



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW ADMINISTRATIVE PROCEDURE MEMORANDA (APM) APPLICABLE TO ALDERS

Wednesday, January 15, 2020

5:15 PM

Room 417, City-County Building
210 Martin Luther King, Jr. Blvd.

CALL TO ORDER / ROLL CALL

Present: 3 - Barbara Harrington-McKinney; Marsha A. Rummel and Keith Furman

Others Present: City Attorney Mike May, Council Chief of Staff Kwasi Obeng

Ald. Marsha Rummel, chair, called the meeting to order at 5:15 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Keith Furman, to approve the minutes from the December 16, 2019 President's Work Group to Review APM's Applicable to Alders meeting. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members of the work group.

DISCUSSION / POSSIBLE ACTION ITEM

[59064](#)

Discussion: Review of Applicable APM's to recommend incorporating into the Council Policy Guide

Attachments: [12/9/19 City Attorney Memo to Alders & APM's.pdf](#)

The work group reviewed the APM's listed by City Attorney May (see attachment to legislative file).

1-4 Purchasing Policies

Recommendation - No action need to be taken. This APM governs Council staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide.. Add: Alders do not need approval from Mayor's Office to purchase food.

1-5 Travel at City Expense

Recommendation - No action need to be taken. This APM governs Council staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide. Add: Alders do not need approval from Mayor's Office to travel.

2-12 Employee Assistance Program

Recommendation - No action need to be taken. This APM governs/available to Council staff and alders. Add: Alders do not need to contact supervisor. (Add to policy guide: EAP information and that the Council Office has a an EAP Coordinator in Council Office available to assist with referrals.)

2-13 CARS policies (if use City Cars)

Recommendation - No action need to be taken. This APM governs Council staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide.

2-22 Workplace Accommodations

Recommendation - No action need to be taken. This APM governs Council staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide. City Attorney May would contact Jason Glozier for more information on accommodations.

2-32 Employer Health Insurance Contributions (if covered for health insurance)

Recommendation - No action need to be taken. This APM governs Council staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide. Note: health care costs may come out of two paychecks vs. one paycheck

2-33 Rules of Conduct

Referred to future meeting for further discussion.

2-37 Change In Address or Telephone

Recommendation - No action need to be taken. This APM governs Council staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide.

2-44 Volunteers/Unpaid Interns

Referred to future meeting for further discussion. More information is needed from Human Resources (K. Obeng)

2-46 Prohibition of Weapons

Recommendation - No action need to be taken. Any further requirements would need to be addressed in Common Council Policy Guide.

2-47 Form I-9 Verification

Recommendation - No action need to be taken. This APM governs Council staff and alders.

2-50 Lactation Policy for Breastfeeding Employees and Visitors
Recommendation - No action need to be taken.

3-1 CC, BCC Meeting Dates and Preparation of Reports
Recommendation - No action need to be taken. Governs staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide.

3-2 Meeting Notices
Recommendation - No action need to be taken. Request CCEC review potential ordinance amendment would be needed if changes to participating via conference call at Council (regular) meetings, voting by proxy.

3-5 Prohibited Harrassement (BCC)
Referred to future meeting for further discussion.

3-6 Records Management
Recommendation - No action need to be taken.

3-9 Appropriate Use of City Computers
Recommendation - No action need to be taken. This APM governs Council staff and alders.

3-10 Payment for Attendance at Social Events
Recommendation - No action need to be taken - alders not governed by the APM. Any further requirements would need to be addressed in Common Council Policy Guide. Aldermanic Expense Account is used for social events (e.g. dinners)

3-13 Web Linking Policy
Referred to future meeting for further discussion. (see Adopted Council Social Media Policy). Request information from IT.

3-18 Use of City of Madison Logo
Referred to future meeting for further discussion on whether any further requirements would need to be addressed in Common Council Policy Guide.

3-20 Software acquisition policy
Recommendation - No action need to be taken.

4-4 Television and Video Production
Recommendation - No action need to be taken. This APM governs Council staff. Any other issues with respect to alders would be covered in the Common Council Policy Guide.

4-7 Policy for the Procurement and Disposal of Electronic Products
Recommendation - No action need to be taken.

5-2 Vehicle Accident Reporting (if using city car)

Recommendation - No action need to be taken. This APM governs Council staff.

Any other issues with respect to alders would be covered in the Common Council Policy Guide.

6-1 All Hazard Evacuation Procedure

Recommendation - No action need to be taken.

6-5 City Owned Meeting Facilitation

Recommendation - No action need to be taken.

Request that chair ask CCEC to expand their scope to include updating the Common Council Policy Guide.

NEXT STEPS

Next Steps:

Review APM's that were referred to next meeting:

2-33 Rules of Conduct

2-44 Volunteers/Unpaid Interns

3-5 Prohibited Harrassment

3-13 Web Linking Policy

3-18 Use of City of Madison Logo

Request CCEC to amend charge to Work Group to expand review to Council Policy Guide or create another work group to review Council Policy Guide and update with recommended APM language/links - Ald. Marsha Rummel, Chair

ADJOURNMENT

A motion was made by Ald. Keith Furman, seconded by Ald. Barbara Harrington-McKinney, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 6:40 p.m.