



# 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 31, 2009

4:30 PM

210 Martin Luther King, Jr. Blvd.  
Room 108 (City-County Building)  
City Parks Conference Room

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**Present:** 6 -  
Tim Bruer; Mark Clear; Satya V. Rhodes-Conway; Robbie Webber;  
Michael Schumacher and Michael E. Verveer

**Excused:** 2 -  
Brenda K. Konkel and Judy Compton

**Others Present:** Karl van Lith (Organizational Development & Training),  
Assistant City Attorney Roger Allen, Debbie Fields (Council office), Brad Wirtz  
(Human Resources Director), Mary Anne Thurber (MPD), Dean Brassler (City  
Comptroller) and Janet Piraino (Mayor's Chief of Staff)

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

### APPROVAL OF MINUTES

A motion was made by Ald. Michael Schumacher, seconded by Ald. Mark Clear,  
to approve the minutes of March 3, 2009. The motion passed by voice  
vote/other.

### PUBLIC COMMENT

There was no public comment.

Ald. Brenda Konkel arrived at 4:33 p.m.

**Present:** 7 -  
Tim Bruer; Mark Clear; Brenda K. Konkel; Satya V. Rhodes-Conway;  
Robbie Webber; Michael Schumacher and Michael E. Verveer

**Excused:** 1 -  
Judy Compton

**DISCUSSION ITEM**

14231

Discussion of city's grant application procedures - Requested by Ald. Mark Clear, President Pro Tem

Ald. Mark Clear had requested a discussion on the city's grant application procedures. He noted that this issue had come up a few times in stimulus discussions. Department heads have asked whether any type of grant application should be approved by the Council by a resolution first. The City Comptroller mentioned that several years ago no department would apply for a grant without a Council resolution first and that over time fewer grants required a resolution in advance and it became inconvenient (scheduling, growth of the city, etc.). Ald. Clear believed today only grant applications that may be controversial or those that require approval of the legislative body before the application is submitted, go through the resolution process. He questioned whether there should be clearer guidelines for departments and the council on when grant applications needed prior approval by the Council. Ald. Mike Verveer commented that it had been his experience over the years that it comes down to departmental practice.

Dean Brassler provided a review of the historical practice and rationale for grant application approval by resolution:

1. When the grant application requires approval from a governing body there is a separate resolution for the Council to authorize submittal of the grant application (example: FTA grants).
2. There are also a number of cases where the agencies handling the grants want to make sure there is "buy-in" from the Council before they expend staff time on the application process.
3. If the grant is controversial or staff are not sure if the Council would be interested, there is a resolution authorizing the application.

He noted that there were well over 100 individual grants received in 2008 (federal and state grants only and did not include other type of grants). A majority of these grants received some legislative approval from the Council either to accept the grant or were part of the base budget. For example, the transit grants from the State Department of Transportation that gave the city millions of dollars in transit operating revenue, is a grant. Council typically does not see a separate resolution on these because they are authorized in the budget. Mr. Brassler noted that due to the stimulus money deadlines there is simply not enough turnaround time between the deadline and the Council meeting to adopt a resolution. Ald. Michael Schumacher asked if Mr. Brassler thought there were any other issues to resolve. Mr. Brassler stated no.

Ald. Brenda Konkel thought department standards for applying for grants was confusing. Ald. Clear noted that his concern wasn't so much that departments were held to different standards but that departments have different standard practices. For example, the Madison Police Department. Council sees a resolution when they receive the grant, not when they make the application.

Ald. Clear reiterated his reason for placing this item on the CCOC agenda for discussion on whether the Council was comfortable with the practices as they are today or did the Council want to give department heads more direction that under certain circumstances they should go to Council for approval or buy-in?

Ald. Rhodes-Conway suggested that if the Council wanted a standard policy there were two possibilities to do this:

1. A resolution would be triggered based on a dollar figure or,
2. If the grant obligated the City to spend money (e.g. 80/20 match, will create a position with grant money)

Discussion ended on this issue.

## UPDATES/REPORTS

### 14230

Common Council Needs Assessment - Karl van Lith, City Organizational Development & Training

Attachments: [Common Council Needs Assessment](#)

Brad Wirtz (Human Resources Director) and Karl van Lith (Organizational Development & Training) were present for the discussion on this item.

Karl van Lith noted that the assessment survey had been sent to the Council in August 2008. Eight (8) of twenty (20) alders completed the survey. Mr. van Lith reviewed the questions that were asked in the survey.

Outcomes from the survey included a monthly staff report to CCOC, an office work plan, developed a staff training and development plan and would investigate the use of listservs/RSS feeds for alders.

Human Resources facilitated initial staff meetings, addressed issues of communication, assisted in the development of an office work plan and identified goals.

Ald. Tim Bruer noted that one of his concerns was the "glass ceiling" that limits council staff to promotion/reclassification. Mr. Wirtz noted that the two positions were currently Compensation Group 17 (clerical) and could not be reclassified to paraprofessional positions. The Council would need to create new positions in Compensation Group 18 and it would also require additional funding in the Council office budget.

Ald. Mike Verveer noted that when he was Council President a reclassification study was conducted for both positions. He questioned whether another reclassification study could be conducted. Mr. Wirtz noted that a reclassification study can be conducted at any time by request of the department head, supervisor or employee and may or may not result in a reclassification. He also noted that a Comp Group 17 employee would not be reclassified to a Comp Group 18 position.

The issue of staff coverage after 4:30 p.m. was discussed. Ald. Robbie Webber noted that she would like staff to be available to copy documents for her after 4:30 p.m. (for meetings that start at 5:00 p.m.). Ald. Bruer noted that some alders have full-time jobs outside the council and there may be a need for after-hours support. Karl van Lith thought there may be other ways/ideas to provide after-hours support to alders other than extending staff hours.

[14185](#)

Common Council Office Security Plan - Lisa Veldran, Common Council Administrative Assistant

Mary Anne Thurber (Madison Police Department) was present for the discussion on security issues in the Council office. Lisa Veldran noted that there was an incident that had occurred in June 2008. She worked with Janet Piraino and Connie Phair (Mayor's Office) on developing a security protocol for the offices when there were security issues. At that time Janet Piraino suggested that a security audit be conducted with Officer Thurber. Officer Thurber suggested a convex mirror so that Debbie Fields could see around the short hall, and lock the front door with card access or install a dutch door.

Ms. Veldran noted that there were subsequent security issues after June 2008 which caused her to reconsider only locking the front door. Jim Whitney, city architect, estimated that putting in a new door would be approximately \$30,000 considering the extensive remodeling that would need to occur. Ms. Veldran reconsidered the new door option and looked into locking the front door and installing a card read (approx. \$1,400). (The panic button was relocated to both staff desks and a convex mirror is on order and to be installed.) Ms. Thurber noted that access and control are the bottomline when it comes to security. You want to know who is being admitted before they are through the door. With the swipe access alders will be able to enter the office. Information can be moved outside to the hallway.

Ald. Brenda Konkel had concerns about people accessing the large conference room for public meetings.

Ald. Robbie Webber had concerns about public access and ability to speak with the public from a locked door.

Ald. Satya Rhodes-Conway thinks that the issue of security and city offices should be a wider discussion about long term plans.

\* Conduct a pedestrian count for a week

\* Ald. Tim Bruer will schedule a meeting with Jim Whitney to discuss the cost of installing a secure door

\* A meeting with Council Leadership, Council staff, Madison Police Department and Facilities Management to work out a compromise security plan

[14187](#)

March 2009 Staff Report - Lisa Veldran, Common Council Administrative Assistant

Attachments: [March 2009 Staff Report](#)

Lisa Veldran presented her March 2009 Staff Report. No discussion.

09001

Update: CCOC Subcommittee to Review City Hiring Practices and Policies

**Attachments:** [January 29, 2008 minutes](#)  
[February 28, 2008 minutes](#)  
[March 12, 2008 minutes](#)  
[March 27, 2008 minutes](#)  
[April 23, 2008 minutes](#)  
[June 23, 2008 minutes](#)  
[December 16, 2008 minutes](#)  
[January 8, 2009 minutes](#)  
[March 3, 2009 minutes](#)  
[March 9, 2009 minutes](#)

The next meeting of the subcommittee is scheduled for April 15, 2009 at 3:45 p.m. to finalize report components.

#### FUTURE AGENDA ITEMS

No future agenda items were submitted.

#### ADJOURNMENT

A motion was made by Ald. Mark Clear, seconded by Ald. Michael Schumacher, to adjourn. The motion passed by voice vote/other. The meeting was adjourned at 5:50 p.m.