
**REPORT OF: COMMON COUNCIL ORGANIZATIONAL COMMITTEE
SUBCOMMITTEE TO DEVELOP COUNCIL STRATEGIC PLANS AND PRIORITIES**

DATE: JUNE 3, 2016

The Common Council Organizational Committee Subcommittee to Develop Strategic Plans and Priorities (the Subcommittee) was established by the CCOC on October 6, 2015 to achieve the following objectives:

1. Formalize and clearly communicate the Council priorities identified at the Council discussion August 27, 2015
2. Develop an implementation strategy with City Staff especially those working on Outcomes Based Budgeting and the Comprehensive Plan Update.
3. Issue a final report explaining how the Council priorities would be integrated into city processes.

The members of the Subcommittee included Alder Clear, Alder DeMarb (Chair) and Alder Zellers. Alternate members included Alder Bidar-Sielaff, Alder Cheeks, and Alder Phair. The Subcommittee met on four occasions December 14, 2015, February 1, 2016, February 29, 2016 and March 10, 2016. The Subcommittee formally disbanded at its last meeting on March 10th.

The Subcommittee did not develop a final report during this timeframe. This final report was drafted after the Subcommittee disbanded.

Meetings of the Subcommittee

December 14, 2015

At the December meeting of the Subcommittee members reviewed and amended the Subcommittee charge to read:

1. Formalize and clearly communicate the Council priorities identified at the Council discussion August 27, 2015
2. Develop an implementation strategy
3. Issue a final report explaining how the Council priorities are integrated into city processes.

February 1, 2016

The Subcommittee received a presentation from the Finance Department regarding Outcome Based Budgeting and Strategic Management. Dave Schmiedicke, Laura Larsen and Kara Kratowicz presented information regarding a proposed strategic management plan including the elements of outcome based budgeting and LEAN government.

The Subcommittee also discussed the planned racial equity training to be held on February 6th. The training was intended to enable Council Members to utilize the racial equity analysis and communicate more easily about race. The training reflected the Council's August 2015 vote to prioritize racial equity and addressing racial disparities.

February 29, 2016

The Subcommittee reviewed the results of the racial equity training, and some participants noted that alders now notice more instances of microaggressions and would consider challenging those remarks in public meetings.

Legislative Analyst, Heather Allen presented information about other local governments which employ a Chief of Staff for their legislative branch. The Dane County Board of Supervisors as well as the cities of Richmond, VA, Tempe, AZ and Providence, RI were reviewed. Richmond, Tempe and Providence have smaller populations than the City of Madison and employ a Chief of Staff for their respective councils. The Dane County Board established a Chief of Staff position in its office in 2012 and the Chief manages to the office, the legislative process, and communications. The materials from this presentation are attached in the first appendix.

March 10, 2016

The Subcommittee considered three items at the March meeting including the Chief of Staff proposal and how it relates to the current work of Alders and future Alders. The committee also discussed next steps for promoting racial equity and social justice in city policies and practices. The third item considered was best practices for boards, committees and commissions.

Individual alders were selected to advance each initiative going forward. Alder Maurice Cheeks would work on the Chief of Staff idea. Alder Denise DeMarb would work on the racial equity and social justice idea and Alder Mark Clear would work on best practices for boards, committees and commissions. The Subcommittee then disbanded at this same meeting.

After the Subcommittee

The Governance Reform Initiative proposed by Alders Clear and Alder Ahrens was announced on March 17th. The Council held a discussion about the proposal on Tuesday April 12th. Information discussed at that meeting is attached to this document as the second appendix.

Alder Denise DeMarb submitted a draft proposal regarding an Office of Equity and Sustainability to the Common Council Organizational Committee for comments and feedback on April 5, 2016. This proposal may be presented and discussed at a future CCOC meeting.

Alder Maurice Cheeks identified a local expert to provide information to the CCOC regarding the services that a Chief of Staff may be able to offer the Council. Maddy Niebauer has been a Chief of Staff in Teach for America and other organizations. She recently launched a new company named VChief which is a virtual chief of staff service. She could provide the Council information about the services of a Chief of Staff and the pros and cons of creating such a position.

APPENDIX 1: CCOC Subcommittee Notices and Minutes

APPENDIX 2: Council Discussion on Governance Reform Initiative