

Prusaitis, Nancy

From: May, Michael
Sent: Monday, November 24, 2014 9:31 AM
To: Dcosta, Laila; Committee Staff List
Cc: Dept Division Heads
Subject: RE: [Annual Statement of Interests] City of Madison Committee Member - 2014

Under sec. 3.35(9)(i)1, MGO, all committee meeting agenda from now through the end of January are to include an agenda item on completion of the SOI, in order to remind all persons to file the SOI. Please be sure to add this to your agenda for Madison boards, commissions and committees.

Michael P. May
City Attorney
City of Madison
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From: Dcosta, Laila
Sent: Friday, November 21, 2014 4:37 PM
To: Committee Staff List
Subject: FW: [Annual Statement of Interests] City of Madison Committee Member - 2014

Hi There,

The below email went out to all committee members required to submit a Statement of Interest form (hard copies will be mailed to members without an email address on file).

The filing deadline for this go-around is January 6, 2015. It would be very helpful and much appreciated if committee staff would remind members to submit their Statement of Interest forms.

Thanks everyone!

Please let me know if you have any questions.

Have a great weekend!!

Laila

Office of the Mayor
City-County Bldg., Rm. 403

210 Martin Luther King, Jr. Blvd.
Madison, WI 53703-3345
608-266-4434

From: Clerk
Sent: Friday, November 21, 2014 4:05 PM
To: Dcosta, Laila
Subject: [Annual Statement of Interests] City of Madison Committee Member

November 21, 2014

Dear Valued Committee Member,

Your position as a City of Madison board, commission or committee member requires the filing of a Statement of Interests form with the City Clerk's Office. The filing deadline for this year is **January 6, 2015**. This annual filing is in accordance with Section 3.35(9)(b) of the Madison General Ordinances.

Statement of Interests forms must be submitted electronically at the following link: www.cityofmadison.com/statementofinterests.

If you have not previously created a "My City of Madison" account, instructions on how to do this can be found at the same link. If you filed electronically last year, your account is already set up and your UserID is your email address.

If you do not have access to a computer, we invite you to visit the City Clerk's Office and use the dedicated workstation for submitting your electronic form. The City Clerk's Office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Computers are also available at all City of Madison Public Library locations. **The deadline for filing your 2015 Statement of Interests form is January 6, 2015.**

According to Section 3.35(9) of the Madison General Ordinances, if the form is not filed in a timely manner, you will not be allowed to participate in or vote on any matter before the body and the Common Council is authorized to revoke the appointment.

If you have questions or need additional information, please contact the City Clerk's Office by email at clerk@cityofmadison.com or phone at (608) 266-4601.

Thank you in advance for your timely submission and for your service to the City of Madison.

Sincerely,

Maribeth Witzel-Behl
City Clerk