Spring Election
Apr 9	Eid al-Fitr
Apr 10	Eid al-Fitr
Apr 22	Passover
Apr 23	Passover
Apr 29	Passover*
Apr 30	Passover*
May 27	Memorial Day
Jun 15	Eid al-Adha
Jun 16	Eid al-Adha
Jun 19	Juneteenth
Jul 4	Independence Day
Sep 2	Labor Day
Oct 2	Rosh Hashanah
Oct 3	Rosh Hashanah
Oct 4	Rosh Hashanah
Oct 11	Yom Kippur
Oct 12	Yom Kippur
Nov 5	Election
Nov 28	Thanksgiving
Nov 29	Ho-Chunk Day
Dec 24	Christmas Eve
Dec 25	Christmas Day
Dec 31	New Year's Eve

- Council meeting
- Election day
- City holiday, offices closed
- Other observed holiday
- * Denotes a holiday **recommended** to avoid (but not prohibited)

DRAFT Common Council 2024 Meeting Schedule

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

DAY	DATE	TIME	ROOM AND LOCATION*
Tuesday	January 9, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	January 23, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	February 13, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	March 5, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	March 19, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	April 16, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	May 7, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	May 21, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	June 4, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	June 18, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	July 2, 2024	6:30 p.m.	Virtual
Tuesday	July 16, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	August 6, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	September 10, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	September 24, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	October 8, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	October 29, 2024	6:30 p.m.	Room 201, City-County Building
Tuesday	November 12, 2024 (2025 Budget deliberations)	5:30 p.m.	Room 201, City-County Building
Wednesday	November 13, 2024 (2025 Budget, if needed)	5:30 p.m.	Room 201, City-County Building
Thursday	November 14, 2024 (2025 Budget, if needed)	5:30 p.m.	Room 201, City-County Building

DRAFT Common Council 2024 Meeting Schedule

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

DAY	DATE	TIME	ROOM AND LOCATION *
Tuesday	November 26, 2024	6:30 p.m.	Virtual
Tuesday	December 10, 2024	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



City of Madison

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

Master

File Number: 78594

File ID: 78594

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/27/2023

File Name: Alder Five-Day Notice

Final Action:

Title: Amending Section 2.025 of the Madison General Ordinances to Remove the Notification Requirement if an Alder will be Absent from the City for Five or More Days.

Notes: 6768CcFiveDayNotice

Sponsors: Yannette Figueroa Cole

Effective Date:

Attachments:

Enactment Number:

Author: Michael Haas

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	06/27/2023	Referred for Introduction				
	Action Text: This Ordinance was Referred for Introduction						
	Notes: Common Council Executive Committee (7/25/23), Common Council (8/1/23)						
1	COMMON COUNCIL	07/11/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text: A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.						

Text of Legislative File 78594

Fiscal Note

No fiscal impact.

Title

Amending Section 2.025 of the Madison General Ordinances to Remove the Notification Requirement if an Alder will be Absent from the City for Five or More Days.

Body

DRAFTER'S ANALYSIS: This ordinance removes the current requirement that an alder notify the Common Council Office if they will be absent from the City for five or more consecutive days.

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

1. Section 2.025 entitled "Notification of Absence of Members" of the Madison General Ordinances is amended as follows:

"2.025 NOTIFICATION OF ABSENCE OF MEMBERS.

Every alderperson who for whatever reason cannot attend a regularly scheduled meeting of the Common Council shall notify Common Council Office staff of such absence by 9:00 a.m. the Thursday prior to the meeting in question; Common Council Office staff shall then notify the City Clerk of the absence. All such excused absences shall be entered in the record of the Common Council. In cases where unavoidable circumstances make such advance notice of absence impossible, the notification of excused absence shall be filed with the City Clerk within one week of the absence and entered in the record of the Common Council. Any alderperson who because of an emergency cannot file prior notification of absence may be excused by orally notifying, at any time prior to or during the meeting, an alderperson or the City Clerk who shall so advise the Common Council. ~~Any alderperson who will be absent from the City for five (5) or more consecutive days shall notify the Common Council Office staff of the length of their absence."~~



City of Madison

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

Master

File Number: 78463

File ID: 78463

File Type: Discussion Item

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/15/2023

File Name: Alder-Intern Matching Program

Final Action:

Title: Alder-Intern Matching Program

Notes:

Sponsors:

Effective Date:

Attachments: Draft Alder Intern Matching Program Instructions.pdf,
Updated Alder Intern Matching Program
Instructions.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL EXECUTIVE COMMITTEE	07/11/2023	Re-refer	COMMON COUNCIL EXECUTIVE COMMITTEE	07/25/2023		Pass
Action Text: A motion was made by Govindarajan, seconded by Figueroa Cole, to have the Chief of Staff email alders seeking feedback and re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE 7/25/2023 meeting for final approval. The motion passed by voice vote/other.							

Text of Legislative File 78463

Title

Alder-Intern Matching Program

ALDER-INTERN MATCHING PROGRAM

Guidelines and Resources

Internships provide an experiential opportunity for students to become familiar with local government and the role of an alder while assisting the alder with meaningful projects or tasks. The Alder-Intern Matching Program is designed to provide alders with guidance and processes to self-sufficiently engage and manage interns to assist them with their alder tasks. This document provides information on how to find and manage an intern, including required and recommended forms, available intern stipend funds, and the various roles and responsibilities of the alder, the intern, and the City.

Good to Know: Each alder is allotted \$250 per year to provide an intern stipend. Multiple alders can collaborate to jointly host and intern (2-3 alders max to avoid quorum and logistical issues), and alders can transfer their intern stipend allocation to other alders if they are not interested in hosting an intern that year. Please review the alder expense account information in the Alder Onboarding Handbook for more information about allowable expenses.

NOTE: Alders are responsible for assigning tasks, giving directions, and providing feedback to their interns. Remember to assign tasks that both assist the alder and help the intern learn skills or gain valuable experience.

TIP: Please familiarize yourself with [APM 2-44](#) before you begin building your intern plan.

Step 1: Create an Intern Job Description

Once you have decided that you would like to find an intern, the next step is to figure out the following and write up a job description. Consider creating a project-based structure for your intern. Intern job descriptions should include:

- Alder name and brief bio
- Description of the internship (types of tasks, types of topics)
- Required skills
- Required coursework or level of education
- Time commitment required for internship (the internship will start on x and end on x, or is expected to take x number of hours in total)
- Information about the stipend, tech requirements (interns need to have a computer and phone to use during the internship-currently the City does not provide these to individual alder interns), transportation requirements
 - Must be at least 18 years old
 - Has access to own transportation/transit
 - Has their own laptop/computer/tablet
 - Has the ability to work remotely
- Application materials: Consider asking prospective interns to send in a cover letter and resume. This will help you determine their writing levels and

educational and work experience. It will also be good practice for anyone just starting out as a job applicant.

- Information about where to send the application

NOTE: While the intern will receive a lump-sum stipend, they are still considered to be an unpaid intern per [APM 2-44](#).

Step 2: Recruit an Intern

You can advertise your intern opportunity on your alder blog, to neighborhood associations, and to your networks. Make sure your advertisement has a due date for applications received and an email address where interested students can send their resumes. You may consult with the Council Community Engagement Strategist for ideas on how you can boost the opportunity.

Tip: Post your intern job description on the [UW La Follette School of Public Affairs Career and Employer Services Center](#) and Madison College job boards.

Step 3: Interview and Choose an Intern

Once the due date has passed, evaluate the applications and choose individuals to interview. It is best practice to interview potential interns and check the references of the one you would like to accept. Please consult the [Interview Tips](#) and the [Manager's Guide to Interviews and Background Checks](#) for information about what to avoid in interviews and reference checks and a bank of questions to choose from. Send a welcome letter to your chosen intern and thank you letters to the others who have applied.

NOTE: Remember to save any notes you take while interviewing applicants and checking their references. As an alder, you are required to maintain these records in case of open records requests. Please provide them to the Council Office (electronically preferred) for storage.

Reminder: Per [APM 2-44](#), for all activities related to the recruitment and retention of unpaid interns, the City does not discriminate against or exclude individuals based on their ethnic origin, color, religion, gender, sexual orientation, personal appearance, age, physical or mental disability, veteran status, or inability to speak English. Individuals requesting accommodations or accessibility information should inform the alder.

Step 4: Complete Employment Forms and Create an Internship Agreement

In order to be provided with their stipend, the intern needs to fill out and turn in several forms, some of which are **time-sensitive**. Council Office staff can review your internship agreement and provide feedback, if requested.

Tip: Please consult the best practices listed on pages 3-4 of [APM 2-44](#) when building your intern plan.

Employment Forms

- [W-4](#)

- [I-9](#) (must be completed, including verifying 2 forms of ID within 3 days of hire)
- [Wisconsin Withholding Certificate](#)
- [Direct Deposit Information/Authorization](#)

(Employment forms also available in Spanish)

- [Prohibited Harassment & Discrimination Policy, APM 3-5](#)
- [Video: Prohibited Harassment & Discrimination Policy Training](#)
- [Employee Acknowledgement Form](#)

Internship Agreement

Alders are responsible for creating an internship agreement that describes the intern's tasks and the responsibilities of the intern and the alder, including:

- Intern name and contact information
- Alder name and contact information
- Main focus of internship
- Scope of intern tasks
- Start and end date
- Stipend amount and disbursement date
- Attendance expectations and how to communicate about an absence
- Statement that this is an unpaid internship per [APM 2-44](#)
- List of relevant policies ([APM 3-5](#), [APM 2-33](#), [APM 2-25](#), [APM 2-46](#), Elected and Appointed Official Code of Ethical Conduct, [Drug-Free Workplace](#), [Code of Ethics Simplified](#)) and statement that intern is required to follow them as relevant.
- Contact information for the Council Chief of Staff in case they have questions about their paperwork or would like to file a complaint
- Alder and intern should both sign and date agreement

Step 5: Supervise and Provide Regular Feedback to your Intern

As the alder mentor, you are responsible for supervising, checking in with, and guiding your intern.

Step 6: End of Internship

When the internship ends, please notify the Council Office.

ALDER-INTERN MATCHING PROGRAM

Guidelines and Resources

Internships provide an experiential opportunity for students to become familiar with local government and the role of an alder while assisting the alder with meaningful projects or tasks. The Alder-Intern Matching Program is designed to provide alders with guidance and processes to self-sufficiently engage and manage interns to assist them with their alder tasks. This document provides information on how to find and manage an intern, including required and recommended forms, available intern stipend funds, and the various roles and responsibilities of the alder, the intern, and the City.

Each alder is allotted \$250 per year to provide an intern stipend. Multiple alders can collaborate to jointly host and intern (2-3 alders max to avoid quorum and logistical issues), and alders can transfer their intern stipend allocation to other alders if they are not interested in hosting an intern that year. Please review the alder expense account information in the Alder Onboarding Handbook for more information about allowable expenses.

NOTE: Alders are responsible for assigning tasks, giving directions, and providing feedback to their interns. Remember to assign tasks that both assist the alder and help the intern learn skills or gain valuable experience.

TIP: Please familiarize yourself with [APM 2-44](#) before you begin building your intern plan.

Step 1: Create an Internship Plan and Job Description

Once you have decided that you would like to work with an intern, the next step is to design your internship. Consider creating a project-based structure for your intern. After you have created your internship agreement and job ad, please send them to the Common Council Chief of Staff for feedback before proceeding to the next step.

NOTE: If you are interested in recruiting an intern who would like to count your internship for academic credit, plan to build in time to discuss with the relevant contacts at the academic institution to make sure the internship will count for credit. You may also want to consider the academic calendars of the local academic institutions when advertising your opportunity.

Internship Agreement

Alders are responsible for creating an internship agreement that describes the intern's tasks and the responsibilities of the intern and the alder, including:

- Intern name and contact information
- Alder name and contact information
- Main focus of internship
- Scope of intern tasks
- Start and end date

- Stipend amount and disbursement date
- Attendance expectations and how to communicate about an absence
- Statement that this is an unpaid internship per [APM 2-44](#)
- List of relevant policies ([APM 3-5](#), [APM 2-33](#), [APM 2-25](#), [APM 2-46](#), Elected and Appointed Official Code of Ethical Conduct, [Drug-Free Workplace](#), [Code of Ethics Simplified](#)) and statement that intern is required to follow them as relevant.
- Contact information for the Council Chief of Staff in case they have questions about their paperwork or would like to file a complaint
- Place for alder and intern to sign and date the agreement

Intern Job Description

- Alder name and brief bio
- Description of the internship (types of tasks, types of topics)
- Required skills
- Required coursework or level of education
- Time commitment required for internship (the internship will start on x and end on x, or is expected to take x number of hours in total)
- Information about the stipend, tech requirements (interns need to have a computer and phone to use during the internship-currently the City does not provide these to individual alder interns), transportation requirements. The following are required for all internships:
 - Must be at least 18 years old
 - Has access to own transportation/transit
 - Has their own laptop/computer/tablet
 - Has the ability to work remotely
- Application materials: Consider asking prospective interns to send in a cover letter and resume. This will help you determine their writing levels and educational and work experience. It will also be good practice for anyone just starting out as a job applicant.
- Information about where to send the application

NOTE: While the intern will receive a lump-sum stipend, they are still considered to be an unpaid intern per [APM 2-44](#).

Step 2: Recruit an Intern

You can advertise your intern opportunity on your alder blog, to neighborhood associations, and to your networks. Make sure your advertisement has a due date for applications received and an email address where interested students can send their resumes. You may consult with the Council Community Engagement Strategist for ideas on how you can boost the opportunity.

TIP: Post your intern job description on the [UW La Follette School of Public Affairs Career and Employer Services Center](#), Edgewood and Madison College job boards.

Step 3: Interview and Choose an Intern

Once the due date has passed, evaluate the applications and choose individuals to interview. It is best practice to interview potential interns and check the references of the one you would like to accept. Please consult the [Interview Tips](#) and the [Manager's Guide to Interviews and Background Checks](#) for information about what to avoid in interviews and reference checks and a bank of questions to choose from. Send a welcome letter to your chosen intern and thank you letters to the others who have applied.

NOTE: Remember to save any notes you take while interviewing applicants and checking their references. As an alder, you are required to maintain these records in case of open records requests. Please provide them to the Council Office (electronically preferred) for storage.

REMINDER: Per [APM 2-44](#), for all activities related to the recruitment and retention of unpaid interns, the City does not discriminate against or exclude individuals based on their ethnic origin, color, religion, gender, sexual orientation, personal appearance, age, physical or mental disability, veteran status, or inability to speak English. Individuals requesting accommodations or accessibility information should inform the alder.

Step 4: Complete Employment Forms and Finalize Internship Agreement

In order to be provided with their stipend, the intern needs to fill out and turn in several forms, some of which are **time-sensitive**. Council Office staff can review your internship agreement and provide feedback, if requested.

TIP: Please consult the best practices listed on pages 3-4 of [APM 2-44](#) when building your intern plan.

Employment Forms

- [W-4](#)
- [I-9](#) (must be completed, including verifying 2 forms of ID within 3 days of hire)
- [Wisconsin Withholding Certificate](#)
- [Direct Deposit Information/Authorization](#)

(Employment forms also available in Spanish)

- [Prohibited Harassment & Discrimination Policy, APM 3-5](#)
- [Video: Prohibited Harassment & Discrimination Policy Training](#)
- [Employee Acknowledgement Form](#)

Finalized Internship Agreement

Once the final internship agreement is negotiated and finalized, alder and intern should each keep a copy of the signed agreement. Send the signed original to the Council Office for retention.

Step 5: Supervise and Provide Regular Feedback to your Intern

As the alder mentor, you are responsible for supervising, checking in with, and guiding your intern. Please make sure you are familiar with the APMs linked in this document. Consult the Council Chief of Staff if you need guidance on any emerging situations.

Step 6: End of Internship

When the internship ends, please notify the Council Office to schedule an exit interview for the alder and for the intern.



City of Madison

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

Master

File Number: 75427

File ID: 75427

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/05/2023

File Name: Council Office Updates

Final Action:

Title: Council Office Updates

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 01-11-23.pdf, CCEC Chief of Staff Update 02-01-23.pdf, CCEC Chief of Staff Update 02-22-23.pdf, CCEC Chief of Staff Update 3-1-23.pdf, CCEC Chief of Staff Update 3-15-23.pdf, CCEC Chief of Staff Update 6-6-23.pdf, CCEC Chief of Staff Update 6-20-23.pdf, CCEC Chief of Staff Update 7-11-23.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 75427

Title

Council Office Updates

Council Chief of Staff Update **01/11/2023**

Announcements

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

Hiring Update

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

Project Updates

Administrative Services Team

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

New Alder Orientation/Onboarding

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

Upcoming City Trainings of Interest

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

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

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

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

Announcements

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

Hiring Update

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

Project Updates

New Alder Orientation/Onboarding

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

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

Code of Conduct Implementation

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

BCC Admin Services Team

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

Records Retention

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

Council Chief of Staff Update 02/01/2023

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

Upcoming City Trainings of Interest

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

Live Virtual Courses

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

On-Demand Courses

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

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

Council Chief of Staff Update **2/22/23**

Announcements

Debbie is out this week and will be back in the office on Monday. Thank you for your patience and for continuing to provide three weeks' notice on your neighborhood meetings. Please let me know if we can assist you with anything while she is out.

Karen is now a Prosci Certified Change Practitioner™.

Hiring Update

The legislative analyst position has been posted and closes on March 6th. Please send information about the position to your networks!

Here is some language you can use if you'd like:

Do you have a passion for researching and communicating about a wide variety of public policy topics? If so, you may be perfect for the role of [Legislative Analyst](#) in the City of Madison Common Council Office!

Please review and/or share this opportunity to join our small, high-performing, and dynamic team of dedicated local government professionals!

Deadline to apply: March 6, 2023, 11:59 p.m.

Common Council Legislative Analyst

Salary \$68,320.98 - \$81,073.98/year
Common Council Office
Closing Date 3/6/2023

Project Updates: Focus for the Month is Alder Onboarding

New Alder Orientation/Onboarding

We plan to have content finalized by the end of February after your feedback tonight, and final products ready for release by mid-March. In addition to guiding documents and videos, we are finalizing a number of events, including a mock Council meeting, an agency lightning roundtable, and the transition events of April 18th.

Council Website Improvements

We are working with IT web team to make some improvements to the Council webpage in advance of the new cohort of alders coming in.

Upcoming City Trainings of Interest

Live Virtual Courses

- [Language Access: Using LanguageLine Solutions](#) (3/8/23)
- [Conflict Management](#) (3/9/23)

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

Council Chief of Staff Update **3/1/23**

Hiring Update

Please send information about the position to your networks! It closes March 6th. We plan to do interviews in late March.

Here is some language you can use if you'd like:

Do you have a passion for researching and communicating about a wide variety of public policy topics? If so, you may be perfect for the role of [Legislative Analyst](#) in the City of Madison Common Council Office!

Please review and/or share this opportunity to join our small, high-performing, and dynamic team of dedicated local government professionals!

Deadline to apply: March 6, 2023, 11:59 p.m.

Common Council Legislative Analyst

Salary \$68,320.98 - \$81,073.98/year
Common Council Office
Closing Date 3/6/2023

Project Updates

Alder District Social Media Pilot

The pilot is underway! Check out the new official District 3 and District 15 Facebook pages.

City of Madison Alder District 3 Facebook Page:
<https://www.facebook.com/CityofMadisonAlderDistrict3/>

City of Madison Alder District 15 Facebook Page:
<https://www.facebook.com/CityofMadisonAlderDistrict15>

Common Council Official Facebook Page

Our page is now live!

City of Madison Common Council Facebook Page:
<https://www.facebook.com/CityofMadisonCommonCouncil/>

Upcoming City Trainings of Interest

Live Virtual Courses

- [Language Access: Using LanguageLine Solutions](#) (3/8/23)
- [Conflict Management](#) (3/9/23)

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

Council Chief of Staff Update **3/15/23**

Announcements

Debbie will be out of the office the week of 3/27. Please plan accordingly if you have neighborhood meeting requests to submit to her.

Hiring Update

We received 32 applications for the Legislative Analyst position. Applications are currently being evaluated and interviews are anticipated to start the first week of April.

Project Updates

New Alder Onboarding

The Council Office continues its push in preparation for the new cohort of alders in April. You will have noticed a couple of calendar invites in your inboxes: an invitation to help us provide a realistic mock Council meeting experience for the newly-elected alders on April 11, and a save-the-date invitation to the incoming/outgoing alder brunch on April 18.

Outgoing alders: Liz will be sending you an alder offboarding survey to complete prior to April 18.

All alder and mayoral candidates have been sent a save-the-date letter with key dates and information about the variety of onboarding activities we have planned for you. After April 4, returning and new incoming alders will also receive an email from Liz with an onboarding survey and welcome letter with detailed information about onboarding resources and events. Returning and new alders are all welcome and encouraged to engage in the onboarding offerings.

Council Website Upgrades

We met with IT to discuss a variety of improvements to the Council website, including the alder pages on the site. Improvements will be rolled out in time for the start of the new term, including some upgrades to the alder blog tool. IT will be providing training to all alders (returning and new) on the upgraded blog tool in April.

BCC Admin Support Team

BCC Administrative Support Team met on 3/14 to discuss rolling out a regular communication between the Council Office and the staff of BCCs on the Monday of the week before Council meetings reminding staff to enter BCC actions in a timely fashion and providing tips on common errors that Liz is finding in agenda review. The BCC Admin Support Team also discusses plans to provide BCC staff training and support around the Elected and Appointed Official Code of Ethical Conduct, as well as plans to assess and improve BCC staff training generally. The group also discussed the proposed changes to the handling of documents in Legistar addressed in [#76500](#).

Upcoming City Trainings of Interest

Live Virtual Courses

- RECOMMENDED: [Gender Inclusive Language](#) (4/27)

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

Council Chief of Staff Update
6/6/2023

Office Announcements

Upcoming Staff Out-Of-Office

- Liz will be out June 9 and the week of June 12 (in for agenda review only)
- Debbie will be out of the office June 26-July 4
- I will be out of the office on June 13 and July 3
- Additional dates pending confirmation

Staffing Update

- Welcome back Kehinde Fadele, our AASPIRE summer intern
- Our new legislative analyst, Isaac, will be joining us starting Monday, June 12

Important Reminders & Tips

Alder Blogs and Meeting & Events Highlights

All the alders have now been trained on the updated blog tool, so everyone is now prepared to independently access and post to their alder blog. If you would like a refresher training, please reach out to the Council Office. The blog tool was created so that alders have an independent forum through which they can communicate directly with their constituents about the issues that matter to them and their district. As per the recommendations of the Alder Communications Tools workgroup, the Council Office sends out weekly Meetings & Events Highlights via email, which alders can use as blog content if they so choose. I will be sending a communication that goes into more detail about the alder blogs and the scope of available Council Office assistance in this area.

Neighborhood Meetings

Thank you all for your continued efforts to provide Debbie with the information she needs to process your neighborhood meetings at least 3 weeks in advance of the meeting. This is extremely helpful as she coordinates her workload.

Project Updates

BCC Administrative Support Team

The BCC Administrative Support Team will be meeting on June 26 to continue working on a plan to provide BCC staff with updated training and support.

Alder Social Media Pilot Update

We are ready to present our recommended next steps for full roll-out of district social media accounts to CCEC.

Alder-Intern Matching Program Update

We are ready to present the Alder-Intern Matching Program guide to CCEC.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- [Trauma-Informed Living](#) (*strongly recommended*)

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Council Chief of Staff Update
6/6/2023

Upcoming Offerings: June 21, 2-3:30 PM; August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#) (*strongly recommended*)

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: June 15, 2-4 PM; September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

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

Council Chief of Staff Update
6/20/2023

Office Announcements

Upcoming Staff Out-Of-Office

- Debbie will be out of the office June 26-July 4
- I will be out of the office July 3
- Liz will be out of the office July 3
- Lorissa will be out of the office July 3

Welcome to Isaac Matthias, our new Legislative Analyst!

Important Reminders & Tips

New Alder Orientation Videos Spotlight: Agency Budgets

As budget season approaches, I would like to remind folks to watch the videos available on the [New Alder Orientation webpage](#). We strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Resolutions: New Deadline

Due to the increase in interest in creating resolutions, the hectic nature of the days leading up to Council agenda generation, as well as an uptick in neighborhood meeting requests, the Office is requesting that materials for resolutions be submitted to the Council Office by two Mondays before the Council meeting at which you would like it introduced. **The new deadline for submitting resolution materials to the Council Office for creation for the 7/11 Council meeting is Monday 6/26 and for the 7/25 meeting is 7/10.** Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- **City of Madison [Disability Summit: Collective Visioning for a More Equitable Future](#)**

July 27 – 28, 2023

Description: The Department of Civil Rights is excited to host our first **Disability Summit: Collective Visioning for a More Equitable Future on July 27th – 29th** virtual and in-person at Warner Park. The Disability Summit will take place virtually on **July 27th and 28th from 5:00 – 8:00 p.m.** This event is a platform for visioning and developing a city-wide agenda that will direct the work of the Disability Rights and Services Program and ensure all City programs include the voices and needs of the disability community. This event is open to the public and City staff are encouraged to attend. Visit our [upcoming events page](#) for more information.

- **[Trauma-Informed Living](#)**

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

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- **[Giving and Receiving Feedback, Part 1](#)**

Council Chief of Staff Update
6/20/2023

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Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

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

Council Chief of Staff Update

7/11/2023

Office Announcements

Upcoming Staff Out-Of-Office

- July 28-31: Lorissa out
- August 4-12: Karen out
- August 4: Isaac out

Important Tips & Reminders

Council Retreat/Workshop with YWCA

If you have not yet updated your availability for the new dates added to the [Doodle poll](#) for the Council retreat/experiential workshop, please do so tonight. The final date for this event will be chosen tomorrow based on the results.

Syncing Calendars, DANenet Assistance for Alders, and Calendly

If you haven't already, you will receive an email from Andrew at DANenet asking if you would like help figuring out whether/how to sync your calendars to your City Outlook calendar. In addition to calendar syncing, Andrew can also help triage assistance with other tech-related issues you may have.

If your City Outlook calendars are synced or otherwise up-to-date, please let me know [here](#).

Additionally, we have permission to use the [Calendly](#) app, to help coordinate calendars and simplify scheduling, which means you can sign up for it with your district email account. If you choose the paid pro option (reimbursable to your alder expense account, contingent on your account balance), you can sync multiple calendars and only need to share out your [Calendly](#) link. If you have a Calendly link all set up and would like us to use it, please send it to me.

New Alder Orientation Videos Spotlight: Planning Division Major Initiatives

In preparation for budget season, the Planning Division has created several new videos that discuss their major initiatives, which are now available on the [New Alder Orientation webpage](#).

Planning

Videos

- [Agency Introduction](#)
- [Budget Overview](#)
- [Alder Constituent FAQA](#)
- [Neighborhood Grant Program \(6/5/2023\)](#)
- [Arts & Culture](#)
- [Comprehensive Plan/Annual Comprehensive Plan Progress Update](#)
- [Historic Preservation Program](#)
- [Planning 101](#)
- [Services & Major Initiatives](#)
- [Intergovernmental Agreements](#)

Documents

- [Agency Introduction PDF ↗](#)
- [Budget Overview PDF ↗](#)
- [Alder Constituent FAQA PDF ↗](#)
- [Planning Framework PDF ↗](#)
- [Neighborhood Grant Program PDF ↗](#)
- [Comprehensive Plan/Annual Comprehensive Plan Progress Update PDF ↗](#)
- [Historic Preservation Program PDF ↗](#)
- [Planning 101 PDF ↗](#)
- [Services & Major Initiatives PDF ↗](#)
- [Intergovernmental Agreements PDF ↗](#)

Council Chief of Staff Update **7/11/2023**

As a reminder, we strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Reminder: Deadline for Resolutions

The deadline for submitting resolution materials to the Council Office for the **August 1 Council meeting is Monday, July 17**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Providing Feedback to Council Office Staff

Now that we are fully staffed and rolling out a number of new offerings and procedures, if you would like to provide any feedback/suggestions on Council Office staff members or operations, please contact me. If you provide feedback to a Council Office staff member individually via email, please copy me as well.

Project Updates

BCC Administrative Support Team

The BCC Administrative Support Team has engaged HR Organizational Development/Performance Excellence to assist us to evaluate existing BCC staff and member training resources and develop a roadmap for creating/revamping a BCC staff onboarding and ongoing training plan.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

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Upcoming Offerings: August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#)

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational

Council Chief of Staff Update 7/11/2023

Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

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City of Madison

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

Master

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Notes:

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History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 78125

Title

Future Agenda Items