

**CITY OF WEST ALLIS  
RESOLUTION R-2022-0745**

**RESOLUTION TO RE-ORGANIZE STANDING COMMITTEES**

**AMENDING POLICY # 301**

**WHEREAS**, the common council has reviewed its standing committee structure and wishes to re-organize the committees and balance workload out more evenly;

**NOW THEREFORE**, be it resolved by the Council of the City Of West Allis, in the State of Wisconsin, as follows:

**SECTION 1:****AMENDMENT** “301 Committees Of The Common Council” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

301 Committees Of The Common Council

1. PURPOSE

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

2. ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to the Common Council and to all City of West Allis Departments, Boards, Commissions, and the general public.

3. POLICY

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

4. REFERENCES

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

5. PROCEDURES

a. 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.

b. GENERAL POLICIES STANDING COMMITTEES

- i. ~~Standing Committees; Responsibilities; Composition. Standing committees of the Common Council, the number of Alderpersons assigned to each committee, and the areas of basic responsibility for such committees shall be as follows:~~ Standing Committees. The following standing committees are formally constituted subunits of the common council, each of which may handle the matters described:

(1) Administration Committee

(A) Any matters primarily assigned to the city administrator, assistant city administrator, city assessor, city attorney, city clerk, city treasurer, communications director, finance director/comptroller, and information technology director, including the confirmation of the appointment of those city officers, as applicable

(B) Any matters related to the board of review, civil service commission, employee benefit committee, ethics board, library board, and tourism commission including the confirmation of the appointment of those city officers, as applicable

(C) Litigation and claims filed under Wis. Stat. 893.80

(2) Economic Development Committee

(A) Any matters primarily assigned to the development executive director and planning and zoning manager, including the confirmation of the appointment of those city officers, as applicable

(B) Any matters related to the business improvement districts, community development authority (and resident advisory board), community development block grant committee, economic development loan task force, and plan commission, including the confirmation of the appointment of those city officers, as applicable

(C) Granting or denying business licenses issued by the city clerk

(D) Purchasing or conveying title to real estate

(3) Public Safety Committee

(A) Any matters primarily assigned to the code enforcement director, fire chief, police chief, and health commissioner, including the confirmation of the appointment of those city officers, as applicable

(B) Any matters related to the administrative review appeals board, board of zoning appeals, board of health, commission on aging, fair housing board,

historical commission, and board of police and fire commissioners, including the confirmation of the appointment of those city officers, as applicable

(C) Granting or denying operators' licenses under Wis. Stat. 125.17 or any business licenses issued by the health commissioner

(D) Ordinance regulating persons, vehicles (except parking regulations), real property, and public nuisances

(4) Public Works Committee

(A) Any matters primarily assigned to the city engineer or public works director, including the confirmation of the appointment of those city officers, as applicable

(B) Any matters related to the beautification commission and capital improvement commission, including the confirmation of the appointment of those city officers, as applicable

(C) All duties of the public works board under Wis. Stat. 62.14

(D) Management of city-owned real estate

(E) Vehicle parking regulations and street signage

~~(a) Advisory Committee. The Advisory Committee shall have five (5) members. The Advisory Committee's functional responsibilities are: Common Council rules; legislative issues, special matters; confirmation of Common Council citizen committee appointments, celebrations, ethics; and elections. The Advisory Committee's liaison responsibilities are with the following Boards, Commissions and Committees - Celebrations Committee, Ethics Board, Legislative Committee, and Youth Commission.~~

~~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, claims related to sewer or water rates, streets, sidewalks, alleys, street lighting, bridges, under passes, grades, public utilities, purchases, cemeteries, railroads, garbage, rubbish, weed control, public buildings, parking utility, forestry, public grounds, recycling and solid waste, and parks~~

~~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, housing, tax increment financing, development and redevelopment License and Health Committee. The License and Health Committee shall have five (5) members. The License and Committee's functional responsibilities are: Licenses, health, public assistance, weights and measures, and cable telev 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, all claims other than sewer or water rates, collections, deposits, investments, financial accounting, auditing, insurance, land account, ad valorem assessments, negotiations, legal matters, human resources, purchasing, information technology, library service, confirmation of department head appointments., . The Public Works Committee's liaison responsibilities are with the following departments—Engineering and Public Works; and the following Boards, Commissions or Committees—and . & Development Building Inspection and Neighborhood Services, Development, Community Development Authority (including the Resident Advisory Board), Community Development Block Grant Committee, Plan Commissionthe . ision. License and Health City Clerk and Health Board of Health, and Commission on Aging. and Finance, Capital Improvement Committee, Economic Developmental Loan Task Force~~

- ii. Appointment to Standing Committees. ~~Chair of the committees and Vice Chair and members of all committees shall be appointed by t~~On the third Tuesday of April after an election, or soon thereafter as practicable, the Mayor shall appoint 5 alderpersons to serve on each standing committee and appoint the chair and vice chair of each standing committee from that committee's membership on the third Tuesday of April after each municipal election or as soon thereafter as may be. No ~~alderman~~alderperson shall be Chair of more than one (1) committee. Each standing committee shall have one member from each Aldermanic District.
- iii. Chair and Vice Chair Responsibilities.  
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 (if they wish) participate with the City Administrator in conducting the annual performance review of the appropriate department heads (does not include performance reviews conducted by the Police and Fire Commission or the Library Board). The Vice Chair of the Committee shall have the authority of the Chair in his/her absence. In the event that a new Alderperson is appointed or elected to fill a vacancy for the remainder of the term, the newly appointed or elected Alderperson shall serve on the standing committees to which their predecessor was appointed to by the Mayor unless approved by a majority of the Common Council.

- iv. 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.
- v. Departmental Oversight. Committees of the Common Council shall exercise legislative oversight and provide for liaison with those City Offices, Departments, Boards, Committees, and Commissions designated within their areas of basic responsibility. Review of departmental budgets prior to formal hearing by the Common Council shall be performed by the Administration ~~and Finance~~ Committee and with the liaison committee as requested.
- vi. Committee Meetings. Each committee of the Council shall convene at the discretion of the Chair or upon a date established by the committee. The City Clerk shall post and also publish in the official City newspaper, the schedule of all such regular meetings. In addition, the City Clerk 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. Nothing contained in this subsection shall be construed as a limitation on any Committee in considering any other business which may properly come before it.
- vii. Committee of the Whole. 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. The Committee of the Whole may be convened by a majority vote of the Council or it may be convened by the President of the Common Council. 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.
- viii. 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.

- ix. Quorum. The quorum for all standing committees shall be three (3) member alderpersons, and the quorum for any other committee is a majority of the appointed members.
- x. Voting. A simple majority of those present constituting a quorum shall be necessary to take action. For the standing committees, 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.

**Effective Date:** 1/1/82  
**Revision Date:** 5/15/18

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Ald. Angelito Tenorio	_____	_____	_____	_____
Ald. Vince Vitale	_____	_____	_____	_____
Ald. Tracy Stefanski	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Thomas Lajsic	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Rosalie Reinke	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
 Rebecca Grill, City Clerk, City Of  
 West Allis

\_\_\_\_\_  
 Dan Devine, Mayor, City Of West  
 Allis