	Rec #	Description	Fiscal Impact	Steps	Status as of 8/23/2021	Notes
Mayor's Office	23	That Madison should not restrict or expand the Mayor's current veto power.		Done	Complete	
Overall Structure	21	That Madison should retain the Mayor-Council form of Government.		Done	Complete	
Overall Structure	22	That Madison should not pursue First-Class City Status.		Done	Complete	
Size & Shape of Council	4	Madison should maintain geographic aldermanic representation.		Done	No action required.	
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	budget 2022	In CCEC's hands; DONE unless requested otherwise.	CCEC Received Update on 3/30/21 - It's unclear what committee will be in charge of the next steps discussed in IT's presentation. This item also needs budget support to continue as well. The work group has questions about staffing, where the 311 program will be located in the City and how it related to the Council office.	
311	39	Continue working towards having a 311 number for City services		In CCEC's hands; DONE unless requested otherwise.	CCEC Received Update on 3/30/21 - It's unclear what committee will be in charge of the next steps discussed in IT's presentation. This item also needs budget support to continue as well. The work group has questions about staffing, where the 311 program will be located in the City and how it related to the Council office.	
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	budget 2022	In CCEC's hands; DONE unless requested otherwise.	CCEC Received Update on 3/30/21 - It's unclear what committee will be in charge of the next steps discussed in IT's presentation. This item also needs budget support to continue as well. The work group has questions about staffing, where the 311 program will be located in the City and how it related to the Council office.	
Legistar	32	Make written comments available to the public and Council members at the time of the meeting		In CCEC's hands; DONE unless requested otherwise.	The IT Department has a legislative information center upgrade on their roadmap.	
Legistar	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	budget 2022	In CCEC's hands; DONE unless requested otherwise.	The IT Department has a legislative information center upgrade on their roadmap.	
Legistar	35	Improve accessibility and functionality of Legistar	budget 2022	In CCEC's hands; DONE unless requested otherwise.	The IT Department has a legislative information center upgrade on their roadmap.	
Legistar	36	Create a way for people to provide input in Legistar or some other appropriate platform		In CCEC's hands; DONE unless requested otherwise.	The IT Department has a legislative information center upgrade on their roadmap.	
Legistar	37	Provide classes for the public to learn how to use Legistar		In CCEC's hands; DONE unless requested otherwise.	The IT Department has a legislative information center upgrade on their roadmap.	
Legistar	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		In CCEC's hands; DONE unless requested otherwise.	The IT Department has a legislative information center upgrade on their roadmap.	
Legistar	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		In CCEC's hands; DONE unless requested otherwise.	The IT Department has a legislative information center upgrade on their roadmap.	
ORENS	14	Create an Office of Resident Engagement and Neighborhood Support ("ORENS") to support BCC system staffing, training, and resident engagement.	budget 2022	8/23: CoS group reviewing; On hold here.	Part of CoS Discussion	
Meeting Protocols	20	That the City implement a technology plan to improve representation and engagement on the City's BCCs.		Requested to Council President for Committee of Whole - [Virtual] Meeting Protocols	Part of a future Committee of Whole meeting.	
Meeting Protocols	25	Provide childcare at meetings		Requested to Council President for Committee of Whole - [Virtual] Meeting Protocols	Part of a future Committee of Whole meeting.	
Meeting Protocols	26	Validate parking for people attending meetings		Requested to Council President for Committee of Whole - [Virtual] Meeting Protocols	Part of a future Committee of Whole meeting.	
Meeting Protocols	27	Make Council proclamations before the legislative business begins at 6:30 p.m.		Requested to Council President for Committee of Whole - Meeting Format/Length Recommendations	Part of a future Committee of Whole meeting.	
Meeting Protocols	28	Allow video testimony or live electronic participation such as through the internet, from remote centers of the City, or other electronic means		Requested to Council President for Committee of Whole - [Virtual] Meeting Protocols	Part of a future Committee of Whole meeting.	

Category	#	Recommendation		Timeline	Status/Notes
Meeting Protocols	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		Requested to Council President for Committee of Whole - Meeting Format/Length Recommendations	Virtual Meeting Protocols; Should be discussed as part of a future Committee of Whole meeting.
Meeting Protocols	31	Vary meeting locations throughout the City		Requested to Council President for Committee of Whole - [Virtual] Meeting Protocols	Part of a future Committee of Whole meeting.
Meeting Protocols	33	Avoid late-night meetings and reduce overall length of meetings		Requested to Council President for Committee of Whole - Meeting Format/Length Recommendations	Part of a future Committee of Whole meeting.
Meeting Protocols	34	Adhere to and/or change current rules regarding the length of alder statements at Council meetings		Requested to Council President for Committee of Whole - [Virtual] Meeting Protocols	Part of a future Committee of Whole meeting; Discuss current MGO 2.13 and if that should be modified; Suggestion for discussion: Addition of a clock in both virtual (via screenshare) and/or in person to show Alders how long they have been speaking; Encourage continue reminders by meeting chair.
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.		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
BCC Admin Support and Resident Engagement	15	Immediately create an Administrative Services Team to support the BCC system and improve resident engagement.		Continuing Item; Update at September Member	In progress; City of Madison - File #: 61541 (legistar.com) – An Administrative Services Team was created on 9/15/2020 by the Common Council. The work group Task Force has received regular updates from this team at its meetings. The Work Group recommends further work on figuring this team's future role
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.		Continuing Item; Update at September Member	
Size & Shape of Council	1	Madison should transition to a full-time Common Council		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
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)		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
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).		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
Size & Shape of Council	5	Madison should increase aldermanic terms to four (4) years.		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
Size & Shape of Council	6	Madison should impose term limits of twelve (12) consecutive years.		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
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.		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
Size & Shape of Council	8	That any structural changes to the Council take place at the election immediately following redistricting.		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
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.		September Discussion	Should be discussed further in a Common Council Committee of the Whole meeting.
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.		October Discussion	For further discussion.
Appointments & chair of BCC	18	Common Council members should not serve as chairs of BCCs with resident members.		October Discussion	For further discussion.
BCC Organization/Structure	10	Create an organizational chart of all BCCs and organize BCCs around lead committees.		Nov, but more likely December	These recommendations are being worked on by the Administrative Services Team in conjunction with the work group. The work that has been accomplished around these recommendations to date has included compiling information on committee membership and meetings.
BCC Organization/Structure	11	Eliminate or combine BCCs that are redundant or have outlived their purpose.		Nov, but more likely December	These recommendations are being worked on by the Administrative Services Team in conjunction with the work group. The work that has been accomplished around these recommendations to date has included compiling information on committee membership and meetings.
BCC Organization/Structure	12	Reorganize BCCs to increase accountability.		Nov, but more likely December	These recommendations are being worked on by the Administrative Services Team in conjunction with the work group. The work that has been accomplished around these recommendations to date has included compiling information on committee membership and meetings.
BCC Organization/Structure	13	Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority.		Nov, but more likely December	These recommendations are being worked on by the Administrative Services Team in conjunction with the work group. The work that has been accomplished around these recommendations to date has included compiling information on committee membership and meetings.

| 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. | | | 2022 | To be Discussed at a future work group meeting. | | | | | | | | | | | | | | | | | | | | |

TFOGS REC #	RELATED TO #		Next Steps	Task Owner	Staff Members to Engage	Timeline	Priority
10		Create an organizational chart of all BCCs and organize BCCs around lead committees	TFOGS Implementation to discuss: What information do we want organized? What key items to be presented together? Sources of information.				
11		Eliminate or combine BCCs that are redundant or have outlived their purpose	Pending results of #10	Common Council			
12		Reorganize BCCs to increase accountability	Pending results of #10	Common Council			
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?		
13		Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority	Determine what categories of information to be collected in BCC information spreadsheet	TFOGS Implementation			
14		Create an Office of Resident Engagement and Neighborhood Support ("ORENS") to support BCC system staffing, training, and resident engagement	Further discussion needed	TFOGS Implementation			

		20	Ensuring that meetings are recorded by video or audio and that the recordings are posted to Legistar.	Identify status of BCC recording, posting (mediasite & Legistar) and retention policy	IT		
				Identify streamlining steps to migrate BCC recordings into Legistar and barriers	IT		
		20	Scheduling of virtual meetings for both Type 1 and Type 2.	Review existing virtual meeting protocols	TFOGS Implementation		
		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		

		Increase Common Council role in BCC appointment process	16	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			
	29, 36	Implement *President's Work Group To Review Council Communication Tools & Processes* recommendation relating to electronic public comment.		Clarify whether this function can be added to current version of Legistar, and if so what are the steps to do so	IT			
		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.	19	Determine current expectations and propose a process for a review of this item; as well as develop QA process for this	BCC Admin Team			
				Prioritize BCC Admin Tasks	TFOGS Implementation			
		Policymakers to review and decide on virtual meeting protocols (such as use of video in meetings, Robert's Rules in virtual meeting space)						

Notes
Group #13 with other items related to BCC self-assessment;
Put on next agenda: January 2021

Provide information at future meeting
Future agenda item; also information on where neighborhood association meeting recordings live
BCCs can meet as long as there is an available Zoom meeting license; Type 2 BCCs can request Type 1 assistance, due to IT

Goal to assist Council in identifying recruitment needs
Does this require Legistar migration? What is the timeline for that?
Future agenda item for TFOGS Implementation

**Recommendation
Number**

1

2

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6

7

8

9

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

25
26
27

28

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42

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**