Additional Information and Questions in response to
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.

> *Will more sophisticated search variables solve the issue that if you search by author to find out what people have sponsored, it may bring up more than 200 responses? Example: Try searching for legislation Michael Verveer has sponsored. Or, if you search for "water utility" you get a large number of responses.*

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.

> *There is a report in Legistar that staff can access that gives you the voting record of alders, and I presume others. I have accessed this report because I have Legistar software on my laptop, but my access is very limited. When we were initially shown Legistar, we were under the impression that this information would also be available to the public as a search function.*

> *Please note, when you look at Council meeting minutes, the vote tally appears, but the names of who voted which way do not appear. An example of this would be: Legislative file 4443, there are three votes with votes counted, and yet is does not say who the votes were both at Plan Commission and the Common Council. Other examples are 3037 (cigar bars), 3470 (inclusionary zoning, and see the 2007 Operating (4501) and Capital (4500) budget, there are no votes recorded at all for the many amendments that were made.*

> *What training have the Department Head's been given and how are they held accountable?*

> *What training have the Committee chair's been given and what are their responsibilities?*

> *Can we get a copy of the protocols?*

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.

> *How will it "be available"?*

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.

> *There is no additional information available in the legislative files. The ALRC legislative files are useless information. See legislative file number 6347, this item, like all others says [enter Body here] and [enter Fiscal Note here]. Shouldn't pertinent information be located here. Otherwise, what are we voting on?*

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

> *I don't understand. They are established? Or they are getting established? And what has taken so long if they are just getting established, we brought these issues up about a year ago. Can we get a copy of these protocols?*
>
> *If they are in place and its not happening, what are our other options to get the appropriate information and make it available to the public?*

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

> *See number 5.*

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.

> *Has everyone been trained? If there appears to be a need for further training, what should be done or to whom should it be reported? How does one find the link for this information that is available about Legistar?*

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.

> *It wasn't doing this in May, is this something that has to be reset monthly?*
>
> *If you use the year drop down menu, when you click on 2007, it does not go to the current month, but instead, starts in January.*

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.

> *How much time would it take? What would the fiscal note on it be?*
>
> *Can Legistar automatically generate this information? I have seen information that is available about meetings in Legistar and received Legistar documents for meetings and then the meetings have had to be cancelled because its not on the Weekly Schedule, this would reduce those errors.*

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."

Meeting Information? Legislative Information? Perhaps the "City Hall" link under the Mayor's picture should just be removed.

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.

From January and February? Or 2006? I don't think this is an issue of timeframe, I think its an issue of it just plain not happening. See Nov 14, 15 and 16 Common Council meetings, there are no minutes for the 2007 budget.

While we're looking at these issues, is there a way to distinguish between minutes that have been approved by the body and those that have not?

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

Please give us specifics.

Mike Verveer is listed as being on the Landlord and Tenant Issues Subcommittee.

I was, until recently, still listed as being on a committee that hasn't existed for two years.

There is inconsistency in how the subcommittees are treated in Legistar.

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.

This doesn't seem controversial or tied to the discussions we are having at CCOC, can we just make it happen. It's been six months since this was discussed and there doesn't seem to be any controversy about it. What will it take to make this happen?

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

See number 5.

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

Please give us specifics.

An excellent example is on today's agenda. My memo with these questions is attached in agenda item 4. Your answers are attached in agenda item 3. In both places, the documents are not connected in any way.

Another example would be documents for the Planning and Development Reorganization. See 5574, 4801, 4246 and 3635 as well as 4858 and 4859.

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).

> *Who determined this? And why?*
>
> *If it is infeasible to change the history order, can we find another way to make the final action and recommendation more obvious on the council agenda?*