

## MEMORANDUM

TO: Alder Bidar-Sielaff, Council President  
Alder Schmidt, President Pro Tem  
Members of the Common Council Organizational Committee  
Michael P. May, City Attorney

FROM: Heather Allen, Common Council Legislative Analyst

DATE: January 16, 2013

RE: **Proposed Plan to Advance the Common Council's Legislative Agenda**

### Overview

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The Common Council has identified two priority areas for work, alternative sources of revenue and demographics. Long-term research into these two topics and the attendant policy development will be guided by two President's Work Groups (Demographics and Alternative Sources of Revenue). The Work Groups will be established in May of 2013 and will be reevaluated in June of 2014, with the option to renew or alter the Work Group structure or objective. Each Work Group will be made up of at least three Alders including the Common Council President, or her appointee and up to two alternates. The Work Groups will make recommendations to the Common Council on policy solutions to address demographics and alternative sources of revenue.

### Process

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- The Common Council Legislative Analyst will prepare updated memos on both alternative sources of revenue and demographics based in feedback received from the 1/8/2013 Common Council Organizational Committee.
- The memos will be shared with the President's Work Groups in advance of the first meetings. Feedback will be obtained from the Work Group in meetings.
- The Common Council Legislative Analyst will regularly provide materials to the Work Groups to help inform the discussion. In addition, the Work Groups will invite experts to share information at Work Group meetings.

- The Work Group members will provide feedback to the Analyst during monthly public meetings.
- Feedback between meetings from Work Group members to the Analyst will be provided directly to the analyst without engaging other work group members, so as to further the project while observing Open Meetings requirements. Feedback may be provided to the Analyst through direct email, telephone, or in person. The Analyst will take care to avoid acting as a conduit of information between Work Group members.
- Status reports on both legislative priorities will be provided at each Common Council Organizational Committee meeting.

Milestones:

- Within the first three months the Work Groups will identify five potential policy solutions which could address the demographic or revenue challenges.
- Within the first six months the Work Groups will have agreed upon pursuing a minimum of one or two policy solutions and will issue detailed analysis of these solutions and how the solutions will support citizens and the City of Madison.
- Within the first year the Work Groups will share the policy solutions with the full Common Council for their consideration and endorsement.