



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, February 25, 2025

4:30 PM

Hybrid: 201 City-County Building and via virtual
meeting

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

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

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

2. **Register for Public Comment:**

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

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

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

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

4. **Listen by Phone:**

(877) 853-5257 (Toll Free)

Webinar ID: 821 3032 6892

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

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

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

hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Common Council Office, 608-266-4071,
CCEC@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Draft minutes (2/11/25): <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [87289](#) Public Comment (2/25/25)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [86994](#) Amending various sections of the Madison General Ordinances to correct inconsistencies and improper references in the Madison General Ordinances, constituting a 2025 City Attorney Revisor's Ordinance.
3. [86606](#) SUBSTITUTE: Amending Section 3.70 of the Madison General Ordinances related to Public Records to align with current technology, City practices, and State law.
Attachments: [86606 Master - Version 1](#)
4. [87044](#) Amending or repealing various sections in Chapters 8, 10 and 33 of the Madison General Ordinances related to reorganization of City Boards, Commissions and Committees.
Attachments: [87044 Body](#)
[Staff Report 020525.pdf](#)
5. [87066](#) Directing City staff to explore and/or pursue specified changes to the City of Madison Board, Committee, and Commission System.
Attachments: [Staff Report 020525.pdf](#)
6. [83516](#) Alder Committee Updates
7. [86717](#) Council Office Updates (2025)
Attachments: [CCEC Chief of Staff Update 1-14-25.pdf](#)
[CCEC Chief of Staff Update 1-28-25.pdf](#)

8. [78125](#) Future Agenda Items

- Attachments:** [Future Agenda Items updated 8-30-23.pdf](#)
[Future Agenda Items updated 9-19-23.pdf](#)
[Future Agenda Items updated 9-29-23.pdf](#)
[Future Agenda Items updated 10-10-23.pdf](#)
[Future Agenda Items updated 11-30-23.pdf](#)
[Future Agenda Items updated 2-7-24.pdf](#)
[Future Agenda Items updated 6-26-24.pdf](#)
[Future Agenda Items updated 10-21-24.pdf](#)

ADJOURNMENT



City of Madison

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

Master

File Number: 87289

File ID: 87289

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/19/2025

File Name: Public Comment (2/25/25)

Final Action:

Title: Public Comment (2/25/25)

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 87289

Title

Public Comment (2/25/25)



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 86994

File ID: 86994

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/04/2025

File Name: Revisor's Ordinance

Final Action:

Title: Amending various sections of the Madison General Ordinances to correct inconsistencies and improper references in the Madison General Ordinances, constituting a 2025 City Attorney Revisor's Ordinance.

Notes: 6851RevOrdSpring2025

Sponsors: CITY ATTORNEY

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	02/04/2025	Referred for Introduction				
	Action Text: This Ordinance was Referred for Introduction						
	Notes: Common Council Executive Committee (2/25/25), Common Council (2/25/25)						
1	COMMON COUNCIL	02/11/2025	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text: A motion was made by Figueroa Cole, seconded by Conklin, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.						

Text of Legislative File 86994

Fiscal Note

No City appropriation required.

Title

Amending various sections of the Madison General Ordinances to correct inconsistencies and improper references in the Madison General Ordinances, constituting a 2025 City Attorney Revisor's Ordinance.

Body

DRAFTER'S ANALYSIS: This City Attorney Revisor's Ordinance corrects certain parts of the Madison General Ordinances (MGO), the City's code of ordinances.

The proposed changes in this ordinance are as follows:

- Section 2.38(3) is amended to fix an MGO reference.
- Section 12.045(4) is amended to correct an omission that occurred when ORD-17-00099 (File No. 46249) was adopted in 2017. That ordinance change eliminated the cross-referenced code language, and this amendment should have occurred as part of that ordinance change. This change corrects that omission and reconciles the language with the standards in place before that ordinance change.
- Section 13.205(3) is amended to correct a grammatical error.
- Section 25.07(2) is amended to fix a location title.
- Section 28.135(2)(b)3. is amended to correct a grammatical error.
- Section 32.02(2)(n) is amended to fix a spelling error.
- Section 33.24(15)(e)12. is amended to fix MGO references.
- Section 39.02(2) is amended to correct a grammatical error.

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

1. Subsection (3) of Section 2.38 entitled "Common Council Confirmation Hearing" of the Madison General Ordinances is amended as follows:

"(3) The Human Resources Director shall distribute all personnel data pertaining to such appointee, including all resumes, job applications or other appropriate information to the Clerk for distribution to all members of the Common Council by the deadline set forth in Sec. 2.05(3) 2.05(1)(a), MGO."

2. Subsection (4) of Section 12.045 entitled "Emergency Regulations" of the Madison General Ordinances is amended as follows:

"(4) The Director of Traffic Engineering may test traffic control devices under actual conditions of traffic for a period of ninety (90) days, except that such experiments may be continued for an additional ninety (90) day period unless the Common Council ~~shall be, by resolution, determines otherwise in conformity with the provisions of Section 3.14(3)(d).~~"

3. Subsection (3) of Section 13.205 entitled "Tampering with Water Utility Mains and Property" of the Madison General Ordinances is amended as follows:

"(3) Any person violating this section may be subject to a forfeiture of not less than two hundred dollars (\$200) nor more than two thousand dollars (\$2000), ~~each~~ Each day or portion thereof shall be considered a separate violation."

4. Subsection (2) of Section 25.07 entitled "Carrying of Glass Bottles in Public Spectator Facilities" of the Madison General Ordinances is amended as follows:

“(2) It shall be unlawful for any person to carry or possess any container composed of glass, porcelain or derivatives thereof, designed for or actually containing liquids, commonly known as a bottle, within the confines of any of the following public spectator facilities, including possession within one hundred (100) feet of any seating area or playing surface of any facility which is not enclosed by a retaining fence or other structure: Breese Stevens Field, Demetral Field diamond # 1, Franklin Field diamonds #2 and #3, Hartmeyer Ice Arena, ~~James Madison Memorial~~ Mansfield Stadium and Baseball Field, all auditorium, gymnasium and swimming facilities at Madison East, Edgewood, LaFollette, Memorial and West High Schools, Medalist Ice Arena, Olbrich Park diamonds #2, #4, #5, #6 and #7, East Madison and West Madison YMCA swimming pools and Warner Football Stadium and Baseball Field.”

5. Paragraph 3. of Subdivision (b) of Subsection (2) entitled “Access to Public Street” of Section 28.135 entitled “Lot Division, Creation and Access” of the Madison General Ordinances is amended as follows:

“3. The residences constructed on the lots abutting the ~~parking park~~ should have entry doors facing the park;”

6. Subdivision (n) entitled “Tenant” of Subsection (2) entitled “Definitions” of Section 32.02 entitled “Rules and Definitions” of the Madison General Ordinances is amended as follows:

“(n) Tenant. A person, occupying ~~one~~ or entitled to present or future occupancy of a mobile home, as defined in Sec. 9.23(1) or residential property under a rental agreement, and includes persons occupying a mobile home or residential property under periodic tenancies and tenancies at will. The term applies to persons holding over after termination of tenancy until removed by Sheriff’s execution of a judicial writ of restitution issued under Sec. 799.44, Wis. Stats. It also applies to person entitled to the return of a security deposit or an accounting for the security deposit.”

7. Subsubparagraph iv. of Subparagraph b. of Paragraph 12. entitled “Upper Level Development Standards” of Subdivision (e) entitled “Basis for Design Review” of Subsection (15) entitled “Urban Design District No. 8” of Section 33.24 entitled “Urban Design Commission” of the Madison General Ordinances is amended as follows:

“iv. Four (4) bonus stories are allowed on Block 2b by meeting the requirements of Sec. 33.24(15)(e)(~~12~~)c. An additional two (2) stories, not to exceed six (6) total, can be provided if the applicant provides a combination of at least one item from c.(i) and at least three (3) items from c(ii). Total stories are determined as those being visibly distinct stories when viewed from the East Washington Avenue façade. If partial parking level(s) do not appear as a separate story from East Washington Avenue and are recessed from the East Washington façade along a substantial portion of the building length, it shall not count as a separate story for the purposes of determining compliance with the UDD 8 story height requirements. The total measured building height in feet shall not exceed the heights allowed in 33.24(15)(e)3. A maximum measured height of up to 171 feet is permitted for a 14-story building.”

8. Subsection (2) entitled "Affirmative Action Division" of Section 39.02 entitled "Affirmative Action Ordinance" of the Madison General Ordinances is amended as follows:

"(2) Affirmative Action Division. There is hereby created a Division of Affirmative Action within the Department of Civil Rights. The Division of Affirmative Action shall be managed and directed by ~~a an~~ the Affirmative Action Division Manager as that position is established and set forth in Sec. 39.01(4), MGO, who shall have responsibility and authority for the development and implementation of the City's Affirmative Action Program."



City of Madison

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Master

File Number: 86606

File ID: 86606

File Type: Ordinance

Status: Council New Business

Version: 2

Reference:

Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE

File Created Date : 01/06/2025

File Name: Public Records Updates

Final Action:

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

Notes: 6917PublicRecordsUpdates

Sponsors: Satya V. Rhodes-Conway And MGR Govindarajan

Effective Date:

Attachments: 86606 Master - Version 1

Enactment Number:

Author: Adriana Peguero

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/06/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (2/25/25), Public Safety Review Committee (2/12/25), Common Council (2/25/25)					
1	COMMON COUNCIL	01/14/2025	Referred	COMMON COUNCIL EXECUTIVE COMMITTEE			
	Action Text:	This Ordinance was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE					
	Notes:	Additional referral to Public Safety Review Committee					
1	COMMON COUNCIL EXECUTIVE COMMITTEE	01/14/2025	Referred	PUBLIC SAFETY REVIEW COMMITTEE		02/12/2025	
	Action Text:	This Ordinance was Referred to the PUBLIC SAFETY REVIEW COMMITTEE					
1	COMMON COUNCIL EXECUTIVE COMMITTEE	01/28/2025	Re-refer	COMMON COUNCIL EXECUTIVE COMMITTEE		02/25/2025	Pass

Action Text: A motion was made by Duncan, seconded by Guequierre, to adopt. Motion withdrawn.

A motion was made by Duncan, seconded by Govindarajan, to Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE meeting on 2/25/2025. The motion passed by voice vote/other.

2	PUBLIC SAFETY REVIEW COMMITTEE	02/12/2025	Return to Lead with the Recommendation for Approval	02/25/2025	Pass
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Action Text: City Attorney Mike Haas presented. A motion was made by Field, seconded by Duncan, to Return to Lead with the Recommendation for Approval to the COMMON COUNCIL EXECUTIVE COMMITTEE and should be returned by 2/25/2025. The motion passed by voice vote.

Text of Legislative File 86606

Fiscal Note

No City appropriation required.

Title

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

Body

DRAFTER'S ANALYSIS: This revision makes necessary change to the Public Records Ordinance to align with current technology and City practices.

The Substitute removes a reference to state statute.

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

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

"3.70 PUBLIC RECORDS

(1) Declaration of Policy. A representative government is dependent upon an informed electorate and therefore it is declared to be the public policy of the City of Madison that all persons are entitled to the greatest possible information regarding the affairs of their government and the official acts of those officers and employees who represent them. Further, providing persons with such information is an essential function of a representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information. To that end, this ordinance shall be construed in every instance with a presumption of complete public access, consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest and only in an exceptional case may access be denied. Therefore, the City of Madison does hereby adopt and incorporate, as though fully set forth herein, the provisions of Wisconsin's Public Records laws, Wis. Stat. §§ 19.31 through 19.39, inclusive of all future amendments and revisions to such sections of the Wisconsin Statutes. The following provisions are intended to supplement, not to replace or to supplant, the Wisconsin Public Records Laws.

(2) Records Custodians.

(a) Designation of Records Custodians and Alternate Custodians. "Custodian" means that officer, department head or division head of the City of Madison who is designated by the Mayor or by the terms of this ordinance, to keep and preserve public records, or whom is required by law to file, deposit, or keep such public record in his/her office, or is lawfully in possession or lawfully entitled to possession of public records. The City Clerk is the legal custodian of the

records of the Common Council as a body politic and for all Common Council boards, committees and commissions. Each alderperson shall be the custodian of their individual official records, such as their correspondence, memorandums and e-mail. Any alderperson may designate, in writing, the staff of the Common Council Office to act as the official custodian of the alderperson's individual official records. For every Department or Division, the Department/Division Head is the custodian of records for their agency. Every custodian of records shall designate in writing one or more employees to act in his or her absence as an alternate custodian of such records.

- (b) Duties. Custodians are vested with full legal power to render decisions and carry out the duties of the City under this ordinance. Each custodian shall establish a procedure for handling records and shall see that all of their employees entrusted with records are informed of these procedures. Prior to providing access to or a copy of any records, the custodian shall review the records to determine that the records are responsive to the request, whether any redactions are required or whether access should be denied as to any record. If a custodian has any question about granting or denying a request to inspect or copy any record, ~~he or she~~ they shall consult with the City Attorney.
- (c) Public Records Training. Each custodian and alternate custodian shall receive training regarding public records laws as soon as practicable upon receiving these duties. Custodians and alternate custodians are personally responsible for keeping current with any developments or advancements in records keeping and the Wisconsin Public Records Laws.

(3) Procedural Information.

- (a) Form of Request. The Wisconsin Public Records Law dictates that certain actions must be taken with regards to oral requests for records and that certain more formal actions are taken in response to written requests for records. However, the state law does not expressly state how to respond to the following methods of communication. Therefore, requests made by the following means shall be responded to as follows:
 - 1. E-mail. A request made by e-mail may be responded to via e-mail or in writing and shall have all of the formalities as though the request was made in writing.
 - 2. ~~Voice-mail~~ Voicemail. A request made by ~~voice-mail~~ voicemail shall be responded to as though it were made orally.
 - 3. Instant Messaging/Text Messaging. A request made in either such manner shall be treated as an oral request.
- (b) Treatment of Certain Data As Records. The Wisconsin Public Records Law provides little or no guidance as to whether the raw and perishable data of the following technologies qualify as records that must be maintained. Therefore the ~~Common Council~~ Director of Information Technology, in consultation with the City Attorney's Office, determines the following status of these technologies:
 - 1. E-mail. The ~~data in content of~~ data in content of an e-mail message may constitute a public record and is subject to maintenance as a public record. The ~~data in content of~~ data in content of an e-mail is subject to the same analysis under the public records statutes as an equivalent paper or hard copy record. The Information Technology Department is responsible for ensuring that all e-mails are properly preserved for such analysis.
 - 2. ~~Voice-mail~~ Voicemail. A ~~voice-mail~~ voicemail message is not a public record and ~~voice-mail~~ voicemail messages do not have to be maintained as public records. These messages are the functional equivalent of phone conversations. Phone conversations clearly are not public records.

Additionally, these messages also share many of the attributes of "personal notes" which are not public records either. Finally, these messages cannot be indexed or maintained in any manner that would allow for their easy classification, searching or retrieval.

3. Instant Messaging (IM)/Text Messaging (TM). Except as set forth in this paragraph and in subparagraph (3)(b) ~~9. and 10~~ 8. and 9. hereof, the data involved in IM/TM communications is not subject to maintenance as a public record. IM/TM has all of the attributes of instantaneous exchange of ideas, as does a regular telephone conversation. Furthermore, the ~~data~~ exchange has the same technological issues as to capturing and storage of data content that is present with regards to ~~voice-mail~~ voicemail with an additional concern - the raw data content is often only briefly stored or not stored at all by the third party vendors or hosts that provide these services. Thus, this technology is even closer to a true telephone conversation than are ~~voice-mail~~ voicemail. Therefore, City employees and officials shall refrain from using such services for official communications purposes or for matters that would result in a public record if another format such as email or written communications were employed, unless the employee or official preserves a copy of such communications by either copying them to their email account, downloading the communications to their city computer, making a computer file of the communications or by printing and retaining a copy of such communications.
4. ~~Voice Over the Internet Protocol (VOIP). The City does not monitor nor record the data associated with the conversations that occur over VOIP. Such conversations are the very same real time voice communications as standard telephone conversations that are not public records. The only difference between these communications is the medium employed in transmitting the voice communications from one participant in the conversation to all others involved in the conversation.~~
54. ~~Audio, Video, Data Transmissions & Communications. Although audio, video, data and radio transmissions and communications may be processed through city computers, the City does not routinely copy the data nor maintain records of such communications. Whenever the City copies, records or maintains copies or recordings of such communications or transmissions, those copies may constitute public records that are subject to records requests and which must be maintained according to the appropriate records retention schedule. The Dane County 9-1-1 center is the custodian for police and fire radio communications.~~
65. Audio/Video Recordings. Unless otherwise provided herein, are public records subject to requests and must be maintained according to the retention schedules published herein.
 - a. Rewritable Recording Systems. Those systems where the recordings are routinely overwritten by newer recordings, such as in continuous loop videotape or digital video written to a camera's hard drive or memory, such data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding. Until such time as these recordings are downloaded, printed or separately preserved, these recordings do not have to be preserved and, as the recording equipment programs/protocols may dictate, can be

overwritten, erased or otherwise destroyed. However, if such data is downloaded, printed, or separately preserved it shall be treated as a record and shall be retained in accordance with the retention schedules.

- b. Recordings Made for the Purpose of Preparing Minutes of Meetings. In accordance with Wis. Stat. § 19.21(7), any tape recording of a meeting, as defined in Wis. Stat. § 19.82(2), by any city body as defined by Wis. Stat. § 19.82(1), to include each City board, commission and committee, may be destroyed, overwritten, or recorded over no sooner than ninety (90) days after the minutes have been approved and published if the purpose of the recording was to take minutes of the meeting.
76. Electronic Document Files. Where records, as that term is defined in Wis. Stat. § 19.32(2), exist in an electronic format only, such electronic records shall be maintained according to the appropriate retention schedule. Where both hard copy (i.e., paper) and electronic copies of a record exist they shall each be subject to public records requests. However, when the custodian has designated, pursuant to sub. (9) electronic records as the official records, only the electronic copy shall be retained and made available for inspection under the public records laws. Where the custodian has not made such a designation, only the hard copy shall be subject to inspection as a public record and the electronic copies shall be treated and disposed of as draft documents that do not need to be maintained beyond creation of the final hard copy.
87. Electronic logs/Temporary Data Files. These logs and temporary data files provide detailed information about the design and functionality of the city's computer network. These logs are routinely overwritten on a daily basis due to the high volume of traffic that is being logged. Unrestricted access to these logs and files would constitute a breach of system security and leave the system vulnerable to exploitation and hacking. In order to ensure network security, these logs are available to Information Technology Director's authorized staff only. These determinations apply to the following types of logs and data files:
- a. Syslogs for Network Electronic Devices. All logs created by network devices such as firewalls, routers, switches, etc., which are used for monitoring and trending computer network traffic patterns and/or detecting unauthorized network traffic.
 - b. Network Server Security, Application and Event Logs. These logs are used to monitor activity on city network servers including successful/unsuccessful login attempts, file system access, hardware performance, etc. These logs provide detailed information about city network account ID's, file system structure, and hardware profiles.
 - c. Network Security Appliance Logs. All logs created by network security devices such as the anti-virus appliance, anti-SPAM appliance, content filtering appliance, etc., which are used to monitor specific types of unauthorized or malicious traffic on the city network. These logs identify specific network traffic patterns and/or protocols that are allowed or disallowed on the city network.
 - d. Application Logs. These logs are used to monitor activity on various database applications, but do not contain specific audits

of database transactions. These logs can contain version information, program variables, and programming logic.

98. Emerging Technologies and Records Retention. As new information technologies emerge the Director of Information Technologies, or their designee, shall evaluate these technologies and their benefit to City operations. The Director shall consider whether any of these technologies provide the capacity to archive public records created by these technologies. Whenever it is economically and practically feasible to archive records created by such technologies that archiving shall be incorporated into any deployment of said technologies. Whenever the technologies do not provide for such archiving capabilities the Director of Information Technology shall consider whether the benefits of employing such technologies outweigh the risks that some public records may not be retained by deployment of such technologies. Where such benefits outweigh these risks City employees shall refrain from using such technologies for official communications purposes or for matters that would result in a public record if another format such as email or written communications were employed. In the event that such technologies are used for such communications purposes the employee shall preserve a copy of such communications by either ~~copying~~ forwarding them to their email account or downloading to a file that is accessible to the department records custodian, ~~downloading the communications to their city computer, making a computer file of the communications or by printing and retaining a copy of such communications~~. The Director shall also ensure that, as soon as practical and economically feasible, archiving systems are obtained for any information technology that is deployed without an archiving system.

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

(4) Access to Records; Fees.

(a) Format For Delivery of Records.

1. Same Format as Record Exists & Redacted Records. Except as otherwise provided by law, any ~~requester~~ requestor may receive or inspect a record in the ~~very same format~~ medium (physical, electronic, or digital) in which the City maintains the record. ~~However, whenever it is necessary to redact or excise portions of a record in order to comply with the Wisconsin Public Records Laws, the redactions shall be made with the assistance of the Information Technology Department.~~ Whenever electronic redaction ~~or excisions~~ cannot be done in a secure manner that preserves such redactions and prevents the viewing of the redacted information then such redactions should be made by hand, not electronically, ~~and the requester shall only receive a hard copy, not an electronic copy, of the redacted record.~~ Except as provided in Wis. Stats. §19.35(3)(h), a A requestor may not be charged for the time necessary to review a record and to redact or excise non-releasable materials.
2. E-mailing or Transferring Records. When practicable, records may be

e-mailed or transferred to the requestor via SFTP (secure file transfer protocol). In order to ensure the integrity of City records, any e-mailed document shall be converted to a secure format prior to sending the document to anyone outside of the City government. There shall not be any reproduction charge for e-mailing or transferring records, however, such records may still be subject to payment of a location fee as established in Wis. Stat. § 19.35(3)(c).

- (b) Reproduction Fees. To the extent possible, the Director of Information Technology and the Finance Director shall develop a uniform fee schedule for the reproduction of records that shall be used by every department and division. Such schedule shall include the following provisions and considerations:
1. Fees imposed upon a records requestor may not exceed the actual, necessary and direct costs of reproducing ~~and/or transcribing~~ of the record, unless a fee is otherwise specifically established or authorized by state or federal law.
 2. If the record exists in such a format that it cannot be easily reproduced, such as a mock-up of a building, then the custodian may photograph the record and may charge the requestor for the actual, necessary and direct costs of such photographing ~~and photographic processing~~.
 3. The fee schedule for ~~photocopying~~ reproducing records shall be:
 - a. No charge for copying records of which in the normal course of business ten (10) or more copies are made, such as agendas, minutes and reports;
 - b. Full cost of reproduction for materials ~~such as films, tapes, computer printouts, etc.~~ not otherwise identified in the schedule developed under this subsection. In such cases, the Department/Division Head who is the records custodian, in consultation with the Finance Director, must determine the costs for reproduction of such records. The determination of these costs shall be made by utilizing a practice or factors that are as uniform as practicable across City departments/divisions.
 - c. If the record is reproduced and provided on electronic media the custodian may charge the requestor for the actual costs and in accordance with the uniform fee schedule.
 - d. Other Fees.
 - i. Location Fee. If the cost of locating a requested record is fifty dollars (\$50) or more, the ~~requestor~~ requestor shall pay the full cost, as determined by the department or division head. Such cost shall not exceed the actual, necessary and direct cost of locating such record. Whenever it is determined that such location costs will exceed fifty dollars (\$50) and the requestor is required to pay the full cost, the requestor ~~shall~~ may be required to post a deposit with the custodian that is equal to the reasonable good faith estimate of such costs.
 - ii. Mailing Fee. Custodians shall impose a fee upon a ~~requestor~~ requestor for the actual, necessary and direct cost of mailing or shipping of any copy or record that is mailed or shipped to the ~~requestor~~ requestor.
 - de. Fee Waivers. A custodian may provide copies of a record without charge or at a reduced charge where the department or division head determines in writing that waiver or reduction of the fee is in

the public interest. The Common Council has determined that for all requests of twenty-five dollars (\$25.00) or less it is in the public interest to waive reproduction/duplications fees for all non-profit 501(c)3 corporations.

- ef. Prepayment of Fees. Custodians may require prepayment by a ~~requester~~ requestor of any fee or fees imposed under this Subdivision if the total amount exceeds five dollars (\$5) and a custodian shall require prepayment by a ~~requester~~ requestor of any fee or fees imposed under this subdivision if the total amount exceeds fifty dollars (\$50). If prepayment is required, the custodian shall not ~~process the request~~ provide access to the records until such prepayment has been posted with the custodian.

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

- (a) ~~Reproducing E-mails Dated Earlier than April 1, 2004.~~ E-mails dated April 1, 2004 or before were not stored in an archive. The restoration and location of these e-mails is difficult and labor intensive. Such requests often take more than thirty (30) days to comply with due to labor and technical issues. Custodians who receive requests for these records should inform the requestor of these issues. Such requests must be immediately forwarded to the Information Technology Director who may prepare an estimate of the actual, necessary and direct cost of locating such records and whom shall provide technical assistance to the custodian.
- (ba) ~~Reproducing E-mails Dated April 1, 2004 or Later.~~ All City of Madison e-mail transactions dated April 1, 2004 or later have been are preserved in a searchable data archive for a period of seven (7) years. When requests are made for such records, custodians should clarify with the requestor, the various search terms and e-mail boxes that the requestor would have the City search for. Once the requestor has specified search terms, the custodian should contact the Information Technology ~~Director~~ Department for technical assistance in fulfilling the request.
- (eb) E-mail chains. E-mails are often sent to multiple recipients. A requestor ~~will~~ may be provided with one copy of such an e-mail and all responses to that e-mail. ~~Unless a requestor specifically requests otherwise, they will not be provided with multiple copies of such an e-mail showing receipt by each of the designated e-mail recipients.~~

(6) Time for Compliance and Procedures.

- (a) Time. The fulfillment of public records requests is a high priority for the City. Therefore, each custodian, upon request for any record, shall, as soon as practicable and without delay, acknowledge receipt of the request and either fill fulfill the request or notify the ~~requester~~ requestor of ~~her/his~~ their determination to deny the request in whole or in part and the reasons therefore. If a request may take more than ten (10) business days to process, then the custodian must respond to the requestor within those ten days with an estimate of when such processing shall be completed and an explanation of the reasons supporting that estimate.
- (b) City Attorney Consultation Required. Before any custodian may deny access to any records or portion thereof, the custodian must consult with the City Attorney. Such consultation shall occur as soon as practicable after the custodian has assembled and reviewed the requested record. In any response to a requestor, the custodian shall include a statement that ~~he or she~~ they consulted the City Attorney regarding the denial of access to any records. Any denial of access

- made by a custodian without such consultation and statement is not considered a response from the City of Madison.
- (c) Public Records Opt-Out Policy and Procedures. The City shall develop a procedure whereby individuals may inform the City that their safety may be endangered by the release of any otherwise available public records and whereby such individuals may request that such records be maintained as confidential records. The Office of the City Attorney and IT shall work cooperatively to develop the necessary procedures and policies to facilitate such communications and to respond appropriately to such communications.
- (7) No Destruction of Records While a Request is Pending or While a Denial of a Request is Being Appealed. No custodian may destroy any record at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least sixty (60) days after the date that the request is denied. If any legal action is pending regarding or related to the record, the record may not be destroyed without the express authorization of the City Attorney. No record that is the object of or which has been produced pursuant to a discovery order or a subpoena may be destroyed without the express consent of the City Attorney.
- (8) Retention Schedules. The City, in accordance with Wis. Stat. §§ 19.21(4)(b) and 16.61(3)(e), adopts the following records retention schedules:
- (a) Retention Schedule. The City of Madison Records Manager, in consultation with the Information Technology Director ~~and, in consultation with the~~ City Attorney, shall develop and maintain the City of Madison's Records Retention Schedule in accordance with the provisions of Wis. Stats. §§ 16.61(3)(e) and 19.21(4) and such records shall be maintained in accordance with the provisions of that schedule. Such schedule must be approved by the Wisconsin Public Records Board and published by the Information Technology Director. Consistent with this schedule, records documenting legislative proposals introduced for Council consideration are public records and the City encourages the greatest public access and transparency to such records regardless of whether a particular version of a legislative proposal is ultimately adopted by the Common Council. All versions of proposed ordinances and resolutions and all accompanying documents referenced in a proposed ordinance or resolution that have been introduced or considered by the Council, or that have been published as part of an agenda, shall be retained in the legislative file consistent with the applicable retention schedule. Any changes to an ordinance or resolution or any accompanying report or other document introduced for consideration before the Council or any board, commission or committee shall be labeled sequentially and added as a new version of such ordinance, resolution, report or document, and any previous versions shall be retained visible to users of the legislative management system.
- (b) Records that are Evidence. No record may be destroyed that has been identified as, or that may have value as, evidence in any civil or criminal legal proceeding, labor arbitration or disciplinary action. No record may be destroyed at any time within sixty (60) days of the denial of a request to review the record or any part thereof.
- (c) Compliance with Federal or Other Retention Requirements. Notwithstanding the City of Madison Records Retention Schedule set forth in sub. (8)(a) above, custodians may not destroy any record where any contract, grant, funding conditions, state or federal statute require that such records be maintained for a longer period of time.
- (d) Offer of Records to State Historical Society Before Destruction. The City is required to offer all obsolete records to the State Historical Society in

accordance with Wis. Stat. § 19.21(4)(a), prior to destruction of those records. ~~The Information Technology Director or any Department/Division Head, may apply to the State Historical Society for a waiver of this requirement as to certain categories of records under such person's authority that they reasonably believe have little or no significant historical value.~~ State Historical Society may grant a waiver of this requirement to certain categories of records through the records disposition authorization approval process.

- (9) Electronic Formatting or Other Reproduction of Records. Any City officer, or the director of any department or division of City government may, with the approval of the Director of Information Technology, may retain and preserve public records in ~~his/her~~ their possession by means of microfilm, or another reproduction method, optical imaging or electronic formatting. Such records shall meet the standards for photographic reproduction set forth in Wis. Stat. §§ 16.61(7)(a) and (b), 2001-2002 Wis. Admin. Code § PR 1 (current through Wis. Admin. Reg. No. 467, Nov. 1994) and Wis. Admin. Code § Adm. 12 (current through Wis. Admin. Reg. 554, Feb. 2002). Such records shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of Subsections (1) through (3) of this ordinance. This ordinance does not require that past copies of a record be converted to the new format(s). However, when the decision is made to convert old records to the new format, the original hardcopy of any document or record which has been converted to the new format may be destroyed once the Records Disposition Authorization for that records classification has been approved by the Wisconsin State Public Records Board and only when such destruction is permissible under Subsection (7) of this ordinance.
- (10) Severability. The provisions of this ordinance are severable. If any provision of this ordinance is held to be invalid or unconstitutional or if the application of any provision of this ordinance to any person or circumstance is held to be invalid or unconstitutional, such holding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provisions or applications. It is hereby declared the intent of the Common Council that this ordinance would have been adopted had any invalid or unconstitutional provision or applications not been included herein.”

EDITOR’S NOTES:

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

The Substitute removes a reference to state statute.



City of Madison

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

Master

File Number: 86606

File ID: 86606

File Type: Ordinance

Status: Council New Business

Version: 1

Reference:

Controlling Body: COMMON COUNCIL

File Created Date : 01/06/2025

File Name: Public Records Updates

Final Action:

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

Notes: 6917PublicRecordsUpdates

Sponsors: Satya V. Rhodes-Conway

Effective Date:

Attachments:

Enactment Number:

Author: Adriana Peguero

Hearing Date:

Entered by: mglaeser@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/06/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (2/25/25), Public Safety Review Committee (2/12/25), Common Council (2/25/25)					

Text of Legislative File 86606

Fiscal Note

No City appropriation required.

Title

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

Body

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

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

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

"3.70 PUBLIC RECORDS

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

more formal actions are taken in response to written requests for records. However, the state law does not expressly state how to respond to the following methods of communication. Therefore, requests made by the following means shall be responded to as follows:

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

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

1. E-mail. The ~~data in content of~~ an e-mail message may constitute a public record and is subject to maintenance as a public record. The ~~data in content of~~ an e-mail is subject to the same analysis under the public records statutes as an equivalent paper or hard copy record. The Information Technology Department is responsible for ensuring that all e-mails are properly preserved for such analysis.
2. ~~Voice-mail~~ Voicemail. A ~~voice-mail~~ voicemail message is not a public record and ~~voice-mail~~ voicemail messages do not have to be maintained as public records. These messages are the functional equivalent of phone conversations. Phone conversations clearly are not public records. Additionally, these messages also share many of the attributes of "personal notes" which are not public records either. Finally, these messages cannot be indexed or maintained in any manner that would allow for their easy classification, searching or retrieval.
3. Instant Messaging (IM)/Text Messaging (TM). Except as set forth in this paragraph and in subparagraph (3)(b)9- ~~and 10~~ 8. and 9. hereof, the data involved in IM/TM communications is not subject to maintenance as a public record. IM/TM has all of the attributes of instantaneous exchange of ideas, as does a regular telephone conversation. Furthermore, the ~~data~~ exchange has the same technological issues as to capturing and storage of data content that is present with regards to ~~voice-mail~~ voicemail with an additional concern - the raw data content is often only briefly stored or not stored at all by the third party vendors or hosts that provide these services. Thus, this technology is even closer to a true telephone conversation than are ~~voice-mail~~ voicemail. Therefore, City employees and officials shall refrain from using such services for official communications purposes or for matters that would result in a public record if another format such as email or written communications were employed, unless the employee or official preserves a copy of such communications by either copying them to their email account, downloading the communications to their city computer, making a computer file of the communications or by printing and retaining a copy of such communications.
4. ~~Voice Over the Internet Protocol (VOIP)~~. ~~The City does not monitor nor record the data associated with the conversations that occur over VOIP. Such conversations are the very same real time voice communications~~

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

city's computer network. These logs are routinely overwritten on a daily basis due to the high volume of traffic that is being logged. Unrestricted access to these logs and files would constitute a breach of system security and leave the system vulnerable to exploitation and hacking. In order to ensure network security, these logs are available to Information Technology Director's authorized staff only. These determinations apply to the following types of logs and data files:

- a. Syslogs for Network Electronic Devices. All logs created by network devices such as firewalls, routers, switches, etc., which are used for monitoring and trending computer network traffic patterns and/or detecting unauthorized network traffic.
 - b. Network Server Security, Application and Event Logs. These logs are used to monitor activity on city network servers including successful/unsuccessful login attempts, file system access, hardware performance, etc. These logs provide detailed information about city network account ID's, file system structure, and hardware profiles.
 - c. Network Security Appliance Logs. All logs created by network security devices such as the anti-virus appliance, anti-SPAM appliance, content filtering appliance, etc., which are used to monitor specific types of unauthorized or malicious traffic on the city network. These logs identify specific network traffic patterns and/or protocols that are allowed or disallowed on the city network.
 - d. Application Logs. These logs are used to monitor activity on various database applications, but do not contain specific audits of database transactions. These logs can contain version information, program variables, and programming logic.
98. Emerging Technologies and Records Retention. As new information technologies emerge the Director of Information Technologies, or their designee, shall evaluate these technologies and their benefit to City operations. The Director shall consider whether any of these technologies provide the capacity to archive public records created by these technologies. Whenever it is economically and practically feasible to archive records created by such technologies that archiving shall be incorporated into any deployment of said technologies. Whenever the technologies do not provide for such archiving capabilities the Director of Information Technology shall consider whether the benefits of employing such technologies outweigh the risks that some public records may not be retained by deployment of such technologies. Where such benefits outweigh these risks City employees shall refrain from using such technologies for official communications purposes or for matters that would result in a public record if another format such as email or written communications were employed. In the event that such technologies are used for ~~such~~ communications purposes the employee shall preserve a copy of such communications by either copying forwarding them to their email account or downloading to a file that is accessible to the department records custodian, ~~downloading the communications to their city computer, making a computer file of the communications or by printing and retaining a copy of such communications~~. The Director shall also ensure that, as soon as practical and economically feasible, archiving systems are obtained for any information technology that is

deployed without an archiving system.

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

(4) Access to Records: Fees.

(a) Format For Delivery of Records.

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

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

1. Fees imposed upon a records requestor may not exceed the actual, necessary and direct costs of reproducing ~~and/or transcribing~~ of the record, unless a fee is otherwise specifically established or authorized by state or federal law.
2. If the record exists in such a format that it cannot be easily reproduced, such as a mock-up of a building, then the custodian may photograph the record and may charge the requestor for the actual, necessary and direct costs of such photographing ~~and photographic processing.~~
3. The fee schedule for ~~photocopying~~ reproducing records shall be:
 - a. No charge for copying records of which in the normal course of business ten (10) or more copies are made, such as agendas, minutes and reports;
 - b. Full cost of reproduction for materials ~~such as films, tapes, computer printouts, etc.~~ not otherwise identified in the schedule developed under this subsection. In such cases, the

Department/Division Head who is the records custodian, in consultation with the Finance Director, must determine the costs for reproduction of such records. The determination of these costs shall be made by utilizing a practice or factors that are as uniform as practicable across City departments/divisions.

- c. If the record is reproduced and provided on electronic media the custodian may charge the requestor for the actual costs and in accordance with the uniform fee schedule.
- d. Other Fees.
 - i. Location Fee. If the cost of locating a requested record is fifty dollars (\$50) or more, the ~~requester~~ requestor shall pay the full cost, as determined by the department or division head. Such cost shall not exceed the actual, necessary and direct cost of locating such record. Whenever it is determined that such location costs will exceed fifty dollars (\$50) and the requestor is required to pay the full cost, the requestor ~~shall~~ may be required to post a deposit with the custodian that is equal to the reasonable good faith estimate of such costs.
 - ii. Mailing Fee. Custodians shall impose a fee upon a ~~requester~~ requestor for the actual, necessary and direct cost of mailing or shipping of any copy or record that is mailed or shipped to the ~~requester~~ requestor.
- de. Fee Waivers. A custodian may provide copies of a record without charge or at a reduced charge where the department or division head determines in writing that waiver or reduction of the fee is in the public interest. The Common Council has determined that for all requests of twenty-five dollars (\$25.00) or less it is in the public interest to waive reproduction/duplications fees for all non-profit 501(c)3 corporations.
- ef. Prepayment of Fees. Custodians may require prepayment by a ~~requester~~ requestor of any fee or fees imposed under this Subdivision if the total amount exceeds five dollars (\$5) and a custodian shall require prepayment by a ~~requester~~ requestor of any fee or fees imposed under this subdivision if the total amount exceeds fifty dollars (\$50). If prepayment is required, the custodian shall not ~~process the request~~ provide access to the records until such prepayment has been posted with the custodian.

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- (ba) Reproducing E-mails Dated April 1, 2004 or Later. All City of Madison e-mail transactions ~~dated April 1, 2004 or later have been~~ are preserved in a searchable data archive for a period of seven (7) years. When requests are

made for such records, custodians should clarify with the requestor, the various search terms and e-mail boxes that the requestor would have the City search for. Once the requestor has specified search terms, the custodian should contact the Information Technology ~~Director~~ Department for technical assistance in fulfilling the request.

- (eb) E-mail chains. E-mails are often sent to multiple recipients. A requestor ~~will~~ may be provided with one copy of such an e-mail and all responses to that e-mail. ~~Unless a requestor specifically requests otherwise, they will not be provided with multiple copies of such an e-mail showing receipt by each of the designated e-mail recipients.~~

(6) Time for Compliance and Procedures.

- (a) Time. The fulfillment of public records requests is a high priority for the City. Therefore, each custodian, upon request for any record, shall, as soon as practicable and without delay, acknowledge receipt of the request and either fill fulfill the request or notify the ~~requestor~~ requestor of ~~her/his~~ their determination to deny the request in whole or in part and the reasons therefore. If a request may take more than ten (10) business days to process, then the custodian must respond to the requestor within those ten days with an estimate of when such processing shall be completed and an explanation of the reasons supporting that estimate.
- (b) City Attorney Consultation Required. Before any custodian may deny access to any records or portion thereof, the custodian must consult with the City Attorney. Such consultation shall occur as soon as practicable after the custodian has assembled and reviewed the requested record. In any response to a requestor, the custodian shall include a statement that ~~he or she~~ they consulted the City Attorney regarding the denial of access to any records. Any denial of access made by a custodian without such consultation and statement is not considered a response from the City of Madison.
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(7) No Destruction of Records While a Request is Pending or While a Denial of a Request is Being Appealed. No custodian may destroy any record at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least sixty (60) days after the date that the request is denied. If any legal action is pending regarding or related to the record, the record may not be destroyed without the express authorization of the City Attorney. No record that is the object of or which has been produced pursuant to a discovery order or a subpoena may be destroyed without the express consent of the City Attorney.

(8) Retention Schedules. The City, in accordance with Wis. Stat. §§ 19.21(4)(b) and 16.61(3)

(e), adopts the following records retention schedules:

- (a) Retention Schedule. ~~The City of Madison Records Manager, in consultation with the Information Technology Director and, in consultation with the City Attorney,~~ shall develop and maintain the City of Madison's Records Retention Schedule in accordance with the provisions of Wis. Stats. §§ 16.61(3)(e) and 19.21(4) and such records shall be maintained in accordance with the provisions of that schedule. Such schedule must be approved by the Wisconsin Public Records Board and published by the Information Technology Director. Consistent with

this schedule, records documenting legislative proposals introduced for Council consideration are public records and the City encourages the greatest public access and transparency to such records regardless of whether a particular version of a legislative proposal is ultimately adopted by the Common Council. All versions of proposed ordinances and resolutions and all accompanying documents referenced in a proposed ordinance or resolution that have been introduced or considered by the Council, or that have been published as part of an agenda, shall be retained in the legislative file consistent with the applicable retention schedule. Any changes to an ordinance or resolution or any accompanying report or other document introduced for consideration before the Council or any board, commission or committee shall be labeled sequentially and added as a new version of such ordinance, resolution, report or document, and any previous versions shall be retained visible to users of the legislative management system.

- (b) Records that are Evidence. No record may be destroyed that has been identified as, or that may have value as, evidence in any civil or criminal legal proceeding, labor arbitration or disciplinary action. No record may be destroyed at any time within sixty (60) days of the denial of a request to review the record or any part thereof.
 - (c) Compliance with Federal or Other Retention Requirements. Notwithstanding the City of Madison Records Retention Schedule set forth in sub. (8)(a) above, custodians may not destroy any record where any contract, grant, funding conditions, state or federal statute require that such records be maintained for a longer period of time.
 - (d) Offer of Records to State Historical Society Before Destruction. The City is required to offer all obsolete records to the State Historical Society in accordance with Wis. Stat. § 19.21(4)(a), prior to destruction of those records. ~~The Information Technology Director or any Department/Division Head, may apply to the State Historical Society for a waiver of this requirement as to certain categories of records under such person's authority that they reasonably believe have little or no significant historical value.~~ State Historical Society may grant a waiver of this requirement to certain categories of records through the records disposition authorization approval process.
- (9) Electronic Formatting or Other Reproduction of Records. Any City officer, or the director of any department or division of City government may, with the approval of the Director of Information Technology, may retain and preserve public records in ~~his/her~~ their possession by means of microfilm, or another reproduction method, optical imaging or electronic formatting. Such records shall meet the standards for photographic reproduction set forth in Wis. Stat. §§ 16.61(7)(a) and (b), 2001-2002 Wis. Admin. Code § PR 1 (current through Wis. Admin. Reg. No. 467, Nov. 1994) and Wis. Admin. Code § Adm. 12 (current through Wis. Admin. Reg. 554, Feb. 2002). Such records shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of Subsections (1) through (3) of this ordinance. This ordinance does not require that past copies of a record be converted to the new format(s). However, when the decision is made to convert old records to the new format, the original hardcopy of any document or record which has been converted to the new format may be destroyed once the Records Disposition Authorization for that records classification has been approved by the Wisconsin State Public Records Board and only when such destruction is permissible under Subsection (7) of this ordinance.
- (10) Severability. The provisions of this ordinance are severable. If any provision of this

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



City of Madison

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

Master

File Number: 87044

File ID: 87044

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/05/2025

File Name: Combine Boards, Commissions, Committees

Final Action:

Title: Amending or repealing various sections in Chapters 8, 10 and 33 of the Madison General Ordinances related to reorganization of City Boards, Commissions and Committees.

Notes: 6921CombineBCCs

Sponsors: Yannette Figueroa Cole, Satya V. Rhodes-Conway,
Tag Evers, John P. Guequierre, Sabrina V. Madison,
Dina Nina Martinez-Rutherford And Bill Tishler

Effective Date:

Attachments: 87044 Body, Staff Report 020525.pdf

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	02/05/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (2/25/25), Common Council (3/11/25)					
1	COMMON COUNCIL	02/11/2025	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Figueroa Cole, seconded by Conklin, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 87044

Fiscal Note

No additional City appropriation required.

Title

Amending or repealing various sections in Chapters 8, 10 and 33 of the Madison General Ordinances related to reorganization of City Boards, Commissions and Committees.

Body

DRAFTER'S ANALYSIS: The report of the City's Task Force on Government Structure recommended that the City reduce and consolidate its Boards, Commissions and Committees in order to create efficiencies and promote accountability. This ordinance eliminates the Downtown Coordinating Committee, the Community Development Division's Conference Committee, the Public Safety Review Committee, and the Ho-Chunk City of Madison Coordinating Committee. It also consolidates the responsibilities of the Commission on Aging, the Early Childhood Education Committee, and the Community Services Committee into a new Community Resources Committee. It also alters the membership of the Community Development Block Grant Committee.

This ordinance also makes several changes to effectuate the transfer of Urban Forestry services from the Parks Division to the Streets Division in 2020. As a result of that change, the Urban Forestry Section is now primarily responsible for the City's street trees (park trees are maintained by the Parks Division and greenway trees are maintained by the Engineering Division). Under existing ordinances, the City Forester has the authority to issue tree trimming, pruning and removal permits for public trees in the rights-of-way and greenways, and that framework includes a hearing process before the Habitat Stewardship Subcommittee of the Board of Parks Commissioners, a subcommittee that meets quarterly. This ordinance would shift that hearing procedure to the Board of Public Works, and also make it clear that the City Forester is no longer subject to oversight from the Board of Park Commissioners, but remains subject to the oversight of the Street Superintendent and the Board of Public Works.

In addition, this ordinance gives the Urban Forestry Section of the Streets Division the clear authority over street trees to ensure that the City continues to meet the Arbor Day Foundation's requirements to be named a Tree City USA community. Finally, this ordinance updates the authority of the Habitat Stewardship Subcommittee of the Board of Park Commissioners to reflect this narrowing of its authority from all public trees to park-related trees.

Please see Legistar File No. 87044 Body in Attachments.

Legistar File No. 87044 Body

TITLE: Amending or repealing various sections in Chapters 8, 10 and 33 of the Madison General Ordinances related to reorganization of City Boards, Commissions and Committees.

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

1. Section 8.41 entitled “DCC Downtown Coordinating Committee” of the Madison General Ordinances is repealed.

2. Subsection (1) of Section 10.10 entitled “Installation of Street Trees” of the Madison General Ordinances is amended as follows:

“(1) It shall be the policy of the City of Madison to promote and enhance the beauty and general welfare of the City through the planting and maintenance of trees or shrubs within the public right-of-way of any street, alley or highway. The Urban Forestry Section of the Streets Division, under the direction of the City Forester, shall direct, regulate and control the planting, care and removal of all public trees and shrubs within the City, subject to the direction oversight of the Streets Superintendent and the Board of Public Works ~~and the Board of Park Commissioners.~~”

3. Subdivision (b) of Subsection (3) entitled “Permit Required for Trimming, Pruning, and Removal of Trees within the Public Right-of-Way or Greenway” of Section 10.101 entitled

“Regulation of Tree Trimming, Pruning and Removal Within the Public Right-of-Way of any Street, Alley or Highway” is amended as follows:

- “(b) Any person seeking a permit to trim, prune, or remove a tree in a public street, alley, highway or greenway shall submit a written proposed trimming, pruning or removal plan to the City Forester, setting forth the following:
1. Clear and specific identification of the trees in a public street, alley, highway or greenway which the person is targeting for trimming, pruning, or removal. The identification shall include the name and block number(s) of the street(s) on which the trees are located.
 2. A clear and specific statement identifying the dates on which the trimming, pruning, or removal will begin and end.
 3. Detail regarding the general nature and character of the proposed trimming, pruning or removal.

The ~~Board of Public Works Habitat Stewardship Subcommittee~~ will hold a hearing regarding the proposed Tree Trimming Plan at its first meeting after submission of the plan.”

4. Subdivision (c) entitled “Notification” of Subsection (3) entitled “Permit Required for Trimming, Pruning, and Removal of Trees within the Public Right-of-Way or Greenway” of Section 10.101 entitled “Regulation of Tree Trimming, Pruning and Removal Within the Public Right-of-Way of any Street, Alley or Highway” is amended as follows:

- “(c) Notification. Upon submission of the Tree Trimming Plan to the City Forester, the party submitting the plan shall notify residents within the proposed tree trimming, pruning or removal area, via United States Mail or personal delivery.

The notice shall inform the resident(s) of the proposed date for trimming, pruning or removal, the date on which the ~~Board of Public Works Habitat Stewardship Subcommittee~~ will consider the proposed Tree Trimming Plan, and inform the resident that they have the opportunity to appear and testify at the meeting of the ~~Board of Public Works Habitat Stewardship Subcommittee~~.

Whichever method is used to effect notification, the party shall submit proof to the ~~Board of Public Works Habitat Stewardship Subcommittee~~ that notification was mailed or delivered to the affected residents.

~~All meetings of the Habitat Stewardship Subcommittee, including all deliberations on a proposed tree trimming plan shall be open to the public. The Subcommittee shall keep minutes of its proceedings, showing the vote for each member upon each question or, if absent or failing to vote, indicating such fact, and shall also keep records of its examination and other official actions, all of which shall be immediately filed in the office of the Park Division and shall be a public record.~~

The ~~Board of Public Works Habitat Stewardship Subcommittee~~, upon its findings, shall make a recommendation, including the reasons therefore, to the City Forester after the hearing. The recommendation shall be provided to the applicant.”

5. Paragraph 2 of Subdivision (e) of Subsection (3) entitled “Permit Required for Trimming, Pruning, and Removal of Trees within the Public Right-of-Way or Greenway” of

Section 10.101 entitled “Regulation of Tree Trimming, Pruning and Removal Within the Public Right-of-Way of any Street, Alley or Highway” is amended as follows:

“2. The annual forestry permit will be subject to renewal upon reapplication to the City Forester and re-hearing before the Board of Public Works Habitat Stewardship Subcommittee.”

6. Subsection (6) entitled “Appeals” of Section 10.101 entitled “Regulation of Tree Trimming, Pruning and Removal Within the Public Right-of-Way of any Street, Alley or Highway” is amended as follows:

“(6) Appeals. Any person aggrieved by the administration or interpretation of any of the terms or provisions of this section may appeal the City Forester’s determination to the Streets Superintendent Board of Park Commissioners by filing a notice of appeal with the City Forester within ten (10) days of said action, stating the grounds therefore, ~~with the President of the Park Commission. The Board of Park Commissioners~~ The Streets Superintendent may, after hearing from the City Forester and the appellant, a hearing, with notice to the appellant, reverse, affirm or modify, in whole or in part, the decision or determination of the Habitat Stewardship Subcommittee or the City Forester. The decision of the Street Superintendent may be appealed to the Board of Public Works by filing a notice of appeal with the City Clerk within ten (10) days of the Street Superintendent’s determination, stating the grounds therefore. The Board of Public Works shall fix a reasonable time for the hearing on the appeal and give due notice to the parties in interest, and decide the same within a reasonable amount of time. During the hearing, any party may appear in person or by an agent or attorney. The Board of Public Works may, in conformity with this ordinance, reverse, affirm or modify, wholly or partially, the determination. The Board’s decision ~~Board of Park Commissioners~~ shall be a final administrative determination, subject to judicial review as may be provided by law.”

7. Subsection (b) entitled “Habitat Stewardship Subcommittee” of Subsection (5) entitled “Subcommittees” of Section 33.05 entitled “Board of Park Commissioners” is amended as follows:

“(b) Habitat Stewardship Subcommittee. Reviews ~~public-park-related~~ tree concerns and policies, advises and makes recommendations concerning land stewardship, ecological and sustainability practices for all park land. Advises and makes recommendations concerning the Parks Division's Integrated Pest Management Policy and annual report. The Subcommittee consists of five (5) members, including at least one member of the Park Commission, and meets as needed.”

8. Section 33.14 entitled “Committee on Aging” of the Madison General Ordinances is repealed.

9. Subdivision (a) entitled “Membership” of Subsection (2) entitled of Section 33.15 entitled “Community Development Block Grant (CDBG) Committee” of the Madison General Ordinances is amended as follows:

“(2)(a) Membership. The Committee shall consist of nine (9) members ~~and two (2) alternate members~~, appointed by the Mayor, subject to the approval of the Common Council. Members shall serve without compensation. Two (2) members shall be alderpersons. The other members shall be resident members, at least two of whom reside within a low- or moderate-income census tract as defined by the U.S. Department of Housing and Urban Development, and the remaining residents shall be residents who through their expertise, lived experience or strong interest in the work of the Committee will represent a broad range of perspectives on issues before the Committee. ~~At least three resident members shall be persons of low or moderate income, as low or moderate income is defined by the CDBG regulations, and at least one resident member shall be a member of a minority as defined in Sec. 39.02(9)(a)7. of these ordinances. One position may be filled by either an alderperson or a resident member.”~~

10. Section 33.16 entitled “Community Services Committee” of the Madison General Ordinances is repealed and recreated as follows:

- (1) The Community Resources Committee (CRC) shall act in an advisory capacity to the Community Development Division (CDD), the Mayor and the Common Council, offering guidance and recommendations to ensure that City resources are allocated equitably and effectively to meet the diverse and evolving human service needs of Madison residents. The CRC collaborates with CDD staff, community stakeholders, and subject matter experts to assess service gaps, establish funding priorities, and identify best practices that support household stability, economic opportunity, early childhood and youth development, aging support, and neighborhood well-being. By centering community voices and lived experiences, the CRC plays a vital role in shaping funding recommendations and policy direction to enhance the well-being of all residents.
- (2) Members. The Committee shall be composed of twelve (12) members, each bringing expertise and/or lived experience in key areas impacting community well-being. Members shall be appointed by the Mayor subject to confirmation by the Common Council. Two (2) members shall be City of Madison alders. Two (2) members shall have professional expertise or lived experience in aging, elder care, or issues affecting older adults. Two (2) members shall have expertise or lived experience in early childhood development, childcare, or education. Two (2) members shall have experience in workforce development, job training, economic mobility, or employment-related services. Two (2) members shall have knowledge of or lived experience in neighborhood engagement or community well-being, including crisis intervention and prevention. Two (2) members shall have expertise, lived experience, or a strong interest in addressing the diverse social service needs of the City of Madison.
- (3) Terms. When the Committee is first constituted, the respective appointments shall be as follows: Four (4) resident members shall be appointed for terms of three (3) years; four (4) resident members shall be appointed for terms of two (2) years; and two (2) resident members shall be appointed for terms of one (1) year and said terms shall expire on the third Tuesday of April. Thereafter, all members shall be appointed for terms of three (3) years, except that the term of aldermanic members of the Committee shall expire on the third Tuesday of the following April including the terms of the initial alder appointments.
- (4) Duties. The Community Resources Committee shall:
 - (a) Advise the Community Development Division in creating and updating City goals and strategies designed to create conditions in Madison in which families and individuals at all stages of life can thrive and realize their full potential despite challenges posed by educational, economic or cultural barriers. This work shall focus on issues related to early childhood care, positive youth development,

educational attainment, gainful employment and career development, household stability, aging support, and neighborhood and community well-being, with an emphasis on fostering safe, connected, and thriving communities.

- (b) Discuss and provide recommendations regarding human services priorities and the most effective allocation of City financial resources in addressing them.
- (c) Within funding processes initiated by the Community Development Division, review and finalize staff recommendations for consideration by the Common Council.
- (d) Promote collaboration and strategic planning across and within communities to enhance the delivery of human services.
- (e) Seek input from subject matter experts, community partners, residents and other stakeholders to understand concerns, challenges and human service needs affecting individuals and families and communicate relevant findings to the Community Development Division, the Mayor and Common Council.
- (f) Provide input on strategies to reduce or eliminate barriers that residents face in accessing human services including, for example, those related to language access, socioeconomic status, age, race, ethnicity, culture, gender and/or sexual orientation.
- (g) Advise and make recommendations to the Community Development Division on policies and guidelines for assessing community needs and ensuring the quality and accessibility of essential services.
- (h) Gather information on emerging concerns, challenges, and issues facing residents in Madison and within the limitations of available resources, recommend programs or policies to address them.
- (i) Promote collaboration among human service providers, funders and other stakeholders in order to improve the delivery and the effectiveness of human services programming and activities.
- (j) Promote resident engagement by creating opportunities for community members to contribute to assessments of human services programming and identify barriers to accessing services.

11. Section 33.18 entitled “Community Development Division Conference Committee” of the Madison General Ordinances is repealed.

12. Section 33.22 entitled “Public Safety Review Committee” of the Madison General Ordinances is repealed.

13. Section 33.25 entitled “Ho-Chunk City of Madison Coordinating Committee” of the Madison General Ordinances is repealed.

EDITOR’S NOTES:

Section 8.41 entitled "DCC Downtown Coordinating Committee" of the Madison General Ordinances currently reads as follows:

8.41 DCC DOWNTOWN COORDINATING COMMITTEE.

- (1) Purpose. The Common Council finds that it is in the public interest to create a Downtown Coordinating Committee to provide a forum for public information and stewardship regarding the use of public space in the Downtown Area, and to periodically review regulations and policies affecting the Downtown Area, with particular emphasis on State Street and the Capitol Square, as a high-quality urban space for pedestrians in an environment that promotes healthy businesses. For purposes of this ordinance, the "Downtown Area" shall be defined as all geographical areas within the jurisdiction of the City of Madison between Blair Street, Lake Mendota, North Park Street, Regent Street, Proudfit Street, North Shore Drive, and Lake Monona. This geographical definition of the Downtown Area shall be for the sole purpose of guiding the issues to be considered by the Downtown Coordinating Committee under this ordinance.
- (2) Composition and Appointment of Members. The Downtown Coordinating Committee shall consist of nine (9) voting members and two (2) alternate members. Membership shall include two (2) or three (3) alderpersons. The remaining six (6) or seven (7) members and two alternates shall be persons residing within the City of Madison. At least one (1) of the resident members shall be a permanent resident of the Downtown area, one (1) shall be a student at the University of Wisconsin-Madison, and one (1) shall be a representative of the downtown business community. Appointments shall be made by the Mayor, subject to the approval of the Common Council provided, however, that the UW-Madison student will serve a one (1) year term from May 15 to May 14, the appointee to be forwarded to the Mayor for appointment by the alderperson of the 8th district, and shall be chosen from a list of potential appointees provided to the alderperson by the Associated Students of Madison.
- (3) Terms. Alderperson members shall serve for terms of two (2) years, expiring with the respective Alder term. Resident members shall serve for three (3) years. Any vacancies shall be filled by the Mayor, subject to approval of the Common Council, for a term filling out the remainder of the vacated member's term.
- (4) Officers and Staff. The members of the Committee shall annually elect a chairperson and vice chairperson from among its membership. An alderperson may serve as either chairperson or vice chairperson, but alderpersons shall not serve in both positions. The Committee shall be staffed by the Director of the Department of Planning and Community and Economic Development or designee, who shall be a non-voting member and shall serve as Secretary to the Committee. Staff support will be provided by other Divisions as needed.
- (5) Duties and Responsibilities. The Downtown Coordinating Committee shall:
 - (a) Consider ongoing issues of operation, design, safety, maintenance and use of the Downtown Area; and provide advice on the development, implementation, and revisions to plans for improvements to be made in the Downtown Area; through periodic review of the implementation and enforcement of policies, regulations and city services that affect the quality of State Street and the Capitol Square as a high-quality urban space for pedestrians in an environment that promotes healthy businesses. This includes policies, regulations and city services that affect pedestrians, including people with disabilities; bicyclists; Mall Concourse maintenance; parking for bicycles, mopeds and automobiles; loading and unloading; motorized vehicles; signage and advertising; vending; sidewalk cafes; and streetscape items such as benches, planters and other street fixtures.

- (b) Provide a forum for public information and stewardship for topics that affect the use of public space in the Downtown Area including trash, care of terrace trees and plants, use of sidewalks, placement of utility boxes and building maintenance.
 - (c) Consider any proposed ordinance amendments or new ordinances or resolutions regarding planning in the Downtown Area; or impacting upon the ongoing operation, safety, maintenance, enjoyment, use of, and scheduling and operation of special events in the Downtown Area.
 - (d) Serve as a forum for sharing information and providing advisory recommendations regarding the above duties and issues of concern in the Downtown Area.
- (6) Rules of Procedure. The Committee may adopt rules of Procedure not in conflict with these Ordinances and which may from time to time be amended by the Committee. The Committee may delegate powers and responsibilities to a subcommittee or subcommittees as allowed under Section 33.01(4) of the Madison General Ordinances. At any meeting in which a member has a personal or financial interest in the issue being discussed, that member shall abstain from participating in any discussion or voting on any matter concerning that issue, shall not be counted for purposes of determining a quorum, and the minutes of any such meeting shall reflect the abstention accordingly.
- (7) Compensation. Members of the Committee shall serve without compensation.

Section 33.14 entitled "Committee on Aging" of the Madison General Ordinances currently reads as follows:

"33.14 - COMMITTEE ON AGING.

- (1) Organization. There is hereby created a Committee on Aging to serve as an advisory body to the Community Services Committee and the Community Development Division, as well as other City Departments, the Mayor and the Common Council.
- (2) Membership and Meetings. The Committee on Aging shall be composed of eleven (11) individuals and two (2) members of the Common Council, to be appointed by the Mayor, subject to the approval of the Common Council. A majority of the members shall be over 55 years of age, and other members shall have expertise, experience, or education in aging social services or programs. One member of the Committee shall be a board member of the Madison Senior Center Foundation, Inc. All members will serve without compensation. Members shall be appointed for terms of three (3) years, except that the term of the aldermanic member shall expire upon the expiration of his or her term as alder. The Committee shall meet no fewer than nine (9) times per year.
- (3) Officers. The Committee shall elect from among its members a chairperson and vice chairperson. The Senior Center Director and the Community Development Division shall provide staff assistance to the Committee on Aging.
- (4) Charge. The Committee on Aging shall have the following powers and duties:
 - (a) Recommend Older Adult Service Goals and Objectives to the Community Services Committee.
 - (b) Recommend budget allocations for older adult services purchased by the City of Madison to the Community Services Committee.
 - (c) Address barriers to service or participation in older adult services including but not limited to language access issues, socioeconomic, racial, cultural or gender issues and sexual orientation.

- (d) Gather information, through public hearings and other methods, on the concerns, problems and needs of older adults and communicate its findings to the Community Services Committee, Mayor, and Common Council.
- (e) Review and recommend policy and its impacts to the Community Services Committee, the Community Development Division, the Mayor and the Common Council in the area of older adult concerns and programs.
- (f) Review proposed legislation or policies to determine the impact on older adult services and the service population.
- (g) Recommend legislation or policy or revisions as may be necessary related to the health, welfare, and security and safety of older adults.
- (h) With the support of the Mayor and Common Council, advocate for older adults and the policies, funding, and legislation which best serve their interests and needs.
- (i) Coordinate funding and programs with the Area Agency on Aging, the Aging and Disability Resource Center, and other agencies serving older adults.
- (j) Investigate new and innovative methods for the delivery of older adult services.
- (k) Seek ways to involve residents in planning for the provision of services to older adults.
- (l) Advise the Director of the Senior Center on programs, services and policies for the effective functioning of the facility.
- (m) Promote the Senior Center and its programs and services to older adults and their families and caregivers.
- (n) Oversee and recommend the budget for the Senior Center to the Community Development Division.
- (o) Receive regular reports and information from the staff and participant advisory council of the Senior Center.”

Section 33.16 entitled “Community Services Committee” of the Madison General Ordinances currently reads as follows:

“33.16 COMMUNITY SERVICES COMMITTEE.

- (1) Organization. There is created for the City of Madison a Community Services Committee.
- (2) Membership. The Committee shall consist of eleven (11) members, except as provided below. Eight (8) members shall be appointed by the Mayor, subject to the confirmation by the Common Council. Members shall be appointed on the basis of their knowledge and interest in human services. At least one, and no more than two, such members shall be an Alderperson. One (1) citizen member shall be selected by the Mayor from a panel of three (3) submitted by the Madison Federation of Labor. One (1) of the citizen members shall be a present or former client or recipient of a private nonprofit program. At least one (1) of the citizen members shall be a member of a minority as defined in Sec. 3.58(8)(a)7. of these ordinances. The Committee on Aging shall elect one of its members to serve as a member of the Community Services Committee. The Early Childhood Care and Education Committee shall elect one of its members to serve as a member of the Community Services Committee. The remaining members shall be broadly representative of the community. The Director of the Community Development Division or his/her designee shall be an ex-officio member of the Committee without vote.

- (3) Terms. When the Committee is first constituted, the respective appointments shall be as follows: Three (3) resident members shall be appointed for terms of three (3) years; and two (2) resident members shall be appointed for terms of two (2) years; and two (2) resident members shall be appointed for terms of one (1) year except that such terms shall expire on October 1 of the year of expiration of said terms. Thereafter, all members shall be appointed for terms of three (3) years, except that the term of aldermanic members of the Committee shall expire with the expiration of their terms as alders.
- (4) Charge. The Community Services Committee shall have the following responsibilities:
 - (a) Establish policies to be followed by the Office of Community Services.
 - (b) Investigate new and innovative methods for delivery of human services.
 - (c) Recommend policy to the Mayor and Common Council in the area of community services.
 - (d) Make recommendations to the Mayor and Supervisor of Community Services regarding the budget for community services, and human services purchased by the City from private non-profit agencies.
 - (e) Stimulate coordinated inter-community and intra-community planning for the delivery of human services.
 - (f) Seek ways to involve residents in assessment of human services needs.
 - (g) Cooperate with the Plan Commission and Department of Planning and Community and Economic Development.
 - (h) Seek to improve accessibility of human services to residents who have language and other barriers.
 - (i) Establish human services priorities and criteria for choices between those services which are provided directly by the City and those which are purchased from other agencies.
 - (j) Work to improve coordination and follow-up in connecting City residents with available human services.
 - (k) Coordinate human services activities with other governmental units.
 - (l) The Community Services Committee (CSC) shall recommend to the Mayor three (3) of its regular members (not alternate members), including one alderperson, to serve as members of the Community Development Division Conference Committee. The term of each appointment shall be one year.
- (5) Meetings. The Committee shall meet at least once each month and shall conduct its business in accordance with rules which it may establish.
- (6) Reports. The Committee shall furnish to the Mayor minutes of its regular and special meetings within ten (10) days of the date of the meeting.
- (7) Early Childhood Care and Education Committee.
 - (a) There is hereby created an Early Childhood Care and Education Committee as a committee of the Community Services Committee to serve as an advisory body to the Community Services Committee and the Community Development Division on the operation of the Madison Child Care Accreditation and Child Care Assistance Programs.
 - (b) The Early Childhood Care and Education Committee shall consist of nine (9) members with experience and/or expertise necessary for proper performance of the duties assigned; two (2) members shall be specialists in the field of child care; six (6) members shall be other resident members to include one (1)

member who is a child care service consumer and one (1) member who is a child care worker; and one (1) Alderperson.

- (c) Members shall be appointed by the Mayor and confirmed by the Common Council to three (3) year terms with the exception of the Alderperson whose term shall expire with the expiration of their term as alderperson. All Committee members shall serve without compensation. All terms shall commence on the first (1st) day of October, with the exception of the Alderperson, whose term shall begin on the third Tuesday in April. Appointments shall be for three (3) years. Vacancy appointments shall complete the term of appointment filled. Members' terms shall automatically be terminated when the member no longer meets the requirements set forth in Section 33.16(7)(b).
 - (d) The committee members shall choose from among their resident members a chairperson and vice chairperson. The Community Development Director or his/her designee shall serve as secretary to the committee.
 - (e) It shall be the general duty of the Early Childhood Care and Education Committee to advise and make recommendations to the Community Services Committee and the Community Development Division on policy and guidelines for the Madison Child Care Accreditation and Child Care Assistance Programs and the Community Resources funding process. Those duties shall include, but not be limited to, the following:
 - 1. Eligibility criteria for approved child care agencies;
 - 2. Eligibility criteria for child care assistance;
 - 3. Eligibility criteria for grants and loans; and
 - 4. Participation in the Community Development Division Funding Process regarding children and families and assessment of community child care needs.
 - (f) The Committee shall conduct hearings and make determinations in appeals from actions of the Child Care Coordinator pursuant to Section 3.12(10)(c)3.e. of these ordinances.
- (8) (R. by ORD-12-00062, 5-9-12)"

Section 33.18 entitled "Community Development Division Conference Committee" of the Madison General Ordinances currently reads as follows:

33.18 COMMUNITY DEVELOPMENT DIVISION CONFERENCE COMMITTEE.

- (1) Purpose and Intent. The Community Development Division (CDD), the Community Development Block Grant Committee (CDBG) and the Community Services Committee (CSC) each exercise an important and ongoing role in allocating City resources, through established and regularly scheduled City funding processes, that seek to address and fund social services and community needs through investments in programs that serve prioritized issues or populations. Within these funding processes, the roles of the CDBG and CSC frequently intersect. In addition, emerging or unanticipated needs or opportunities sometimes arise under circumstances that cannot be properly addressed within established funding cycles. To meet these various needs, this Committee is created and charged with coordinating final decisions that are required under CDD's established funding processes; reviewing applications for Emerging Opportunities Program funds submitted pursuant to Sec. 3.12(11) and making the final funding and award decision for funds awarded under that program; and facilitating discussions or decisions around other issues that affect both the CDBG and CSC.

- (2) Composition. The Committee shall be composed of six (6) members. The CDBG and CSC shall each recommend to the Mayor three of its members, including one alderperson from each of the CDBG and the CSC, to serve on the Conference Committee. No member of the Conference Committee shall be appointed to fill a position for both the CDBG and the CSC, however, a member of the Conference Committee may be a member of both the CDBG and the CSC. Each member's term shall be for one year, though members may serve for more than one term.
- (3) Support. The CDD shall provide staff support to the Community Development Division Conference Committee.
- (4) Meetings. The CDD Director shall notify the Community Development Division Conference Committee when there is a need to convene and the Committee shall schedule meetings as soon as practicable following such notifications.

Section 33.22 entitled "Public Safety Review Committee" of the Madison General Ordinances currently reads as follows:

33.22 PUBLIC SAFETY REVIEW COMMITTEE.

- (1) Organization. A Public Safety Review Committee is hereby created for the City of Madison.
- (2) Membership. The Public Safety Review Committee shall consist of nine (9) members: the Mayor, or his/her designee, three (3) members of the Common Council, five (5) resident members, and one alternate resident member who may participate in Board business as though a full member, but may vote only in the absence of one of the resident members. The aldermanic members and resident members shall be appointed by the Mayor subject to confirmation by the Common Council. All elected members shall serve by virtue of their office (ex officio).
- (3) Terms. Common Council members shall be appointed for two (2) year terms ending on the third Tuesday in April. Resident members shall be appointed for three (3) year terms ending on April 30 of the third calendar year after their appointment and confirmation, except that, in April 1993, the Mayor shall designate the terms of resident members in order to achieve staggered terms. The Mayor shall designate two resident members for one-year terms, two for two-year terms, and two for three-year terms.
- (4) Duties. The work of the Public Safety Review Committee shall be advisory to the Mayor and the Common Council to assist them in the performance of their statutory duties regarding the police and fire departments. The role of the Public Safety Review Committee shall in no way interfere with the lawfully prescribed powers and duties of the Common Council, the Police and Fire Commission, the Mayor, or the Chiefs of the respective Police or Fire Departments. The Public Safety Review Committee may, in the performance of its duties:
 - (a) Review service priorities and capital budget priorities of the Police and Fire departments;
 - (b) Serve as liaison between the community and the City on public safety issues;
 - (c) Review annually and make recommendations to the Mayor and the Common Council regarding the annual work plans and long-range goals of the departments.
- (5) (R. by Ord. 9134, 3-12-87)

Section 33.25 entitled “Ho-Chunk Nation-City of Madison Joint Planning Committee” of the Madison General Ordinances currently reads as follows:

“33.25 HO-CHUNK NATION-CITY OF MADISON JOINT PLANNING COMMITTEE.

The Ho-Chunk Nation-City of Madison Joint Planning Committee shall consist of six members: three appointed by the Nation and two appointed by the Mayor subject to the approval of the Common Council, and the director of the City Department of Planning and Community and Economic Development, or his or her designee. Four members, two each representing the Nation and the City, shall be required to constitute a quorum. The Committee shall meet as necessary or at least biannually. The Committee shall be charged with the responsibility of creating and periodically updating a development plan for the Nation's Fee and Trust Land real properties located within the Development Area and the City boundaries.”

MEMORANDUM

Date: February 5, 2025
To: Common Council
From: Christie Baumel, Mayor’s Office staff
Karen Kapusta Pofahl, Common Council staff
Subject: Ordinance 87044 and Resolution 87066 regarding the BCC Streamlining Project

Legislation Description:

The City of Madison, in an effort to reduce the number of boards, commissions, and committees (BCCs) in its system, is introducing a package of legislation to that end. This includes Ordinance 87044, which helps move closer to that goal by combining some committees and sunsetting or dissolving others, as well as Resolution 87066, which guides steps for additional potential changes in 2025.

Problem Statement and Goals:

Madison highly values its BCCs and the contributions of members, and at the same time has long recognized that it has many more BCCs than its peer cities. This large system is both expansive and also cumbersome to navigate and challenging to adequately support. The unwieldy structure of this system puts burdens on the public, volunteer members, support staff, and elected officials, which diminish its democratic effectiveness and the ability of the City to adequately support it. Reducing the total number of BCCs helps to address these issues and helps to achieve the following goals.

- **Clarity for Residents** – when following legislation, it can be confusing to know how many committees to follow. Fewer committees can help mitigate unnecessary confusion.
- **Enable More Engagement** – free up alder time for engagement in their districts; recognize that engaging through committees is not a style of engagement that most residents prefer.
- **Effective, Efficient Operations** – focus in on where we allocate staff support, alder time, and legislative referrals.
- **Strong, Accountable Committees** – Staff are better able to support committees (e.g. with work plans, member onboarding, etc.) if there are fewer.

Background:

The Madison Common Council has been leading a process to streamline the City’s boards, commissions, and committees system for several years, beginning with the Task Force on Government Structure (TFOGS), which issued its final report in 2019. TFOGS found that the current BCC system lacks diversity; can cause a drain on resident, staff, and alder time; lacks accountability; varies in authority and influence; has BCCs that lack a well-defined purpose, have outlived their purpose, or have overlapping

purposes; requires processes that do not facilitate resident participation; and is often inadequately staffed or has inadequate resources. They offered recommendations on ways to improve the BCC organizational structure, training and support, and resident engagement experience, including recommendations to restructure the BCCs and to “eliminate or combine BCCs that are redundant or have outlived their purpose.”

From 2020 to present, two separate subgroups of the Common Council - an Ad Hoc TFOGS Implementation Work Group followed by the Common Council Executive Committee (CCEC) - have worked to further define project goals, conduct additional analysis, and ultimately recommend specific changes to the City’s BCC system. Changes have been made incrementally to select BCCs in parallel to that work. At its December 10, 2024, meeting, CCEC discussed a set of changes to pursue in 2025, and supported staff to pursue informational discussions with each affected BCC in January-February of 2025 to help shape final recommendations. This legislative package is informed by those discussions as well as input from City staff.

Current Legislative Package

The current legislative package of Ordinance 87044 and Resolution 87066 includes the following.

The proposed ordinance would:

- Dissolve the **Downtown Coordinating Committee**. This committee supports urban design and placemaking in the downtown, but is one of numerous entities in Madison that do so. Community engagement related to downtown placemaking is also robust on projects outside of this committee setting. The duties of providing a hearing venue for mall maintenance charges and reviewing the Downtown Business Improvement District (BID) budget are tasks that will transfer to another committee. These tasks are not outlined in code, but rather through the City’s agreement with the BID, and will be updated within that document.
- Dissolve the **Public Safety Review Committee**. There is some overlap in scope and activities with the Police Civilian Oversight Board and the Board of Health (violence prevention work). Additionally, the current and previous Common Councils have opted to make public safety policy decisions in other venues, such as with their own regular reports from Police and Fire and through the creation of temporary committees to consider new policies, such as with body-worn cameras.
- Dissolve the **Community Development Conference Committee**. This committee no longer meets. Its last role was to oversee the allocation of funds under the Emerging Opportunities Program, a program that no longer exists.
- Dissolve the **Ho-Chunk City of Madison Coordinating Committee**. This committee has not met since 2012. Conversations with the Ho-Chunk Nation indicate they are supportive of dissolving this committee and continuing to coordinate in other ways.
- Create a new **Community Resources Committee** that combines the current **Committee on Aging**, the **Early Childhood Care and Education Committee**, and the **Community Services Committee**. Scope of duties and membership composition are designed to reflect the combination of these three existing committees. In the current form, members focused on aging or early childhood are segregated off from more general community service-related topics that affect all members of the community, including those who are aging and young children. Bringing these three committees together brings a stronger multi-generational perspective to all of community service topics. It also

better connects the multitude of relevant topics to committee members focused on specific age sectors, making for a more multifaceted consideration of the issues addressing different age groups. Additionally, centralizing staff time to administering one committee instead of three will help create more robust staff support to this committee. Finally, over time as work has changed, the duties of some of these committees have lessened. For example, while committees used to make recommendations on community funding proposals annually, the City now issues years-long contracts for funding and this duty is only in front of the committees every other or every few years (varies by committee). Similarly, childcare accreditation appeals were envisioned as a duty of the Early Childhood Care and Education Committee, but have not occurred in over five years. By bringing these topics together, this proposal reduces fragmentation between topics relevant to all and ensures robust agendas and work programs.

- Updates membership requirements of the **Community Development Block Grant Committee** to add flexibility and make it easier to fill positions. Some positions with detailed membership criteria have been challenging to fill over time and this change intends to make it easier to have a full committee while maintaining the value of diverse perspectives in the work.
- Makes a number of changes to move authority for **urban forestry oversight** from the **Board of Park Commissioners/Habitat Stewardship Subcommittee** to the **Board of Public Works**. Urban Forestry moved from the Parks Division to the Streets Division several years ago in acknowledgement that the majority of urban forestry work occurs in the right-of-way. This committee change completes this transition. With professional arborists in urban forestry, the committee guidance that is needed is not typically related to tree health and ecology. Most often, urban forestry is seeking guidance on how trees interact with other utilities in the right-of-way, and the Board of Public Works is the appropriate venue for these discussions. Parks-related tree issues will continue to be discussed with the Board of Park Commissioners and/or the Habitat Stewardship Subcommittee.

The proposed resolution would direct staff to:

- Propose ordinance language related to combining the **Vending Oversight Committee** and the **Economic Development Committee** to the Common Council no later than August 31, 2025. Combining these two committees would allow a single committee to consider actions and guidance related to the full range of businesses in Madison and create a single committee with a broadened perspective on all City work related to business support, business districts, wealth creation, and more.
- Explore transferring the **Joint Campus Area Committee** responsibilities to the University of Wisconsin-Madison (UW) and make recommendations back to the Common Council no later than August 31, 2025. This committee's focus is largely on (a) sharing information on UW projects with the community, the City of Madison, and Village of Shorewood Hills, and (b) making recommendations to the UW Urban Design Board on the specific design of projects included in the UW Campus Master Plan approved by the City under Campus-Institutional zoning. While there is value in this work, it may make sense for UW to staff and manage this committee. This idea will be explored with UW staff.
- Explore transferring the **City, County, Schools Collaborative Committee** to the Madison Metropolitan School District (MMSD) and make recommendation back to the Common Council no later than August 31, 2025. The committee includes multiple jurisdictions focused on issues that

intersect with MMSD. It may make sense for MMSD to staff and manage this committee. This idea will be explored with MMSD and County staff.

- Explore centralizing multiple civil rights award processes into a single committee and make recommendations back to the Common Council no later than August 31, 2025. Currently, the City administers a committee process in conjunction with the County and the Martin Luther King, Jr. Coalition to issue the Martin Luther King, Jr. Humanitarian Award annually. It also issues the Reverend James C. Wright Human Rights Award through the Equal Opportunities Commission and administers a staff-led process to issue the Alix Olson Award for the Promotion of a Tolerant and Just Community. There may be benefits of considering these awards in a more collaborative and connected process, such as increasing awareness and/or broadening the set of nominees for the awards. This is an idea that may have merit but needs more exploration before a recommendation can be made.



City of Madison

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

Master

File Number: 87066

File ID: 87066

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/05/2025

File Name: Board, Commission, Committee System Changes

Final Action:

Title: Directing City staff to explore and/or pursue specified changes to the City of Madison Board, Committee, and Commission System.

Notes: BCCSystemChanges

Sponsors: Yannette Figueroa Cole, Satya V. Rhodes-Conway,
Tag Evers, John P. Guequierre, Sabrina V. Madison,
Dina Nina Martinez-Rutherford And Bill Tishler

Effective Date:

Attachments: Staff Report 020525.pdf

Enactment Number:

Author: Christie Baumel

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	02/05/2025	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council Executive Committee (2/25/25), Common Council (3/11/25)					
1	COMMON COUNCIL	02/11/2025	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Figueroa Cole, seconded by Conklin, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 87066

Fiscal Note

No additional City appropriation required.

Title

Directing City staff to explore and/or pursue specified changes to the City of Madison Board, Committee, and Commission System.

Body

WHEREAS, the Task Force on Government Structure (TFOGS) was established in 2017 to

consider issues related to the powers and duties of the City's Common Council, Mayor's Office, and Boards, Commissions, and Committees (BCCs), and made recommendations in a final report in November of 2019; and

WHEREAS the Final Report of the Task Force on Government Structure concluded "the BCC structure itself serves as another impediment to full resident participation and representation" and made recommendations that included eliminating or combining some BCCs, and

WHEREAS, a TFOGS Implementation Work Group met 2020-2023 to carry out TFOGS recommendation, and the Common Council Executive Committee took over this work from the Work Group in 2023, and has guided the establishment of clear goals, analysis methods, and recommendations for changes to the BCC system, and

WHEREAS, recommendations for changes to the BCC system include, among others, combining the Economic Development Committee and the Vending Oversight Committee, potentially combining numerous awards processes within a single committee, potentially transferring responsibilities of the Joint Campus Area Committee from the City to the University of Wisconsin-Madison, and potentially transferring responsibilities of the City County Schools Collaborative Committee to the Madison Metropolitan School District, and

WHEREAS, final determinations on each of these recommendations requires more detailed planning before finalizing a recommendation;

NOW THEREFORE, the Common Council directs City staff to develop an ordinance to create a single new committee that merges the duties of the Vending Oversight Committee and the Economic Development Committee and replaces these two existing committees. The ordinance should include a proposal for how to merge existing duties of the two committees, and may include transferring some responsibilities from a committee to staff, as appropriate and should be developed with input from the two committees and returned to the Council for consideration to adopt no later than August 31, 2025.

The Common Council further directs City staff to explore the possibility of the following changes to the BCC system and making a recommendation back to the Common Council no later than August 31, 2025.

- 1) Transferring responsibilities for the Joint Campus Area Committee to the University of Wisconsin-Madison.
- 2) Transferring responsibilities for the City, County, Schools Collaborative Committee to the Madison Metropolitan School District.
- 3) Combining multiple civil rights-focused awards processes within a single committee.

MEMORANDUM

Date: February 5, 2025
To: Common Council
From: Christie Baumel, Mayor's Office staff
Karen Kapusta Pofahl, Common Council staff
Subject: Ordinance 87044 and Resolution 87066 regarding the BCC Streamlining Project

Legislation Description:

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City of Madison

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

Master

File Number: 83516

File ID: 83516

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/17/2024

File Name: Alder Committee Updates

Final Action:

Title: Alder Committee Updates

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 83516

Title

Alder Committee Updates



City of Madison

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

Master

File Number: 86717

File ID: 86717

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/10/2025

File Name: Council Office Updates (2025)

Final Action:

Title: Council Office Updates (2025)

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 1-14-25.pdf, CCEC
Chief of Staff Update 1-28-25.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 86717

Title

Council Office Updates (2025)

Council Chief of Staff Update

01/14/25

Upcoming Staff Out-of-Office

1/27: Liz Out

Reminders

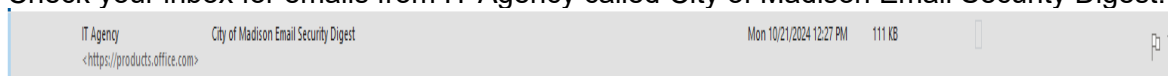
The 50-piece rule is in effect until the April election for everyone who is running for re-election.

Tips

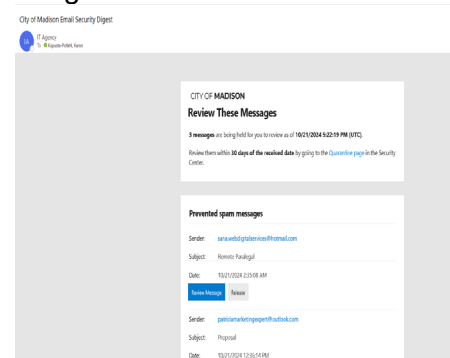
There were a lot of resident emails in mine again this week, so I am highlighting this again for you.

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

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



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



Council Office Project Updates

BCC Streamlining Project

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

Alder Onboarding

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

Annual Report

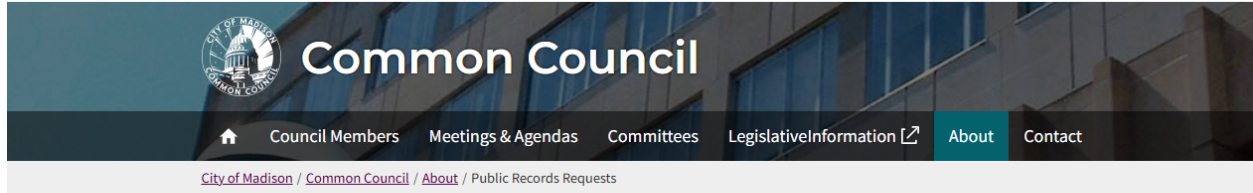
Estimated release: Early March

Council Chief of Staff Update

01/28/25

Reminders & Tips

The City has launched a public records request online portal. We have placed a link to this portal on the [Council website](#).



About

[Elected and Appointed Official Code of Ethical Conduct](#)

[Public Records Requests](#)

[Centenarian Recognition Program](#)

Public Records Requests

Please go to the [Public Records Request Center](#) to submit a records request to the Common Council or any other department within the City of Madison.

The Public Records Request Center (PRRC) is the most efficient way to get your request processed by

- ensuring your request goes to the appropriate department(s).
- allowing you to track your request as it is being processed.
- providing a way to receive your responsive documents.

The PRRC also includes an online payment option for required fees.

Council Office Project Updates

Alder Onboarding

Agencies are working on reviewing and updating their onboarding videos and documents. The Council Office is reviewing, updating, and creating additional onboarding and offboarding materials in preparation for April.

If you are not running for re-election and would like to help Debbie get a head start on your outgoing alder honoring resolution, please contact her for instructions.

All alders (returning and new) who do not already have a City laptop will be receiving one in April. Details to follow.

Save the Date:

- Lightning Agency Roundtables 4/8/25 @5:30 p.m.
- Alder Onboarding Retreat 4/12/25 @9:00 a.m. (new and returning alders session)
- Outgoing/Incoming Alder Breakfast 4/15/25 @9:30 a.m. @Olbrich Gardens
- Noon meeting 4/15/25 (outgoing honoring resolutions, swearing in, leadership elections in-person)
- Headshots 4/15/25 3:30 p.m. (tentative)
- Mock Council meeting 4/15/25 @4:30 p.m. (tentative)

Council Chief of Staff Update 01/28/25

Upcoming City Trainings

Values-Based Leadership: The 4 Principles of Practice

Description: Elevate your leadership with our Values-Based Leadership course by fostering self-reflection, balance, confidence, and humility. **Upcoming:** 2/4/25 9:00-10:30 a.m., virtual

Creating a Gender Inclusive Workplace 101

Description: We'll discuss LGBTQ+ inclusion, how to create welcoming environments, discuss institutional inequity, and how to create systemic change. **Upcoming:** 2/5/25 9:00-11:00 a.m., virtual

RESJI Foundations Part 1: Introduction to Racial Equity and Social Justice

Description: Finally back by popular demand! This course is for those beginning their learning on racial equity and social justice *or* seeking a foundational primer. This course is for those wondering "What is racial equity? What does it have to do with my job? What can I do about it?" To explore these questions we'll use slides, handouts, videos, art, comedy, local and national case studies, pair and group dialogue, and activities to build "equity muscles." **Upcoming:** 2/12/2025 noon-3:00 p.m. Pinney Library, in person

Build Bridges, Not Barriers

Description: Enhance your ability to foster inclusivity, build trust, and become an effective ally in your personal and professional life. **Upcoming:** 9:00-11:00 a.m., virtual



City of Madison

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

Master

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Title

Future Agenda Items

CCEC Future Agenda Items
(Updated 8/30/23)

Upcoming

Presentation of information on standing BCCs (9/5/23)

Alder Social Media Pilot (October)

Increased Alder Pay (9/19/23)

Inviting the Performance Excellence Coordinator

Progress update on hybrid BCC meeting possibilities

Inviting Department of Civil Rights to present on the RESJ analysis process

Completed

Security training discussion (7/11/23)

Alder-Intern Matching Program (7/25/23)

CCEC Future Agenda Items
(Updated 9/19/23)

Upcoming

Alder Social Media Pilot (October)

Inviting the Performance Excellence Coordinator

Progress update on hybrid BCC meeting possibilities

Inviting Department of Civil Rights to present on the RESJ analysis process

Completed/Recurring

Security training discussion (7/11/23)

Alder-Intern Matching Program (7/25/23)

Presentation of information on standing BCCs (9/5/23)

Increased Alder Pay (9/19/23)

CCEC Future Agenda Items
(Updated 9/29/23)

Upcoming

Alder Social Media Pilot (10/3)

Inviting the Performance Excellence Coordinator (10/3)

CARES update (10/17)

Debrief of Council YWCA Experiential Retreat (10/17)

Update on the discussion of history of street names

Collaboration with MMSD

In-person introduction of Council Office staff to CCEC

MPD presentation on human trafficking

Discussion of reducing the size of Council

Progress update on hybrid BCC meeting possibilities

Inviting Department of Civil Rights to present on the RESJ analysis process

Completed/Recurring

Security training discussion (7/11/23)

Alder-Intern Matching Program (7/25/23)

Presentation of information on standing BCCs (9/5/23)

Increased Alder Pay (9/19/23)

CCEC Future Agenda Items
(Updated 10/10/23)

Upcoming

CARES update (10/17)

Debrief of Council YWCA Experiential Retreat

Update on the discussion of history of street names

Collaboration with MMSD

In-person introduction of Council Office staff to CCEC

MPD presentation on human trafficking

Discussion of reducing the size of Council

Progress update on hybrid BCC meeting possibilities

Inviting Department of Civil Rights to present on the RESJ analysis process

Presentation on MPD transport pilot

Discussion on ways to reduce Council meeting length

Repeating

Presentation of information on standing BCCs (9/5/23)

Increased Alder Pay (9/19/23, 10/17/23)

Completed

Security training discussion (7/11/23)

Alder-Intern Matching Program (7/25/23)

Inviting the Performance Excellence Coordinator (10/3)

Alder Social Media Pilot Update (10/3)

CCEC Future Agenda Items
(Updated 11/30/23)

Requested

Debrief of Council YWCA Experiential Retreat (1/9/24)
Presentation on/by League of Wisconsin Municipalities
Update on the discussion of history of street names
Collaboration with MMSD
In-person introduction of Council Office staff to CCEC
MPD presentation on human trafficking
Discussion of reducing the size of Council
Progress update on hybrid BCC meeting possibilities
Inviting Department of Civil Rights to present on the RESJ analysis process
Discussion on ways to reduce Council meeting length

Repeating

BCC Streamlining Project (9/5/23)

Completed

Security training discussion (7/11/23)
Alder-Intern Matching Program (7/25/23)
Inviting the Performance Excellence Coordinator (10/3)
Alder Social Media Pilot Update (10/3)
CARES update (10/17)
Presentation on MPD transport pilot
Increased Alder Pay (9/19/23, 10/17/23, 11/7/23, 11/21/23)

CCEC Future Agenda Items
(Updated 2/7/24)

Requested

Debrief of Interim Alder Appointment Process (2/13/24)
Debrief of Council Policy Retreat (3/5/24 planned)
Debrief of Council YWCA Experiential Retreat
Presentation on/by League of Wisconsin Municipalities
Update on the discussion of history of street names
Collaboration with MMSD
In-person introduction of Council Office staff to CCEC
MPD presentation on human trafficking
Discussion of reducing the size of Council
Progress update on hybrid BCC meeting possibilities
Inviting Department of Civil Rights to present on the RESJ analysis process
Discussion on ways to reduce Council meeting length

Repeating

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

Completed

Security training discussion (7/11/23)
Alder-Intern Matching Program (7/25/23)
Inviting the Performance Excellence Coordinator (10/3)
Alder Social Media Pilot Update (10/3)
CARES update (10/17)
Presentation on MPD transport pilot
Increased Alder Pay (9/19/23, 10/17/23, 11/7/23, 11/21/23)

CCEC Future Agenda Items (Updated 6/26/24)

Requested

A discussion on community notification on very controversial items scheduled to come before Council

Presentation on misgendering/gender identity education

Presentation on/by League of Wisconsin Municipalities

Collaboration with MMSD

In-person introduction of Council Office staff to CCEC

MPD presentation on human trafficking

Discussion of reducing the size of Council

Progress update on hybrid BCC meeting possibilities

Inviting Department of Civil Rights to present on the RESJ analysis process

Discussion on ways to reduce Council meeting length

Debrief of Council YWCA experiential retreat

Update on the discussion of history of street names

Repeating

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

Completed

Security training discussion (7/11/23)

Alder-Intern Matching Program (7/25/23)

Inviting the Performance Excellence Coordinator (10/3/23)

Alder Social Media Pilot Update (10/3/23)

CARES update (10/17/23)

Presentation on MPD transport pilot

Increased Alder Pay (9/19/23, 10/17/23, 11/7/23, 11/21/23)

Debrief of Council Policy Retreat

Debrief of Interim Alder Appointment Process (2/13/24)

CCEC Future Agenda Items (Updated 10/21/24)

2024-2025 CCEC Requests

Overview of the public records request process

A discussion on community notification on very controversial items scheduled to come before Council

Presentation on misgendering/gender identity education

Presentation on/by League of Wisconsin Municipalities

2023-2024 CCEC Requests

Collaboration with MMSD

In-person introduction of Council Office staff to CCEC

MPD presentation on human trafficking

Discussion of reducing the size of Council

Progress update on hybrid BCC meeting possibilities

Discussion on ways to reduce Council meeting length

Debrief of Council YWCA experiential retreat

Update on the discussion of history of street names

Completed

Security training discussion (7/11/23)

Alder-Intern Matching Program (7/25/23)

Inviting the Performance Excellence Coordinator (10/3/23)

Alder Social Media Pilot Update (10/3/23)

CARES update (10/17/23)

Presentation on MPD transport pilot

Increased Alder Pay (9/19/23, 10/17/23, 11/7/23, 11/21/23)

Debrief of Council Policy Retreat

Debrief of Interim Alder Appointment Process (2/13/24)

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

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