



City of Madison
Minutes - Approved
Task Force on Structure of City Government
Communications Subcommittee

City of Madison
Madison, WI 53703
www.cityofmadison.com

Wednesday, March 20, 2019

11:00 a.m.

Madison Municipal Building – Room 151
215 Martin Luther King, Jr. Blvd.

**NOTE: POSSIBLE QUORUM OF THE COMMON COUNCIL
EXISTS AT THIS MEETING**

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

Office of the City Attorney (608) 266-4511

[50732](#) Documents related to the Task Force on the Structure of City Government

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 11:09 a.m.

Present: Kemble, Northrop

Absent: Carter (excused)

Also Present: Tariq Saqqaf, Karl Van Lith, Kirstie Laatsch, Nancy Saiz, Kwasi Obeng, Melissa Mendoza

2. APPROVAL OF MINUTES

Minutes from February 26, 2018 meeting 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 from the members present.

5. DISCUSSION OF STRATEGIES TO OBTAIN RESIDENT INPUT ON PROPOSED RECOMMENDATIONS FROM THE TASK FORCE ON GOVERNMENT STRUCTURE TO THE COMMON COUNCIL, INCLUDING:

- a. Message to residents
- b. Method of contacting residents
- c. Forums for obtain resident input
- d. Proposed engagement plan to the full Task Force

The Subcommittee reviewed the draft message to the public drafted by Maggie Northrop. They also reviewed and discussed information provided regarding the recent Bus Rapid Transit and Oscar Mayer public outreach strategies. The Subcommittee discussed the possibility of doing 4 to 5 open houses throughout the city. At the open houses, the public would be given the opportunity to react to draft recommendations of the full TFOGS. The Subcommittee envisioned doing this outreach in May. Staff would need to work together with the Communications Subcommittee to create a flyer and brochure, send emails to the public, prepare for and attend the forums, and open other lines of communication. The Subcommittee questioned whether the TFOGS had the staff and resources to do this work (see also 7. below).

6. DISCUSSION OF POSSIBLE SURVEY OF CITY STAFF REGARDING STAFF EXPERIENCE WORKING WITH BOARDS, COMMISSIONS AND COMMITTEES AND COMMON COUNCIL

The Subcommittee discussed the staff survey, which is intended to get staff feedback on the work they do with the BCCs. The subcommittee directed staff to create a survey of 10-15 questions focusing on questions regarding staff's interaction with BCCs, including their observations of alder and resident participation on BCCs, whether they have ever felt pressured to take a particular action with regard to their work on a BCC, and whether they feel physically and emotionally safe when working BCCs. Finally, the survey should invite respondents to provide further information either through text boxes in the survey or by expressing interest to meet separately with non-council members. The Staff survey will go to the 126 employees on the staff survey list and all department heads, who can forward it to others in their department who interact with BCCs. The goal will be to have survey results by April 12, 2019.

7. POSSIBLE INTERACTION WITH RESJI COMMUNITY CONNECTIONS TEAM WORKING ON A PUBLIC PARTICIPATION RESOURCE GUIDE

On this item, the Subcommittee suspended Robert's Rules to stand informally and allow public discussion. The Subcommittee discussed the work of the RESJI Community Connections Team and asked for input based on the discussions they heard regarding the Subcommittee's desire to conduct public outreach regarding the TFOGS draft recommendations. One key issue raised by the RESJI representatives was that the timeline discussed (finished by May) seemed very compressed and that the TFOGS should consider taking more time to conduct public outreach. Another key issue was that the TFOGS should know exactly what it wants to know before it asked the public for input. For example, it may not be enough to just go to the public with a draft recommendation. Rather, the TFOGS should consider what it wants to know from the public about that recommendation and create questions or forums that will help gather that information.

8. FUTURE MEETINGS AND AGENDA ITEMS

No future meeting was scheduled but the Subcommittee discussed that they would update the full TFOGS of its progress at the next full TFOGS meeting.

9. ADJOURNMENT

The meeting adjourned at 12:45 p.m.