



City of Madison
Meeting Minutes - Approved
COMMON COUNCIL
ORGANIZATIONAL COMMITTEE

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

Tuesday, January 8, 2008

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room 103A (City-County Building)

Ald. Tim Bruer called the meeting to order 4:32 p.m.

Present: 5 -

Tim Bruer; Brenda K. Konkel; Robbie Webber; Michael Schumacher and Joseph R. Clausius

Excused: 3 -

Michael E. Verveer; Satya V. Rhodes Conway and Judy Compton

Others Present: Dean Brassler (City Comptroller), Lucia Nunez (Department of Civil Rights Director), Christie Hill (Department of Civil Rights), Brad Wirtz (Human Resource Director), Michael May (City Attorney), Kelli Lamberty (MPSEA), Lorri Wendorf (MPSEA), Kar van Lith (Training & Organizational Development), Lorie Olsen (Human Resources), and Janet Piraino (Mayor's Chief of Staff)

APPROVAL OF MINUTES

Approval of the Common Council Organizational Committee minutes from December 4, 2007.

A motion was made by Ald. Schumacher, seconded by Ald. Konkel, to approve the minutes. The motion passed by voice vote. (Note: Ald. Joe Clausius pointed out that his name was misspelled on page 1 of the minutes. Staff will correct.)

REFERRALS FROM COMMON COUNCIL

Ald. Satya Rhodes-Conway arrived at 4:40 p.m. and Ald. Judy Compton arrived at 4:47 p.m.

Present: 7 -

Tim Bruer; Brenda K. Konkel; Satya V. Rhodes Conway; Robbie Webber; Judy Compton; Michael Schumacher and Joseph R. Clausius

Excused: 1 -

Michael E. Verveer

07784

Requesting quarterly financial reports from the Comptroller and City agencies.

Sponsors: Brenda K. Konkel

Attachments: [City Attorney May's email re: financial reports](#)
[General Fund Balance History 1990 - 2006](#)
[2006 Account Status Transit Utility](#)
[2006 Account Status Streets](#)
[2006 Account Status Community Services](#)
[Example: Annual resolution appropriating from Contingent Reserve/General Fund Statement of Revenue & Expenditures](#)

Dean Brasser was present to discuss the resolution. He noted that he was asked at the last CCOC meeting to offer his opinion on what he thought Council should focus on in the budget.

Mr. Brasser stated that alders should focus on high level budgetary concerns. He noted that the following budget documents (historical information) are available to alders to complete a budget picture:

1. General Fund Balance History, 1990-2006 Adopted Budget - Dean Brasser stated that this chart and supporting data would be something that alders would use during the budget process. This data provides alders with a picture of how accurate the City's budget system is and if the city is budgeting "truthfully". Expenditure Variance - generally 0 to 2% positive - we are budgeting pretty close. Revenue Variance - more conservative 2 to 3%. Total Budget Variance is the sum of the expenditure and revenue variances.
2. Financial Statements - City's financial statements contains valuable budget numbers. The information can be found on-line at <http://www.cityofmadison.com/comp/finrptindex.htm>. The City Comptroller would welcome individuals or committees to go through the financial statements. He noted that there hasn't been that level of interest in doing this but would be more than willing to accommodate alders if they thought it would be helpful.
3. Statement of Expenditures and Revenues - Provides data on the General Fund and compares budgeted and actual numbers.
4. Account Status Reports - Distributed 2006 Account Status Reports from Metro, Streets and Community Services. Dean Brasser noted that Lisa Veldran could produce these reports at the request of the alders. Council staff noted that the city's financial software, SXD, is currently loaded on Ald. Konkel and Ald. Brandon's laptops and that the software would be loaded on the alders new laptops. Mr. Brasser stated that this was historical data because it would take several months to provide an accurate report on account statuses for each department.
5. Year-end resolution - Mr. Brasser distributed a copy of Legislative File No. 08186 that appropriated money from the Contingent Reserve and the General Fund and transferred money within an agency's budget to cover various unbudgeted departmental expenditures during 2007. This year-end resolution provides the Council with as much information on major expenditures (example

snow removal) as possible. The Comptroller's office does not know how the year end budget picture will eventually look and this resolution provides an opportunity to make that picture clearer.

Mr. Brasser noted that the governmental budgeting process is geared towards the idea that the Council adopts an annual budget that has an appropriation which provides for total expenditure authority. Departments manage within those categories. A budget or accounting system has never been developed to look at a 3 month, 6 month, 9 month budget cycle with any level of detail. We have an annual budget. To do interim reporting is a difficult process and could not be provided quarterly unless major staff resources were allocated.

Mr. Brasser stated that, for example, an account status report run on December 4, 2007 would show \$28 million left unspent and if the report was run in July 2007 it would show that \$120 million went unspent. He stated that quarterly reports, without going through a detailed synopsis, are really not helpful in determining what the end of the year will look like. They would not provide additional or very helpful information. Mr. Brasser stated that a mid-year report on revenue projections is prepared and sent to the Board of Estimates and Council. The revenue area is where the Council can start to track the budget.

The Comptroller attempts to give alders as much information as possible, as soon as possible, to assist alder in making decisions. But given the level of staffing that they currently put into these reports, Comptroller's staff will never be able to provide substantially more than mid-year information, without committing more resources that the Comptroller's office does not currently have.

Ald. Brenda Konkel noted that the Council spends hours talking about \$2 million during the budget but there is \$8 million at the end of year. She stated that the Council agonizes over the wrong things. She believed that alders need to be better educated on the City's budget and alders need an indication throughout the year about what is going on with the City's budget. Ald. Konkel noted that Council staff could run periodic quarterly account status reports for the Council but that the Council needs ongoing opportunities to discuss the budget. Ald. Konkel thought having the Financial Statements appear on the Council agenda might be beneficial. Ald. Konkel thought that the Comptroller could assist in prioritizing budget information and needs for the Council.

Dean Brasser noted that some committees are receiving financial reports (e.g. Transit & Parking Commission). Mr. Brasser stated that the city could pay the auditors to come in and make a presentation on the report but thought some alders would wonder why we were doing that. Mr. Brasser again noted that the Council needs to focus debate on the high level policy areas of the budget (an example of something that was of low financial value but became a high value issue for the Council was the debate on the purchase of coffee urn for the Senior Center in 2006).

Ald. Satya Rhodes-Conway noted two things:

1. The need to establish a baseline for alder knowledge on the City's budget. She did not know that she could ask Council staff for account status reports. During orientation the Comptroller may want to tell alders that these reports are available. Also the need to have appropriate software available (SXD) and train

alders on the software.

2. Provide opportunities to receive regular reports, possibly mid-year reports, from the Comptroller's office. These reports could be referred to the Board of Estimates and the Council (or just Council) and make them regularly scheduled reports annually. Then Council could identify any budget issues and have an opportunity to talk about them earlier in the process (vs. end of the year).

Dean Brassler noted that the SXD financial software is 12 years old and is no longer state-of-the-art. They are currently in the process of reviewing new systems that would have more inquiry and reporting features. Until then Council staff could run account status reports quarterly and send them to all alders (as PDF's).

Ald. Tim Bruer noted that informational needs of alders differed widely and believed that there was a better way to organize the information. He noted that other municipalities provide quarterly summary reports based on the financials that are not 20-30 pages long. He stated that alders need to know what budget documents are available and understand what they mean.

Dean Brassler noted that the mid-year revenue report is a valuable source of information but that an expenditure report would provide little or no useful information (unless the budget was way off).

Ald. Michael Schumacher would like to see a council retreat to determine what is important in the budget and create priorities.

Ald. Brenda Konkel asked alders to come up with some modifications to the resolution to reflect some of the discussion that occurred at this meeting, for the next CCOC meeting.

Ald. Brenda Konkel moved, seconded by Ald. Satya Rhodes-Conway, to rerefer the resolution to the February 5, 2008 CCOC meeting. Motion was approved.

Ald. Mike Verveer arrived at 5:15 p.m.

Present: 8 -

Michael E. Verveer; Tim Bruer; Brenda K. Konkel; Satya V. Rhodes Conway; Robbie Webber; Judy Compton; Michael Schumacher and Joseph R. Clausius

08238

Requesting a report with recommendations from the Common Council Organizational Committee regarding improvements to the budget process.

Sponsors: Brenda K. Konkel

Attachments: [08238 version 1](#)

Ald. Brenda Konkel stated that the wrong resolution was in the packet. Lisa Veldran noted that a substitute was mistakenly created and that the recommended changes from the Board of Estimates appear in the History of the Legislative File: Add, "and Board of Estimates" wherever CCOC appears and delete the BE IT FURTHER RESOLVED clause.

Ald. Brenda Konkel will review the Board of Estimates amendment. She would like to add language to create a Council President work group to review the budget process and develop some recommendations.

A motion was made by Ald. Tim Bruer, seconded by Ald. Judy Compton, to rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on February 5, 2008. The motion passed by voice vote.

DISCUSSION ITEMS

08620

Discussion Item: Hiring Practices Reports from Department of Civil Rights, Affirmative Action Division and the Human Resources Department and the Madison Professional & Supervisory Employees Association (dated December 2007)

Attachments: [Final Hiring Practices Report Dec 2007](#)
[MPSEA Final Hiring Practices Report Dec 07](#)
[Amended Resolution 06764](#)

Registrant:

Lorri Wendorf, Representing MPSEA

Available to answer questions on MPSEA's Hiring Practices recommendations

Present were Lucia Nunez and Christie Hill, Department of Civil Rights, Brad Wirtz, Human Resources Director and Karl van Lith, Training & Organizational Development to highlight and review the Hiring Practices Report dated December 2007.

Lucia Nunez noted that the MPSEA recommendations were valuable and would be referred to during the review process. She noted that the city's current hiring policies were in place and are fair and that there were no inconsistencies in the city's hiring practices.

She noted that improvements should be made in the following areas:

Education: The need to insure that people are educated on the city's hiring practices and policies and that the education is consistent throughout the city. Human Resources will play a pivotal role in this area by providing a structure for that educational piece to occur.

Terminology: The need to provide definitions for terms used in hiring policies and practices so that employees, people applying for city jobs and managers easily understood human resource terms. Position descriptions need to be very clear to internal and external candidates so that employees without a specific skill understand that they can apply for jobs even if they think they do not qualify.

Recruitment: Ms. Nunez stated that the City of Madison had to sell itself as an employer since we are competing with the State of Wisconsin, the University and a variety of large corporations looking for many of the same candidates. She noted that it was imperative we insure that all employees (current and potential) understand what the hiring systems are and that the city work to dispel a person thinking they cannot apply for a particular job. The city provides opportunities for people who may not have the traditional educational background but may have a

different set of skills that may prove relevant for a position.

Ald. Michael Schumacher asked what was being currently implemented. Brad Wirtz replied that staff was in the process of clarifying and updating ordinances, the Mayor's APM's and updating the Personnel Rules Handbook. He identified the issues of performance evaluations and tying performance to pay. Mr. Wirtz believed that this review provided an opportunity for discussion.

Ald. Brenda Konkel believed that a subcommittee should be formed to have a more in-depth discussion on the reports and recommendations. Ald. Michael Schumacher supported the idea. He stated that it was not meant to be a concurrent effort, but an opportunity for the Council to process the report, identify report highlights, identify the Council's priorities and develop next steps.

Lorri Wendorf and Kelly Lamberty were present to answer questions. Ald. Konkel asked if they thought the city staff report provided any good information. They agreed that it summarized the main issues well and that it was beneficial particularly in identifying that inconsistencies exist by department in hiring practices. They requested that a MPSEA representative be part of any group discussion on implementing changes. Ms. Wendorf noted that MPSEA's report had been sent to employees in Compensation Groups 18 and 44 who are members of MPSEA. She did not know how many city employees had reviewed the city's staff report.

Ald. Michael Schumacher noted that the individual comments had been left out of the final report and only a summary of the comments was provided. A copy of the emails will be on file in the Council Office and Council staff will scan and make the full comments available to alders.

Ald. Brenda Konkel asked city staff and MPSEA representatives if there was any fear of retaliation by the individuals who had submitted comments. Kelly Lamberty said that she had heard from a couple of people about keeping their comments anonymous. Lucia Nunez stated that if alders receive calls from people she can, or the alder can, refer the individual to the Wisconsin Equal Rights Division (WERD) if that person did not want to talk to staff in the Department of Civil Rights. Ald. Brenda Konkel stated that she had referred one person to WERD.

A subcommittee to review the hiring practices reports was formed. Members of the subcommittee consist of:

Ald. Brenda Konkel, District 2
Ald. Michael Schumacher, District 18

[06417](#)

Discussion Item: Tracking reports requested by the Common Council - Ald. Brenda Konkel

Maribeth Witzel-Behl was not able to attend the CCOC meeting to discuss this item.

A motion was made by Ald. Judy Compton, seconded by Ald. Tim Bruer, to rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on February 5, 2008. The motion passed by voice vote.

[08677](#)

Discussion Item: Legistar 5 Upgrade - Maribeth Witzel-Behl, City Clerk and System Administrator

Maribeth Witzel-Behl was not able to attend the CCOC meeting to discuss this item.

A motion was made by Ald. Judy Compton, seconded by Ald. Tim Bruer, to rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on February 5, 2008. The motion passed by voice vote.

[08719](#)

Discussion Item: Issuing and managing reports/studies that have been requested by Council. - Ald. Michael Schumacher, District 18

Ald. Michael Schumacher had requested this item be placed on the agenda due to a couple of experiences he has had over the last couple of weeks in receiving reports in a less than timely manner and being contacted by the public or media for comment. (Mallards Report & Hiring Practices Report). He wanted to know what procedures could be established so that alders could receive information in a timely manner. He wanted to know if this was a city culture issue or an internal management issue. Other members of the CCOC also expressed their frustration with not being provided information.

Ald. Satya Rhodes-Conway thought a "magic contact list" of alders could be created indicating what the best way to reach alders on emergency issues. She has run into situations where high priority issues are sent to her council email and she only checks her email at 8 a.m. and 6 p.m. So receiving a high priority email on something at 11 a.m. and being asked for a response by 2 p.m. was not going to happen. She questioned how would you disseminate that information and ultimately how do you change the culture with the departments.

Ald. Mike Verveer thought that a list of contact preferences could be incorporated into the city staff Council roster that is distributed by Council staff.

Ald. Brenda Konkel doesn't think staff knows what alders need. She questioned how could the the Council systematically provide information to department/division heads and thought possibly making it a standing CCOC agenda item.

Ald. Tim Bruer said that Council Leadership would speak with the Mayor about this issue.

Lisa Veldran stated that she would create a contact list and speak at the next Department/Division Head meeting about this issue.

UPDATES

07820

Update: President's Work Group on Council Website Policies/Guidelines.

Lisa Veldran noted that Ald. Mark Clear, Chair, is in the process of setting a meeting date.

08325

Update: CCOC Subcommittee on Committee Creation and Committee Rules

Ald. Satya Rhodes-Conway indicated that the subcommittee has been meeting and will need several more meetings. Council staff will be asked to adjust work hours since it is the members' intention to continue to meet at 4 p.m. or later.

ADJOURNMENT

A motion was made by Ald. Bruer, seconded by Ald. Schumacher, to adjourn. The motion passed by voice vote. Meeting adjourned at 6:20 p.m.