



City of Madison

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

Agenda - Approved

PRESIDENT'S WORK GROUP TO REVIEW COUNCIL COMMUNICATION TOOLS & PROCESSES

Thursday, February 13, 2020

12:15 PM

Room 206, Madison Municipal Building
215 Martin Luther King Jr. Blvd.

Note: Quorum of the Common Council may be present 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 immediately.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntauv, cov ntaub ntauv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

Contact: Lisa Veldran, Legislative Services, Common Council Office, (608) 266-4071 or lveldran@cityofmadison.com

The work group may at any time move to suspend Robert's Rules of Order and stand informally to allow open dialogue and discussion among its members and the public in attendance on any agenda items listed as "Discussion Items" or "Updates".

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES

Approval of the January 23, 2020 President's Work Group to Review Council Communication Tools & Processes meeting minutes:
<http://madison.legistar.com/Calendar.aspx>

3. PUBLIC COMMENT

4. DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

DISCUSSION ITEMS / POSSIBLE ACTION ITEMS

5. [59491](#) Feedback / Approval of Final Survey Questions & Discuss Survey Timeline
Attachments: [2/4/20 Email with Proposed Questions.pdf](#)
[2/13/20 DRAFT Communications Survey.pdf](#)

6. [59492](#) Review Council Social Media Policy and Social Media Platforms - Assistant City Attorney Roger Allen and Eric Olson, Web Manager, Web Team Information Technology
Attachments: [Council Social Media Policy.pdf](#)

7. [58705](#) Discussion Item: Development of Weekly Summary Content for Alders to Share

8. [58971](#) Discussion Item: Start Discussion on Final Report
Attachments: [1/23/20 Updated Work Group Priority Areas/Goals & Objectives.pdf](#)
[1/9/20 Updated Work Group Priority Areas/Goals & Objectives.pdf](#)

9. **ACTION ITEMS / NEXT STEPS / FUTURE AGENDA ITEMS**

- Provide feedback for Project Team on Legislative Management System RFP (Legistar) - 2/27/20 Meeting
- Provide feedback on City PIO Position (Mayor's Chief of Staff Bottari) - Future Meeting
- Review TFOGS Report (after focus group feedback is compiled) - Future Meeting
- Discussion with Planning and Transportation Staff on Communications to Alders - Future Meeting

10. **ADJOURNMENT**

UPCOMING MEETINGS

February 27, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

March 12, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

March 26, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building