

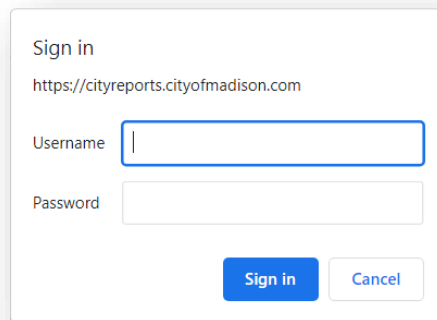
## How to Run a Registrant Report for a Meeting

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

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

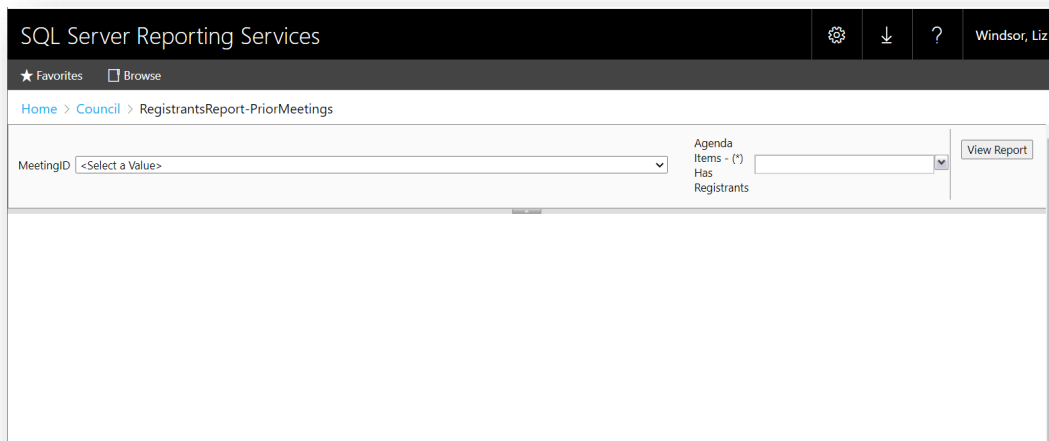
Follow the instructions below to run a registrant report.

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



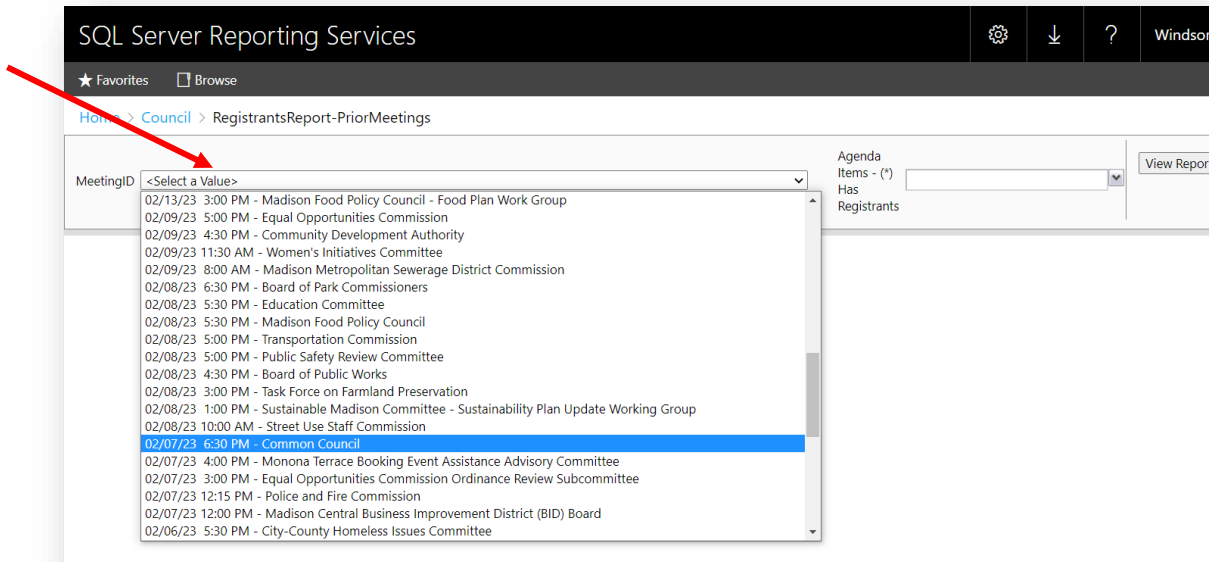
A sign-in dialog box with the title "Sign in" and the URL "https://cityreports.cityofmadison.com". It contains two input fields: "Username" and "Password". Below the fields are two buttons: "Sign in" (highlighted in blue) and "Cancel".

3. The following window appears:

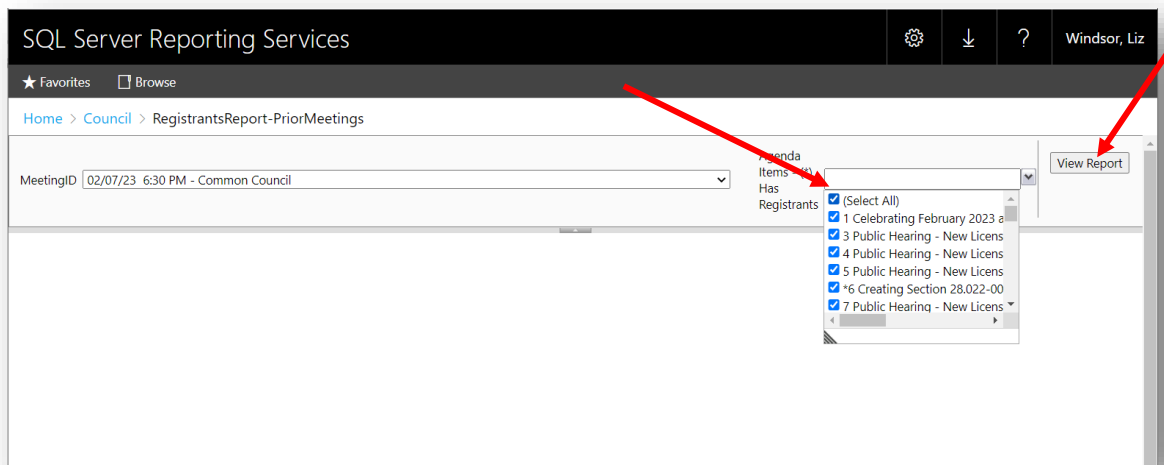


A screenshot of the SQL Server Reporting Services (SSRS) interface. The title bar reads "SQL Server Reporting Services" and the user is logged in as "Windsor, Liz". The breadcrumb navigation shows "Home > Council > RegistrantsReport-PriorMeetings". The main content area features a "MeetingID" dropdown menu with the text "<Select a Value>". To the right, there is a section for "Agenda Items - (\*)" with a "Has Registrants" dropdown menu and a "View Report" button.

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



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



- Click **View Report**.

7. The Registrant Report for the selected meeting displays.

SQL Server Reporting Services

Windsor, Liz

Home > Council > RegistrantsReport-PriorMeetings

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

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

Public Comment Registrants Report

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

Agenda Item	Name	Support	Speaking	Representing Organization		Lobbying	
				Y/N	Name(s)	Paid	Duties
AGENDA ITEM: 6 Creating Section 28.022-00600 of the Madison General Ordinances to change the zoning of property located at 6604 Odana Road, 19th Alder District, from CC (Commercial Center) District to CC-T (Commercial Center-Transitional) District.							
02/06/23 12:04 PM	6 COLLEEN ROBINSON District: Unknown 7211 Century Avenue Middleton WI 53562	Oppose	Yes, I want to speak.	No			
02/07/23 12:38 PM	6 MARC OTT - JLA ARCHTECTS District: Unknown 860 W. Broadway Monona WI 53713	Support	Yes, I want to speak.	Yes	Walter Wayne Development 702 N Highpoint Road # 200 Madison, WI 53717	Yes	No
02/07/23 01:45 PM	6 RANDY CHRISTIANSON District: 19 702 N. High Point Road #200 Madison WI 53717	Support	Yes, I want to speak.	No			
02/07/23 04:04 PM	6 BRUCE BOSBEN District: 12 1741 Commercial Ave Madison WI 53704	Support	Yes, I want to speak.	No			
02/07/23 07:37 PM	6 ROXANNE BENGEL District: 19 6509 Normandy Lane 211 MADISON WI 53719	Oppose	I do not want to speak, but I am available to answer questions.	No			
02/06/23 09:31 AM	6 CAROLINE M ROBINSON District: 19 6509 Normandy Ln 307 Madison WI 53719	Oppose	No, I do not want to speak.	No			
02/06/23	6 KYLE VONRUDEN District: 12	Support	No, I do not want to speak.	No			

The registrant report displays the following information for each registrant:

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

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

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

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

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

Report: Council\PublicComment-AgendaItemAlderVersion Executed: 2/10/2023 2:25:30 PM

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