



# City of Madison

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

## Master

**File Number: 56505**

**File ID:** 56505

**File Type:** Resolution

**Status:** Passed

**Version:** 2

**Reference:**

**Controlling Body:** Council Office

**File Created Date :** 06/26/2019

**File Name:** Establishing a President's Work Group to Review Council Communication Tools & Processes.

**Final Action:** 07/16/2019

**Title:** Establishing a President's Work Group to Review Council Communication Tools & Processes.

### Notes:

**Sponsors:** Shiva Bidar, Barbara Harrington-McKinney, Grant Foster, Lindsay Lemmer, Zachary Henak, Syed Abbas, Keith Furman, Donna V. Moreland and Tag Evers

**Effective Date:** 07/22/2019

**Attachments:** 56505 v1.pdf

**Enactment Number:** RES-19-00527

**Author:** Ald. Grant Foster, District 15

**Hearing Date:**

**Entered by:** lveldran@cityofmadison.com

**Published Date:**

### Approval History

| Version | Date | Approver         | Action  |
|---------|------|------------------|---------|
| 1       |      | Travis J. Martin | Approve |
| 2       |      | Elizabeth York   | Approve |

### History of Legislative File

| Ver-<br>sion: | Acting Body:        | Date:   | Action:                   | Sent To:                           | Due Date: | Return<br>Date: | Result: |  |
|---------------|---------------------|---|---------------------------|------------------------------------|-----------|-----------------|---------|--|
| 1             | Council Office      | 06/26/2019  | Referred for Introduction |                                    |           |                 |         |  |
|               | <b>Action Text:</b> | This Resolution was Referred for Introduction   |                           |                                    |           |                 |         |  |
|               | <b>Notes:</b>       | Common Council Executive Committee (7/16/19), Common Council (7/16/19)  |                           |                                    |           |                 |         |  |
| 1             | COMMON COUNCIL      | 07/02/2019  | Refer                     | COMMON COUNCIL EXECUTIVE COMMITTEE |           | 07/16/2019      | Pass    |  |
|               | <b>Action Text:</b> | A motion was made by Bidar, seconded by Harrington-McKinney, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other. |                           |                                    |           |                 |         |  |

Notes:

2 COMMON COUNCIL 07/16/2019 RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER Pass  
EXECUTIVE COMMITTEE

**Action Text:** A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Grant Foster, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other. Ald. Tag Evers requested to be added as a co-sponsor.

2 COMMON COUNCIL 07/16/2019 Adopt Pass

**Action Text:** A motion was made by Harrington-McKinney, seconded by Verveer, to Adopt. The motion passed by voice vote/other.

Notes:

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**Text of Legislative File 56505**

**Fiscal Note**

No appropriation required.

**Title**

Establishing a President's Work Group to Review Council Communication Tools & Processes.

**Body**

WHEREAS, the City of Madison Common Council values the ability to communicate city information and their work in a variety of formats with the residents of the City; and,

WHEREAS, the Common Council desires to improve communication to city residents and to further the goals and mission of the Common Council by incorporating the core value of Civic Engagement - commitment to transparency, openness and inclusivity; and,

WHEREAS, the Common Council wishes to review the City's current offering of existing communication tools and processes and investigate options and alternatives to improve those tools and processes;

NOW THEREFORE IT BE RESOLVED, that the Common Council of the City of Madison establishes a President's Work Group to Review Council Communication Tools & Processes; and,

BE IT FURTHER RESOLVED, that the work group review will include the following along with other communication tools and processes as identified by the work group:

- Alder Blog & email subscriptions
- Alder Home Page
- How Alders share content via social media
- Use of calendars for meetings and events
- Templated/prepared content
- Sharing of updates generated by city agencies

BE IT FURTHER RESOLVED, the following Common Council member are appointed to the President's Work Group to Review Council Communication Tools & Processes:

- Ald. Grant Foster, District 15 (Chair)
- Ald. Barbara Harrington-McKinney, Council Vice-President
- Ald. Lindsay Lemmer, District 3
- Ald. Donna Moreland, District 7

Ald. Keith Furman, District 19

BE IT FURTHER RESOLVED, that the work group will be staffed by the Common Council office, with input from the city's Information Technology Department and other city departments as needed; and,

BE IT FURTHER RESOLVED, that the work group will use a racial equity and social justice lens throughout its work and may access training to apply the City of Madison Racial Equity and Social Justice Impact Tool; and,

BE IT FINALLY RESOLVED, that the Work Group will begin work upon adoption of this resolution with a goal of completing the review and report by the November 5, 2019 Common Council Executive Committee meeting.