

TFOS REC #	RELATED TO #		Next Steps	Task Owner	Staff Members to Engage	Timeline	Priority
13		Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority	Staff to add links to BCC information tracker;	Staff/BCC Admin Team	Karen KP (Council Office)		
13		Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority	Admin team to create self-assessment/tool to be approved by TFGOS Implementation, and distributed to BCCs	Staff/BCC Admin Team	Karen KP (Council Office); Christy Baumel (Mayor's Office); others?		
13		Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority	BCC chairs fill out self-assessment and return to BCC Admin Team	BCC Chairs/BCC Admin Team	Karen KP (Council Office); Christy Baumel (Mayor's Office); other staff SMEs?		
	19	Making sure correct meeting locations are listed in Legistar	Determine current expectations and propose a process for a review of this information	BCC Admin Team			
	19	Clear process for timely entering of BCC actions, referrals, into Legistar	Determine current expectations and propose a process for a review of this information	BCC Admin Team			
	19	Process for timely publishing draft minutes; and BCC recommendation visibility in Legistar	Determine current expectations and propose a process for a review of this information	BCC Admin Team			
	13	Review policy for creating subcommittees in Legistar	Determine current expectations and propose a process for a review of this information; develop a QA process for this	BCC Admin Team			
	13	Review policy for creating subcommittees in Legistar	Identify how BCCs are handling subcommittees in practice	BCC Admin Team			
	13	Review policy for creating subcommittees in Legistar	Management of subcommittee documents and attachments	BCC Admin Team			
	13	Standards for uploading documents to Legistar	Determine current expectations and propose a process for a review of this item; as well as develop QA process for this	BCC Admin Team			

	16	Increase Common Council role in BCC appointment process	The team should provide a regular update to CCEC (once a quarter?) about vacancies on BCCs along with details about how long those vacancies have existed, prospects for getting them filled, demographics/representation.	BCC Admin Team			
	19	Reinforcing the expectation that agendas are published by EOD Friday for the following week really needs to be a priority action for the BCC Admin Team.	Determine current expectations and propose a process for a review of this item; as well as develop QA process for this	BCC Admin Team			

Notes
Group #13 with other items related to BCC self-assessment;

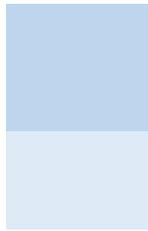
Goal to assist Council in  
identifying recruitment needs

Rec #	Description	Responsible City Agencies	Other Impacted City Agencies	Key Community Stakeholders	Fiscal Impact	Steps	Notes
311	38	On the City website, allow option for having a chat with a City employee who can direct a resident in the right direction should they have an issue or question about government services	0	0	0	0	0
311	39	Continue working towards having a 311 number for City services	0	0	0	0	0
311	41	Review customer relation software options that may create better processes for residents to navigate City services, such as through a ticketing system where issues are ticketed, followed up on by staff, and then the results reported back to the person requesting the service	0	0	0	0	Check in with Sarah Edgerton on status of 311
Appointments & chair of BCC	16	That the mayor continue appointing residents and alders to the BCCs, but that the process be changed to ensure a robust review of nominations by the Common Council Executive Committee.	0	0	0	0	For further discussion
Appointments & chair of BCC	17	That if the City transitions to a full-time Common Council, alder appointments to the BCCs should be made by the CCEC, subject to confirmation by the full Council.	0	0	0	0	TBD
Appointments & chair of BCC	18	Common Council members should not serve as chairs of BCCs with resident members.	0	0	0	0	Complete
BCC Admin Support and Resident Engagement	14	Create an Office of Resident Engagement and Neighborhood Support ("ORENS") to support BCC system staffing, training, and resident engagement.	0	0	0	0	TBD
BCC Admin Support and Resident Engagement	15	Immediately create an Administrative Services Team to support the BCC system and improve resident engagement.	0	0	0	0	Team created; in progress
BCC Admin Support and Resident Engagement	19	That the City review City processes and procedures applicable to BCCs so that it is easier for residents to participate in BCCs.	0	0	0	0	For further discussion
BCC Admin Support and Resident Engagement	20	That the City implement a technology plan to improve representation and engagement on the City's BCCs.	0	0	0	0	For further discussion
BCC Admin Support and Resident Engagement	25	Provide childcare at meetings	0	0	0	0	For further discussion

BCC Admin Support and Resident Engagement	26	Validate parking for people attending meetings	0	0	0	0	0	For further discussion	0
BCC Admin Support and Resident Engagement	27	Make Council proclamations before the legislative business begins at 6:30 p.m.	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	28	Allow video testimony or live electronic participation such as through the internet, from remote centers of the City, or other electronic means	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	29	Allow public comments to be made and considered prior to a meeting, such as through a system that notifies residents of decisions to be made, asks for their input, and then relays that input to decisionmakers	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	30	Separate public testimony from legislative debate and action by allowing individuals to provide input at the beginning of Council meetings regardless of when the item on which they wish to speak is considered	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	31	Vary meeting locations throughout the City	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	32	Make written comments available to the public and Council members at the time of the meeting	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	33	Avoid late-night meetings and reduce overall length of meetings	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	34	Adhere to and/or change current rules regarding the length of alder statements at Council meetings	0	0	0	0	0	Virtual Meeting Protocols; for further discussion	0
BCC Admin Support and Resident Engagement	40	Maintain subscription lists for Council and BCC items so that residents can be made aware of issues coming before a body through an email blast or text message and report back promptly when a decision has been made	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
BCC Admin Support and Resident Engagement	42	Add more than just the name of meetings to the City calendar so that more information can be obtained with one (1) click, instead of requiring multiple clicks to get relevant and substantive information about a meeting	0	0	0	0	0	Virtual Meeting Protocols(?); For further discussion	0

BCC Organization/Structure	10	Create an organizational chart of all BCCs and organize BCCs around lead committees.	0	0	0	0	0	For further discussion	0
BCC Organization/Structure	11	Eliminate or combine BCCs that are redundant or have outlived their purpose.	0	0	0	0	0	For further discussion	0
BCC Organization/Structure	12	Reorganize BCCs to increase accountability.	CCEC	0	0	0	0	For further discussion	0
BCC Organization/Structure	13	Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority.	0	0	0	0	0	For further discussion	0
Legistar	35	Improve accessibility and functionality of Legistar	0	0	0	0	0	Check in with Sarah Edgerton on update/timeline for Legistar updates	0
Legistar	36	Create a way for people to provide input in Legistar or some other appropriate platform	0	0	0	0	0	Virtual Meeting Protocols; For further discussion	0
Legistar	37	Provide classes for the public to learn how to use Legistar	0	0	0	0	0	For further discussion	0
Mayor's Office	23	That Madison should not restrict or expand the Mayor's current veto power.	0	0	0	0	0	Complete	0
Mayor's Office	24	That the City review the Mayor's administrative span of power and take steps to ensure that the Mayor and Deputy Mayors can adequately supervise all direct reports.	0	0	0	0	0	For further discussion	0
Overall Structure	21	That Madison should retain the Mayor-Council form of Government.	0	0	0	0	0	Complete	0
Overall Structure	22	That Madison should not pursue First-Class City Status.	0	0	0	0	0	Complete	0
Size & Shape of Council	1	Madison should transition to a full-time Common Council	Common Council Office	Clerk's Office, Finance Department, IT department	District Residents	0	0	In progress	0
Size & Shape of Council	2	Madison should reduce the size of the Common Council to ten (10) members elected concurrently with the Mayor. (4-year terms)	Common Council Office	Clerk's Office, Finance Department, IT department	District Residents	0	0	In progress	0
Size & Shape of Council	3	Madison should increase Common Council member pay to 80% of the area median income for a single parent with two children (approximately \$67,000).	Common Council Office	Finance Department,	0	0	0	In progress	0
Size & Shape of Council	4	Madison should maintain geographic aldermanic representation.	0	0	0	0	0	Complete	0
Size & Shape of Council	5	Madison should increase aldermanic terms to four (4) years.	Common Council Office	Finance Department, Clerk's Office	0	0	0	In progress	0
Size & Shape of Council	6	Madison should impose term limits of twelve (12) consecutive years.	0	0	0	0	0	In progress	0
Size & Shape of Council	7	Madison should increase Council leadership terms to two (2) years if the Council terms are increased to four (4) years.	0	0	0	0	0	TBD	0

Size & Shape of Council	8	That any structural changes to the Council take place at the election immediately following redistricting.	0	0	0	0	0	TBD	0
Size & Shape of Council	9	That any changes to the size of the Council or the terms of its members be made by charter ordinance subject to binding referendum of the electors.	0	0	0	0	0	In progress	0



**Recommendation  
Number**

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## Description

Madison should transition to a full-time Common Council

Madison should reduce the size of the Common Council to ten (10) members elected concurrently with the Mayor. (4-year terms)

Madison should increase Common Council member pay to 80% of the area median income for a single parent with two children (approximately \$67,000).

Madison should maintain geographic aldermanic representation.

Madison should increase aldermanic terms to four (4) years.

Madison should impose term limits of twelve (12) consecutive years.

Madison should increase Council leadership terms to two (2) years if the Council terms are increased to four (4) years.

That any structural changes to the Council take place at the election immediately following redistricting.

That any changes to the size of the Council or the terms of its members be made by charter ordinance subject to binding referendum of the electors.

**Responsible City Agencies**

**Other Impacted City Agencies**

**Key Community Stakeholders**

Common Council Office

Clerk's Office, Finance Department, IT department

District Residents

Common Council Office

Clerk's Office, Finance Department, IT department

District Residents

Common Council Office

Finance Department,

Common Council Office

Finance Department, Clerk's Office

**Fiscal Impact**

**Steps**

**Notes**

Recommendation Number	Description	Responsible City Agencies	Other Impacted City Agencies
10	Create an organizational chart of all BCCs and organize BCCs around lead committees.		
11	Eliminate or combine BCCs that are redundant or have outlived their purpose.		
12	Reorganize BCCs to increase accountability.	CCEC	
13	Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority.		
14	Create an Office of Resident Engagement and Neighborhood Support (“ORENS”) to support BCC system staffing, training, and resident engagement.		
15	Immediately create an Administrative Services Team to support the BCC system and improve resident engagement.		
16	That the mayor continue appointing residents and alders to the BCCs, but that the process be changed to ensure a robust review of nominations by the Common Council Executive Committee.		
17	That if the City transitions to a full-time Common Council, alder appointments to the BCCs should be made by the CCEC, subject to confirmation by the full Council.		
18	Common Council members should not serve as chairs of BCCs with resident members.		
19	That the City review City processes and procedures applicable to BCCs so that it is easier for residents to participate in BCCs.		
20	That the City implement a technology plan to improve representation and engagement on the City’s BCCs.		

**Key Community  
Stakeholders**

**Fiscal Impact**

**Steps**

**Notes**

**Recommendation  
Number**

21

22

23

24

## **Description**

That Madison should retain the Mayor-Council form of Government.

That Madison should not pursue First-Class City Status.

That Madison should not restrict or expand the Mayor's current veto power.

That the City review the Mayor's administrative span of power and take steps to ensure that the Mayor and Deputy Mayors can adequately supervise all direct reports.

**Responsible City Agencies**

**Other Impacted City  
Agencies**

**Key Community  
Stakeholders**

**Fiscal Impact**

**Steps**

**Notes**

**Recommendation  
Number**

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## Description

Provide childcare at meetings

Validate parking for people attending meetings

Make Council proclamations before the legislative business begins at 6:30 p.m.

Allow video testimony or live electronic participation such as through the internet, from remote centers of the City, or other electronic means

Allow public comments to be made and considered prior to a meeting, such as through a system that notifies residents of decisions to be made, asks for their input, and then relays that input to decisionmakers

Separate public testimony from legislative debate and action by allowing individuals to provide input at the beginning of Council meetings regardless of when the item on which they wish to speak is considered

Vary meeting locations throughout the City

Make written comments available to the public and Council members at the time of the meeting

Avoid late-night meetings and reduce overall length of meetings

Adhere to and/or change current rules regarding the length of alder statements at Council meetings

Improve accessibility and functionality of Legistar

Create a way for people to provide input in Legistar or some other appropriate platform

Provide classes for the public to learn how to use Legistar

On the City website, allow option for having a chat with a City employee who can direct a resident in the right direction should they have an issue or question about government services

Continue working towards having a 311 number for City services

Maintain subscription lists for Council and BCC items so that residents can be made aware of issues coming before a body through an email blast or text message and report back promptly when a decision has been made

Review customer relation software options that may create better processes for residents to navigate City services, such as through a ticketing system where issues are ticketed, followed up on by staff, and then the results reported back to the person requesting the service

Add more than just the name of meetings to the City calendar so that more information can be obtained with one (1) click, instead of requiring multiple clicks to get relevant and substantive information about a meeting

**Responsible City Agencies**

**Other Impacted City  
Agencies**

**Key Community  
Stakeholders**

**Fiscal Impact**

**Steps**

**Notes**