



# City of Madison

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

## Agenda - Approved

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

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Thursday, June 11, 2020

12:00 PM

Via Virtual Meeting

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**Note: Quorum of the Common Council may be present at this meeting.  
\*You must register before your item is considered by the Work Group.**

The City of Madison is holding the President's Work Group on Council Communication Tools & Processes meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

**1. Written Comments:** You can send comments on agenda items to [lveldran@cityofmadison.com](mailto:lveldran@cityofmadison.com)

**2. Public Registration:** You can register your support or opposition to an agenda item at <https://www.cityofmadison.com/MeetingRegistration>. If you wish to speak at the virtual meeting on an agenda item, you must register. When you register, you will be sent an email with the information you will need to join the virtual meeting.

**3. Listen to audio via phone:**  
**(877) 853-5257 (Toll Free)**  
**Webinar ID: 976 6501 2450**

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 ntawv, cov ntaub ntawv 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](mailto: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. **WELCOME NEW MEMBER**

Ald. Arvina Martin (replacing Ald. Lindsay Lemmer)

3. **APPROVAL OF MINUTES**

Approval of the February 27, 2020 President's Work Group to Review Council  
Communication Tools & Processes meeting minutes:  
<http://madison.legistar.com/Calendar.aspx>

4. **[60803](#) PUBLIC COMMENT**

*For 6/11/20 Meeting of the President's Work Group on Council Communication Tools &  
Processes*

5. **DISCLOSURES AND RECUSALS**

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

**REFERRAL FROM THE COMMON COUNCIL**

6. **[60499](#)** Amending the 2020 Adopted Operating Budget to transfer \$89,032 in salaries  
and benefits from the Information Technology Department to the Mayor's Office,  
creating a new classification of Communications Coordinator in CG18, R12,  
and recreating vacant position #4449 of IT Specialist 3 as a Communications  
Coordinator within the Mayor's Office Operating Budget.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo Comm Coordinator 5-2020.docx](#)  
[PD Communications Coordinator Final.pdf](#)

Additional Referrals: CCEC (lead), Finance Committee (6/9/20)

**DISCUSSION / POSSIBLE ACTION ITEMS**

7. **[60793](#)** Review progress, charge and work plan of President's Work Group on Council  
Communication Tools & Processes

**Attachments:** [56505 Establishing Work Group.pdf](#)  
[57510 Extension 3/31/20.pdf](#)  
[60615 Extension 9/30/20.pdf](#)  
[1/23/20 Work Group Goals.pdf](#)

8. [60798](#) Discuss future meeting schedule for President's Work Group on Council Communication Tools & Processes
  
9. **ADJOURNMENT**