



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, March 11, 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: 818 2581 4370

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

PUBLIC COMMENT

1. [87492](#) Public Comment (3/11/25)

DISCLOSURES AND RECUSALS

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

ITEMS FOR CONSIDERATION

2. [86825](#) Amending Section 33.01(6) of the Madison General Ordinances related to Alder appointments to Boards, Commissions and Committees to change the appointment terms.
Attachments: [Tishler Proposed Amendment](#)
[Tishler Proposed Alternate](#)
3. [87288](#) Creating Section 2.37 of the Madison General Ordinances Related to Removal Hearings to Prescribe Hearing Procedures to Consider Removal of Alders from the Common Council.
4. [83516](#) Alder Committee Updates
5. [86717](#) Council Office Updates (2025)
Attachments: [CCEC Chief of Staff Update 1-14-25.pdf](#)
[CCEC Chief of Staff Update 1-28-25.pdf](#)
[CCEC Chief of Staff Update 2-25-25.pdf](#)
6. [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
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Master

File Number: 87492

File ID: 87492

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 03/05/2025

File Name: Public Comment (3/11/25)

Final Action:

Title: Public Comment (3/11/25)

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:

Text of Legislative File 87492

Title

Public Comment (3/11/25)



City of Madison

City of Madison
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Master

File Number: 86825

File ID: 86825

File Type: Ordinance

Status: Report of Officer

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 01/22/2025

File Name: Alder BCC Terms

Final Action:

Title: Amending Section 33.01(6) of the Madison General Ordinances related to Alder appointments to Boards, Commissions and Committees to change the appointment terms.

Notes: 6922AlderTermsBCCs

Sponsors: Satya V. Rhodes-Conway, Yannette Figueroa Cole
And Charles Myadze

Effective Date:

Attachments: Tishler Proposed Amendment, Tishler Proposed
Alternate

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	01/22/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (2/11/25), Common Council (2/11/25)					
1	COMMON COUNCIL	01/28/2025	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Figueroa Cole, seconded by Duncan, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					
1	COMMON COUNCIL EXECUTIVE COMMITTEE	02/11/2025	RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER		03/11/2025		Pass

Action Text: A motion was made by Duncan, seconded by Martinez-Rutherford, to adopt.

A motion was made by Harrington-McKinney, seconded by Martinez-Rutherford, to adopt the alternate.

Harrington-McKinney withdrew the motion to adopt the alternate, and moved to place the alternate on file without prejudice, seconded by Govindarajan.

The motion passed by the following roll call vote:

- Duncan-Aye
- Govindarajan- Aye
- Conklin- Aye
- Martinez-Rutherford-Aye
- Guequierre-Aye
- Harrington-McKinney-Aye
- Currie-Aye
- Figueroa Cole-not voting

Duncan withdrew the motion to adopt the original.

A motion was made by Harrington-McKinney, seconded by Govindarajan, to RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER to the 3/11/25 Common Council Executive Committee meeting and 3/11/25 Common Council meeting. The motion passed by voice vote/other. RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER to the 3/11/25 Common Council Executive Committee meeting and 3/11/25 Common Council meeting.

Notes:

1	COMMON COUNCIL	02/11/2025	Re-refer	COMMON COUNCIL EXECUTIVE COMMITTEE	Pass
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Action Text: A motion was made by Figueroa Cole, seconded by Conklin, to Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.

Text of Legislative File 86825

Fiscal Note

No City appropriation required.

Title

Amending Section 33.01(6) of the Madison General Ordinances related to Alder appointments to Boards, Commissions and Committees to change the appointment terms.

Body

DRAFTER'S ANALYSIS: This ordinance changes the terms of alders appointed to City boards, commissions and committees from being concurrent with the term of their office to a term expiring in the following April. The amendment accommodates the change to electing alders to staggered terms.

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

1. Subsection (6) entitled "Terms of Appointment" of Section 33.01 entitled "Boards, Commissions, and Committees Procedures" of the Madison General Ordinances is amended as follows:

"(6) Terms of Appointment.

- (a) All appointments to Sub-units shall be for a term of three (3) years, except for Alders, which shall be ~~concurrent with the respective Aldermanic term~~ for a term expiring on the third Tuesday of the following April. No Mayoral appointment shall commence after the Mayoral term of office.
- (b) Term Limits. No person, other than Alders, shall serve on any Sub-unit for a

- period in excess of twelve (12) years, unless authorized by a two-thirds ($\frac{2}{3}$) majority vote of the Common Council. Time served prior to July 1, 2009, shall not be included in any calculation of term limits.
- (c) Any ordinance amendment or resolution affecting the terms of or the qualifications of members of boards, commissions or committees shall, unless otherwise explicitly provided therein, have prospective application only and shall not have any effect upon the remainder of any terms of office nor upon the appointment of any member of a Sub-unit in existence on the date said ordinance amendment or resolution becomes effective.
- (d) Notwithstanding any fixed term of office, ~~except for alders,~~ the terms of board, commission and committee members shall run until their successors are appointed and confirmed or for a period of ninety (90) days after the end of the fixed term, whichever is less. ~~This ordinance shall apply to every person holding such office on January 1, 2003 and thereafter.~~"

CITY OF MADISON, WISCONSIN

A PROPOSED ORDINANCE AMENDMENT

Amending Section 33.01(6) of the
Madison General Ordinances related to
Alder appointments to Boards,
Commissions and Committees to change
the appointment terms.

86825

PROPOSED AMENDMENT

Drafted by: Michael Haas

SPONSOR(S): Alder Tishler

“(6) Terms of Appointment.

- (a) All appointments to Sub-units shall be for a term of three (3) years, except for Alders, which shall be ~~concurrent with the respective Aldermanic term~~ for a term expiring on the third Tuesday of the following April. No Mayoral appointment shall commence after the Mayoral term of office.
- (b) Term Limits. No person, other than Alders, shall serve on any Sub-unit for a period in excess of twelve (12) years, unless authorized by a two-thirds ($\frac{2}{3}$) majority vote of the Common Council. Time served prior to July 1, 2009, shall not be included in any calculation of term limits.
- (c) Any ordinance amendment or resolution affecting the terms of or the qualifications of members of boards, commissions or committees shall, unless otherwise explicitly provided therein, have prospective application only and shall not have any effect upon the remainder of any terms of office nor upon the appointment of any member of a Sub-unit in existence on the date said ordinance amendment or resolution becomes effective.
- (d) Notwithstanding any fixed term of office, ~~except for alders,~~ the terms of board, commission and committee members shall run until their successors are appointed and confirmed or for a period of ninety (90) days after the end of the fixed term, whichever is less. ~~This ordinance shall apply to every person holding such office on January 1, 2003 and thereafter.~~
- (e) Notwithstanding subsection MGO 33.01(6)(a), all appointments of alders to Sub-Units made by the Mayor and confirmed by the Common Council shall ensure that, when two or more alders serve on a Sub-unit, at least one of the alder appointees represents an even-numbered district and at least one alder appointee represents an odd-numbered district. This requirement shall not apply to Ad hoc Sub-units as defined in MGO 33.01(3)(a)."

Approved as to form:

CITY OF MADISON, WISCONSIN

AN ORDINANCE

PROPOSED ALTERNATE

Amending Section 33.01(6) of the Madison General Ordinances related to Alder appointments to Boards, Commissions and Committees to change the appointment terms.

86825

PROPOSED ALTERNATE

Drafted by: Michael Haas

SPONSOR(S): Alders Tishler

“(6) Terms of Appointment.

- (a) All appointments to Sub-units shall be for a term of three (3) years, except for Alders, ~~which~~ who shall be ~~concurrent with the respective Aldermanic term for a term expiring on the third Tuesday of the following April~~ appointed for terms expiring with their respective Aldermanic terms. No Mayoral appointment shall commence after the Mayoral term of office.
- (b) Term Limits. No person, other than Alders, shall serve on any Sub-unit for a period in excess of twelve (12) years, unless authorized by a two-thirds ($\frac{2}{3}$) majority vote of the Common Council. Time served prior to July 1, 2009, shall not be included in any calculation of term limits.
- (c) Any ordinance amendment or resolution affecting the terms of or the qualifications of members of boards, commissions or committees shall, unless otherwise explicitly provided therein, have prospective application only and shall not have any effect upon the remainder of any terms of office nor upon the appointment of any member of a Sub-unit in existence on the date said ordinance amendment or resolution becomes effective.
- (d) Notwithstanding any fixed term of office, ~~except for alders~~, the terms of board, commission and committee members shall run until their successors are appointed and confirmed or for a period of ninety (90) days after the end of the fixed term, whichever is less. ~~This ordinance shall apply to every person holding such office on January 1, 2003 and thereafter.~~
- (e) Notwithstanding subsection MGO 33.01(6)(a), all appointments of alders to Sub-Units made by the Mayor and confirmed by the Common Council shall ensure that, when two or more alders serve on a Sub-unit, at least one of the alder appointees represents an even-numbered district and at least one alder appointee represents an odd-numbered district. This requirement shall not apply to Ad hoc Sub-units as defined in MGO 33.01(3)(a). . This requirement also shall not apply when no alder from an even or odd-numbered district is available to fill

Approved as to form:

a specific appointment and the Council confirms an appointment by an affirmative vote of two-thirds (2/3) of all members of the Council.”



City of Madison

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Master

File Number: 87288

File ID: 87288

File Type: Ordinance

Status: Items Referred

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/19/2025

File Name: Alder Removal Procedures

Final Action:

Title: Creating Section 2.37 of the Madison General Ordinances Related to Removal Hearings to Prescribe Hearing Procedures to Consider Removal of Alders from the Common Council.

Notes: 6937RemoveAlder

INTRODUCED BY TITLE ONLY 2/25/2025

Sponsors: Yannette Figueroa Cole And Jael Currie

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	02/19/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (3/11/25), Common Council (3/11/25)					
1	COMMON COUNCIL	02/25/2025	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Figueroa Cole, seconded by Duncan, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 87288

Fiscal Note

No City appropriation required.

Title

Creating Section 2.37 of the Madison General Ordinances Related to Removal Hearings to Prescribe Hearing Procedures to Consider Removal of Alders from the Common Council.

Body

DRAFTER'S ANALYSIS: This ordinance establishes hearing procedures when a complaint is filed seeking removal of an alder from the Common Council. This ordinance establishes a more detailed process consistent with the statute to ensure due process for both the complainant and the alder who is the subject of the complaint, and to enable an orderly hearing process.

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

1. Section 2.37 entitled "Removal Hearings" of the Madison General Ordinances is created as follows:

"2.37 REMOVAL HEARINGS.

- (1) Purpose. The purpose of this section is to effectuate the requirements of Wis. Stat. s. 17.16 which establishes basic requirements regarding complaints seeking the removal of an alder from the Common Council. The intent of this section is to ensure order and consistency in the process, provide due process for the complainant and the alder who is the subject of the complaint, and implement more detailed procedures so that the Common Council is prepared to process a complaint for the removal of an alder.
- (2) Pursuant to Wis. Stat. s. 17.12(1), an alder may be removed by the Common Council for cause. "Cause" shall be as defined in Wis. Stat. s. 17.001.
- (3) Complaints requesting the removal of an alder shall be processed in the manner prescribed by this section. The Common Council may modify or supersede any steps in the processes established by this section only with an affirmative vote of two-thirds (2/3) of the members of the Council except that any such alterations may not conflict with Wisconsin Statutes. Any such alterations related to the conduct of a hearing shall also ensure the due process rights of both the complainant and the alder who is the subject of the complaint, as determined by the hearing examiner.
- (4) Hearing Prerequisites.
 - (a) A resident taxpayer of the City of Madison may file a complaint containing written verified charges alleging that there is cause to remove an alder from the Common Council. The written verified charges shall be signed by the complainant and notarized, and shall be filed with the City Clerk.
 - (b) The City Clerk shall transmit the complaint to the alder-respondent, the Mayor, the Common Council President and Vice President, and the Office of the Common Council by personal delivery, mail or electronic mail. The Clerk shall include the complaint in the Communications section of the agenda for one of the two succeeding Common Council meetings following receipt of the complaint. The Council shall consider the complaint pursuant to subsection (4) (c) or refer it to a future meeting within 30 days but shall not refer the complaint to another City board, commission or committee.
 - (c) The Common Council shall determine, by a majority vote of all members of the Council, whether the actions alleged in the complaint, if true, would state a claim for removal of an alder under the statutes. If the Council determines the allegations in the complaint, if true, do not state a claim for removal of an alder under the statutes, the complaint shall be dismissed, and the City Clerk shall so notify the complainant and the alder-respondent. If the Council determines the allegations in the complaint, if true, state a claim for removal, the City Attorney shall prepare and introduce an authorizing resolution as described in subsection (4)(d) and the Council shall conduct a hearing on the complaint.
 - (d) The authorizing resolution shall include the following:
 1. Date(s), time and place of the hearing.
 2. Authorization to hire a hearing examiner to preside over the hearing.

3. Authorization to hire a stenographer to transcribe the hearing proceedings.
 4. Determination as to whether the complainant shall be required to execute a bond of \$1,000 as permitted in Wis. Stat. s. 17.16.
 5. Any directive to the hearing examiner to issue subpoenas for the attendance of witnesses and the production of evidence.
 6. Fiscal Note prepared by the Finance Department estimating the cost of a hearing and identifying the budget source for such costs.
- (e) Following passage of the authorizing resolution, the City Attorney shall transmit a copy of the complaint and written notice of the time and place of the hearing to the alder-respondent by delivery in person or by certified mail at least 20 days before the date of the hearing. The City Attorney shall also provide written notice of the time and place of the hearing to the complainant. If the authorizing resolution requires the complainant's execution of a bond, the City Attorney shall so advise the complainant. Any such bond shall be submitted to the City Attorney at least five (5) business days before the date of the hearing. If a required bond is not timely submitted, no hearing shall be held and the complaint shall be deemed dismissed without further action of the Common Council and the City Attorney shall notify the parties and the Council of such dismissal.
- (f) The alder-respondent may file a verified answer, signed and notarized, with the City Clerk, within ten (10) days of service of the complaint.
- (g) The City Attorney shall facilitate hiring of the hearing examiner and stenographer and shall assist the hearing examiner in coordination of hearing tasks and communications to City staff and officials regarding the hearing. The hearing examiner or City Attorney shall transmit copies of the complaint, verified answer and any submitted evidence to members of the Common Council prior to the hearing.
- (5) Hearing Procedures.
- (a) Under the direction of the hearing examiner, the City Clerk shall arrange the hearing room to include tables for the complainant and the alder-respondent and their respective legal counsel, if any, facing the hearing examiner. Members or the Common Council shall be seated behind the parties during the hearing. Following the hearing, alders shall be seated in their regular seating arrangement during deliberations and voting on any motions. The Council President shall call the meeting to order and after the roll call, shall turn over conduct of the hearing to the hearing examiner. The hearing examiner shall rule on any procedural or evidentiary questions. The City Attorney shall assist the hearing examiner in any manner requested by the hearing examiner during the hearing. The hearing examiner or stenographer shall swear in all witnesses.
- (b) The complainant shall bear the burden of proof by a preponderance of the evidence (that is, more likely than not). The complainant or their attorney may call witnesses to testify and submit exhibits and evidence which may be viewed by members of the Common Council upon request of an alder at the conclusion of the hearing. The alder-respondent or their lawyer may ask questions of witnesses. At the conclusion of the testimony of each witness, members of the Common Council may submit questions to the hearing examiner who shall pose such questions to the witness. The hearing examiner may rephrase or combine submitted questions for clarity and to avoid repetition.
- (c) Following all testimony and evidence submitted by the complainant, the alder-respondent or their attorney may call witnesses to testify and submit exhibits and evidence which may be viewed by members of the Common Council upon request of an alder at the conclusion of the hearing. The

complainant or their lawyer may ask questions of witnesses. At the conclusion of the testimony of each witness, members of the Common Council may submit questions to the hearing examiner who shall pose such questions to the witness. The hearing examiner may rephrase or combine submitted questions for clarity and to avoid repetition.

- (d) Following all testimony and evidence submitted by the alder-respondent, the complainant or their attorney may present rebuttal testimony and evidence in response to evidence presented by the alder-respondent, using the process outlined in subsection (5)(b) above.
- (e) Pursuant to Wis. Stat. s. 17.16(7), no person may be excused from testifying or from producing evidence on the hearing for the reason that the testimony, documentary or otherwise, required of them may tend to incriminate them, but no person so testifying may be prosecuted for or on account of testifying or producing any documentary evidence, except for perjury committed in giving the testimony. This immunity is subject to the restrictions under Wis. Stat. s. 972.085.
- (f) Upon the conclusion of all testimony and evidence being presented, the hearing examiner shall allow the complainant an opportunity to present a closing statement and then will allow the alder-Respondent the same opportunity.

(6) Deliberations.

- (a) Following closing statements, the hearing examiner shall close the hearing. The Council may recess to allow alders to individually consider the evidence and arguments without discussion among alders. Following any such recess, deliberations shall occur and shall not be postponed to a future date.
- (b) The hearing examiner shall recognize alders to speak on the question of removal in the order they enter the queue. Each alder may speak once for up to six minutes on the question and removal. Discussion and debate shall be limited to the testimony and evidence presented at the hearing and the standards for removal. The hearing examiner may explain the legal standards related to removal and review the required process, and shall rule on any questions of whether statements made in deliberations are in order.
- (c) Upon the conclusion of discussion, a member of the Common Council may make a motion for removal of the alder-respondent, including the cause or causes for which removal is warranted. Such motion requires a second and an affirmative vote of all members of the Council. The hearing examiner shall conduct a roll call vote in sequential order by District number starting with the alder of District 1. The alder-respondent shall be permitted to vote and if the complainant is also an alder, the complainant shall be permitted vote.
- (d) Removal requires an affirmative vote of three-quarters (3/4) of the members of the Common Council. The Mayor shall not vote. If the motion for removal is approved, the alder-respondent shall immediately cease serving as an alder.
- (e) If the motion for removal is not adopted, or if no motion is made and seconded, the Common Council may determine, by a majority vote of all its members, whether the complaint was willful and malicious and without probable cause. If it so finds, all such expenses of the City in conducting the hearing shall be paid by the complainant and may be collected in an action against the person or on the bond furnished by the person. Otherwise, all such costs shall be borne by the City.
- (f) Following the conclusion of the hearing and all related motions, the Council President shall entertain a motion to adjourn.
- (g) If the Common Council adopts a motion for removal, the hearing examiner shall prepare a written order, including a statement of the cause or causes for which

removal was made, and deliver it personally or by mail or electronic mail, to the complainant and the alder-respondent. The hearing examiner shall submit a certified copy of the order with the City Clerk, along with a complete transcript of the testimony and proceedings at the hearing. The City Clerk shall transmit a copy of the order to the Mayor, members of the Common Council, City Attorney, and Common Council Office.”

EDITOR’S NOTE:

Title: Creating Section 2.37 of the Madison General Ordinances Related to Removal Hearings to Prescribe Hearing Procedures to Consider Remove Removal of an Alder Alders from the Common Council.



City of Madison

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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:

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, CCEC Chief of
Staff Update 2-25-25.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

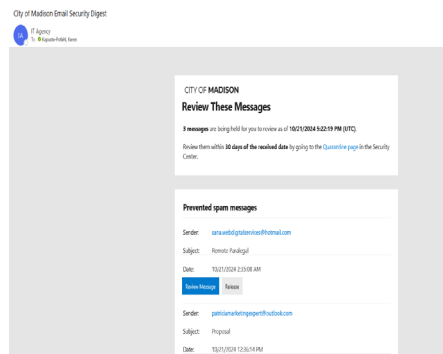
There were a lot of resident emails in mine again this week, so I am highlighting this again for you.

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

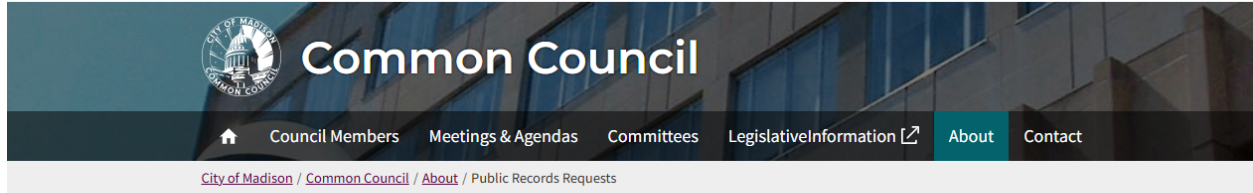
Estimated release: Early March

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

Council Chief of Staff Update 02/25/25

Upcoming Staff Out-of-Office

2/28: Debbie out

3/7: Debbie out

Tips & Reminders

There are two more Council meetings left in this term. If you are planning to have something introduced on the 3/11/25 agenda for action on the 3/25/25 meeting, please remember that it must be entered into Legistar and through the fiscal note process by noon on Wednesday, 3/5/25.

[AASPIRE Internship Postings Now Live!](#)

Common Council Office

Community Engagement and Policy Intern:

The Office of the Common Council is seeking a passionate and creative Community Engagement Intern. This person will work collaboratively with the Community Engagement Strategist and the Legislative Analyst on projects to generate awareness of the Common Council, assist in research that impacts local decision-making, and assist in the planning and implementation of alder engagement events.

- Support and collaborate in the development of frameworks for community engagement, by identifying engagement needs and develop innovative strategies to increase public engagement, generate awareness of City services and resident needs, and promote citywide accomplishments.
- Plan and develop marketing initiatives and complete projects related to branding, content creation, and social media marketing. Update website and develop website content. Manage editorial and event calendars.
- Incorporate print, audio/visual, social media, and other methods of communication most effective at serving our diverse communities.
- Collaborate with staff on new ideas, directions, and tools for marketing and communications.
- Assist with research requests and the preparation of policy reports.

Council Office Project Updates

BCC Streamlining Project

The current phase of this project is wrapping up with Council action scheduled for 3/11/25. Review of the BCC staff training materials is underway.

Alder Onboarding

This will be the focus of my work for the next few weeks.

Due to the logistics of turning over access to the district email addresses and the MFA requirements of the M365 system, **2025 Council Leadership elections will be in person with a paper ballot vote at the noon meeting.**

Annual Report

Estimated release: Early March.



City of Madison

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

Master

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Text of Legislative File 78125

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)