

**REPORT OF THE SUBCOMMITTEE ON COMMUNICATION  
MADE TO THE  
TASK FORCE ON STRUCTURE OF CITY GOVERNMENT  
June 3, 2018**

A. Review of written content for the TFOGS website

Subcommittee members and city staff reacted to and discussed the content for the Task Force website as written by Alder Rebecca Kemble. Content will need to be simplified further to meet plain language requirements.

The Subcommittee recommends that the Task Force reviews the content in its current form and provides feedback at an upcoming Task Force meeting.

B. Rotation of members of the Communications Subcommittee

Subcommittee members discussed the recommendations of the Executive Committee to rotate Communications Subcommittee members every 6 months. A suggestion was made that the current subcommittee members rotate at months 5, 6 and 7 to allow for continuity and gradual integration of new subcommittee members. All Task Force members would ideally serve on the Communications Subcommittee for at least one term. It was discussed that Subcommittee members may potentially be allowed to serve a second term if no one else is interested in stepping in when their first term expires.

The Subcommittee recommends that the Task Force discusses these suggestions at an upcoming Task Force meeting.

C. Communication Strategies.

Subcommittee members discussed potential short- and long-term communication strategies. A list of strategies will be built at the next meeting. The Task Force website is currently a priority for the Subcommittee. One potential strategy that could be implemented soon would be a press release regarding the website once it is ready.

D. Next meeting of the Subcommittee.

The next meeting of the Subcommittee will take place on June 15, 2018 at 12:00 p.m.

Report Prepared by Maggie Northrop, June 3, 2018.