



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Approved AD HOC TASK FORCE ON THE STRUCTURE OF CITY GOVERNMENT (TFOGS) FINAL REPORT IMPLEMENTATION WORK GROUP

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Wednesday, August 5, 2020

2:30 PM

Via virtual meeting

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### CALL TO ORDER / ROLL CALL

The meeting was called to order at 2:34 PM.

Others present: Finance Director Dave Schmiedicke, Interim Deputy Mayor Kara Kratowicz, Common Council Chief of Staff Kwasi Obeng, IT Director Sarah Edgerton, Assistant City Attorney John Strange, Common Council Office Manager and Legislative Services Lisa Veldran.

Present: 5 - Syed Abbas; Grant Foster; Michael J. Tierney; Rebecca Kemble and Keith Furman

### APPROVAL OF MINUTES

A motion was made by Kemble, seconded by Furman, to Approve the Minutes of the 7/24/2020 meeting . The motion passed by voice vote/other.

### DISCLOSURES AND RECUSALS

None

1. [61657](#) PUBLIC COMMENT FOR 8/5/2020 MEETING OF THE TFOGS FINAL REPORT IMPLEMENTATION WORKGROUP

No registrants

### DISCUSSION ITEMS

2. [61662](#) Update on status of Legistar updates and 311/CRM project plans

IT Director Sarah Edgerton provided updates on the status of the planned updates to the Legistar legislative management system, and the 311/CRM system. The updates to Legistar are now planned for 2022. The report from the ICMA study of the feasibility of a 311/CRM system will be released soon. There is a plan to make a 2022-2023 capital request for a 311 system.

Alder Foster requested that the Common Council Executive Committee, the TFOGS Implementation Workgroup, and the Administrative support team know the timeline for the Legistar updates.

3. [61658](#) Discussion of staff administrative support team

The committee discussed their expectations for the administrative support team with Common Council Chief of Staff Kwasi Obeng, who is tasked with leading the team. Topics include: standardizing processes for BCC staffing, develop a questionnaire for BCC self-evaluation, referring to the Transportation Commission committee member training handbook as a possible model, as well as the Madison Food Policy council handbook.

The committee emphasized that they would be working with the administrative support team to create a workplan and suggested that the team start by collecting a list of gaps in the current processes and establish best practices for items such as taking meeting notes and attaching documents in Legistar, and a framework for BCCs to evaluate themselves, with work to be started once the resolution creating the administrative support team is passed by the Common Council.

The committee directed Kwasi Obeng to read background information and invited him to attend the 8/21/2020 meeting for further discussion on this topic.

4. [61661](#) Discuss funding considerations for Office of Resident Engagement and Neighborhood Support (ORENS)

The committee discussed financial considerations for an Office of Resident Engagement and Neighborhood Support (ORENS) with Finance Director Schmiedicke.

Alder Furman requested that Director Schmiedicke send a cost breakdown on the components of creating a new office.

5. [61663](#) Discuss research on other cities' offices of resident engagement

A motion was made by Foster, seconded by Kemble, to Refer to the AD HOC TASK FORCE ON THE STRUCTURE OF CITY GOVERNMENT (TFOGS) FINAL REPORT IMPLEMENTATION WORK GROUP and should be returned by 8/21/2020. The motion passed by voice vote/other. This item was referred to the 8/21/2020 meeting.

6. [61664](#) Continue discussion of TFOGS recommendations

A motion was made by Foster, seconded by Kemble, to Refer to the AD HOC TASK FORCE ON THE STRUCTURE OF CITY GOVERNMENT (TFOGS) FINAL REPORT IMPLEMENTATION WORK GROUP and should be returned by 8/21/2020. The motion passed by voice vote/other. This item was referred to the 8/21/2020 meeting.

## FUTURE MEETING ITEMS

Future meeting items include research on other cities' ORENS-type programs, further discussion of the referendum process, and further discussion of the duties of the administrative support team.

## ADJOURNMENT

A motion was made by Foster, seconded by Kemble, to Adjourn. The motion passed by voice vote/other. The meeting was adjourned at 3:55 PM.