

## DEPARTMENT AND COMMITTEE FUNCTIONS

4/17/2024

1. **Mayor** – Shall be executive director of all City offices and ex-officio member of all committees, commissions and boards unless otherwise designated by statute, ordinance or rule. Full-time elected officers, and department heads who will be absent from the City shall inform the Mayor as to where they can be reached. Alderpersons shall endeavor to inform the Mayor of how they can be reached in the event that they are absent from the City for an extended period of time.

2. **Finance Committee** – Shall have jurisdiction over all public buildings and public grounds and shall perform such duties as outlined by state law. Shall have jurisdiction over the Department of Finance, the Office of the City Attorney, and the Central Equipment Agency (CEA) advisory committee, budgets, rebates, certain claims, policy matters involving jurisdiction of this committee, and risk management. The Director of Finance, the Director of Public Works, and the Director of Parks, Recreation and Facilities Management or designees, shall attend all Finance Committee meetings in an advisory capacity. The Director of Finance or designee shall also be a member of the CEA advisory committee. A member of the Finance Committee will be appointed at large by the members of the Finance Committee to the CEA advisory committee on an on-call basis.

3. **Municipal Services Committee** – Shall have jurisdiction over the Department of Public Works including Operations Division, Traffic Division, Engineering Division, Inspection Division, and the Parking Utility, and over bridges, streets and sidewalks, traffic flow patterns, traffic control, parking ramps, the addition or deletion of on-street parking areas, and forestry within road right-of-way. The Committee recommends to the Council various five-year plans for sidewalks, street construction and reconstruction. The Director of Public Works or designee shall attend all meetings of the Municipal Services Committee in an advisory capacity. The Director of Public Works or designee shall also be a member of the CEA advisory committee. A member or members of the Municipal Services Committee will be appointed at large by the members of the Municipal Services Committee to; 1) be the Council representative to the Boards of Heating Examiners and Building Inspection, and 2) the CEA advisory committee on an on call basis.

4. **Safety and Licensing Committee** – Shall have jurisdiction over the general operations of the Police Department, Fire Department, and the Office of the City Clerk. The Committee approves the location of voting places for elections, all bartender and liquor licenses, and recommends the revocation or suspension of liquor licenses to the Common Council. The Vice Chairman of the Safety and Licensing Committee will serve as the representative to the Towing Services Review Committee. The Police Chief, Fire Chief, the City Clerk, and an Assistant City Attorney or their designee shall attend all meetings of the Safety and Licensing Committee in an advisory capacity.

5. **Community Development Committee** – Shall have jurisdiction over the Department of Community Development. The Committee shall encourage

and foster the quality economic and socio/cultural growth and development of the community. The Committee shall assist in the attraction, recruitment, creation, retention and expansion of new and existing business enterprise and industry in the City. It shall identify and engage socio/cultural endeavors that impact the city and represent Appleton's interests accordingly. The Director of Community Development or designee shall attend all Community Development Committee meetings in an advisory capacity.

**6. Utilities Committee** – Shall have jurisdiction over water filtration, distribution and installation of water main, wastewater treatment and any associated sewer lines, stormwater remediation and associated facilities. This committee shall have rate setting responsibilities for all areas under its jurisdiction subject to the rules and regulations of the Wisconsin Public Service Commission or other regulatory agencies as they may apply. The Director of Public Works and the Director of Utilities or their designees shall attend all committee meetings in an advisory capacity.

**7. Parks and Recreation Committee** – Shall have jurisdiction over parks, recreation programming, and Reid Municipal Golf Course. This committee shall maintain and develop the City park system, provide turf maintenance services and recreational opportunities, including the operation of Reid Municipal Golf Course, to the residents of the city of Appleton. The Director of Parks & Recreation or designee shall attend all Parks and Recreation Committee meetings in an advisory capacity.

**8. Human Resources/Information Technology Services Committee** – Shall have jurisdiction over the Department of Human Resources. The Committee shall encourage the use of best practices and assist in developing and supporting strategies and policies that both are financially prudent and develop/maintain a strong, high-quality work force, with a special emphasis on providing or vetting recommendations to the Council in such areas as: institution of HR-related state mandates associated with budget legislation, human resources administration, employee labor relations and negotiations/collective bargaining and strategy, recruitment and selection, staff development and training, employee compensation and benefits, policy and forms generation/compliance, diversity issues, American With Disabilities Act (ADA)/Equal Employment Opportunities Commission (EEOC)/Affirmative Action/Family and Medical Leave ACT (FMLA)/Limited English Proficiency (LEP) program administration, and any change to a Table of Organization within the City. The Director of Human Resources or designee shall attend all Human Resource Committee meetings in an advisory capacity.

In addition, this committee shall have jurisdiction over the Department of Information Technology Services. The Committee shall encourage the use of best practices and support the maintenance of current technology used by the City's staff and in delivery of services to the public as well as the planning and implementation of new technology as improvements and advancements become available. The Director of Information Technology Services or designee shall attend all meetings of this committee in an advisory capacity.

**9. Director/Department Attendance** – Directors/Departments may be excused from Committee meetings by the Committee Chair if there are no items that pertain to them/their department on that Committee Agenda.