



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, June 4, 2024

4:30 PM

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

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

The City of Madison is holding the Common Council Executive Committee meeting in hybrid format to help protect our community from the Coronavirus (COVID-19) pandemic.

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

2. Register for Public Comment:

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

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

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

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

4. Listen by Phone:

(877) 853-5257 (Toll Free)

Webinar ID: 846 5908 2548

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 5/21/24: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [83764](#) Public Comment (6/4/24)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [83518](#) Requesting information, studies, and plans regarding the authorization of a local sales tax.
3. [83765](#) Sexual Harassment Appendix for the Elected and Appointed Office Code of Ethical Conduct
4. [83517](#) Alder Budget Engagement Events

Attachments: [2025 Budget Engagement Events.pdf](#)
5. [83516](#) Alder Committee Updates
6. [81382](#) Council Office Updates (2024)

Attachments: [CCEC Chief of Staff Update 1-9-24.pdf](#)
[CCEC Chief of Staff Update 2-13-24.pdf](#)
[CCEC Chief of Staff Update 3-5-24.pdf](#)
[CCEC Chief of Staff Update 3-19-24.pdf](#)
[CCEC Chief of Staff Update 5-21-24.pdf](#)
7. [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](#)

ADJOURNMENT



City of Madison

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Master

File Number: 83764

File ID: 83764

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/31/2024

File Name: Public Comment (6/4/24)

Final Action:

Title: Public Comment (6/4/24)

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 83764

Title

Public Comment (6/4/24)



City of Madison

City of Madison
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Master

File Number: 83518

File ID: 83518

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: EQUAL
OPPORTUNITIES
COMMISSION

File Created Date : 05/17/2024

File Name: Requesting information, studies, and plans regarding the authorization of a local sales tax.

Final Action:

Title: Requesting information, studies, and plans regarding the authorization of a local sales tax.

Notes: TO BE INTRODUCED FROM THE FLOOR

Sponsors: Amani Latimer Burris

Effective Date:

Attachments:

Enactment Number:

Author: Ald. Amani Latimer Burris

Hearing Date:

Entered by: imatthias@cityofmadison.com

Published Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	05/17/2024	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (6/24/24), Common Council Executive Committee (6/4/24), Committee on Employee Relations (6/11/24), Transportation Commission (6/12/24), Equal Opportunities Commission (6/13/24), Common Council (7/2/24)					
1	COMMON COUNCIL	05/21/2024	Refer	FINANCE COMMITTEE			Pass
	Action Text:	A motion was made by Figueroa Cole, seconded by Duncan, to Refer to the FINANCE COMMITTEE meeting of 6/24/24. The motion passed by voice vote/other.					
	Notes:	Additional referrals to Common Council Executive Committee (6/4/24), Committee on Employee Relations (6/11/24), Transportation Commission (6/12/24), and Equal Opportunities Commission (6/13/24)					
1	FINANCE COMMITTEE	05/21/2024	Referred	COMMON COUNCIL EXECUTIVE COMMITTEE			
	Action Text:	This Resolution was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE					
1	FINANCE COMMITTEE	05/21/2024	Referred	COMMITTEE ON EMPLOYEE RELATIONS			
	Action Text:	This Resolution was Referred to the COMMITTEE ON EMPLOYEE RELATIONS					
1	FINANCE COMMITTEE	05/21/2024	Referred	TRANSPORTATI ON COMMISSION			

Action Text: This Resolution was Referred to the TRANSPORTATION COMMISSION

1 FINANCE COMMITTEE 05/21/2024 Referred EQUAL
OPPORTUNITIES
COMMISSION

Action Text: This Resolution was Referred to the EQUAL OPPORTUNITIES COMMISSION

Text of Legislative File 83518

Fiscal Note

This resolution requires a number of actions by the Finance Department and various City committees:

The Finance Committee, with assistance from the Finance Department, is directed to confirm a series of statements regarding the possible impacts and implications of a possible sales tax for the City of Madison and an undefined Metro Transit District. The resolution also calls for a study on the incorporation of revenues from a possible sales tax into projections for future City budgets, including sufficient reserves to address future economic downturns, and possible impacts on the need for future property tax revenues. Regarding development of the 2025 budget, the resolution calls for the use of one-time funds to address the deficit for one year, with the assumption that a future State Legislature will pass a law authorizing the City of Madison to implement a 0.5% sales tax in time to use those revenues in the 2026 budget.

The Transportation Committee is directed to work with staff to review the financing of regional transit entities around the country, particularly those funded from a sales tax, work with communities adjacent to Madison to gauge support for a regional sales tax to help fund transit costs, engage with Transit labor organizations regarding their perspectives on shifting employees from the City to a regional transit entity.

The Common Council Executive Committee is directed to gather information from the City of Milwaukee regarding the use of proceeds from its recently authorized 2% sales tax, as well as its advice for working with the State Legislature to secure approval for a sales tax for the City of Madison and a Metro Transit District. This committee is also directed to develop a comprehensive City plan to lobby the State Legislature to approve a sales tax for the City of Madison.

The provisions of this resolution are similar to those adopted by the Council in Legistar 82079 (RES-24-00260, adopted April 16, 2024), regarding lobbying the State Legislature to approve a local sales tax for the City of Madison, and Legistar 82456 (RES-24-00266, adopted April 16, 2024), regarding guiding principles for developing the 2025 City budget. In particular, Legistar 82456 -- Guiding Principles, directs that the following occur:

1. Evaluate service levels, staffing, and fiscal impact when developing their budget requests and to seek ways to increase efficiencies in their operations.
2. Explore a reduction in expenditures from cost-to-continue levels that does not compromise services to residents.
3. Develop language for a referendum to increase the allowable levy limit for a portion of, or the full amount of, the projected budget deficit, as well as options to replace existing non-property tax revenues, for consideration by the voters at the November 5, 2024, general election.
4. Prepare contingency plans for the 2025 budget in the event that the voters do not approve the referendum, including options for special charges, which will be presented to the Council with the executive budget.

5. Develop a multi-year plan to address the on-going structural deficit due to limits on revenues under state law, including options for developing new, or increasing existing, fees and charges, to be included with the executive budget.
6. Consider the overall level of general obligation borrowing in developing the City's 2025 capital budget and capital improvement plan in order to reduce the rate of growth in property taxes.
7. Develop a community engagement plan to educate the public on the City's financial condition and options for addressing the structural deficit and may engage a consultant to support this work, if needed.

The proposed resolution would require the allocation of additional staff time to accomplish the required tasks at the same time that the 2025 budget is being developed using the guiding principles already adopted by the Council in Legistar 82456.

Title

Requesting information, studies, and plans regarding the authorization of a local sales tax.

Body

WHEREAS, the Madison Common Council recently passed Resolution 82079: Directing the Finance Department to issue a report analyzing the City operating budgets from 2019-2024 and calling on the State Legislature to authorize a local sales tax options; and,

WHEREAS, the city of Madison, is facing a budget challenge in 2025 potentially amounting to \$27 million dollars or more; and,

WHEREAS, the budget crisis, unfettered, will only get worse in subsequent years; and,

WHEREAS, it's important that the City examine all alternative revenue sources to solve this long-term problem (especially as the City continues to grow); and,

WHEREAS, we realize this issue would benefit from a reasonable remedy beyond what currently exists; and,

WHEREAS, it's in the best interest of the City and its citizens, even if difficult, to take action now; and,

WHEREAS, in action, we can explore and pursue short-term, long-term, and potential solutions alike; and,

WHEREAS, in this way, a significant portion of a sales tax would be paid by visitors; and,

WHEREAS, nationally, many metropolitan areas use a sales tax to pay for public transit operations and operating expenses; and,

WHEREAS, given the current state exemptions for sales tax on things such as:

- Housing
- Health care
- Most non-processed foods

It is suggested that a sales tax would balance out the burden and, when applied, reasonably suggest that those with more means or higher income (through consumer spending) would

balance and pace out the burden, making a sales tax less regressive for those with modest means.

NOW, THEREFORE, BE IT RESOLVED that the Common Council request the following:

That the Finance Committee working in conjunction and in collaboration with the Finance Department:

1. Confirm that a half-cent sales tax would provide the City of Madison about \$35 million annually,
2. Confirm that a half cent sales tax could provide a Metro Transit District about \$50 million annually,
3. Confirm that the use of a sales tax (all things considered) is less regressive and cumbersome to all populations, suggesting that:
 - a. Many items affecting those with less income would be tax exempt in Wisconsin,
 - b. A significant portion of the sales tax will be paid by non-residents,
 - c. A sales tax of such would alleviate the City having to request multiple and multiyear referendums; a pattern we would like to avoid,
 - d. A sales tax of such would help to balance the budget and reduce the threat of the reduction of services, employee layoffs or the holding off on filling needed positions,
 - e. That the city is already collecting fees on automobiles and sanitation expenses which for some may be more regressive than a sales tax,

Then We'd ask that we:

4. Explore how much, if any, property tax relief could be provided to Madison property owners (and other owners who would logically pass the expenses onto renters) if:
 - a. The sales tax was to be adopted,
 - b. Funds have been set aside to:
 - i. Cover the structural deficit,
 - ii. Cover the cost of the ongoing operation of a Madison Area Transit District and,
 - iii. Maintain our reserve fund at appropriate levels
 - c. Forecast and raise any other issues that would foil or have impact on this solution.
5. Determine what kind of reserve the city should maintain for bad economic times when sales tax revues would drop,

Recognizing that it's unlikely that there will be a special session of the Legislature to take up a Madison sales tax this summer but there is certainly the ability to take this matter up in 2025, we ask that this Committee work with the Finance Department to:

6. Devise a temporary solution for 2025 that as necessary:
 - a. Provides money for the 2024 budget,
 - b. Uses one-time sources, revenues and/or rainy-day funds, given the significant returns on city investments in 2023 and anticipated for 2024,
 - c. Considers closing TIFs and,
 - d. Avoids going to a property tax referendum or massive layoffs (that could happen if such a measure fails).

Then, in consideration of finding an equitable, long-term solution that may offset expenses, that it's acknowledged, are generally a revenue loss and requires supplementation, it's asked that the Transportation Commission and Department Staff:

7. Contact national organizations that work with metropolitan transit districts to see how they are financed, through the lens of using a regional sales tax, and how collectively, communities could be appointed to serve on and control the board,
8. Engage other cities that are part of Madison Metro to gauge their support of, if possible, using a sales tax solution over a property tax,
9. Work with the labor organizations, who rightfully represent the interest of the employees and long-term, want a square solution, to determine the best model or an alternative model of employment in a new Madison Area Transit District, including exploring the possibility, impact, and viability of:
 - a. Certain employees being employees of the district,
 - b. Others being city employees with an ongoing city contract to provide staff for the new transit district.

BE IT FURTHER RESOLVED that the Madison Common Council ask the Common Council Executive Committee to gather, study, explore, and interview representatives of the City of Milwaukee to report back on:

1. How sales tax was used in Milwaukee
 - a. For the City itself,
 - b. For their transit district;
2. Any advice they may have in regard to getting a sales tax approved by the legislature,
3. A plan for the City of Madison and the Council, as a collective, and the Mayor or their representatives to lobby the legislature for sales tax authority.

BE IT FINALLY RESOLVED that the Madison Common Council asks that the Administration work in conjunction with us to accomplish these goals.



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Master

File Number: 83765

File ID: 83765	File Type: Discussion Item	Status: Discussion Items
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Name: Sexual Harassment Appendix for the Elected and Appointed Office Code of Ethical Conduct		File Created Date : 05/31/2024
		Final Action:

Title: Sexual Harassment Appendix for the Elected and Appointed Office Code of Ethical Conduct

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:

Text of Legislative File 83765

Title

Sexual Harassment Appendix for the Elected and Appointed Office Code of Ethical Conduct



City of Madison

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Master

File Number: 83517

File ID: 83517

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 Budget Engagement Events

Final Action:

Title: Alder Budget Engagement Events

Notes:

Sponsors:

Effective Date:

Attachments: 2025 Budget Engagement Events.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

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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 83517

Title

Alder Budget Engagement Events



2025 BUDGET ENGAGEMENT EVENTS



MEETING RECAP & UPCOMING EVENTS

What to Expect at the Meeting

Meeting Format Goals & Methodology

Eastside and Westside Meeting Recap

Upcoming Meetings



WHAT TO EXPECT AT THE MEETING

WHAT TO EXPECT AT THE MEETING

Introductions & Ground Rules

We value everyone's time, and we want to ensure everyone goes home with a better understanding of the budget and City services

2025 Budget Outlook Presentation

- Learn about the challenges facing the City budget, how we got here, and what we can do about it
- Learn about City services

Notecard Q&A

- Finance Director answers questions submitted by participants
- FAQ being developed from the questions
- Questions provided to alders

Small Group Discussions

- Small group discussions with your neighbors and alders to share your thoughts about City services and your vision for Madison
- Provide feedback to alders to consider as they evaluate options to balance the 2025 budget

Debrief and Next Steps

- Debrief highlights from small group discussions
- Alders share their reflections

Kids are welcomed!

Bring your kids, we will have a table staffed to keep the kids occupied during the meeting

Accommodations:

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this event, please contact the Office of the Common Council by email at Council@cityofmadison.com or by phone at (608) 266-4071 at least three business days prior to the meeting.



MEETING FORMAT GOALS & METHODOLOGY



MEETING FORMAT: GOALS

- Educate
- Clarify
- Gather Input
- Stay Engaged

MEETING FORMAT METHODOLOGY: WORLD CAFÉ INSPIRED

Set the Context

- Overview of budget challenge
- Informational handouts on City services
- Clarifying Q&A

Create Hospitable Space & Encourage Everyone's Contribution

- Seek all participants' participation in small groups setting
- Equitably being in community together
- Collaborative and supportive atmosphere

Explore Questions that Matter & Share Collective Discoveries

- Understand the cost of basic services
- Learn what others value in your neighborhood and city
- Focus on questions based on facts and shared knowledge

Connect Diverse Perspectives & Listen Together for Patterns and Insights

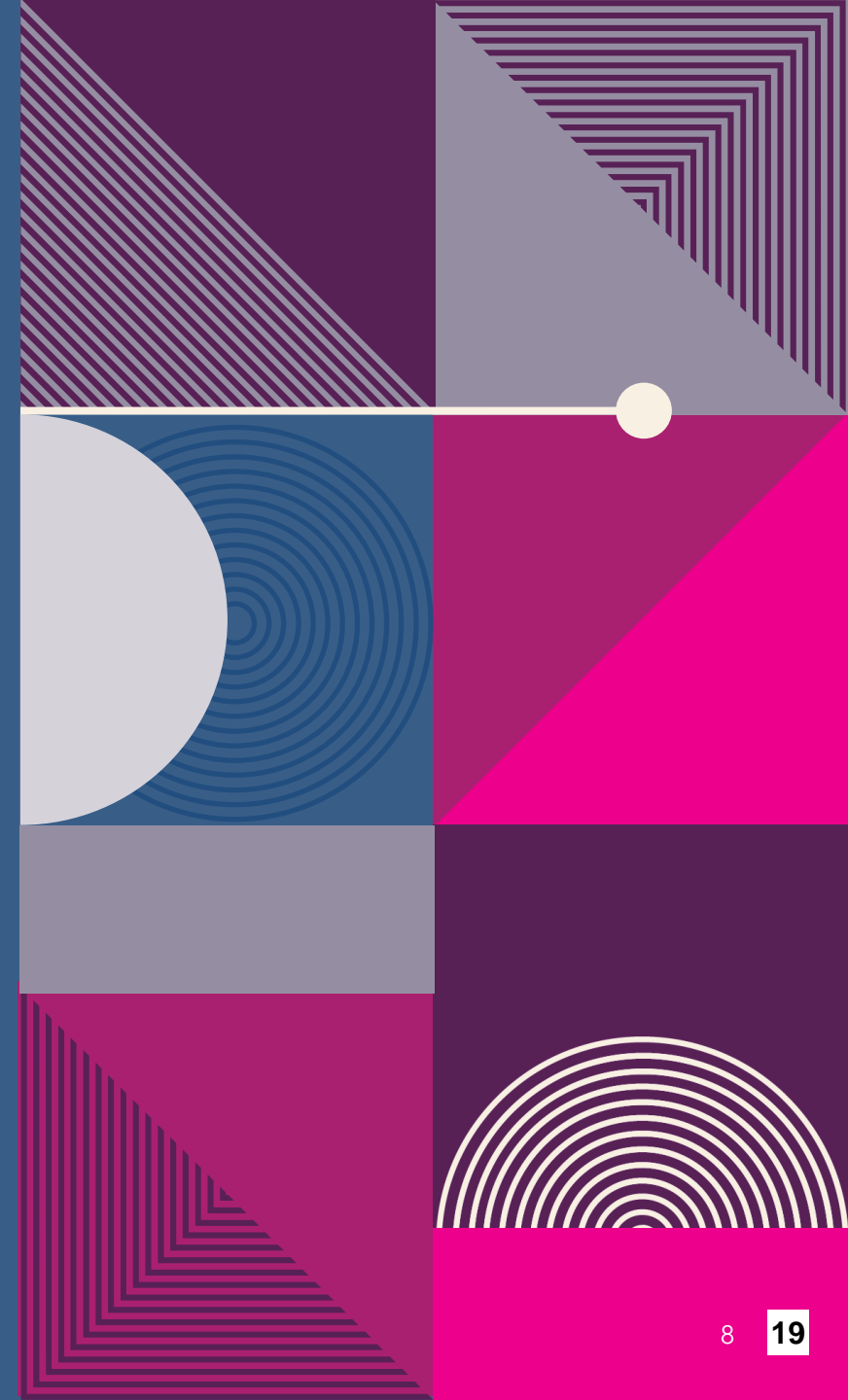
- Actively listening to how the budget impacts each other
- Note reflections on large paper

For more information go to <https://theworldcafe.com>

"The World Café is built on the assumption that ...

People already have within them the wisdom and creativity to confront even the most difficult challenges; that the answers we need are available to us; and that we are **Wiser Together** than we are alone."

<https://theworldcafe.com/wp-content/uploads/2015/07/Cafe-To-Go-Revised.pdf>





EASTSIDE AND WESTSIDE EVENTS

EASTSIDE & WESTSIDE RECAP

Participation

- 101 Eastside event sign-ins (136 Eastside online registrations)
- 97 Westside event sign-ins (160 Westside online registrations)

Number of participants per districts at Eastside event (of addresses provided)

- D1: 1, D3: 23, D5: 1, D6: 4, D9: 6, D11: 1, D12: 5, D15: 15, D16: 23, D17: 6, D18: 4, D19: 1, D20: 1

Number of participants per districts at Westside event (of addresses provided)

- Being calculated

Number of notecard questions and comments on budget

- Eastside event: 133
- Westside event: 181
- 18 general categories

EASTSIDE & WESTSIDE RECAP

Eastside Small Group Discussions

- What City services do you notice/value/use the most? **158 notes**
- What services and programs should the alders prioritize as they consider their options? **61 notes**
- How would you describe your community/Madison as it is now? **106 notes**
- How would you describe the Madison/community you want for the future? **117 notes**
- Now that you have this information, what do you want your alder to know as they work to balance the 2025 budget? **70 notes**

Westside Small Group Discussions

- No data
- General comments on large paper being transcribed



UPCOMING MEETINGS

UPCOMING EVENTS

Register Online

Request Accommodations
& Language Interpretation

Hybrid option available on
May 30

Upcoming Events

MAY
29

Southside/Near Westside Budget Engagement Event
(NEW LOCATION)

The Village on Park, The Atrium Community Room
2300 S. Park St.

MAY
30

Central Budget Engagement Event
Madison Municipal Building

215 Martin Luther King Junior Boulevard



JUN
05

Northside Budget Engagement Event

Black Hawk Middle School
1402 Wyoming Way



THANK YOU

<https://www.cityofmadison.com/council>

<https://www.cityofmadison.com/finance/budget>

<https://www.cityofmadison.com/finance/budget/2025/outlook>



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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:

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Author:

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History of Legislative File

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Text of Legislative File 83516

Title

Alder Committee Updates



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81382

File ID: 81382

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/02/2024

File Name: Council Office Updates (2024)

Final Action:

Title: Council Office Updates (2024)

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 1-9-24.pdf, CCEC Chief of Staff Update 2-13-24.pdf, CCEC Chief of Staff Update 3-5-24.pdf, CCEC Chief of Staff Update 3-19-24.pdf, CCEC Chief of Staff Update 5-21-24.pdf

Enactment Number:

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Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

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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 81382

Title

Council Office Updates (2024)

Council Chief of Staff Update 1/9/2024

Announcements

- City Offices Closed 1/15/24 for Martin Luther King Jr Day
- 1/15-1/19 Debbie out

Important Tips & Reminders

District 19 Interim Alder Interviews

CCEC will be interviewing D19 interim alder candidates and voting to make a recommendation at its 1/23/24 meeting, in person in MMB 215. All alders are invited to attend. The meeting will be streamed and recorded but is not hybrid.

New Year Account Updates

Liz will be sending out a communication in the next few days with reminders and information about the alder intern stipend, expense reimbursement deadlines, public records, as well as current alder expense account balance information. In her December wrap-up email, Liz provided information on alder time recording, including specific details on deduction amounts and the retirement benefit, as well as a custom spreadsheet to assist in the process. For questions on the value of time recording, or to receive another copy of the email, please contact Liz.

Upcoming M365 Office Hours for Alders

To help alders get ready for the M365 email migration, City IT is offering drop-in hours and appointments. You are all invited and encouraged to attend the upcoming in-person sessions on January 17 to get help setting up multifactor authentication (MFA) or check in with IT staff about what to expect as we migrate. Please make sure your MFA is set up prior to January 22. Drop in any time during the listed hours below.

Wednesday, January 17th in CCB Room 417 Conference Room

- 12:00 pm to 1:00 pm
- 3:30 pm to 5:30 pm

We are working with IT to set up additional drop-in times and appointments for you. Please contact Karen Kapusta-Pofahl at kkapusta-pofahl@cityofmadison.com or Lorissa Banuelos at lbanelos@cityofmadison.com for additional assistance getting in to visit IT.

Upcoming Custom Council Trainings

Facilitated Policy Discussion

The facilitated policy discussion will be held on Saturday, January 20, at 10 AM at the Parks Office location. Lunch by Melly Mel's catering will be provided. If you haven't already, please respond to the Outlook invitation so I know an accurate count for food.

NAMI Mental Health & Illness Training

NAMI will be offering two sessions for alders. I have sent out calendar invitations for you to choose from an in-person afternoon session and an online virtual session, both in February. Please sign up if you are interested.

Council Chief of Staff Update 2/13/2024

Announcements

- 2/23-3/1 Lorissa Out
- 3/5-3/6 Isaac Out

Important Tips & Reminders

Finance has created a new [website dedicated to the 2025 City budget](#), where you can find links to the budget overview videos and announcements of public meetings.

CCEC is receiving an update on the progress of the BCC streamlining project at its meeting today. I have attached the slides and documents to this email. Any alders who have not had a chance to provide us with feedback on their assigned committees can still reach out to me and Isaac to set up an appointment.

Upcoming Custom Council Trainings

NAMI Mental Health & Illness Training

NAMI will be offering two sessions for alders. I have sent out calendar invitations for you to choose from an in-person afternoon session on February 20 from 1-5 p.m. and a virtual session on February 27 from 5-9 p.m.

Upcoming City Organizational Development Trainings

Several of you have requested an active shooter response training. The City is offering a free [Civilian Response to Active Shooter Events \(CRASE\) training](#) that you may be interested in attending.

- **Wednesday, March 6, 2024**
1:00 pm – 4:00 pm
Madison Police Department Training Center
- **Wednesday, November 6, 2024**
6:00 pm – 8:00 pm
Madison Police Department Training Center

Involving People in Decisions that Impact Them

In today's interconnected world, successful decision-making centers on the active involvement of those who will be impacted by that decision. As a leader, making decisions can be one of the most difficult and stressful things you can do. This interactive course is designed to equip participants with the essential skills and strategies to identify, empathize, plan, and engage with those impacted by decisions.

Through a combination of discussions, scenarios, and hands on workshops, participants will gain a deeper understanding of the dynamic nature of involving people in decisions that impact them and learn practical techniques to effectively engage people in projects and decisions.

- **Thursday, March 14, 2024**
2:00 pm – 4:00 pm
Virtual
- **Thursday, May 23, 2024**
2:00 pm – 4:00 pm
Virtual

Council Chief of Staff Update 3/5/24

Announcements

- 3/6-3/7: Isaac Out
- 3/25-3/26: Karen Out
- Liz will be sending out an email each alder soon with several important pieces of information, including updated guidelines on how to access EAP and WRS as an alder.
- **If you declare candidacy for a state office, please let the Council Office know before April 15, so we can make sure to comply with the 50-piece rule in your case.**

NAMI Training Follow-Up

Thank you to those of you who were able to attend the NAMI training on mental health. The discussion at the in-person session raised the question of what kinds of supports are available to alders as they process through difficult interactions. Alders also expressed interest in the office offering a highly customized training from NAMI as part of alder onboarding. One free resource that is available to alders is the City of Madison's [Employee Assistance Program](#). The brochures on your desks give you information about what the EAP does and how you can access EAP services. I am happy to also connect you with EAP director Arlyn Gonzales.

Five May Budget Engagement Events Being Planned

I have heard back from several of you regarding your interest and availability for regional budget engagement events. I and have the date, time, and location finalized for two, and am working on identifying times for three additional events throughout the city. I am prioritizing getting these set up, so I should have more updates for you all soon.

Here's what we have confirmed so far:

- Eastside Budget Engagement Event (exact title TBD): Wednesday, May 1, 6:30 PM @ Kennedy Elementary
- Westside Budget Engagement Event (Westside Community Connections): Thursday, May 16, 6 PM @ Memorial High School

Upcoming Custom Council Training

Rebecca Hoyt, DCR Disability Rights and Services Specialist, is creating a customized training for alders called Plan for a Positive Approach: Engaged and Effective Communication. I will be consulting your schedules and reaching out to you to determine your level of interest and possible training dates.

Description: A thermometer measures degrees while a thermostat changes the temperature in the room. When faced with difficult conversations and communication challenges, do you know how to be a thermostat? Communication challenges influence group dynamics and effect how well a group is able to serve the community. This training is designed to support participants in fostering connection and rapport when faced with challenging interactions. This transformative justice and trauma-informed approach to communication will help you develop stronger relationships, trust, and ensure residents are served equitably. Participants will learn practical skills for engaged and effective communication, ways to approach difficult conversations, and how to resolve communication barriers and deescalate and challenging behaviors.

Council Chief of Staff Update

3/5/24

Upcoming City Organizational Development Trainings

If you attend one of these or other City trainings, I would love to receive your feedback.

Active Assailant & Stop the Bleed Training

We are installing Stop the Bleed kits in CCB 201 as part of ongoing safety planning efforts. This is an opportunity to learn how to use Stop the Bleed kits in case of an emergency, as well as receive a refresher on what to do in the case of an active assailant. The presentation will provide training as well as education regarding active assailant and workplace violence. Topics will include resources for businesses, prevention information, and potential early warning signs for all those in the workplace to be cognizant of. The person next to a bleeding victim may very well be the one who's most likely to save him or her from bleeding to death. By learning how to STOP THE BLEED®, you'll gain the ability to recognize life-threatening bleeding and act quickly and effectively to control bleeding once you learn three quick techniques. Presenters from the Dane County Sheriff's Department offer this training.

Upcoming Session: [May 1](#) (in person)

CRASE Training

Several of you have requested another active shooter response training. The City is offering a free [Civilian Response to Active Shooter Events \(CRASE\) training](#) that you may be interested in attending.

Upcoming Session: [March 6](#) (in person)

Conflict De-Escalation

Description: Many people struggle in the area of de-escalating conflicts with difficult people who become loud, rude, and obnoxious. Are you confident handling stress and conflict in a way that will not escalate the situation? If basic de-escalation techniques can be applied to stressful situations, the better the outcome can be. Once you can connect and identify with something that is creating stress and frustration in a person, you are on your way to de-escalating the situation.

In this training, you'll learn the basics of verbal de-escalation to give you confidence when dealing with difficult people. This includes risk factors/red flags, de-escalation tips, physical warning signs of violent behavior, and scenarios. You'll leave with strategies to make you a more confident and assertive communicator, especially when dealing with difficult people! Presented by: Cindy Holmes and Josalyn Longley (Dane County Sheriff's Department)

Upcoming Session: [March 19](#) (in person)

Involving People in Decisions that Impact Them

Description: In today's interconnected world, successful decision-making centers on the active involvement of those who will be impacted by that decision. As a leader, making decisions can be one of the most difficult and stressful things you can do. This interactive course is designed to equip participants with the essential skills and strategies to identify, empathize, plan, and engage with those impacted by decisions. Through a combination of discussions, scenarios, and hands on workshops, participants will gain a deeper understanding of the dynamic nature of involving people in decisions that impact them and learn practical techniques to effectively engage people in projects and decisions.

Upcoming Session: [March 14](#)

Setting Boundaries: How to Say No and Feel Confident In It

Description: Boundaries vary from person to person; but only through a clear understanding of our own boundaries we are able to work toward developing healthy interpersonal relationships. From not checking our email after our work hours have ended, to not wanting to be touched, all of our boundaries are important and they are ways in which we are able to foster social and individual wellbeing. During this course boundaries that are important to us, ways to communicate and enforce them, as well as how to respect those of others. Presented by: The Employee Assistance Program

Upcoming Session: [April 10](#)

Council Chief of Staff Update 3/19/24

Announcements

- ❖ 3/25-3/26: Karen Out
- ❖ 3/29: Liz Out
- ❖ 4/9: Karen Out (afternoon)
- ❖ 4/17: Karen Out

If you are planning on accessing your City login while out of the country, please contact me before you go with the dates you will be gone so we can put in an IT ticket to have them grant you access while you are away.

If you are planning to attend a Council meeting virtually, please let Debbie know, so she can plan accordingly when setting up the chamber.

Reminder: If you declare candidacy for a state office, please let the Council Office know before April 15, so we can make sure to comply with the 50-piece rule in your case.

Reminder: The April 16, 2024, Council meeting is in MMB 215 and will be hybrid.

Reminder: The City's Employee Assistance Program ([EAP](#)) confidential services is open to alders. Please [contact](#) Arlyn Gonzalez, EAP Manager, if you have any questions or would like to access services. EAP is free and confidential and a great place to start when you need support with a difficult situation.

Five May Budget Engagement Events Being Planned

Here's what we have confirmed so far:

- Eastside Budget Engagement Event: Wednesday, May 1, 6:30 PM @ Kennedy Elementary
- Westside Budget Engagement Event (Westside Community Connections): Thursday, May 16, 6 PM @ Memorial High School
- Southside/Near Westside Budget Engagement Event: Wednesday, May 29, 5:30 PM @ Goodman South Library
- Central (Downtown/Campus/Isthmus) Budget Engagement Event: Thursday, May 30, 6 PM @ MMB 215 (hybrid; recorded)
- Northside Budget Engagement Event: Wednesday, June 5, 6 PM (Location TBD)

The goal of these events is to be educational and to facilitate discussion between alders and members of the public on the budget and City services. More details to come.

Council Chief of Staff Update 5/21/24

Announcements

- 5/24: Liz Out
- 5/30-5/31: Isaac Out
- 6/7: Liz Out
- 6/10: Liz Out AM
- 6/11: Liz Out PM
- 6/14: Liz Out PM
- 6/12-6/20: Debbie Out (tentative)
- 6/20-6/21: Isaac Out

Council Office Activities Beyond the Usual for May

- Coordinating and staffing budget engagement events (upcoming: May 29, May 30, June 5)
- Transcribing and analyzing feedback from events
- Working with Finance and agencies to answer submitted questions and create FAQ

Reminders & Tips

Reminder: If you are planning on accessing your City login while out of the country, please contact me before you go with the dates you will be gone so we can put in an IT ticket to have them grant you access while you are away.

Reminder: If you are planning to attend a Council meeting virtually, please let Debbie know, so she can plan accordingly when setting up the chamber.

Reminder: The City's Employee Assistance Program ([EAP](#)) confidential services is open to alders. Please [contact](#) Arlyn Gonzalez, EAP Manager, if you have any questions or would like to access services. EAP is free and confidential and a great place to start when you need support with a difficult situation.

City Training Opportunities

Involving People in Decisions that Impact Them

Description: In today's interconnected world, successful decision-making centers on the active involvement of those who will be impacted by that decision. As a leader, making decisions can be one of the most difficult and stressful things you can do. This interactive course is designed to equip participants with the essential skills and strategies to identify, empathize, plan, and engage with those impacted by decisions. Through a combination of discussions, scenarios, and hands on workshops, participants will gain a deeper understanding of the dynamic nature of involving people in decisions that impact them and learn practical techniques to effectively engage people in projects and decisions. **Presented by:** Jay Winston **Upcoming Dates:** May 23, 2-4 p.m.; September 17

Conflict De-Escalation

Description: Many people struggle in the area of de-escalating conflicts with difficult people who become loud, rude, and obnoxious. Are you confident handling stress and conflict in a way that will not escalate the situation? If basic de-escalation techniques can be applied to stressful situations, the better the outcome can be. Once you can connect and identify with something that is creating stress and frustration in a person, you are on your way to de-escalating the situation. In this training, you'll learn the basics of verbal de-escalation to give you confidence when dealing with difficult people. This includes risk factors/red flags, de-escalation tips, physical warning signs of violent behavior, and scenarios. You'll

Council Chief of Staff Update **5/21/24**

leave with strategies to make you a more confident and assertive communicator, especially when dealing with difficult people! **Presented by:** Dane County Sheriff's Office **Upcoming Date:** In person June 5, 2-4 p.m.

Plain Language and Effective Communication

Description: Are you reaching your audience? Are you getting your message across? Does the language you use reflect your commitment to inclusion? How you communicate and the language you use can serve to build positive and lasting relationships, help people understand your message, and help people make informed decisions. In this session, you will learn tools to increase understanding and engagement as well as to disrupt power dynamics in language. Learn how language can foster inclusion and how to navigate communication challenges. We will also review the ADA's effective communication requirements for public entities. This session is ideal for anyone who interacts with the public in either one-on-one conversations, text, meetings, or events. **Presented by:** Rebecca Hoyt
Upcoming Date: June 12, 9-10:30 a.m.



City of Madison

City of Madison
Madison, WI 53703
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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

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MPD presentation on human trafficking

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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)