

DEPARTMENT AND COMMITTEE FUNCTIONS

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, Alderpersons, and department heads who will be absent from the City shall inform the Mayor as to where they can be reached.

2. **Finance Committee** – Shall have jurisdiction over all public buildings and grounds and shall perform such duties as outlined by state law. Shall have jurisdiction over the Departments of Finance and Information Technology, 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 Information Technology and the Director of Public Works, 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 and Economic Development Committee** – Shall have jurisdiction over the Department of Community and Economic 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 and Economic Development or designee shall attend all Community and Economic 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 and Facilities Management or designee shall attend all Parks and Recreation Committee meetings in an advisory capacity.

8. Human Resources 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.

9. Committee Meetings – All committee meetings are considered to be standing meetings. Cancellation of a committee meeting shall be on call of the Chair. No meetings are to commence until after 4:30 p.m. and no meetings are to be held on Election Day. Agendas shall be either electronically distributed or in print to all Alderpersons in advance of the meeting. Alderpersons and staff support shall notify the Chair if they plan to be absent from the meeting or late.

10. Committee Agendas – Committee Agendas are to contain a clear description of each item that will be discussed at the meeting. Resolutions submitted by Alderpersons and

items requiring statutory filing with the Office of the City Clerk will be referred to a Committee/Commission/Board and be on the agenda and all subsequent agendas until action is taken and is reported to the Common Council. Departmental operation items will be placed on the committees of jurisdiction agendas by department directors.

11. Chair Responsibility – All Committee/Commission/Board Chairs are required to vote on all issues presented for vote at their Committees/Commissions/Boards with the exception of an abstention.

12. Meeting Minutes (fka Reports) – All items appearing on the Committee/Commission/Board Agendas shall be reported out to the Common Council. Issues with critical timing shall be so indicated on the meeting minutes (fka report). The vote shall be recorded indicating which members voted nay or abstained from the vote. All Meeting Minutes (fka Reports) shall have, the attendance of members, a section called “FOR INFORMATION ONLY”. Items from Committee/Commission/Board Agendas that were postponed, tabled, withdrawn or referred to another committee shall be included in this section with a date specific for the item to be acted on and shall not be debatable. A suspension of the rules (2/3 vote of the members present) vote is needed to move an information item to an action item on any committee/commission meeting minutes (fka report).

13. Committee Recommendations – Recommendations of all committees shall be approved by the Common Council before going into effect. These recommendations shall include, but not be limited to, specific rules exempt by the Council, such as Special Class “B” licenses (except if denial is recommended), temporary street occupancy permits, 90-day trial periods, executive budget transfers under \$10,000 and lot splits.

14. Ordinance Referral – An ordinance brought before the Council that is to be referred back shall be referred to the committee of jurisdiction.

15. Committee of the Whole – The Common Council is empowered to act as a committee of the whole for any standing committee, commission or board of the City it has jurisdiction over, except as restricted by State Statutes.

16. Meeting Schedules – No two regularly scheduled Committee/Commission/Board meetings shall be scheduled to start within one hour of any other, except with Common Council approval. All meetings at which action is to be taken shall be held at City Hall, or another noticed location. This section does not apply to the Police and Fire Commission and/or the Library Board.

17. Meeting Schedule Changes – Changes in the normal schedule of meetings shall be announced as far in advance as reasonably possible.

18. Continuity of Government – The Council, by secret ballot, will elect a Council President and a Council Vice President. If for any reason the Mayor was incapacitated and not

able to perform the necessary duties, the Council President would become the acting Mayor. If the Council President were unable to perform these duties, the Council Vice President would become the acting Mayor.