



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](#) (608) 266-4071
(click for more contact numbers)



HOW TO FIND CITY STAFF CONTACT INFO

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:
www.cityofmadison.com/Council/councilMembers/resourceGuide.cfm
2. The following window displays.

The screenshot shows the City of Madison Common Council website. The header includes the city 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. The main content area is divided into two columns. The left column is titled "Government Resource Guide" and includes an introductory paragraph and a list of links under the heading "City Government". The right column is titled "City Agencies" and includes an introductory paragraph and a list of links to various city departments and programs.

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

This is a detailed view of the "City Agencies" section from the website. It features the same introductory text as the screenshot above. The link for "City Organizational Chart PDF" is highlighted with a grey background. Below it, a list of other city agencies is provided, each with a PDF link and an external arrow icon. The agencies listed are: Assessor's Office, Attorney's Office, Civil Rights, Department of, Clerk's Office, Common Council, Employee Assistance Program (EAP), Finance Department (includes Purchasing and Treasury), Fire Department, and Human Resources Department.



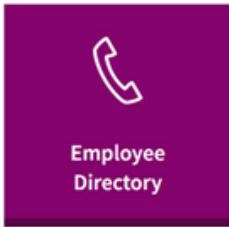
HOW TO FIND CITY STAFF CONTACT INFO

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**

Username * required
Enter your username.

Password * required
Enter the password that accompanies your username.

LOG IN

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

Employee Directory

Enter any desired search terms, and leave all other search terms blank.

First Name

Last Name

Department

SEARCH

5. Search results with contact information will display.



HOW TO FIND CITY STAFF CONTACT INFO

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/employeenet/mayor/mycommit/>
NOTE: You can also access this link from [Employeenet](#). 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**

The screenshot shows the City of Madison website navigation menu with links for Accounts, Services, Jobs, Agencies, Data, and Contact. A search bar is present. Below the navigation is a red banner with links for Coronavirus (COVID-19), City Services, Public Health, Vaccination, Testing, and Español. The main content area features a photo of City Hall and the text "INTERNAL CITY COMMITTEE CENTER". A description states: "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." Two links are provided: "Boards, Commissions & Committees" and "Mayoral Appointments to Non-City Committees". A left sidebar contains navigation options: "Internal - City Committee Center Home", "Boards, Commissions & Committees", and "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.

The screenshot shows the details for the "ALCOHOL LICENSE REVIEW COMMITTEE". The information is current as of 02/02/23. The page includes a left sidebar with navigation options: "Internal - City Committee Center Home", "Boards, Commissions & Committees", "Mayoral Appointments to Non-City Committees", and a "Logout cnlw" button. The main content area displays the following details:

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



HOW TO FIND CITY STAFF CONTACT INFO

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 Mgmt System Specialist: (608) 266-4074