

**City of Oconomowoc
Special Committee to Form a Technology
Committee**

Aldermen: Spiegelberg; Zwart; Shaw

**Tuesday, November 19, 2019 - 6:15 PM
City Hall - Conference Room 3**



Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in accessible format, call the City Clerk at least 48 hours prior to the meeting to request adequate accommodations. Tel: 569-2186.

1. Call to order and confirmation of appropriate meeting notification
2. Committee Business
 - a. Consider/recommend the Structure/Purpose of the Technology Committee
3. Adjourn

Diane Coenen, City Clerk
City of Oconomowoc

Notice is hereby given that a majority of the Common Council will be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.



MEMORANDUM

ADMINISTRATION

Date: November 14, 2019
To: Mayor Nold, Special Committee to Form Technology Committee
From: Sarah Kitsembel, City Administrator
Re: Technology Committee Creation

RELATES TO THE STRATEGIC PLAN

V. C. Improve Our Technology; 4. Create Technology Committee

BACKGROUND

As part of the Strategic Plan update that the Council adopted in July of this year, an item was included to consider the creation of a Technology Committee. On October 15, 2019 the Committee of the Whole discussed the creation of a Technology Committee and the possible structures and purpose of such a committee. The consensus of the Committee of the Whole was to have the Mayor appoint a Special Committee to discuss this further and make a recommendation to the Council.

This discussion is meant to be an introduction of the topic to discuss and provide direction on the technology committee's structure and purpose.

City's Committee Structures

The City currently has two forms of committees that are actively used in the City – Boards/Commissions & Standing Committees of the Council. Many of the Boards/Commissions defined in our municipal code were derived from statute and hold duties and powers beyond an advisory role to the Council. The membership of each includes a mixture of appointed elected officials and/or citizen members. Examples of current Oconomowoc Boards/Commissions include the Library Board, Plan Commission, Police & Fire Commission, Parks & Recreation Board, Board of Review, Board of Zoning Appeals and Bureau of Economic Development & Tourism Commission.

The City has 5 standing committees of the Council defined in section 2.07 of the Municipal Code. The current committees include Finance, Public Services, Protection & Welfare, Personnel and Utility. The purpose of the Council Standing Committees is typically an advisory role to review matters and make recommendations to the Council. The current standing committees of the Council have membership defined in Section 2.07 the City Code to consist of 3 aldermen appointed by the Mayor.

The municipal code also provides that the Mayor may appoint special committees as they deem necessary.

If the Council is seeking an advisory committee to make recommendations a new standing committee could be created or the scope of one of the existing committees could be expanded.

Committee Purpose

The purpose/scope of the Technology Committee should be discussed by this Committee for clarification on intent. Some of the feedback the City has received is centered around a Technology Committee focused on external technology issues that could impact the City's governance, operations or the public. Some municipalities have technology committees that oversee internal technology policies, strategic direction and long-range planning.

A draft mission and objectives are below for Council's consideration.

Mission: The Technology Committee shall study the city's needs, develop planning strategies and make recommendations to the Council concerning technology issues in an effort to make the city more accessible, efficient and responsive to the needs of the public and city operations.

Objectives may include:

- Provide feedback on the City's future technology plans, identify priorities
- Monitor technology trends and impacts to City infrastructure and services
- Monitor legislative matters, make policy/position recommendations
- Consider impacts of technologies regarding the city and public's safety, security, and privacy

Specific tasks and their priority could be identified by the Committee after it is formed.

ADDITIONAL ANALYSIS

n/a

FINANCIAL IMPACT

n/a

RECOMMENDATION

Special Committee to provide direction on the structure, mission and objectives of the Technology Committee.

SUGGESTED MOTION

Move to recommend the creation of a Technology Committee with a structure of _____ and mission and objectives as defined/amended and direct staff to draft the appropriate documents to forward to Council for consideration.