



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Draft TASK FORCE ON STRUCTURE OF CITY GOVERNMENT

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Wednesday, May 15, 2019

6:00 PM

Room 153, Madison Municipal Building  
215 Martin Luther King, Jr. Blvd.

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### POSSIBLE QUORUM OF THE COMMON COUNCIL EXISTS AT THIS MEETING

[50732](#)

Documents related to the Task Force on the Structure of City Government

### THE TASK FORCE MAY SUSPEND THE RULES TO STAND INFORMALLY AND ALLOW FOR PUBLIC DISCUSSION AND ENGAGEMENT OF ANY AGENDA ITEM

#### 1 CALL TO ORDER / ROLL CALL

**Present:** 7 - Keith Furman; Syed Abbas; Ronald M. Trachtenberg; John E. Rothschild;  
Justice M. Castañeda; Maggie Northrop and Eileen Harrington

**Absent:** 3 - Rebecca Kemble; Roger Goodwin and Eric S. Upchurch

**Excused:** 1 - Paul E. Skidmore

Rebecca Kemble arrived at 6:04 p.m.

Eric Upchurch arrived at 6:05 p.m. and left at 7:38 p.m.

**Also Present:** City Attorney Michael May, Assistant City Attorney John Strange  
and Karen Kapusta-Pofahl

#### 2 APPROVAL OF MINUTES

Motion by Rothschild/second by Northrop to approve minutes of the April 9,  
2019 Meeting. Minutes approved by voice vote.

#### 3 PUBLIC COMMENT

There was no public comment at this meeting.

#### 4 DISCLOSURES AND RECUSALS

There were no disclosures or recusals at this meeting.

#### 5 INTRODUCTION OF NEW MEMBERS

The Chair welcomed new members Alders Syed Abbas and Keith Furman.

**6 UPDATE FROM COMMUNICATIONS SUBCOMMITTEE REGARDING PUBLIC ENGAGEMENT STRATEGIES**

Maggie Northrop presented an update from the Communications Subcommittee for its proposed public outreach program. She provided a work plan for the public outreach and explained each critical element of the plan, including identifying and working with community liaisons, creating a brief educational video, creating a resident survey, distributing the survey through the liaisons and a broader city-wide marketing plan, and holding open houses for residents to attend and provide input. The Communications Subcommittee estimated that the cost of the outreach plan, to include stipends for liaisons and incentives to respond to the surveys, would be about \$15-18,000. The cost of an open house would be in addition to this amount.

After reviewing and discussing the public outreach plan, a motion was made by Rothschild and seconded by Castañeda to accept the recommendation of the Subcommittee. The chair took a roll call vote and the motion passed unanimously.

**7 UPDATE ON STAFF SURVEY**

Staff provided an update of the staff survey on staff interactions with the BCC. 90 out of the 239 staff members who received the survey responded. ACA Strange summarized the results for the Task Force, including that 36% of staff indicated a willingness to speak directly about the BCC structure with the TFOGS.

The Task Force discussed the potential limitations of the survey, including whether it truly reached all staff who interact with the BCCs. The Task Force asked that Karl Van Lith attend the next TFOGS meeting so that they could discuss who received the Task Force survey and whether it makes sense to distribute it to a larger audience.

The Task Force further discussed that the BCC Subcommittee should invite staff who volunteered to come speak to TFOGS to a subcommittee meeting.

The Task Force then discussed whether the Government Officials survey, initially distributed to current and former mayors, current and former alders, and current and former BCC Chairs should have been distributed to member residents. The Task Force decided to maintain this as an option but to consider whether information obtained from such a request would be useful given what information has already been obtained.

Finally, the Task Force discussed the timeline for completion of public outreach and completion of the Final Report. Chair Harrington presented a work plan that described the tasks that need to be completed in order for the Task Force to complete its work by late September or early October. The TFOGS reiterated the importance of this timeline if it wants to give the Council and the Mayor time to consider the recommendations prior to adoption of the budget.

**8 DISCUSSION OF DRAFT INTERIM REPORT TO THE MAYOR AND COMMON COUNCIL**

The Task Force discussed the Draft Interim Report to the Mayor and Common Council. The Task Force recommended the following changes: 1) specify specific time periods each TFOGS member served, 2) include that one additional area of consensus is that the City should consider restructuring its BCC system around lead committees, and 3) to include as attachments the public outreach work plan and TFOGS remaining work plan.

## 9 FUTURE MEETINGS AND AGENDA ITEMS

The Task Force discussed future meetings, including that it should reschedule the June 11, 2019 meeting to June 12, 2019 at 6:30 p.m. in order to avoid a conflict with the June 11 Common Council meeting. The Task Force was then asked to complete and return the scheduling sheet provided by the City Attorney's Office so that meetings could be scheduled between now and October.

City Attorney May then raised two issues raised to him by the Mayor as possible things for the TFOGS to consider. The TFOGS decided to invite individuals familiar with 1) the City's efforts to obtain a 311 system and 2) the Performance Excellence Team's Resident Survey in order to determine if either of those issues are something the TFOGS wants to consider.

## 10 ADJOURNMENT

Motion by Rothschild, second by Trachtenberg to adjourn. Meeting adjourned at 7:40 p.m.