

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: February 24, 2009

TO: Alder Tim Bruer, Chair, Common Council Organizational Committee  
Members of the Common Council Organizational Committee

FROM: David Faust, Systems & Programming Manager, Information Technology Department

SUBJECT: **Impact of Changing City Commission and Committee Names**

The purpose of this memo is only to assess the impact in terms of staffing and other resources needed to comply with proposed recommendations in the *Final Report and Recommendation of the Common Council Organizational Committee Subcommittee on Committee Creation and Committee Rules*.

In reviewing the report and Legislative file number 13252 titled "*Amending names of Committees, Codifying Creation of Committees, Deleting Obsolete Committees and Renumbering Sections of Chapters 3 and 33 in accordance with the Report of the CCOC Subcommittee on Committee Creation and Committee Rules*" we find that the following areas of City operations and staff will be affected:

1. Legistar
2. Internal Committees Database
3. Council Pages
4. Agency Website Content
5. City Website Portal Content
6. Documentation
7. Outreach Materials
8. ELAM
9. Information Technology Staff
10. Clerk's Office Staff
11. Council Office Staff
12. Mayor's Office Staff
13. Document Services Staff

The following pages will provide more detail into the impact on each of these areas, including costs and timelines. Please bear in mind that these are estimates only.

**1. Legistar**

Will need to keep old committee names to maintain integrity of linkages between referrals and maintain committee history. This will result in the drop-down list of meeting bodies becoming exceptionally long. An alternative will be to contract with Daystar (Legistar vendor) to make changes to allow for browsing of active, inactive, or all committees. Ideally, it would allow for a way to link the old and new committees to aid in researching past legislative actions. We do not have a firm cost estimate from Daystar, nor do we know if they would be willing to make the necessary changes. IT staff believe the costs could be in the tens of thousands of dollars, and could take six months or longer.

**2. Internal Committees Database**

No significant impact on the database itself. See items 13 and 14 below for other impacts.

**3. Council Web Pages**

The individual alder pages will need to be re-worked based on what changes Daystar makes to the Legistar database.

**4. Agency Website Content**

Agency website content editors will need to review their agency content to determine if changes need to be made. In many cases it will be desirable to list both the old and new committee names to assist with the transition. The duration of listing both names is something that needs to be considered. If it will not be indefinite, then it should be recognized that staff time would need to be spent at a date in the future to remove the references to the old committee names. It is not known at this time exactly how many pages of content will need to be reviewed. The City website overall contains more than 35,000 pages, files, and documents, and each one that contains a reference to a committee name that is being changed will need to be manually reviewed. This could take six months or longer depending on the number of pages to change, and could consume many hundreds of hours of staff time.

**5. City Website Portal Content**

These are web pages that are not "owned" by a particular City agency, and thus are maintained by City IT staff. See item 4 above for the impact on this area. A major portal – the new Development Services Center is near completion, and would have to be re-worked to integrate the new committee names, and perhaps would change some of the processes stated in the Development Services Center. The City Committee Center was recently re-worked, and will now need to be changed to reflect the proposed ordinance changes. Further, the proposed ordinance will impact other web projects planned, such as: ELAM integration.

**6. Documentation**

These are PDF files, or other documentation that agencies have prepared that could be linked on City websites. These should be reviewed to determine if changes need to be made. As with item 4 above, this is a manual process as the name of each committee that is to be changed needs to be reviewed in context to determine how the change should be made. It is unknown how many documents could be affected, as is the timeline and staff hours.

**7. Outreach Materials**

As with documentation, outreach materials will need to be reviewed and changed if necessary.

**8. ELAM**

The ELAM project is well underway with plans to go live with the land management, zoning, and permitting processes in July of this year. Changing the names of any committees that would interact with any of the approval processes could negatively impact the timeline of going live with this system. The actual impact is not yet known but needs to be studied.

**9. Information Technology Staff**

Oversee the implementation of the following project changes:

- Legistar

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- Internal Committees Database
- Council Pages
- Agency Website Content
- City Website Portal Content
- ELAM

**10. Clerk's Office Staff**

Continue outreach and education to Residents and City Staff.

**11. Council Office Staff**

Oversee that appropriate changes are made to the Council web site. Continue outreach and education to Residents and City Staff.

**12. Mayor's Office Staff**

Mayor's Office & Document Services will have to work in tandem to make name changes. It will take an estimated 30 minutes for each name change for each committee. Changes will need to be made to both Legistar and Internal Committees Database.

**13. Document Services Staff**

Mayor's Office & Document Services will have to work in tandem to make name changes. It will take an estimated 30 minutes for each name change for each committee. Changes will need to be made to both Legistar and Internal Committees Database.

As stated above, the purpose of this memo does not attempt to weigh costs vs. benefits. We just want the CCOC to know what the potential costs and timelines are in relation to any decisions that may be made. I am happy to meet with the CCOC to answer any questions related to this.

Thank you.

