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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2003-0168	Resolution Resolution Relative to Updating Committees of the Common Council Policy for Inclusion in the City of West Allis Policies & Procedures Manual. Introduced: 05/20/2003	In Committee Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION Recommend Approval adoption

MOVER: Lajsic AYES 5 NOES 0

SECONDER: Reinke EXCUSED _____

COMMITTEE ACTION DATE 5/28/03

SIGNATURES OF COMMITTEE MEMBERS

[Signature]
Chair

Vice-Chair

COMMON COUNCIL ACTION adopted

FINAL ACTION DATE JUN 03 2003

MOVER:
Czaplewski

SECONDER:
Narlock

	AYE	NO
1. Barczak	✓	_____
2. Czaplewski	✓	_____
3. Kopplin	✓	_____
4. Lajsic	✓	_____
5. Murphy		_____
6. Narlock	✓	_____
7. Reinke	✓	_____
8. Sengstock	✓	_____
9. Trudell	✓	_____
10. Vitale	✓	_____
Weigel	✓	_____
TOTAL	<u>10</u>	_____



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2003-0168

Final Action:

6-3-03

Resolution Relative to Updating Committees of the Common Council Policy for Inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, Policy No. 301, Committees of the Common Council, was originally included in the City of West Allis Policies & Procedures Manual on January 1, 1982; and,

WHEREAS, Policy No. 301 was revised on January 1, 1998 and January 27, 2003; and

WHEREAS, it is necessary to revise and update said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 301, Committees of the Common Council, be approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer is authorized and directed to include Policy No. 301 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADM\ORDRES\ADMR219

ADOPTED

6/3/03

Paul M. Ziebler, CAO, Clerk/Treasurer

APPROVED

June 6, 2003

Jeannette Bell, Mayor

1.0 PURPOSE:

To describe the composition, responsibilities and procedures of the committees of the Common Council.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to the Common Council and to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the City of West Allis Common Council to utilize committees in performing its duties.

4.0 REFERENCES:

Section 62.11, Wisconsin Statutes.
Section 3.05, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:**5.1 RESPONSIBILITY**

The Common Council shall have the management and control of the City property, finances, highways, navigable waters, and the public service. The Common Council shall have the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The Common Council may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means. To facilitate the meeting of these responsibilities, the Common Council shall utilize a system of committees.

5.2 GENERAL POLICIES - STANDING COMMITTEES**5.2.1 Standing Committees; Responsibilities; Composition.**

Standing committees of the Common Council, the number of Aldermen assigned to each committee, and the areas of basic responsibility for such committees shall be as follows:

- 1.) **Public Works Committee.** The Public Works Committee shall have five (5) members. The Public Works Committee's functional responsibilities are:

Sanitary sewers, storm sewers, water, streets, sidewalks, alleys, street lighting, bridges, under-passes, grades, public utilities, purchasing, cemeteries, railroads, garbage, rubbish,

weed control, public buildings, parking utility, forestry, public grounds and parks. The Public Works Committee shall exercise the duties and powers of the Board of Public Works under Section 62.14, Wisconsin Statutes. The Public Works Committee's liaison responsibilities are with the Engineering Department and the Water Department.

- 2.) Safety & Development Committee. The Safety & Development Committee shall have five (5) members. The Committee's functional responsibilities are:

Safety, traffic, zoning, building inspection, building codes, regulatory ordinances, master planning, development and redevelopment. The Safety & Development Committee's liaison responsibilities are with the Police and Fire Commission, Police Department, Fire Department, City Development Department, Municipal Court, Emergency Government, and Building Inspections & Zoning Department.

- 3.) License and Health Committee. The License and Health Committee shall have five (5) members. The License and Health Committee's functional responsibilities are:

Licenses, library service, health, public assistance, weights and measures, conventions, celebrations, museum, and Cable TV. The License and Health Committee's liaison responsibilities are with the Library Board, Library Department, Health Department, and Market Commission.

- 4.) Administration and Finance Committee. The Administration and Finance Committee shall have five (5) members. The Administration and Finance Committee's functional responsibilities are:

Municipal budget, capital improvement financing, claims, collections, deposits, investments, financial accounting, auditing, insurance, land account, ad valorem assessments, negotiations, elections, legal printing, personnel, school district budget, education, recreation and purchasing. The Administration and Finance Committee's liaison responsibilities are with the City Administrative Officer, Administration and Finance Department, City Clerk/Treasurer Department, City Assessor Department, City Attorney Department, Civil Service Commission, Personnel Department, and Purchasing.

- 5.) Advisory Committee. The Advisory Committee shall have five (5) members. The Advisory Committee's functional responsibilities are:

Common Council rules, legislation studies, special problems, confirmation of executive office appointments and Common Council appointments when covered by local ordinance or state statute.

- 5.2.2 Appointment to Standing Committees. Chair of the committees and Vice-Chair and members of all committees shall be appointed by the Mayor on the third Tuesday of April after each municipal election or as soon thereafter as may be. No alderman shall be Chair of more than one (1) committee. Each standing committee shall have one member from each Aldermanic District.

- 1.) The Chair of the Committee shall have authority to set the agendas for meetings. In addition, the Chair shall direct the Committee staff to take appropriate actions as determined by the Committee. Finally, the Chair shall participate with the Mayor in conducting the annual performance review of the appropriate department heads.
- 2.) The Vice Chair of the Committee shall have the authority of the Chair in his/her absence.

- 5.2.3 Sub-Committees. Any committee of the Common Council may in its discretion, perform a part of its duties through sub-committees, which shall in all cases report directly to their respective committees. Each committee and sub-committee shall have available to it the services of any City officer or employee which it deems necessary.
- 5.2.4 Departmental Oversight. Committees of the Common Council shall exercise legislative oversight and provide for liaison with those City offices, departments, boards and commissions designated within their areas of basic responsibility. Budgets submitted by each office or department to the Common Council shall, in addition to any other referral or analysis otherwise required, be also referred to the appropriate committee of the Common Council for review. Thereafter, further review of departmental budgets prior to formal hearing by the Common Council shall be performed by the Administration and Finance Committee.
- 5.2.5 Committee Meetings. Each committee of the Council shall convene at ~~least once each month unless cancelled by the Chair~~ the discretion of the chair or upon a date established by the committee. The City Clerk/Treasurer shall post and also publish in the official City newspaper, the schedule of all such regular meetings. In addition, the Clerk/ Treasurer shall post in the City Hall, all matters pending before each committee, prior to regular public meetings of Council committees; shall make available for public inspection, the minutes of all public meetings of Council committees; and shall separately notify any interested parties of scheduled committee meetings specifically affecting them.
- 5.2.6 Committee of the Whole. ~~A majority vote~~ Any member of the Council may move to go into a Committee of the Whole to consider and report on any matter pending before the Council. ~~A majority vote of the Council shall be required to convene a Committee of the Whole.~~ The President of the Common Council shall preside as Chair of the committee. The Committee shall consider any matter referred to it, and make written report and recommendations thereon to the Council.
- 5.2.7 Special Committees. Select or special committees may be provided for on motion or by resolution, designating the number and object, and unless otherwise ordered, shall be appointed by the Mayor or other presiding officer of the Council.
- 5.2.8 Quorum. The quorum for all standing committees shall be a simple majority of three (3).
- 5.2.9 Voting. A simple majority of those present constituting a quorum shall be necessary to take action. A minimum of three (3) members voting aye or nay is required for official action. A member voting present on any action shall not be included when counting a quorum for that item. A tie vote will result in a Committee report to Council without recommendation.