



City of Madison

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

Agenda - Approved

COMMON COUNCIL EXECUTIVE COMMITTEE

Consider: Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

Tuesday, February 10, 2026

4:30 PM

201 City-County Building and via virtual meeting

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.

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

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.

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>.

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Hu rau peb ntawm tus xov tooj los sis email hauv qab no yog tias koj xav tau kev txhais lus, kev txhais ntawv, los sis kev pab cuam cuam tshuam txog tsis taus. Cov kev pab no yog pub dawb rau koj.

608-266-4071
ccec@cityofmadison.com

Call to Order/Roll Call

Approval of Minutes

1/13/26 draft minutes: <http://madison.legistar.com/Calendar.aspx>

Public Comment

1. [91862](#) Public Comment (2/10/26)

Disclosures and Recusals

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

Items for Consideration

2. [91437](#) Repealing Section 9.12, repealing and recreating Section 33.17 to combine the Vending Oversight Committee and Economic Development Committee into the new Business and Economic Resources Committee (BERC), and updating references throughout the Madison General Ordinances.

3. [91451](#) Amending the "Regulations Governing Vending on the State Street Mall/Capitol Concourse" and "Regulations Governing Vending in High Density Vending Areas" to replace references to the Vending Oversight Committee and MGO 9.12 with the Business and Economic Resources Committee and MGO 33.17, to coincide with the ordinance merging the VOC and EDC into the BERC.

4. [91351](#) Council Chief of Staff Annual Performance Evaluation Tool and Process

Attachments: [Council Chief of Staff Evaluation Tool Draft 12525.pdf](#)
[Updated Council Chief of Staff Evaluation Tool 20260210.pdf](#)
[2026 Council Chief of Staff Performance Evaluation Timeline.pdf](#)

5. [91863](#) Reducing the Size of the Common Council

Attachments: [20260205 Council Size Reduction Memo.pdf](#)

6. [88520](#) Council Office Updates (2025-2026)

Attachments:

[CCEC Chief of Staff Update 6-3-25.pdf](#)
[CCEC Chief of Staff Update 7-1-25.pdf](#)
[CCEC Chief of Staff Update 080525.pdf](#)
[CCEC Chief of Staff Update 091625.pdf](#)
[CCEC Chief of Staff Update 102825.pdf](#)
[CCEC Chief of Staff Update 120925.pdf](#)

7. [88519](#) Future Agenda Items (2025-2026)

Attachments:

[Future Agenda Item Requests 2025-2026 updated 6-3-25.pdf](#)
[Future Agenda Item Requests \(updated 1-13-26\).pdf](#)

Adjournment



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Master

File Number: 91862

File ID: 91862

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/04/2026

File Name: Public Comment (2/10/26)

Final Action:

Title: Public Comment (2/10/26)

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 91862

Title

Public Comment (2/10/26)



City of Madison

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Master

File Number: 91437

File ID: 91437	File Type: Ordinance	Status: In Committee
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Created Date : 01/07/2026		
File Name: Business and Economic Resources Committee		Final Action:
Title: Repealing Section 9.12, repealing and recreating Section 33.17 to combine the Vending Oversight Committee and Economic Development Committee into the new Business and Economic Resources Committee (BERC), and updating references throughout the Madison General Ordinances.		

Notes: 7025BusinessEconomicResourceCommittee

Sponsors: Satya V. Rhodes-Conway, John W. Duncan, Sabrina V. Madison And Michael E. Verveer	Effective Date:
Attachments:	Enactment Number:
Author: Lara Mainella	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	01/07/2026	Referred for Introduction				
			Action Text: This Ordinance was Referred for Introduction				
			Notes: Common Council Executive Committee (2/10/26), Economic Development Committee (1/21/26), Vending Oversight Committee (1/28/26), Common Council (2/24/26)				
1	COMMON COUNCIL	01/13/2026	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
			Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.				
			Notes: Additional referrals to Economic Development Committee, Vending Oversight Committee.				
1	COMMON COUNCIL	01/13/2026	Referred	ECONOMIC DEVELOPMENT COMMITTEE		01/21/2026	
	EXECUTIVE COMMITTEE		Action Text: This Ordinance was Referred to the ECONOMIC DEVELOPMENT COMMITTEE				
1	COMMON COUNCIL	01/13/2026	Referred	VENDING OVERSIGHT COMMITTEE		01/28/2026	
	EXECUTIVE COMMITTEE		Action Text: This Ordinance was Referred to the VENDING OVERSIGHT COMMITTEE				

1	ECONOMIC DEVELOPMENT COMMITTEE	01/21/2026	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE	Fail
<p>Action Text: Mikolajewski gave an overview of the ordinance.</p>					
<p>A motion was made by Gombar and seconded by Duncan to return to lead with recommendation for Common Council to approve. The motion passed unanimously by roll call vote.</p>					
<p>Ayes: 8 Melissa Gombar; Jeffrey J. Liggon; Susan M. Bulgrin; Wayne R. Harris; Seth W. Lentz; Kabah Bah; John W. Duncan and Sabrina V. Madison</p>					
1	VENDING OVERSIGHT COMMITTEE	01/28/2026	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE	02/10/2026
<p>Action Text: Mikolajewski gave an overview of the ordinance changes related to merging the VOC and EDC to the new BERC.</p>					
<p>A motion was made by Madison seconded by Verveer to return to lead with recommendation for Common Council to approve. The motion passed unanimously by voice vote/other.</p>					

Text of Legislative File 91437

Fiscal Note

No City appropriation required.

Title

Repealing Section 9.12, repealing and recreating Section 33.17 to combine the Vending Oversight Committee and Economic Development Committee into the new Business and Economic Resources Committee (BERC), and updating references throughout the Madison General Ordinances.

Body

DRAFTER'S ANALYSIS: This ordinance combines the Vending Oversight Committee (VOC) and Economic Development Committee (EDC) into one Committee, called the Business and Economic Resources Committee or BERC. The BERC will exercise the same duties as these two existing committees. The new committee will have 11 voting members: one downtown alder, two alders from other districts, one mayoral designee and 7 residents with relevant knowledge and experience. BERC will conduct the business of the former VOC, such as approving vending maps, Mall/Concourse food cart review results, and recommending special regulations for vending on State Street and the capital concourse and Camp Randall high density areas. Other than transferring the VOC's duties to BERC, this ordinance does not change any street vending rules or procedures.

Similarly, BERC will conduct the business of the former EDC. The only notable change is that the EDC reviewed a comprehensive economic development plan every 4-5 years, and BERC will do so at least once every 10 years. BERC must receive and consider an Economic Development Plan prepared by EDD staff that identifies policies, programs, and projects needed by the City to promote a healthy economy, which will then be submitted to the Common Council for approval.

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

1. Section 31.17 entitled "Economic Development Committee" of the Madison General Ordinances is repealed and recreated as follows:

“33.17 BUSINESS AND ECONOMIC RESOURCES COMMITTEE

- (1) There is hereby created for the City of Madison a committee to be known as the Business and Economic Resources Committee (“BERC.”).
- (2) Duties. The Business and Economic Resources Committee shall:
 - (a) Promote a healthy economy in which businesses can locate, open and expand, and in which all residents have access to living wage jobs and the ability to build generational wealth.
 - (b) Promote economic investment throughout the City, including but not limited to, supporting small business development.
 - (c) Make recommendations regarding all forms of street vending, food carts and trucks, arts and crafts vendors, sidewalk cafes, roadway cafes, merchant vendors and all other street vending types regulated in Sections 9.13, 9.135, and 9.136 of these Ordinances, and regarding permits for Table, Expressive Vending, and Mobile Sales of Expressive Speech Items regulated by Section 9.54 (collectively, “Street Vending”);
 - (d) Act on matters of the Committee’s jurisdiction regarding Street Vending, where such duties are expressly set forth in Secs. 9.13, 9.135, 9.136, the regulations promulgated thereunder, and Sec. 9.54, including license suspension and revocation hearings, appeals, and other proceedings described in those ordinances and regulations;
 - (e) Consider and provide recommendations regarding proposed ordinance changes under the Committee’s jurisdiction, and other regulatory changes for which the Committee is the final decision maker as set forth in the Street Vending ordinances and the regulations adopted thereto.
 - (f) Ensure a venue for public input into the regulation of Street Vending within the City, including an avenue for Street Vending license holders to express their concerns and needs and provide feedback on proposed ordinance and regulation changes.
 - (g) Designate at least one (1) voting member to serve on the Food Vending Review Panel during the annual Fall Food Cart Review described in Section IV.B. of the Regulations Governing Vending on the State Street Mall/Capitol Concourse authorized by sec. 9.136(1)(c).
 - (h) Make recommendations to the Mayor and the Common Council regarding business, real estate, economic development, workforce development; and any other matters assigned or referred to the Committee.
 - (i) At least once every ten (10) years, receive and consider an Economic Development Plan (“ED Plan”) prepared by Economic Development Division staff, that identifies policies, programs, and projects needed by the City to promote a healthy economy. After review and revision by the Committee, the ED Plan shall be submitted to the Common Council for approval. The ED Plan should include:
 1. Current business, real estate, and demographic data.
 2. An evaluation of current City policies, programs, and projects related to economic development.
 3. Recommendations for new programs or changes to existing programs, policies, and projects needed to achieve the City’s economic development goals.
 - (j) Provide the community with a public forum for information sharing and discussion about the work of the City’s Economic Development Division.
- (3) Composition.
 - (a) Members. The Committee shall consist of eleven (11) voting members: one (1)

Mayor Designee, one (1) Alderperson from a Downtown Aldermanic District, two (2) Alderpersons from Aldermanic Districts elsewhere in the City, and seven (7) Resident Members with knowledge and/or experience related to business, real estate, or workforce development.

(b) Appointment, Term. The Mayor shall appoint all voting and non-voting members, subject to confirmation by the Common Council, with the exception of the Mayor Designee who shall serve at pleasure of the Mayor.

1. Initial Member Terms. When members are first appointed after adoption of this ordinance, three (3) of the Resident Members shall be appointed to an initial term that concludes on April 30, 2029, two (2) Resident Members shall be appointed to a term that concludes on April 30, 2028, and two (2) Resident Members shall have an initial term commencing upon the creation of the Committee and concluding on April 30, 2027.
2. As the initial terms for the members listed in sub. 1. expire, members appointed to replace them shall be appointed to three-year terms expiring on April 30 on the third year following appointment.
3. The Alderpersons' terms shall begin and end on the third Tuesday of every April as required by sec. 33.01(6)(a).
4. The Mayor Designee shall serve at the pleasure of the Mayor, with a term ending with the Mayor's term in office.
5. Any vacancies shall be filled by the Mayor, subject to approval of the Common Council, for a term filling out the remainder of the vacated member's term.

(c) Officers, Staff. A Chairperson and Vice Chairperson shall be elected annually by the voting members of the Committee no later than June 30th of each year, as required by sec. 33.01(7)(a). The Committee shall be staffed by the Economic Development Division Director, or their designee.

(d) Quorum. The quorum shall be determined according to Sec. 33.01.

(4) Rules of Procedure. The Committee shall meet once a month. The Committee may adopt rules of procedure which may from time to time be amended by the Committee, including those necessary to fulfill obligations relating to street vending and street vending licenses under MGO sections 9.13, 9.135, 9.136 and 9.54. The Committee may create one or more subcommittees as authorized by MGO section 33.01."

2. Section 9.12 entitled "Vending Oversight Committee" of the Madison General Ordinances is repealed.

3. The Office of the City Attorney is directed to make changes throughout the Madison General Ordinances to replace references to section 9.12, the Vending Oversight Committee, and references to the Economic Development Committee with references to section 33.17 and the Business and Economic Resource Committee.

EDITOR'S NOTE:

Section 9.12 entitled "Vending Oversight Committee" of the Madison General Ordinances currently reads as follows:

9.12 VENDING OVERSIGHT COMMITTEE.

- (1) Creation. The Common Council finds that it is in the public interest, effective May 31, 1998, that the Mall/Concourse Operating Committee, created by Substitute Resolution 44,669 adopted June 7, 1988, be dissolved. In place of the Mall/Concourse Operating Committee, there is hereby created for the City of Madison a Vending Oversight Committee ("VOC").
- (2) Composition, Appointments and Terms. The Vending Oversight Committee shall consist of five (5) voting members and up to four (4) non-voting, technical advisors, as follows:
 - (a) Voting Members. The voting membership shall include one (1) alder from a downtown district, one (1) alder from another part of the City, and three (3) residents. No person who currently holds a City of Madison vending license under Sec. 9.13, 9.135 or 9.136 shall be appointed as a voting member of the VOC or any subcommittee of the VOC.
 - (b) Technical Advisors. Not more than four (4) non-voting technical advisors, who shall be vendors holding a valid vending license under Sec. 9.13, 9.135 or 9.136 from the City of Madison, or others with specialized knowledge or interest in street vending and the duties and responsibilities of the VOC. Technical advisors shall serve a regular term of appointment, may sit at the table and participate in discussion of all matters before the VOC (except a matter affecting that vendor's license), but shall not vote on any matters. Technical advisors may be appointed to subcommittees but only in their non-voting, advisory capacity. If a technical advisor's vending license is suspended, revoked, non-renewed or other adverse action is taken against the license, they shall not sit at the table or participate in any discussions at the meeting(s) at which the license is scheduled for action, and they shall lose their VOC appointment and the position is deemed vacated as of the date of the VOC's decision taking action against the license. If no action is taken against the license, the vendor may remain in their position as technical advisor.
 - (c) The Greater State Street Business Association ("GSSBA") or successor organization may recommend a voting member or a non-voting technical advisor, subject to Sub. (2)(d) below.
 - (d) Appointments of all members and non-voting technical advisors shall be made by the Mayor, subject to approval of the Common Council.
 - (e) Quorum. The quorum shall be determined according to Sec. 33.01(8)(c). Non-voting advisors shall not be counted for purposes of establishing a quorum.
 - (f) Appointment Terms. The term for alderperson members shall be two (2) years, as set forth in Sec. 33.01(6)(a). The term for resident members and non-voting technical advisors shall be three (3) years, expiring on June 1 in the third year following appointment. All vacancies shall be filled by the Mayor, subject to approval of the Common Council, for a term filling out the remainder of the vacated member's term.
- (3) Officers. The members of the VOC shall annually elect a chairperson and vice chairperson from among its voting membership at the Committee's first meeting in June. See Sec. 33.01(7)(d) regarding eligibility of alderpersons as officers. The Director of Planning and Community and Economic Development or designee, a non-member, shall act as Executive Secretary to the VOC. The Executive Secretary shall prepare the agenda and minutes of the VOC's meetings and shall perform such other duties as the VOC shall

direct.

(4) Duties and Responsibilities.

- (a) Act on matters of the VOC's jurisdiction as set forth in Secs. 9.13, 9.135 and 9.136, the regulations promulgated under Secs. 9.13 and 9.136, and any other regulations or procedures relating to street vending within the City.
- (b) Ensure a venue for public input into street vending regulations within the City.
- (c) Conduct investigations, hearings and miscellaneous proceedings as required by Secs. 9.13, 9.135 and 9.136.
- (d) Duties of Non-voting Technical Advisors. Participate in discussions and provide technical advice and input to the VOC, as described in Sub. (2)(b).

(5) Rules of Procedure. The VOC shall adopt rules of procedure which may from time to time be amended by the VOC. Such rules may include provision for delegation of the powers and responsibilities of the VOC to a Subcommittee or Subcommittees composed exclusively of VOC members.

(6) Compensation. Members of the VOC shall serve without compensation.

Section 31.17 entitled "Economic Development Committee" of the Madison General Ordinances currently reads as follows:

33.17 ECONOMIC DEVELOPMENT COMMITTEE.

(1) There is hereby created for the City of Madison a committee to be known as the Economic Development Committee.

(2) Composition. The Committee shall consist of eleven (11) members: the Mayor or the Mayor's designee, three (3) Alderpersons, and seven (7) residents with a wide range of direct experience in business and/or knowledge related to job creation, real estate or workforce development. The Mayor shall appoint the members of the Committee subject to confirmation by the Common Council.

Terms of appointment of the resident members shall be staggered, for three (3) years, commencing May 1 and expiring April 30. The Alderpersons terms shall coincide with his or her term of office.

If the Mayor serves on the Committee, the Mayor shall act as chairperson. Otherwise, the chairperson will be elected by the Committee.

(3) Duties. The Economic Development Committee shall:

- (a) Assist City officials and staff in promoting a healthy, diversified economy in which business can locate, innovate, grow and prosper, and all residents have opportunities for living wage jobs.
- (b) Make recommendations to the Mayor and the Common Council on economic development policies and issues.
- (c) Every four (4) or five (5) years, receive and consider a Comprehensive Economic Development Report and Plan (CEDRP) prepared by Economic Development Division staff on economic trends for the City of Madison and surrounding area. After review and revision by the Committee, the CEDRP shall be submitted to the Common Council for approval. The CEDRP should include:
 1. Available data on employment by type of job, wages, unemployment rate; and, overall changes in employment and population,
 2. General demographic data,
 3. A description of business and workforce assistance available,
 4. An evaluation of current economic development efforts, and
 5. Recommendations of possible changes to, and new, programs,

strategies, policies, and projects to achieve the economic development goals stated in paragraph (a) above and other related goals adopted by the City of Madison.

- (d) Every two (2) years, the Economic Development Division Director will develop a "Work Plan" consistent with the adopted CEDRP for the City's economic development priorities in the next two (2) years. The Work Plan shall be submitted to the Common Council with referral to the Economic Development Committee before action by the Common Council. The Work Plan may include changes to the CEDRP.
- (e) Provide the community with a public forum for information sharing and discussion about economic issues affecting the City of Madison.

(4) In carrying out the duties described in subsection (3), the Committee may form subcommittees, hold public meetings, and utilize the services of the City or other public or private services as it finds necessary, subject to the policy and budgetary approval of the Common Council.

(5) The Economic Development Committee shall meet once a month and all agendas shall be prepared by the Economic Development Division Director or his/her designee in consultation with the Chair, and they shall determine the order of the agenda.

(6) Staff. The Economic Development Committee shall receive primary staffing from the Economic Development Division.



City of Madison

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Master

File Number: 91451

File ID: 91451	File Type: Resolution	Status: In Committee
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Created Date : 01/07/2026		
File Name: Resolution Business and Economic Resources Committee	Final Action:	
Title: Amending the "Regulations Governing Vending on the State Street Mall/Capitol Concourse" and "Regulations Governing Vending in High Density Vending Areas" to replace references to the Vending Oversight Committee and MGO 9.12 with the Business and Economic Resources Committee and MGO 33.17, to coincide with the ordinance merging the VOC and EDC into the BERC.		

Notes: BusEconResComm

Sponsors: Satya V. Rhodes-Conway, John W. Duncan, Sabrina V. Madison And Michael E. Verveer	Effective Date:
Attachments:	Enactment Number:
Author: Lara Mainella	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	01/07/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council Executive Committee (2/10/26), Economic Development Committee (1/21/26), Vending Oversight Committee (1/28/26), Common Council (2/24/26)					
1	COMMON COUNCIL	01/13/2026	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					
	Notes:	Additional referrals to Economic Development Committee, Vending Oversight Committee.					
1	COMMON COUNCIL EXECUTIVE COMMITTEE	01/13/2026	Referred	ECONOMIC DEVELOPMENT COMMITTEE	01/21/2026		
	Action Text:	This Resolution was Referred to the ECONOMIC DEVELOPMENT COMMITTEE					

1	COMMON COUNCIL EXECUTIVE COMMITTEE	01/13/2026	Referred Action Text: This Resolution was Referred to the VENDING OVERSIGHT COMMITTEE	VENDING OVERSIGHT COMMITTEE	01/28/2026
1	ECONOMIC DEVELOPMENT COMMITTEE	01/21/2026	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE	Pass
			Action Text: Mikolajewski gave an overview of this companion item to the ordinance in the previous item. Lara Mainella provided a more detailed explanation of these changes and also gave an explanation of the difference between ordinances and regulations.		
			A motion was made by Gombar and seconded by Duncan to return to lead with recommendation for Common Council to approve. The motion passed unanimously by roll call vote.		
				Ayes: 8 Melissa Gombar; Jeffrey J. Liggon; Susan M. Bulgrin; Wayne R. Harris; Seth W. Lentz; Kabah Bah; John W. Duncanand Sabrina V. Madison	
				Excused: 1 Joann Pritchett	
1	VENDING OVERSIGHT COMMITTEE	01/28/2026	Return to Lead with the Recommendation for Approval	COMMON COUNCIL EXECUTIVE COMMITTEE	02/10/2026
			Action Text: Mikolajewski gave an overview of this companion item to the ordinance in the previous item.		
			A motion was made by Verveer and seconded by Madison to return to lead with recommendation for Common Council to approve. The motion passed unanimously by a voice vote/other.		

Text of Legislative File 91451

Fiscal Note

No City appropriation required.

Title

Amending the "Regulations Governing Vending on the State Street Mall/Capitol Concourse" and "Regulations Governing Vending in High Density Vending Areas" to replace references to the Vending Oversight Committee and MGO 9.12 with the Business and Economic Resources Committee and MGO 33.17, to coincide with the ordinance merging the VOC and EDC into the BER.

Body

WHEREAS, section 9.136(1)(c) of the Madison General Ordinances empowers the Vending Oversight Committee (VOC) to create and amend regulations for street vending activities on the State Street Mall and Capitol Concourse, including sidewalk cafes, food carts, arts and crafts vendors, and merchant vending; and

WHEREAS, section 9.13(7)(a) empowers the VOC to make similar regulations for merchandise and food vending in High Density Vending Areas and to create vending sites within those areas (currently the only High Density area is around the Camp Randall stadium); and

WHEREAS, the Common Council must approve any change to these regulations by resolution; and

WHEREAS, these regulations are not part of the Madison General Ordinances but are published in documents and maps on the City's Street Vending website currently posted at: <https://www.cityofmadison.com/dpced/economicdevelopment/ordinances-regulations/270/>; and

WHEREAS, this Resolution is a companion to a pending ordinance amendment (Ordinance File No. 91437) to eliminate the VOC and EDC and combine their duties into a new committee

called the Business and Economic Resources Committee ("BERC") to be codified at MGO 33.17; and

WHEREAS, the BERC will assume all current duties of the Vending Oversight Committee, including duties set forth in both sets of regulations described above as well as promulgating new vending regulations; and

WHEREAS, this Resolution was referred to the VOC and the VOC recommends changes to accomplish the merging of these committees into the BERC consistent with File No. 91437, if adopted;

NOW, THEREFORE, BE IT RESOLVED that if the Common Council adopts the Ordinance creating the BERC (File No. 91437) then the Common Council approves and authorizes changes to the Regulations Governing Street Vending on the State Street Mall/Capitol Concourse and Governing Street Vending in the High Density Vending Area, to replace references to MGO 9.12 and the Vending Oversight Committee with references to MGO 33.17 and the Business and Economic Resources Committee; and

BE IT FINALLY RESOLVED that the Director of Planning and Community and Economic Development shall promptly update its public website with amended sets of both Regulations consistent with the changes authorized herein.



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Master

File Number: 91351

File ID: 91351	File Type: Miscellaneous	Status: In Committee
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Name: Council Chief of Staff Annual Performance Evaluation Tool and Process		File Created Date : 12/22/2025
Final Action:		
Title: Council Chief of Staff Annual Performance Evaluation Tool and Process		

Notes:

Sponsors:	Effective Date:
Attachments: Council Chief of Staff Evaluation Tool Draft 12525.pdf, Updated Council Chief of Staff Evaluation Tool 20260210.pdf, 2026 Council Chief of Staff Performance Evaluation Timeline.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:

Text of Legislative File 91351

Title

Council Chief of Staff Annual Performance Evaluation Tool and Process

**Madison Common Council
Chief of Staff Performance Evaluation
Common Council Executive Committee**

This evaluation is designed to gather an overall impression of the performance of the Council Chief of Staff from the Common Council Executive Committee (CCEC). The purpose of this evaluation is to provide the Chief of Staff with actionable feedback and guidance on their performance that they can use for continuous improvement.

Instructions

In the following areas, please rank performance of the Chief of Staff on a scale of one through five with the following rating scale.

If you are unable to provide a ranking due to a lack of awareness or information related to the Chief of Staff's performance in any particular area, please do not provide a ranking or choose Don't Know.

If you would like to provide the Chief of Staff with additional feedback or details about your ranking, please fill out the Written Comment section. Rankings and written comments (anonymous) will be provided to the Chief of Staff as part of the results of this evaluation.

Rating Scale

5	4	3	2	1	Don't Know
Exceeds Expectations	Consistently Meets Expectations	Meets Expectations	Inconsistently Meets Expectations	Does Not Meet Expectations	Unable to Assess
Performance is consistently outstanding	Performance consistently fulfills expectations and at times exceeds them	Meets requirements for the position	Performance meets some benchmarks related to the expectation area or meets all benchmarks but only some of the time	Performance is consistently below requirements for the position	Rater does not have enough awareness and/or information to decide on a rating

Common Council Office Operations

The Common Council Chief of Staff manages all aspects of the Common Council Office, including planning and organizing work and resources to ensure the highest level of service possible.

Key Expectations

- Analyzes and modifies organizational structures and workflow to improve efficiency, creativity, and accountability
- Establishes and implements operational policies, goals and objectives for the office and ensures departmental operations are carried out
- Develops and maintains an agency work plan encompassing an annual cadence of major activities
- Follows all City policies and follows direction provided by the Common Council Executive Committee
- Maintains transparency through regular updates to the Common Council Executive Committee regarding Council Office activities, organizational structure or service changes
- Provides alders with resources and materials about Council Office services
- Undertakes updates and revisions to Council operating procedures as needed

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Council Office Operations

Council Assistance and Policy Support

The Council Chief of Staff assists alders as they navigate City legislative processes, administrative policies, and interface with City departments.

Key Expectations

- Provides expert advice and consultation to alders on a wide range of complex, sensitive, and confidential topics in a politically neutral manner
- Assists alders in a responsive and timely manner
- Provides advice and assistance to alders to strategically navigate City legislative processes within legal and procedural constraints
- Engages alders regularly to discuss their needs and gather feedback
- Balances the needs and aspirations of each of the twenty alders with the needs of the Council and the Council Office as institutions
- Ensures the development and provision of materials and resources, including new alder onboarding and alder retreats, to support alders as they carry out their duties

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Council Assistance and Policy Support

Budget and Fiscal Stewardship

The Council Chief of Staff ensures that the Council office stays within budget and maintains services in compliance with all budgetary requirements and regulations.

Key Expectations

- Establishes and effectively implements a plan to maintain services within budget limitations
- Presents annual budget proposal to the Common Council Executive Committee for their feedback and approval
- Provides alders with information about allowable uses of alder expense funds and support alder use of funds in a legally compliant manner
- Is a responsible steward of taxpayer money

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Budget and Fiscal Stewardship

Leadership

The Chief of Staff endeavors to build and maintain trust and confidence in working relationships through honesty, commitment, and fairness, and by being transparent in decision-making.

Key Expectations

- Acknowledges, owns, and learns from their mistakes and recognizes the impact of one's behavior on others
- Encourages innovation and responsiveness to meet shifting demands and foster continuous improvement
- Demonstrates a commitment to the City's racial equity and social justice initiatives (RESJI)
- Effectively works with the Mayor's Office, alders, and City staff where tact, persuasiveness, and judgment must be exercised
- Displays leadership in line with the mission and core values of the [Common Council](#) and the [City of Madison](#)
- Accepts accountability for individual and staff actions and models by example a commitment to organizational excellence
- Balances workload and priorities effectively and consistently follows through on commitments

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Leadership

Communication

The Council Chief of Staff builds relationships and serves as a communication and policy liaison between the Common Council Office, the Mayor's Office, City agency heads and staff, and the general public.

Key Expectations

- Creates and shares regular updates to the Common Council Executive Committee, including updates on staff efforts to achieve communication, legislative, administrative, and other relevant goals
- Represents the various perspectives of the Council in an exemplary manner when interacting with the Mayor's Office and City staff
- Attends Common Council, Executive Committee, Finance Committee, and other meetings at the direction of the President and/or the Executive Committee
- Promotes appropriate communication and builds working relationships with City agency heads
- Employs honesty, tact, and courtesy in communication with internal and external interested parties, and encourages open communication in all directions
- Provides feedback mechanisms to enhance agency strategies and priorities

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Communication

Council Office Staff Supervision

The Council Chief of Staff supervises, plans, organizes, coordinates, assigns and evaluates the work of Council Office staff.

Key Expectations

- Facilitate and lead the hiring, coaching, training, engagement, and development of Council Office staff to allow staff to reach maximum potential and performance
- Provides and encourages professional development opportunities for all Council staff
- Conducts annual employee check-ins with all Council Office staff
- Seeks out and stays current on supervisory best practices through City-offered trainings and other professional development opportunities
- Develops staff relationships by maintaining a schedule of regular staff meetings
- Ensures staff receive adequate training, resources, and capacity-building related to racial equity and social justice and ensures that racial equity and social justice principles are continually reviewed and practiced
- Provides supervision of staff in a manner consistent with best practices outlined by the City's racial equity and social justice initiative and inclusive supervisory practices.
- Ensures staff have the resources needed to perform their duties to the best of their abilities

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Council Office Staff Supervision

BCC Administrative Support Team

Key Expectations

- Work to support and enhance City Board, Commission, and Committee (BCC) staffing, training, and structure evaluation by facilitating the BCC Administrative Support Team
- Work collaboratively with the Common Council and Mayor's Office to meet the goals of the BCC Administrative Support Team
- Work with other staff to develop training for BCC chairs, members, and assigned staff

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: BCC Administrative Support Team

**Madison Common Council
Chief of Staff Performance Evaluation
Common Council Executive Committee**

Evaluator District Number or Name:

Instructions

This evaluation is designed to gather an overall impression of the performance of the Council Chief of Staff from the Common Council Executive Committee (CCEC). The purpose of this evaluation is to provide the Chief of Staff with actionable feedback and guidance on their performance that they can use for continuous improvement.

In the following areas, please rank performance of the Chief of Staff on a scale of one through five with the following rating scale. If you are unable to provide a ranking due to a lack of awareness or information related to the Chief of Staff's performance in any particular area, please do not provide a ranking or choose Don't Know.

If you would like to provide the Chief of Staff with additional feedback or details about your ranking, please fill out the Written Comment section. Rankings and written comments will be provided to the Chief of Staff as part of the results of this evaluation. Additionally, there is a Start-Stop-Continue exercise at the end of the evaluation, where you can provide general advice on things you would like to encourage the Chief of Staff to start doing, stop doing, and continue doing.

Rating Scale

5	4	3	2	1	Don't Know
Exceeds Expectations	Consistently Meets Expectations	Meets Expectations	Inconsistently Meets Expectations	Does Not Meet Expectations	Unable to Assess
Performance is consistently outstanding	Performance consistently fulfills expectations and at times exceeds them	Meets requirements for the position	Performance meets some benchmarks related to the expectation area or meets all benchmarks but only some of the time	Performance is consistently below requirements for the position	Rater does not have enough awareness and/or information to decide on a rating

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Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Council Office Operations

Council Assistance and Policy Support

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Overall Rating:

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Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Budget and Fiscal Stewardship

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Written Comments: Leadership

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Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Communication

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- Ensures staff have the resources needed to perform their duties to the best of their abilities

Overall Rating:

5 4 3 2 1 Don't Know

Written Comments: Council Office Staff Supervision

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- Work collaboratively with the Common Council and Mayor's Office to meet the goals of the BCC Administrative Support Team
- Work with other staff to develop training for BCC chairs, members, and assigned staff

Overall Rating:

5 4 3 2 1 **Don't Know**

Written Comments: BCC Administrative Support Team

General Start-Stop-Continue Feedback

If you would like to encourage the Chief of Staff to start, stop, or continue doing something, especially if it isn't covered in the other questions on this form, please provide your feedback here.

Start	Stop	Continue

2026 Council Chief of Staff Performance Evaluation Timeline

February 10, 2026: CCEC authorizes the Council President to proceed with administration of the Chief of Staff evaluation.

- The President will work with Human Resources to format the evaluation instrument into a survey format.

February 27, 2026: The President and/or HR will send out the survey to CCEC members.

March 10, 2026: Deadline for completing the survey.

March 23, 2026: Council President reviews material and provides results to Chief of Staff.

March 30, 2026: Council President and Chief of Staff meet to review results, discuss any suggested revisions to the evaluation instrument and/or process, discuss progress on goals for 2025-2026 period, and develop goals for the April 2026-April 2027 period.



City of Madison

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

Master

File Number: 91863

File ID: 91863

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 02/04/2026

File Name: Reducing the Size of the Common Council

Final Action:

Title: Reducing the Size of the Common Council

Notes:

Sponsors:

Effective Date:

Attachments: 20260205 Council Size Reduction Memo.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 91863

Title

Reducing the Size of the Common Council

MEMORANDUM

Date: 5 February 2026

To: Alder Regina Vidaver, District 5

From: Isaac Matthias, Common Council Legislative Analyst

Subject: Common Council Size Reduction

Summary: This memorandum discusses past efforts to reduce the size of the Common Council, as well as considerations such as alder pay and district size for a scenario where the size of the Council were to be reduced to 15. In this hypothetical, each alder would see an increase of approximately \$5,551.67 in their pay and each district would increase by approximately 4,755 residents.

History of Council Size Reduction Discussions:

Task Force on the Structure of City Government (TFOGS):

The Final Report of the Task Force on the Structure of City Government (TFOGS), published on November 20, 2019, recommended that “Madison should reduce the size of the Common Council to ten (10) members elected concurrently with the Mayor.”¹ This recommendation was considered by the Task Force on two separate occasions. On October 2, 2019, the Task Force unanimously approved the recommendation to reduce the number of alders to ten.² Two weeks later, on October 16, 2019, the Task Force then considered a number of other proposed Council sizes but could not settle on a size other than ten.³

Advisory Referendum:

Stemming from the recommendations of TFOGS, the Madison Common Council approved a resolution that placed advisory referendum questions related to the structure of City government on the Spring 2021 general election ballot.⁴ This referendum included four questions, with the question related to Council size listed below:

“Madison currently has a part-time Common Council comprised of twenty (20) alderpersons, one from each alderperson district. Beginning with the 2023 Spring Election, SHOULD the size of the City of Madison Common Council:

- Be reduced
- Be increased
- Remain the same”⁵

During the April 6, 2021 election, 70.2% of the vote was for “Remain the same,” 16.4% of the vote was for “Be reduced,” and 13.4% of the vote was for “Be increased.”⁶ Had the vote been in favor of reducing or increasing the size of the Common Council, rather than keeping it the same, the Task Force Implementation Group would have collaborated with the Mayor’s Office to prepare a resolution that would place binding referendum questions related to the size of the Common Council on the ballot for the Spring 2022 Election.⁷ However, since “Remain the same” won the largest share of votes, the size of the Common Council did not change.

Considerations in Reducing Council Size:

The following considerations are for a hypothetical change in the Common Council size from 20 to 15 alders.

Alder Pay and Benefits:

The current City of Madison alder pay for 2026 can be viewed below:

Role	Annual Cost
President	\$20,267
Vice President	\$17,967
Alder (x18)	\$16,655
Total Wages	\$338,029

⁸

As can be seen in the chart above, in 2026 the Council President is slated to make \$20,267, the Council Vice President is slated to make \$17,967, and the remaining 18 alders are slated to make \$16,655 each.⁹

In the scenario in which the alder districts are reduced from 20 to 15, there would be five fewer alders receiving a salary, freeing up \$83,275. If this money were to be evenly redistributed to the remaining 15 alders, each alder’s pay would increase by approximately \$5,551.67. An updated table with total figures can be found below:

Role	Annual Cost
President	\$25,819
Vice President	\$23,519
Alder (x13)	\$22,207
Total Wages	\$338,024

Additionally, alders each receive \$1,900 for their individual expense account, as well as \$650 for postage.¹⁰ If the Council size was reduced from 20 to 15 and the leftover funds were redistributed evenly, each alder would see their individual expense account increase by \$633.33

and their postage account increase by \$216.67. This would bring their totals to \$2,533.33 for the individual expense account and \$866.67 for their postage.

District Size:

According to the United States Census Bureau, the City of Madison had an estimated population of 285,300 as of July 1, 2024.¹¹ In the 2021 redistricting effort, there was a goal for each alder district to contain the same number of residents.¹² At the time, the goal was to have approximately 13,739 residents in each district, which reflects the slightly smaller total population of Madison in 2021.¹³ If we were to assume that the approximately 10,000 new residents in Madison were evenly distributed across the 20 alder districts, today each alder would represent approximately 14,265 residents.

In the scenario in which the alder districts are reduced from 20 to 15, each alder would represent approximately 19,020 residents. This would be an increase of approximately 4,755 residents for each alder from the current estimates.

Process:

Section 3.01 of Madison General Ordinances, which organizes the City of Madison under a Mayor-Council form of government, also states that the Common Council shall be composed of 20 alders.¹⁴ In 1987, Section 3.01 was reinstated as a Charter Ordinance.¹⁵ Wisconsin State Statutes declare that “a charter ordinance enacted or approved by a vote of the electors controls over any prior or subsequent act of the legislative body of the city.”¹⁶ As a result, an effort to reduce the Common Council to 15 alders would require a Charter Ordinance change, which the electorate would need to vote on through a binding referendum.

Endnotes

¹ Harrington, Eileen, et. al. "Final Report of the Task Force on the Structure of City Government." *City of Madison*. 20 November 2019. ([online](#))

² Ibid.

³ Ibid.

⁴ Furman, Keith, et. al. "SUBSTITUTE: A Resolution authorizing the placement of advisory referendum questions related to the structure of city government on the Spring 2021 general election ballot." *City of Madison, Wisconsin Legislative Information Center*. 9 November 2020. ([online](#))

⁵ "Be Informed: Check Out Advisory Referendum Questions on the April 6 Ballot." *Mayor's Office – City of Madison*. 19 March 2021. ([online](#))

⁶ "2021 Spring Election." *County of Dane, Wisconsin*. Accessed 29 January 2026. ([online](#))

⁷ Furman, *Authorizing Placement of Advisory Referendum Questions*

⁸ Khadidiatou Dia, Email Message to Author, 27 January 2026.

⁹ Ibid.

¹⁰ Karen Kapusta-Pofahl, Microsoft Teams Message to Author, 29 January 2026.

¹¹ "Quick Facts – Madison city, Wisconsin." *United States Census Bureau*. Accessed 27 January 2026. ([online](#))

¹² Grady, Brian, et. al. "City of Madison Redistricting." *City of Madison*. 30 August 2021. ([online](#))

¹³ Ibid.

¹⁴ "3.01 – Organization Under Mayor Plan." *City of Madison – Code of Ordinances*. 17 April 1993. ([online](#))

¹⁵ Ibid.

¹⁶ "General Powers; Administration" *Wisconsin State Statutes*. 1999. ([online](#))



City of Madison

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

Master

File Number: 88520

File ID: 88520	File Type: Miscellaneous	Status: In Committee
Version: 1	Reference:	Controlling Body: COMMON COUNCIL EXECUTIVE COMMITTEE
File Created Date : 05/28/2025		
File Name:	Final Action:	

Title: Council Office Updates (2025-2026)

Notes:

Sponsors:	Effective Date:
Attachments: CCEC Chief of Staff Update 6-3-25.pdf, CCEC Chief of Staff Update 7-1-25.pdf, CCEC Chief of Staff Update 080525.pdf, CCEC Chief of Staff Update 091625.pdf, CCEC Chief of Staff Update 102825.pdf, CCEC Chief of Staff Update 120925.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:

Text of Legislative File 88520

Title

Council Office Updates (2025-2026)

Council Chief of Staff Update

6/3/25

Upcoming Staff Out-of-Office

6/3-64: Lorissa out
6/6: Debbie out
6/13: Liz out
6/16 (afternoon): Liz out
6/18 (afternoon): Liz out
6/20: Isaac out; Liz out
6/25-6/26: Isaac out

Reminders & Tips

June 19: City Offices Closed

Project Updates

All-Alder Retreat: Close to confirming the final date. Doodle poll with the finalists is in your inbox.

BCC Staff Training Updates: Along with Organizational Development and the Attorney's Office, we are working on reviewing and updating BCC staff training materials as part of an ongoing effort to bolster BCC support.

RESJI Training: I will be coordinating with the City Equity and Social Justice Manager (kristy kumar) to provide a training for alders on the RESJ (Racial Equity and Social Justice) Initiative and the equity analysis process this fall.

Council Chief of Staff Update

7/1/25

Upcoming Staff Out-of-Office

7/2-7/3: Isaac out
7/3-7/8: Debbie out
7/30: Karen out
8/6-8/8: Karen out

Reminders & Tips

July 4: City Offices Closed

City Website Accessibility-How Alders Can Help

We are legally required to make City public facing web content accessible. This is due to a [federal ruling](#). At this time, alders can assist by avoiding ALL CAPS when writing their blog posts. We know that content coming from agencies may contain all caps, so this ask is focused on the content you write yourself, or draft content that you are given and can easily modify before posting. If you'd like to learn more about best practices to keep in mind while blogging, there are [several resources and articles](#) available on EmployeeNet (access with your City login). Here are some examples of all caps in some recent blogs that caught the attention of the software (Siteimprove) that the City is using to help staff identify issues (highlighted in red below).

[Press Release: Avoid Flash Flooded Areas](#) posted June 24, 2025

PRESS RELEASE COPY

:Heavy Rain Continues, Urban Flash Flooding Expected, Avoid Flash Flooded Areas“The next few days are expected to have multiple, brief but heavy storm events which may result in urban flash flooding of roadways. If you...

[4506 and 4514 Verona Road-Plan Commission Public Hearing](#) posted June 20, 2025

Monday, June 23, 2025 @5:30pmLocationThis meeting is being held virtually.Watch Online

Category: [Notices](#)

[STOP THE VIOLENCE SAVE THE CHILDREN-Meadowood](#) posted June 18, 2025

SIXTH ANNUAL STOP THE VIOLENCE SAVE THE CHILDREN COMMUNITY

SUPPERThe event will be held inside Good Shepherd Church tonight

Project Updates

AASPIRE Intern

Our AASPIRE intern, Ella, is hard at work assisting with policy research and community engagement. She will be in the chambers tonight between 6 and 6:30 with the Clerk's

Council Chief of Staff Update

7/1/25

Office interns collecting videos for the Pass the Phone Challenge. She is in the CCB on Tuesdays and Thursdays, so please stop by to meet her.

Council Office Budget Request

Please refer to the [7/1/25 CCEC agenda](#) for [links to the proposed budget request](#). If you aren't able to attend CCEC today, please watch the recording or contact me to find out more about our agency operating budget request.

Annual Workplan

Now that staggered terms are in effect and there will be alder elections every year, the Council Office has an opportunity to create an annual workplan that maps out the large projects that occur throughout the year. For a sneak peak, come to the Council Office conference room to review the notes on the whiteboard.

All-Alder Retreat: Being Public: Navigating the Spectrum of Disagreement and Conflict as Elected Officials Facilitated by Abha Thakkar, Mosaic LLC. Saturday, September 13, from 9-2 at the Parks Office. Lunch from Melly Mel's (including vegetarian and vegan options).

City Training Opportunities

The [on-demand training portal](#) has a number of additional trainings on topics that may be of interest, including Giving & Receiving Feedback, How to Run Effective Meetings, Customer De-Escalation, and an orientation to the Equitable Hiring Plan (formerly the Equitable Hiring Tool).

Conflict Management

Description: Increase your self-awareness regarding our common styles to approaching and navigating conflict. July 9, 10:00 – 11:30 am, Virtual

Sparking Growth

Description: Sparking Growth is a training focused on exploring topics like grief, the window of tolerance, and strategies to foster balance and mental health. Join us for this interactive session where we will explore components of mental health and will practice skills to assist with emotional regulation and balance. Leave the space with practical tools and knowledge to foster your wellbeing at home and workplace. August 12, 1:30 – 3:00 pm, Virtual

Council Chief of Staff Update

8/5/25

Upcoming Staff Out-of-Office

8/6-8/8: Karen out
8/22: Isaac out
8/25: Liz out
8/28: Liz out
August TBD Debbie out
Sept 1: City Offices Closed

Reminders & Tips

All-Alder Retreat on Saturday, September 13. Being Public: Navigating the Spectrum of Disagreement and Conflict as Elected Officials Facilitated by Abha Thakkar, Mosaic LLC. Lunch from Melly Mel's (including beef, chicken, vegetarian, and vegan options).

Common Council Discussion on Tuesday, September 30. Topic: Purpose-Built Men's Shelter. 6:00 p.m. CCB 201.

Register for the [YWCA Racial Justice Summit](#). Deadline is 8/29/25.

City Website Accessibility-How Alders Can Help

We are legally required to make City public facing web content accessible by April of 2026. This is due to a [federal ruling](#). At this time, alders can assist by **avoiding ALL CAPS** when writing their blog posts. We know that content coming from agencies may contain all caps, so this ask is focused on the content you write yourself, or draft content that you are given and can easily modify before posting. If you'd like to learn more about best practices to keep in mind while blogging, there are [several resources and articles](#) available on EmployeeNet (access with your City login). Here are some examples of all caps in some recent blogs that caught the attention of the software (Siteimprove) that the City is using to help staff identify issues (highlighted in red below).

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Council Chief of Staff Update

8/5/25

Plain Language and Effective Communication

Description: 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. August 19, 10-11:30 a.m., virtual.

Council Chief of Staff Update

9/16/25

Upcoming Staff Out-of-Office

9/19-9/29: Debbie out

9/29-10/7: Lorissa out

10/1-10/3: Isaac out at Emerging Local Government Leaders (ELGL) Conference

Reminders & Tips

Common Council Discussion on Tuesday, September 30. Topic: Purpose-Built Men's Shelter. 6:00 p.m. in CCB 201 and via virtual meeting.

Equity and Social Justice Division Training

Equity and Social Justice Division staff have requested an opportunity to provide the alders with an interactive training with the team's guiding principles and experiential-based learning for equity work at the City. I'll be sending out a poll soon to identify dates in November and December.

City Website Accessibility-How Alders Can Help

We are legally required to make City public-facing web content accessible by April of 2026. This is due to a [federal ruling](#). At this time, alders can assist by:

- **Adding alt text descriptions** to any images you use in your blog
- **Writing out the information** from event flyers into the text of your blog post
- **Avoiding ALL CAPS** when writing your blog posts

If you'd like to learn more about best practices to keep in mind while blogging, there are [several resources and articles](#) available on EmployeeNet (access with your City login).

More information will be coming as we are updated.

Council Chief of Staff Update 10/28/25

Upcoming Staff Out-of-Office

10/30-31: Debbie out
11/26: Karen, Liz & Lorissa out
12/1-3: Lorissa out
12/18-22: Isaac out
12/22-26: Liz out
12/22-29: Lorissa out
City Offices Closed: 11/27, 11/28, 12/24, 12/25, 12/31

Reminders & Tips

- **CRASE Training:** October 30
- **Equity and Social Justice Division Training:** November 4
- **Reminder:** November 11 budget session starts at **5:30 p.m.**

50-Piece Rule goes into effect on December 1 for all alders up for re-election who have not filed their non-candidacy papers. Please review the guidance available in [**50-Piece Rule And Other Campaign Restrictions Facts & FAQ**](#) and [**RES-22-00610**](#) and reach out to me with any questions.

CCB Basement Parking

There are three dedicated spots for Common Council members and staff in the basement of CCB. As some of you know, we have had challenges keeping unauthorized users out of those spots. The County has installed more visible signage and we have created yellow cards to place on your dashboard when parking there. Thank you very much to those of you who are using your yellow card when using a Council space! Contact me if you would like a yellow card for your vehicle.



City Website Accessibility-How Alders Can Help

We are legally required to make City public-facing web content accessible by April of 2026. This is due to a [federal ruling](#). At this time, alders can assist by:

- **Adding alt text descriptions** to any images you use in your blog
- **Writing out the information** from event flyers into the text of your blog post
- **Avoiding ALL CAPS** when writing your blog posts

If you'd like to learn more about best practices to keep in mind while blogging, there are [several resources and articles](#) available on EmployeeNet (access with your City login).

Council Chief of Staff Update 12/9/25

Upcoming Staff Out-of-Office

12/12: Karen out, Debbie out
12/15: Lorissa out
12/19: Debbie out
12/23: Karen out
12/18-22: Isaac out
12/22-26: Liz out
12/22-29: Lorissa out
1/26: Liz out

City Offices Closed: 12/24, 12/25, 12/31, 1/1

FYI: Karen has jury duty the week of December 15, so her schedule will be subject to change. Karen also plans to be on vacation from May 20-31, 2026.

Reminders & Tips

No-Meeting Holidays & Election Dates

In the coming days, you will notice a number of notifications appearing on your Outlook calendars. These are the days in 2026 that are designated by ordinance as prohibited meeting dates for City committees. It is strongly recommended to avoid these dates when scheduling neighborhood meetings. There are also some [additional holidays](#) that are not prohibited by ordinance, but are strongly recommended to avoid.

Alder Expense Claims Due December 10

Please check your inboxes for a message from Liz on how to submit any remaining 2025 claims for reimbursement.

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Project Updates

Council Staff Work Planning & Annual Employee Check Ins

Council Office staff are in the process of creating individual work plans for 2026. Additionally, with the new cadence of annual elections, the Council Office is finalizing its agency work plan. The Chief of Staff carried out HR's upgraded [annual employee check-ins](#) with all Council Office staff this month.

Council Chief of Staff Update

12/9/25

Legistar Resources & Training

Liz has [brought online a repository](#) of Legistar tips and resources to assist staff as they work with the system.

BCC Staff Training and Resources

With Karen and Attorney Haas as executive sponsors, Performance Excellence Specialist Kara Kratowicz and Isaac led a discovery process that resulted in 19 BCCs sharing the onboarding materials they use when welcoming new members to their BCC. A comprehensive list of resources was created, then presented to a multi-agency focus group of BCC staff for feedback. The final list of items was prioritized, then priority items were divided out amongst a working with a group of volunteers BCC staff contacts. Together we are working toward a toolkit for BCC staff onboarding. Learning & Development Specialist Andie Hopkins is working with the Attorney's Office as a Learning Partner to record several videos in support of the toolkit.

Emergency Preparedness

Karen attended a multi-agency Emergency Management crisis tabletop exercise this month. This event was a half-day scenario-based workshop designed to further the City's emergency and crisis readiness organization-wide.

Retreat Report

The 2025 alder retreat report-out is attached to this update. There will be a presentation on this material at the January 13, 2026, CCEC meeting. If you have ideas for elements you would like to have me incorporate into the 2026 retreat, please reach out to Karen as she will be beginning 2026 planning in the next few weeks.



City of Madison

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

Master

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Effective Date:

Attachments: Future Agenda Item Requests 2025-2026 updated 6-3-25.pdf, Future Agenda Item Requests (updated 1-13-26).pdf

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Text of Legislative File 88519

Title

Future Agenda Items (2025-2026)

Future Agenda Item Requests 2025-2026

Council meeting ending times (Ald. Lankella-added 6/3/25)

Alder committee appointments (Ald. Tishler-added 6/3/25)

Reducing size of Council (Pres. Vidaver-added 6/3/25)

Future Agenda Item Requests 2025-2026

Alder onboarding materials describing process for new development (Ald. Guequierre-added 1/13/26)

Council meeting ending times (Ald. Lankella-added 6/3/25)

Alder committee appointments (Ald. Tishler-added 6/3/25)

Reducing size of Council (Pres. Vidaver-added 6/3/25)-on 2/10/26 agenda