

**CITY OF MADISON  
OFFICE OF THE CLERK  
Room 103, CCB  
266-4601**

Date: July 18, 2020

**MEMORANDUM**

TO: City Board, Commission and Committee Staff Persons

FROM: Maribeth Witzel-Behl

RE: Agendas for Virtual Meetings

In order to minimize confusion for members of the public registering their support or opposition to items on Board/Commission/Committee agendas, we need to standardize the way agenda items are numbered.

- Use whole numbers for each item on the agenda – no letters or decimals. This can be achieved by using the auto-number function within Legistar.
- Limit each agenda item to one Legistar file. If two agenda items will need to be taken up together, you may indicate that with an Agenda Note, but each file on the agenda needs to be numbered separately. This can be achieved by using the auto-number function within Legistar.
- When amending an agenda, do not change the numbering of items that were on the initial agenda. Renumbering creates significant problems if members of the public have already submitted registration forms or told their neighbors to register on a particular agenda item. Instead, add a header for Late Items, just before Adjournment. Any items that are being added to the agenda should be listed under Late Items. Not only will this help avoid problems with online registrations, it should provide greater transparency to the public. As always, the Board/Commission/Committee may vote to take up items out of order.

Thank you for implementing these changes. If you need any help or clarification, please do not hesitate to contact the City Clerk's Office.

**OFFICE OF THE CLERK  
Room 103, CCB  
266-4601**

Date: August 13, 2020

**MEMORANDUM**

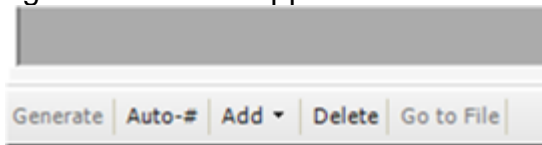
TO: City Board, Commission and Committee Staff Persons

FROM: Maribeth Witzel-Behl

RE: Legistar Agenda Changes due to COVID-19

As we have more and more virtual committee meetings with virtual registrations, we are encountering some items we need to standardize for City of Madison Boards, Commissions, and Committees.

1. As you know, every Board, Commission, and Committee needs to offer a Public Comment period at the beginning of its agendas. Members of the public need to register online if they wish to address the committee during the Public Comment period. To facilitate this, we need a Legistar file associated with the Public Comment period on each agenda. We have created a Public Comment File Type, and a corresponding Public Comment File Status. Please see Legistar file 61801 for an example.
2. We also are now requiring that items on every agenda be numbered so the public does not need to keep track of all the Legistar file ID numbers on an agenda. Numbering the items on your agenda is as simple as clicking a button in Legistar. Click "Auto-#" at the bottom of your agenda screen before changing an agenda status to Approved.



Thank you for your help in improving public access to these meetings!

**NOTE:** All Cross Reference Lists must be in compliance with these guidelines:  
<https://www.cityofmadison.com/sites/default/files/city-of-madison/employeenet-information-technology/documents/virtual-meetings/VirtualMeetings-AgendaXRefList.xlsx>