



# City of Madison

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

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Tuesday, March 4, 2008

4:30 PM

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

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**Present:** 4 -  
Tim Bruer; Brenda K. Konkell; Michael Schumacher and Joseph R. Clausius

**Excused:** 4 -  
Michael E. Verveer; Satya V. Rhodes Conway; Robbie Webber and Judy Compton

**Others Present:** George Twigg, Mayoral Assistant, Janet Piraino, Mayor's Chief of Staff (and a high school student job shadowing Ald. Verveer)

### CALL TO ORDER

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

### APPROVAL OF MINUTES

Ald. Joe Clausius moved, seconded by Ald. Brenda Konkell to approve them minutes.

Ald. Satya Rhodes-Conway arrived at 4:33 p.m. and Ald. Judy Compton arrived at 4:38 p.m.

**Present:** 6 -  
Tim Bruer; Brenda K. Konkell; Satya V. Rhodes Conway; Judy Compton;  
Michael Schumacher and Joseph R. Clausius

**Excused:** 2 -  
Michael E. Verveer and Robbie Webber

## REFERRALS FROM COMMON COUNCIL

**Ald. Mike Verveer arrived at 4:47 p.m.**

**Present:** 7 -

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

**Excused:** 1 -

Robbie Webber

### 09246

Issuing a report outlining the alternatives and details involved in the creation of a centralized constituent services system like a Dial 311 or other hotline for municipal services and information.

**Sponsors:** David J. Cieslewicz

**Attachments:** [09246 amended language.pdf](#)  
[Version 1 311 Res.pdf](#)

**This Resolution was Return to Lead with the Following Recommendation(s):**

**Ald. Tim Bruer noted that the concept of a dedicated phone number for residents to call with requests for information, complaints, etc. had been around for at least 10 years. He also noted that the data collected from the call requests would be beneficial in providing information and creating benchmarks.**

**Ald. Bruer noted that the staff work group would be charged with looking at and reviewing several 311 models.**

**Ald. Brenda Konkel stated that the resolution was unclear on which staff would be working on this issue. She also thought a report due date would be appropriate.**

**Janet Piraino spoke to the resolution. She stated that city staff reviewed the data collected from the on-line "Report A Problem" and came up with the top 4-5 departments that would be most affected: Building Inspection, Parking Enforcement, Streets, Public Health, Public Works (Larry Nelson). These departments would be represented on the work group. Andrew Statz, the city's Fiscal Efficiency Auditor would be staff to the work group.**

**Ald. Brenda Konkel moved, seconded by Ald. Michael Schumacher to amend the resolution to read:**

**NOW, THEREFORE, BE IT RESOLVED, that the Fiscal Efficiency Auditor, in consultation with City staff, the Mayor and alders, shall issue a report outlining the alternatives and details involved in the creation of a centralized constituent services system like a Dial 311 or other hotline for municipal services and information; and,**

**BE IT FINALLY RESOLVED, that the report and its findings and recommendations**

be presented to the Mayor and Common Council and referred to the Board of Estimates and the Common Council Organizational Committee.

Ald. Michael Schumacher offered an amendment that stated a report due back date. Ald. Brenda Konkel deemed the amendment friendly:

**BE IT FINALLY RESOLVED**, that the report and its findings and recommendations be presented to the Mayor and Common Council and referred to the Board of Estimates and the Common Council Organizational Committee by September 1, 2008.

Motion was approved.

Ald. Michael Schumacher noted that the CCOC Subcommittee to Review Committee Creation and Committee Rules was currently discussing the structure of these types of work groups and where they would fall within MGO Chapter 33.

## DISCUSSION ITEMS

06417

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

Maribeth Witzel-Behl was unable to attend the meeting. Lisa Veldran spoke to the issue of tracking reports. The Legistar Project Team will investigate using an extra tab in the Legislative File entitled "Info 1" where it can be noted that a report is due and the date that it is due. This information can be queried and reports would be able to be tracked through this method.

Ald. Brenda Konkel requested a report to the Council by the Common Council President every two months on what reports are due back to the Council and their due dates. Lisa Veldran indicated that these interim reports could be created and sent to the Council.

08677

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

Maribeth Witzel-Behl was unable to attend the meeting. Lisa Veldran provided the members with an update on the Legistar upgrade.

- \* A user group meeting was held and was very successful in identifying user issues. Quarterly user group meetings are planned.
- \* The Legistar Team email has been utilized extensively by users when issues that need immediate attention occur.
- \* On-line Legislative Information Center was created for users:  
<http://webapp.cityofmadison.com/legistar/>
- \* Legistar Team responds to glitches as promptly as possible by contacting the vendor, Daystar (server goes down, email forwarding does not work, etc.)

Ald. Brenda Konkel wanted to know if the 45 day referral issue had been resolved. Lisa Veldran would ask Maribeth Witzel-Behl to respond to the CCOC

on that issue.

[09414](#)

Discussion Item: AASPIRE Intern - Summer 2008

**Attachments:** [AASPIRE Program Overview](#)  
[Council AASPIRE Application](#)  
[AASPIRE Confirmation Letter](#)  
[AASPIRE Intern Job Announcement](#)  
[AASPIRE Intern Recruitment Answers](#)

Lisa Veldran provided the following information on the Council's AASPIRE Intern:

1. Job announcement was posted and closes March 28, 2008.
2. Target start date is May 19, 2008 for approximately eight weeks
3. Position would provide a high level of research needed on policy issues for individual alders.
4. Average number of certified applicants is 6 - 8 people.

Lisa Veldran requested 2 or 3 alders to volunteer to be on the interview panel.

The following alders volunteered:

Ald. Judy Compton, D. 16

Ald. Joe Clausius, D. 17

Ald. Michael Schumacher, D. 18

Ald. Satya Rhodes-Conway, D. 12 (alternate and would review interview questions)

Ald. Tim Bruer had concerns about the recruitment process and noted that in the past there was a sense of nepotism with the program. There were more questions about the recruitment process for AASPIRE interns. Members requested Lisa Veldran to find out information about the recruitment process from Affirmative Action staff and forward the information to members.

**09415**

Discussion Item - Appointments to Common Council President's Work Group on Improvements to Budget Process.

**Attachments:** [Resolution, Legislative File No. 08238](#)

The following alders were recommended for appointment to Common Council President's Work Group on Improvements to Budget Process:

2 members of the CCOC: Ald. Brenda Konkel, D. 2 and Ald. Michael Schumacher, D. 18

2 members of the BOE: Ald. Satya Rhodes Conway, D. 12 and another member of BOE (TBD)

Common Council President: Ald. Mike Verveer, D. 4

1 - 2 alternates: Ald. Judy Compton, D. 16 and possible alternate member (TBD)

It was noted that the Comptroller should staff the work group. Appointments from Board of Estimates should be done at a future BOE meeting.

**UPDATES**

**07820**

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

**Attachments:** [DRAFT Council Web Policies & Guidelines](#)  
[APM 3-13: Web Linking](#)  
[City Web Policies & Guidelines](#)  
[Web Work Group Minutes 2/26/08](#)  
[Web Work Group Minutes 2/5/08](#)  
[Web Work Group Minutes 11/7/07](#)

The Common Council Web Policies and Guidelines dated March 28, 2008 was accepted.

Ald. Tim Bruer expressed he appreciation to chair, Ald. Mark Clear, Ald. Brenda Konkel and Ald. Michael Schumacher for their work on developing the policies and guidelines.

The work group would like to meet once more after alders have had time to work with their websites to review any issues that arise from these policies and guidelines. They could then make recommendations for changes to CCOC.

08325

Update: CCOC Subcommittee on Committee Creation and Committee Rules

**Attachments:** [December 6, 2007 minutes](#)  
[December 19, 2007 minutes](#)  
[January 17, 2008 minutes](#)  
[January 31, 2008 minutes](#)  
[February 28, 2008 minutes](#)

Ald. Satya Rhodes-Conway noted that the meetings have been very productive. The subcommittee continues to review Chapter 33 and their work plan. It was noted that City Attorney Mike May has been invaluable during these meetings. Ald. Konkel and Ald. Schumacher both noted that having Ald. Rhodes-Conway as the facilitator has also been beneficial to the work of the subcommittee.

09001

Update: CCOC Subcommittee to Review City Hiring Practices and Policies

**Attachments:** [January 29, 2008 minutes](#)  
[February 28, 2008 minutes](#)  
[March 12, 2008 minutes](#)

Ald. Brenda Konkel noted that the subcommittee has met to develop a list of issues that are divided into two categories:

1. Issues city staff to work on and update the CCOC in 6 months on status
2. Issues that need to be addressed by Council (policy issues)

**ADJOURNMENT**

Ald. Tim Bruer moved, seconded by Ald. Satya Rhodes-Conway, to adjourn. Motion was approved. The meeting adjourned at 5:35 p.m.