



City of Madison

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

Meeting Minutes - Approved FINANCE COMMITTEE

Monday, November 26, 2018

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room 354 (City County Building)

CALL TO ORDER / ROLL CALL

Alder Wood arrived during agenda item 29. Mayor Soglin left during agenda item 30.

Present: 6 - Samba Baldeh; Paul E. Skidmore; Barbara Harrington-McKinney; Larry Palm; Michael E. Verveer and Paul R. Soglin

Absent: 1 - Zach Wood

PUBLIC COMMENT

There were 5 registrants.

DISCLOSURES AND RECUSALS

None

PRESENTATION OF CONSENT AGENDA

Files 1, 22, 24, 29, 30, & 31 were not part of the consent agenda.

ITEMS CONSIDERED

2. [52073](#) Amending the 2018 Sanitary Sewer Utility Capital Budget to transfer \$69,170 in existing budget authority from the Sewer Reconstruction 2017 project to the Thurber Lift Station Replacement to provide adequate funding to bid and construct the Thurber Lift Station.

Attachments: [Executed Final Copy.pdf](#)
[thurber.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to **RECOMMEND TO COUNCIL TO PLACE ON FILE WITHOUT PREJUDICE -REPORT OF OFFICER**. The motion passed by voice vote/other.

3. [53576](#) Delete the classification of MT Gift Shop Manager in CG19, R7 and recreate it in CG18, R04. Recreate position #3782 of Gift Shop Sales Leadworker (CG20, R11) as a MT Gift Shop Manager in CG18, R04 to be filled through an internal, competitive process, within the Monona Terrace Operating budget.

Attachments: [PB Memo Gift Shop Manager 10-2018.pdf](#)
[MT Gift Shop Manager.doc](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

4. [53577](#) Delete the classification of “Employee Assistance Program Administrator” (CG18, R12), and create the classification of “Employee Assistance Program Manager” (CG18, R15). Recreate and retitle the position #862 of 1.0 FTE “Employee Assistance Program Administrator” (CG18, R12) as “Employee Assistance Program Manager” (CG18, R15), in the Employee Assistance Program Operating Budget; and reallocate the incumbent, T. Martinez, to the new position.

Attachments: [PB Memo EAP Administrator.pdf](#)
[PD EAP Administrator.pdf](#)
[EAP Manager 10-2018.doc](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

5. [53579](#) Delete the classification of “City Channel Producer/Director” (CG20, R11) and create the classification of “Digital Media Specialist” (CG16, R14). Recreate and retitle the 1.0 FTE positions #3318, #3738 and #4024, and the 0.7 FTE position #4319, all of “City Channel Producer/Director” (CG20, R11) as “Digital Media Specialist” (CG16, R14), within the Information Technology Operating Budget; and reallocate the incumbents to the new positions at their respective FTE levels

Attachments: [PB Memo Media Team Final.pdf](#)
[PD CC Prod Dir 3318.pdf](#)
[PD CC Prod Dir 3738.pdf](#)
[PD CC Prod Dir 4024.pdf](#)
[PD CC Prod Dir 4319.pdf](#)
[Digital Media Specialist 10-2018.doc](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

6. [53587](#) Create the classification of “Digital Media Supervisor” (CG18, R10). Recreate and retitle the 1.0 FTE position #754 of “Media Team Leadworker” (CG16, R16), currently filled by Mr. Boyce Johnson, as “Digital Media Supervisor” (CG18, R10), within the Information Technology Operating Budget. The incumbent will underfill the new position, and the position will be posted and filled internally through a competitive process.

Attachments: [PB Memo Media Team Final.pdf](#)
[PD Digital Media Supv.pdf](#)
[Digital Media Supervisor 10-2018.doc](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

7. [53806](#) Recreate position #1042 from a .85 FTE to a 1.0 FTE Program Assistant 2 in CG 20, Range 12 in the CDA Housing operating budget; and reallocate the incumbent to the new FTE Level.

Attachments: [FC Memo Prog Asst 2 11-2018 .doc](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

8. [53802](#) Authorizing a double-fill of position #1168 of Public Works General Foreperson in Fleet Services from October 21, 2018, until February 19, 2019, due to the retirement of Gary Kramer.

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

9. [53800](#) Submitting the appointment of Michelle M. Drea for confirmation of a five-year term as the City Assessor

Attachments: [Drea 2018 Employment Contract - Final.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

10. [53807](#) Amending Section 3.32(3)(g), 3.54(15)(d), 3.54(15)(f), 3.54(19) and 3.54(20) of the Madison General Ordinances to update the ordinances that relate to changes in employee handbooks.

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

11. [53679](#) A Resolution authorizing a sole source purchase of goods from Creative Business Interiors, Inc. as a sole source provider of Paul Brayton Lounge Seating, for replacement of existing furniture in public spaces at Monona Terrace.

Attachments: [CBI PaulBrayton quote.pdf](#)
[Creative Business Interiors, Inc. Non-Competitive Selection Request - CC Ap](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

12. [53693](#) A Resolution authorizing a sole source purchase of goods from Duet Resource Group, Inc. as a sole source provider of KI Teacup furniture, for replacement of existing furniture in public spaces at Monona Terrace.

Attachments: [KI teacup quote.pdf](#)
[Duet Resource Group, Inc. DJMI Non-Competitive Selection Request - CC A](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

13. [53594](#) Authorizing the Transit General Manager to file an application for a Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Grant with U.S. Department of Transportation and authorizing the Mayor and the City Clerk to execute the associated grant agreement with USDOT and the associated 13 (c) agreement with Teamsters Local No. 695, approving the associated Program Management and Recipient Coordination Plan and authorizing Metro Transit to pass through funding as approved in the Program of Projects.

Attachments: [Final 2019POP.pdf](#)
[Metro letter.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to Return to Lead with the Recommendation for Approval to the TRANSPORTATION COMMISSION. The motion passed by voice vote/other.

14. [53553](#) Authorizing the Transit General Manager to file an application for a Section 5307, 5337 & 5339 Super Grant, public transit capital, capital maintenance, and capital planning grant with U.S. Department of Transportation and authorizing the Mayor and the City Clerk to execute the associated grant agreement with USDOT and the associated 13 (c) agreement with Teamsters Local No. 695.
- Attachments:** [2018 Super Grant Project Description and Budget.pdf](#)
- A motion was made by Baldeh, seconded by Verveer, to Return to Lead with the Recommendation for Approval to the TRANSPORTATION COMMISSION. The motion passed by voice vote/other.**
15. [53667](#) Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County for the purpose of providing Metro Transit with State 85.21 funding given to Dane County for the provision of accessible transportation for eligible person within Metro Transit's service area in the calendar year 2019.
- A motion was made by Baldeh, seconded by Verveer, to Return to Lead with the Recommendation for Approval to the TRANSPORTATION COMMISSION. The motion passed by voice vote/other.**
16. [53664](#) Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Group Access Service for the City of Madison for the calendar year 2019.
- A motion was made by Baldeh, seconded by Verveer, to Return to Lead with the Recommendation for Approval to the TRANSPORTATION COMMISSION. The motion passed by voice vote/other.**
17. [53801](#) Authorizing a 2018 budget amendment to fund the installation of an electric distribution system in The Center for Industry & Commerce from the General Land Acquisition Fund; and, authorizing further action as required to complete the transaction with Madison Gas and Electric.
- A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT (15 VOTES REQUIRED) - REPORT OF OFFICER. The motion passed by voice vote/other.**
18. [53815](#) Amending the Traffic Engineering 2018 Adopted Capital Budget by increasing authority for installation, operation and maintenance of Traffic Signals at County Highway V & Morrisonville Road intersection and County Highway V & River Road intersection in the Village of DeForest.
- A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT (15 VOTES REQUIRED) - REPORT OF OFFICER. The motion passed by voice vote/other.**

19. [53814](#) Amending the 2018 Capital Budget of Sewer Utility to exchange Revenue Bond funding of certain capital projects with Utility Reserves funding.

Attachments: [2018 Bonds to Reserves Rcls Reso.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT (15 VOTES REQUIRED) - REPORT OF OFFICER. The motion passed by voice vote/other.

20. [53823](#) Amending the 2018 Parks Division Capital Budget by increasing authority for the Brittingham Dog Park Improvements project.

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT (15 VOTES REQUIRED) - REPORT OF OFFICER. The motion passed by voice vote/other.

21. [53835](#) Authorizing the execution of a lease at 119 Martin Luther King, Jr. Blvd. for the Human Resources Department's performance of accommodation testing. (4th A.D.)

Attachments: [119 MLK HR Resolution11.8.18 KBR REDLINE cleanULIclean final.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

23. [53836](#) Authorizing the Community Development Division (CDD) to undertake a Request for Qualifications (RFQ) process for the purpose of selecting a Developer/Owner/Operator of a new neighborhood center to replace an existing facility serving the Bridge Lake Point Waunona Way neighborhoods and directing CDD to make recommendations to the Common Council of one or more entities to fulfill those roles.

Attachments: [BLPW RFQ DRAFT 11.21.18.pdf](#)
[BLW RFQ Version 2 w Memo.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

25. [53737](#) Authorizing the settlement and payment of a tax refund for tax year 2017 for *AX Madison Greenway, L.P. v. City of Madison*, Dane County Circuit Court Case Number 2018CV1715. Authorizing entry into settlement agreement and approving payment of approximately \$56,306.59 from City resources to effectuate the settlement. \$22,312.37 represents the City's approximate portion of the settlement.

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

26. [53822](#) To approve the 2019 Urban Forestry Special Charge.

Attachments: [Attachment A - 2019 Urban Forestry Special Charge Rates.doc](#)
[Public Notice - Proposed 2019 Urban Forestry Special Charge.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

27. [53838](#) Authorizing the Mayor and City Clerk to execute an Annual Performance Contract with Overture Center Foundation, Inc. for the 2019 operations of the Overture Center, and providing for a grant from the City.

Attachments: [OCF Financial Statements 2018 memo.pdf](#)
[Annual Performance Contract 2019 v1 \(02778465x9D882\).pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

28. [53886](#) Authorizing the Mayor and City Clerk to execute a Room Block Agreement between the City and Beitler Real Estate Services, LLC.

Attachments: [Attachment A](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

1. [52071](#) Amending the “City of Madison TIF Loan Underwriting Policy” and “City of Madison TIF Goals, Objectives, and Process” dated February 25, 2014 with changes to the “Jobs Project” section (aka Jobs TIF); and, directing staff to prepare program guidelines for a new “Small Cap” Business TIF Program targeted at small businesses.

Attachments: [TIF Underwriting Policy - Amended for Jobs TIF 2018 6_14_18 5718 DRAFT Jobs TIF Memo.pdf](#)
[DRAFT Maps - Platted and Zoned Employment Sites Vacant for 10 Years.pdf](#)
[2018 Madison Designated Opportunity Zones.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to Return to Lead with the Recommendation to Place on File without Prejudice to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.

22. [53799](#) SUBSTITUTE - Authorizing the Mayor and City Clerk to execute a Purchase and Sale Agreement with Eurofins Scientific, S.E., or its assigns for Lot 4 of CSM Map No. 14573 in the Center for Industry and Commerce.

Attachments: [EUROFINS CSM #14573.pdf](#)
[V1 File ID 53799 Master26-Nov-2018-02-44-29.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

24. [53633](#) SECOND SUBSTITUTE - Awarding up to \$4.82 million from the Affordable Housing Fund and \$1,980,000 in Federal HOME funds to support four development projects, selected through a City Request for Proposals (RFP) process, that will construct approximately 310 units of affordable rental housing in Madison, and authorizing the Mayor and City Clerk to execute loan agreements with the developers of those projects.

Attachments: [AHF 2018 Memo to CDBG Committee 102418.pdf](#)
[AHF Recommendation Summary 2018.pdf](#)
[Legistar 53312 link to applications](#)
[Bayview 4% proposal Letter.pdf](#)
[The Ace Apartments letter 11-1-18.pdf](#)
[AHF Resolution 53633 Ver1.pdf](#)
[SUBSTITUTE:AHF Resolution 53633 Ver2.pdf](#)
[AHF 2018 Memo to Finance RE Bayview ROFR 112018.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Present: 7 - Samba Baldeh; Paul E. Skidmore; Zach Wood; Barbara Harrington-McKinney; Larry Palm; Michael E. Verveer and Paul R. Soglin

29. [53902](#) Water Utility Financial Status Update

Attachments: [Water Utility FC Briefing-2018 Yearend.pdf](#)
[Water Utility Excess Property Memo.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to Discuss and Finalize. The motion passed by voice vote/other.

Present: 6 - Samba Baldeh; Paul E. Skidmore; Zach Wood; Barbara Harrington-McKinney; Larry Palm and Michael E. Verveer

Absent: 1 - Paul R. Soglin

30. [53901](#) 2018 Budget: 3rd Quarter Update

Attachments: [2018 3rdQ Projection-FC-final.pdf](#)

A motion was made by Baldeh, seconded by Verveer, to Discuss and Finalize. The motion passed by voice vote/other.

31. [53834](#) SUBSTITUTE - Amending the 2018 Adopted Operating Budget by appropriating a net amount of \$550,000 from the General and Library Fund balances to agency budgets, making transfers of appropriations between and within agencies; and moving the General Municipal Employee pay increase from the first pay period of 2019 to the last pay period of 2018.

A motion was made by Verveer, seconded by Harrington-McKinney, to RECOMMEND TO COUNCIL TO ADOPT (15 VOTES REQUIRED) - REPORT OF OFFICER. The motion passed by voice vote/other.

ADJOURNMENT

A motion was made by Verveer, seconded by Harrington-McKinney, to Adjourn at 6:56. The motion passed by voice vote/other.