

Responses to Ald. Brenda Konkel's Memo dated May 15, 2007 to CCOC members:

- 1. When searching for an item, if the Legistar search returns over 200 items, you can't get the information. This is problematic because it includes searching by sponsor name.**

A: Legistar 5 (L5) will have more sophisticated search variables.

- 2. You can't get the voting records of alderpersons.**

A: Protocols that have been established for Legistar need to be held accountable by Department Head/and, or, Committee Chair to follow proper voting procedures. When this is accomplished, then the voting records should be available.

- 3. Can't print the master file and if you print only the legislative file you have no date or reference.**

A: The "master generic" will be available in the L5 release.

- 4. The legislative file for ALRC recommendations should include the recommendation in each individual file.**

A: ALRC recommendations should not be in the body of each individual file, since this not the appropriate place for the recommendations. As with all recommendations, they come back to the legislative file as additional information, since they are a result of meeting minutes.

- 5. Some information is passed out at City Committees and not later added to the legislative file as attachments.**

A: Protocols that have been established for Legistar need to be held accountable by Department Head/and, or, Committee Chair to follow proper legislative procedures. When this is accomplished, then the information should be available

- 6. Some committees don't even try to make information available in Legistar.**

Protocols that have been established for Legistar need to be held accountable by Department Head/and, or, Committee Chair to follow proper legislative procedures. When this is accomplished, then the information should be available

- 7. It appears there is a need for additional staff training.**

It is up to staff to request training. Tammy Peters does quarterly trainings; there is an online training manual (<http://www.cityofmadison.com/clerk/legistar/legistarinfo.cfm>), and there is planned scheduled training dates in August for L5.

- 8. When you go to the agenda page, it would be more convenient if it started on the month we are in.**

We have fixed the links so they are more direct, and it should start on the current month.

- 9. It would be easier if the weekly meeting schedule linked directly to the agenda.**

The City Clerk's Office does not have the staff time to handle the extra amount of time this would take for them to link all of the meetings that are held weekly.

10. The link to Legistar on the City's home page should say something other than "City Hall", it needs to be more descriptive.

Please give an example of what you would like it to say. The wording that is on the index page of the City site says: Search through City Council and Committee meetings, agendas and minutes."

11. There are minutes missing from several meetings especially on the additional meetings portion of the website.

There is no timeframe for when minutes need to be submitted.

12. In the people search, some of the committees are wrong.

Please give us specifics.

13. We should be able to see all versions of ordinances and resolutions not just the latest version (substitutes).

In discussion with the CCOC. The intention is for previous versions to be added as attachments.

14. Reports of absences should be available online.

Protocols that have been established for Legistar need to be held accountable by Department Head/and, or, Committee Chair to follow proper legislative procedures. When this is accomplished, then the information should be available

15. Several files on the same issues don't have all the same attachments

Please give us specifics.

16. Last action listed last on agenda – or council action listed last, so the council agendas are easier to read.

History lines need to be chronological so that it can be read in timeline history. This is the legislative protocol (committee process).