



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMON COUNCIL ORGANIZATIONAL COMMITTEE

Tuesday, March 7, 2017

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

CALL TO ORDER / ROLL CALL

Present: 6 - Michael E. Verveer; Marsha A. Rummel; Shiva Bidar-Sielaff; Ledell Zellers;
Rebecca Kemble and Denise DeMarb

Absent: 1 - Sheri Carter

Excused: 1 - Maurice S. Cheeks

Others Present: Nick Zavos, Ald. Barbara McKinney, Brad Wirtz, Susan Gafner,
City Attorney Mike May, Anne Monks, Ald. Matt Phair and Ald. Mark Clear

Ald. Mike Verveer, chair, called the meeting to order at 4:32 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Ledell Zellers, seconded by Ald. Marsha Rummel,
to approve the minutes from the February 7, 2017 Common Council
Organizational Committee meeting. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the committee members present.

Ald. Maurice Cheeks arrived at 4:34 p.m. Ald. Sheri Carter arrived at 4:43 p.m.

Present: 8 - Michael E. Verveer; Marsha A. Rummel; Shiva Bidar-Sielaff; Ledell Zellers;
Rebecca Kemble; Maurice S. Cheeks; Sheri Carter and Denise DeMarb

UPDATE

[45414](#)

Legislative Update - Nick Zavos, Deputy Mayor

Attachments: [2016-2017 Legislative Agenda \(2/7/17 CCOC\).pdf](#)

Ald. Mike Verveer requested to take this item out of order. There was no
objection by members. Nick Zavos was present for continued discussion and
feedback on the city's 2016-2017 Legislative Agenda.

Ald. Bidar-Sielaff was interested in bills dealing with sanctuary cities. She also noted that alders who are knowledgeable on certain bills could be contacted to lobby.

Ald. Rummel and Ald. DeMarb opposed the bill that allowed the publishing of legal notices online and saw it as a detriment for people who use print materials as their source of news. Ald. Rummel also requested that there be an agenda addition of Rep. Taylor's use of force bills when they are introduced. Ald. Verveer was interested in the city supporting the bill allowing alders to serve as election officials.

Mr. Zavos would send alders the links to the following bills: Increasing the Homestead Tax Credit, Alders Serving as Election Officials

REFERRALS FROM THE COMMON COUNCIL

[46122](#)

Amending Section 8.41(2) of the Madison General Ordinances to modify the number of alder members of the Downtown Coordinating Committee.

Sponsors: Paul R. Soglin, Michael E. Verveer, Zach Wood and Ledell Zellers

Attachments: [Version 1](#)

A motion was made by Kemble, seconded by Cheeks, to RECOMMEND TO COUNCIL TO ADOPT SUBSTITUTE - REPORT OF OFFICER.

Anne Monks was available for discussion on the ordinance. The ordinance amendment would allow up to three (3) alders as members of the Downtown Coordinating Committee vs. two (2) alders (would allow for the addition of an alder with one less citizen; or subtract an alder position and add one more citizen, so that there would always be a total of 9 members).

Ald. Marsha Rummel moved an amendment to the main motion to change the language on the ordinance to reflect the recently adopted ordinance revising the term "citizen" to "resident or person", seconded by Ald. Rebecca Kemble:

Strike "citizens eligible to vote and" and change to "persons"
Strike, "citizen" and change to "resident"

Ordinance to read:

“(2) Composition and Appointment of Members. The Downtown Coordinating Committee shall consist of nine (9) voting members and two (2) alternate members. Membership shall include two (2) or three (3) alderpersons. The remaining six (6) or seven (7) members and two alternates shall be persons residing within the City of Madison. At least one (1) of the resident members shall be a permanent resident of the Downtown area, and one shall be a representative of the downtown business community. Appointments shall be made by the Mayor, subject to the approval of the Common Council.”

Motion to amend was approved.

The main motion as amended passed by voice vote/other.

REPORT

[45853](#)

Report: President's Work Group on Developing Chief of Staff Position Description

Attachments: [Final Recommendations Work Group Chief of Staff Position.pdf](#)
[3/21/17 Updated COS Position Description.pdf](#)
[3/21/17 Updated COS Employment Contract.pdf](#)
[3/21/17 DRAFT COS Ordinance.pdf](#)

Brad Wirtz, Human Resources Director and Susan Gafner, Human Resources Analyst, were present for discussion on this item.

Mr. Wirtz reviewed the report and its recommendations with CCOC members (attached to this Legislative File):

Position Description: 40% Policy Development, Analysis and Implementation; 40% Strategic Management of Council Operations; 20% Council Office Communications

Reporting Structure: Report to Council Executive Committee; President would approve vacation and sick leave

Council Office Structure: Council office staff and legislative analyst report directly to Chief of Staff

Compensation Group/Salary Range: Comp Group 21/Range 18 = \$96,365-\$127,391

Ordinance Requirements: Create an ordinance similar to Deputy Mayor

Employment Contract: 5 year employment contract

Recruitment Process: See attachment

Screening Process: HR will perform initial screen, Subject Matter Experts formal resume screen, Alders and/or Executive Committee initial interview, Executive Committee final interview.

Interview Questions: HR staff will work with alders to develop resume screen, benchmark, interview questions

Training & Experience: 4 year of related experience in policy development and advocacy and a BA degree in public policy, public administration, journalism, finance or urban studies. A masters degree in public policy, urban planning, political science, public administration or a law degree could be substitute for 2 years of experience.

Ald. Rummel asked if they would be direct recruiting specifically to people of color professional organizations or non-profit organizations. Ms. Gafner said that there would be outreach to underrepresented group and she would provide the list of organizations that they would use in recruitment to alders.

Ald. Verveer questioned the salary amount noting that the adopted 2017 Operating Budget for this position was \$72,000 for the year (salary including fringe benefits) and asked if this was discussed. Ald. DeMarb stated that when Human Resources did a market analysis of similar positions in Milwaukee, St. Paul, Dane County and the University it was a bigger number and if the city was going to successfully recruit for the chief of staff position it was going to cost more money. She noted that there may need to be a budget amendment depending upon when this person would start. Ald. Verveer asked Mr. Wirtz what he thought the timeline would be from recruitment to hire. Mr. Wirtz stated it would be some time in the fall before there was an accepted offer.

Ald. Kemble was surprised to see the policy analysis and implementation as part of the job description and asked how that would complement the work being done currently by the legislative analyst.

Ald. Bidar-Sielaff stated that the legislative analyst role was primarily to provide background research for alders. She noted that the chief of staff would manage the process; update the council on specific legislation, more of an oversight of the process through which proposals goes through (vs. research); drafting resolutions; press releases, informing other entities when adopted legislation would affect their departments. Ald. DeMarb thought this would provide alders with more capacity to do other aldermanic work.

Ald. Rummel thought this position would work directly with the Council President (example: Council agendas). Ald. DeMarb noted that it does not specifically take duties off the Council President's "plate" but they would approve vacation and sick leave. She noted that this person would also streamline alders work (example: automate processes in providing information).

Ald. Cheeks requested that ICMA be added as a recruitment organization. Ms. Gafner noted that they are on the list. He also supported one year probation vs. the standard 6-month probation. He noted that the Council Executive Committee meets once a month and would not have a good grasp on job performance. He also had logistical questions; how would this person interact with individual alders and the community when they are reporting to the Council President for daily issues and the Council Executive Committee for long-term issues. Ald. Bidar-Sielaff stated that this was a management position and the person would need to create those processes in providing oversight of aldermanic workload and assignments (example: the Council Legislative Analyst may be spending 80 hours on one alder's request and does not have time to work on others).

City Attorney May stated that if the management of the Council Legislative Analyst position moved under the oversight of the Chief of Staff, they would need to move out of the City Attorney's office. Ald. DeMarb said that the work group discussed this and decided it was important that they be together.

Ald. Carter stated that the work group was asking the person to supervise council staff but that there was no mention of management experience required. Ald. DeMarb believed that this person would come in "trained" but would need mentorship by alders to develop a work plan and that the position description does mention supervision in the knowledge, skill and ability

section.

Ald. Bidar-Sielaff recommended adding language to 12. Primary knowledge, skills and abilities required: Experience in personnel management.

Ald. Rummel had concerns about the timing of hiring (e.g. September) and the changes to Council Executive Committee (April). Ald. Kemble proposed making it a one year probation period and Council Executive Committee appoint a "mentor team" or work group to be that person's contact in order to provide continuity of oversight. City Attorney had some concerns regarding meeting notices and discussing employee work. Ald. DeMarb also supported a one year probation period.

Ald. Carter requested that something be specifically put in the ordinance designating the Council President approving sick leave in order to protect HIPPA and FMLA information from the Council/Council Executive Committee.

Ald. Cheeks also recommended updating the Council President's duties to reflect management of Chief of Staff position.

Ald. Rummel had concerns about office space. Ald. Verveer noted that there may be space available on the 5th floor after Human Resources moves to the Madison Municipal Building. Ald. Verveer stated that the small conference room may need to be used for Chief of Staff/Legislative Analyst positions.

Ald. Verveer asked if members were comfortable with Human Resource staff making the needed modifications that were discussed to the position description, ordinance and contract language and coming back to the 3/21/17 special CCOC meeting with updated versions.

DISCUSSION ITEM

[46380](#)

2018 Proposed Common Council Meeting Dates

Attachments: [2018 DRAFT Common Council Meeting Schedule.pdf](#)

A motion was made by Ald. Ledell Zellers, seconded by Ald. Marsha Rummel, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/21/2017. The motion passed by voice vote/other.

[44769](#)

Discussion: Petitions & Reconsiderations - City Attorney Michael May

Attachments: [Draft Ordinance Reconsideration.pdf](#)
[Draft Ordinance ProtestPetition.pdf](#)
[CCOC Memo on Petitions and communications.pdf](#)
[CCOC Memo on RR and Development.pdf](#)
[2/7/17 L. Lehnertz Comments Re: Reconsideration.pdf](#)
[3/7/17 CCOC Walker Email.pdf](#)

A motion was made by Ald. Ledell Zellers, seconded by Ald. Maraha Rummel, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/21/2017. The motion passed by voice vote/other.

UPDATES

[44577](#)

Update: CCOC Subcommittee on Police & Community Relations - Ald. Marsha Rummel, Chair

A motion was made by Ald. Ledell Zellers, seconded by Ald. Marsha Rummel, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/21/2017. The motion passed by voice vote/other.

[45718](#)

Update: Heather Allen, Common Council Legislative Analyst (February 2017)

Attachments: [Legislative Analyst Project Updates February 2017.pdf](#)

A motion was made by Ald. Ledell Zellers, seconded by Ald. Marsha Rummel, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/21/2017. The motion passed by voice vote/other.

FUTURE AGENDA ITEMS

No other future items were discussed.

ADJOURNMENT

A motion was made by Rummel, seconded by Carter, to Adjourn. The motion passed by voice vote/other. Meeting adjourned at 5:55 p.m.