



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Agenda - Approved

### PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

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Thursday, July 22, 2021

1:00 PM

Via Virtual Meeting

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**Note: Quorum of the Common Council may be present at this meeting.**

The City of Madison is holding the President's Workgroup to Review and Revise the Chief of Staff Position Description meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

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

2. Register for Public Comment:

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you need to join the virtual meeting.

3. Watch the Meeting: If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/WatchMeetings>

4. Listen by Phone:  
(877) 853-5257 (Toll Free)  
Meeting ID: 949 9289 1510

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.

For accommodations, contact: Debbie Fields, Program Assistant 2, Common Council Office, (608) 266-4297 or email [cosworkgroup@cityofmadison.com](mailto:cosworkgroup@cityofmadison.com)

**CALL TO ORDER / ROLL CALL**

### APPROVAL OF MINUTES

Approval of the July 8, 2021, meeting minutes for the President's Work Group to Review and Revise the Chief of Staff Position Description:  
<http://madison.legistar.com/Calendar.aspx>

Approval of the July 15, 2021, meeting minutes for the President's Work Group to Review and Revise the Chief of Staff Position Description:  
<http://madison.legistar.com/Calendar.aspx>

### PUBLIC COMMENT

1. [66515](#) Public Comment (7/22/21 meeting)

### DISCLOSURES AND RECUSALS

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

### DISCUSSION ITEMS

2. [66196](#) Discussion of Chief of Staff Position Description: Policy Development, Analysis, and Implementation; Strategic Management of Common Council Office Operations; and Common Council Office Communications  
**Attachments:** [Council Chief of Staff PD Class Specs.pdf](#)  
[070121FOCUS AREAS.pdf](#)  
[070821FOCUS AREAS.pdf](#)  
[Common Council Staffing Needs - 7\\_15\\_21 .pdf](#)
3. [66197](#) Discussion on Next Steps

### ADJOURNMENT