

**CITY OF MADISON  
OFFICE OF THE CITY ATTORNEY  
Room 401, CCB  
266-4511**

Date: June 17, 2019

**MEMORANDUM**

TO: Common Council Executive Committee (CCEC)

FROM: Michael P. May, City Attorney  
John Strange, Assistant City Attorney

RE: Update on the Task Force on the Structure of City Government

This memo will serve as a brief update on the work of the Task Force on the Structure of City Government (TFOGS). The TFOGS has been meeting approximately two times per month over the last two months, primarily to receive updates from the Communications Subcommittee, which has been tasked with creating the public engagement component of the TFOGS process. The TFOGS engagement process will include:

- The creation of a brief (8-10 question) resident survey on topics being addressed by the TFOGS.
- The creation of a 2-3 minute educational video to accompany the resident survey.
- The creation of additional educational materials to be distributed with the resident survey.
- Collaboration with Community Liaisons, who will help the TFOGS create the resident survey and promotional materials and then collect up to a total of 1,200 resident surveys from residents in Districts 1, 7, 9, 14, 17, and 20. The TFOGS identified residents in these districts to be traditionally underrepresented in the City of Madison and felt it critical to coordinate with Community Liaisons who are familiar with the neighborhoods in these Districts. The TFOGS expects to work with three to five Community Liaisons, who will be paid for their efforts out of the TFOGS budget.
- Distribution of resident survey to the City at large through promotional campaign and social media.
- One (1) to two (2) open houses at different locations in the City where residents can provide input on issues TFOGS is addressing. The first open house will be held on August 28, 2019 from 5:00-8:00 p.m. at The Atrium on S. Park Street.

The TFOGS hopes to complete public engagement by early September 2019. It will then spend most of September and October finalizing recommendations and the Final Report to the Common Council. TFOGS goal is to finish its work by Mid-October 2019. It has the following meeting dates scheduled:

- June 26, 2019 6:30 p.m. Room 215 MMB.
- July 10, 2019 6:00 p.m. Room TBD
- July 24, 2019 6:00 p.m. Room TBD
- August 13, 2019 6:00 pm Room TBD
- August 28, 2019 5:00-8:00 p.m Open House – The Atrium
- September 4, 2019 7:00 p.m. Room TBD
- September 19, 2019 6:00 p.m. Room TBD
- September 25, 2019 6:00 p.m. Room TBD
- October 2, 2019 7:00 p.m. Room TBD
- October 16, 2019 6:30 p.m. Room TBD

In addition to the work of the TFOGS and TFOGS Communications Subcommittee, the TFOGS Boards, Commissions, and Committees Subcommittee recently met for three (3) hours with city staff who completed the staff survey and expressed a desire to speak further with the Subcommittee. The Subcommittee held a meeting on Friday, June 14, 2019 where it had an open discussion with staff on issues raised in the BCC Subcommittee Report to the TFOGS. Approximately 20 city staff members attended the meeting. The Subcommittee intends to plan an additional meeting with staff to gain input on its potential recommendation of creating an Office of Resident Engagement and Neighborhood Support. That meeting has not yet been scheduled.