

How to Find City Staff Contact Info

There are four options for locating contact information for City staff.

Click a heading below for detailed instructions, or click the link to go directly to the online resource.

- [View Department Contact Numbers](#) (click for more instructions)
Click to go directly to the online [Government Resource Guide](#)
- [Search by Name](#) (click for more instructions)
Click to go directly to the online [Employee Directory](#)
- [Find BCC Staff Contact](#) (click for more instructions)
Click to go directly to the online [Internal City Committee Center](#)
- [Contact Council Office for Assistance](#) (click for more contact numbers)
(608) 266-4071

View Department Contact Numbers

The [Government Resource Guide](#) is a directory of key City staff contacts organized by department.

View department contacts:

1. Go to the Government Resource Guide:
<https://www.cityofmadison.com/Council/councilMembers/resourceGuide.cfm>
2. The following window displays.



The screenshot shows the top navigation bar of the City of Madison Common Council website. The header includes the City of Madison logo and the text "COMMON COUNCIL". Below the header is a navigation menu with links for Council Members, Meetings & Agendas, Calendar, Legislative Center, Lobbying, About, and Contact.

Government Resource Guide
Included below is an overview and key information for city government, the Common Council, and Boards, Commissions and Committees.

City Government

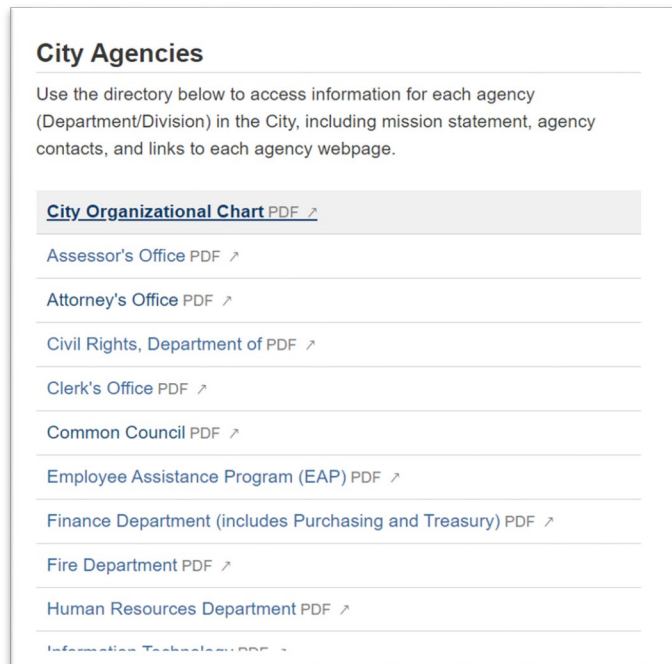
- City of Madison: Vision, Mission & Service Philosophy PDF ↗
- Overview of City Government PDF ↗
- Qualifications: City Officers, Members of Commissions, & Employees ↗
- Budget Process & Citizen Access PDF ↗
- Open Meetings Law PDF ↗

City Agencies
Use the directory below to access information for each agency (Department/Division) in the City, including mission statement, agency contacts, and links to each agency webpage.

City Organizational Chart PDF ↗

- Assessor's Office PDF ↗
- Attorney's Office PDF ↗
- Civil Rights, Department of PDF ↗
- Clerk's Office PDF ↗
- Common Council PDF ↗
- Employee Assistance Program (EAP) PDF ↗

3. Click on a department or division under **City Agencies** to view contacts.



The screenshot shows a detailed view of the "City Agencies" directory page. It includes the same header and navigation as the previous screenshot. The "City Agencies" section is expanded, showing a list of agencies with links to their respective pages:

City Agencies
Use the directory below to access information for each agency (Department/Division) in the City, including mission statement, agency contacts, and links to each agency webpage.

City Organizational Chart PDF ↗

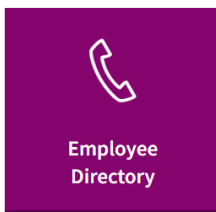
- Assessor's Office PDF ↗
- Attorney's Office PDF ↗
- Civil Rights, Department of PDF ↗
- Clerk's Office PDF ↗
- Common Council PDF ↗
- Employee Assistance Program (EAP) PDF ↗
- Finance Department (includes Purchasing and Treasury) PDF ↗
- Fire Department PDF ↗
- Human Resources Department PDF ↗
- Information Technology PDF ↗

Search by Name in the Online Directory

If you know the name of the City staff member, you can perform a search by name to locate their contact information.

Search by name:

1. Go to EmployeeNet: <https://www.cityofmadison.com/employeenet>
2. Click on **Employee Directory**



3. Enter your network login (Username and Password) and click **LOG IN**

A white rectangular form with a thin grey border. At the top left, it says "Username * required" in red, followed by "Enter your username." in grey. Below this is a text input field containing "cnabd". Underneath, it says "Password * required" in red, followed by "Enter the password that accompanies your username." in grey. Below this is an empty password input field. At the bottom left of the form is a dark teal button with the text "LOG IN" in white.

4. Enter information (last name minimum, other field optional) and click **Search**.

A white rectangular form with a thin grey border. At the top, the title "Employee Directory" is displayed in a large, bold, black font. Below the title is a horizontal line. Underneath the line, the text "Enter any desired search terms, and leave all other search terms blank." is shown in grey. There are three input fields: "First Name" (empty), "Last Name" (empty), and "Department" (a dropdown menu showing "- Any -"). At the bottom left of the form is a dark teal button with the text "SEARCH" in white.

5. Search results with contact information will display.

Find BCC City Staff in Internal City Committee Center

If you are looking for the name and contact information for a City staff member on a specific Board, Commission or Committee (BCC), you can locate this information in the Internal City Committee Center.

1. Go to <https://www.cityofmadison.com/employeeenet/mayor/mycommit/>

NOTE: You can also access this link from [Employeeenet](#). Scroll to the bottom of the window and click **Internal City Committee Center** under **Government**.

2. Enter your network login (Username and Password) and click **Log In**

Internal - City Committee Center Login

Please use your network username and password to log in.

Username:

Password:

3. Click on **Boards, Commissions & Committees**

City of Madison

Accounts Services Jobs Agencies Data Contact Search

Coronavirus (COVID-19) City Services Public Health Vaccination Testing Español

City of Madison CITY HALL

INTERNAL CITY COMMITTEE CENTER

This internal committee site includes rosters of the city's boards, commissions and committees (sub-units) with contact information for members (address and phone number). Committee information on the city's website includes only the incumbent's name and email address.

- [Boards, Commissions & Committees](#)
- [Mayoral Appointments to Non-City Committees](#)

4. Scroll through the list and click on the link to open the information.
5. Committee details display, including staff contact name and information.

Internal - City Committee Center Home

Boards, Commissions & Committees

Mayoral Appointments to Non-City Committees

Logout cndw

ALCOHOL LICENSE REVIEW COMMITTEE

Information current as of: 02/02/23

DETAILS	
APPOINTMENT DATE:	3rd Tuesday in April
MEETS:	3rd Wednesday of month; 5:30 PM; 210 MLKJ Blvd., Rm 201
STAFF:	Jim Verbeck
AGENCY:	City Clerk's Office
LOCATION:	210 MLKJ Blvd., Room 103
PHONE:	(608) 266-4601
EMAIL:	jverbeck@cityofmadison.com
AUTHORITY:	MDSN GNRL ORD 33.02
MEMBERS:	16
VOTING MEMBERS:	9
NON-VOTING MEMBERS:	7 (*)
QUORUM:	5
CHAIRPERSON:	Michael S. Donnelly

Call Council Office for Help

Council staff can always assist you in locating contact information for City staff members.

General line: (608) 266-4071

Program Assistant II: (608) 266-4297

Legislative Administrative Assistant: (608) 266-4074