

CHAPTER 320  
BOARDS, COMMISSIONS AND COMMITTEES

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SUBCHAPTER 1  
GENERAL PROVISIONS

**320-1. Annual Report. 1. REQUIRED.** All plural bodies shall submit annually to their appointing authority a statement or report of activities and progress. This report shall be in writing and due no later than February 15th of the following year. It shall be appended with supporting data and statistics as deemed necessary.

**2. BY ALL BOARDS, COMMISSIONS, PLURAL BODIES.** Plural bodies shall be understood to include all multimembered bodies appointed by the mayor or the common council, or both, serving to augment the regularly established legislative, executive and judicial branches of the municipal government in the government of city affairs, and usually going under the title of either board, commission, committee or authority.

**320-2. Notification of Changes.** Whenever a change occurs such as the resignation of a member or election of a new chair, staff responsible for the board or committee shall submit written notification of the change to the office of the city clerk within 5 working days.

**320-3. Residence of Appointees.** Whenever any person shall be appointed to any city board, commission, or committee that has been established by state law, city ordinance or resolution, he shall serve until his successor is appointed and qualified, and he shall be a resident of the city, provided that city residence shall not be required if the applicable state law, city ordinance or resolution specifically states that city residence is not required.

**320-4. Alternates and Designees.** When an authorized board, commission or committee member names an alternate or designee, he or she shall notify the city clerk in writing of the

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person so named, and may change the named alternate or designee by notifying the city clerk in the same manner. Alternates may represent their respective members and exercise all powers of members when such members are unable to attend meetings. Designees shall represent their respective members and exercise all powers of members at all meetings in the member's stead.

**320-5. Ethics Board Notification.** Upon introduction of a common council file to create a board or commission, the ethics board shall be notified so that it may consider recommending that members of such board or commission be required to file a statement of economic interests.

**320-6. Reimbursement.** Any common council file introduced to create a permanent board, commission or committee shall include a directive as to whether public members of the body are to receive any salary or reimbursement for attendance at meetings of the body and the salary ordinance shall be amended accordingly.

SUBCHAPTER 2  
BOARDS

**320-11. Administrative Review Appeals Board.**

1. DUE PROCESS. The purpose of this section is to afford a constitutionally sufficient, fair and orderly administrative procedure and review in connection with determinations by municipal authorities which involve constitutionally protected rights of specific persons who are entitled to due process protection under the 14th amendment to the United States constitution. In order to insure that such rights are protected in the administration of the affairs, ordinances, regulations and by-laws of the city it is declared and required that the provisions of ch. 68, Wis. Stats., relating to municipal administrative review procedure shall be in full force and effect in this city, except as provided in subs. 5 and 6.

2. COMPLIANCE. All officers, employes, agents, agencies, committees, boards and commissions of this city shall comply with the requirements of ch. 68, Wis. Stats., and shall conduct initial administrative reviews of their own determinations in accordance with s. 68.09, Wis. Stats., upon filing of a proper written request therefor.

3. BOARD CREATED. a. There is created an administrative review appeals board consisting of 5 members which shall have the duty and responsibility of hearing appeals from initial administrative determinations or decisions of officers, employes, agents, agencies, committees, boards and commissions of the city filed in accordance with s. 68.10, Wis. Stats., and making a final determination thereon. In conducting administrative review hearings and making final decisions the board shall be governed by ss. 68.11 and 68.12, Wis. Stats. The board shall consist of a duly licensed attorney member of the State Bar of Wisconsin having practiced law within the state for not less than 7 years, to be appointed by the city attorney, one member of the common council, to be appointed by the president of the common council, and 3 citizens, one to be appointed by the president of the common council and 2 to be appointed by the mayor. The members of the board shall hold office for

a 2-year term. The members of the board shall elect one member of the board to serve as chair. The city attorney shall appoint one alternate citizen member who shall act with full power only when another member of the board is absent, refuses or is unable to serve because of interest in the subject matter of the appeal. A member shall serve until his or her successor has qualified. Members shall receive no compensation for their services as board members unless expressly provided for by ordinance or resolution.

b. Members shall be appointed no later than 60 days after the third Tuesday in April in even-numbered years to 2-year terms expiring on the third Tuesday of April 2 years thereafter. When a vacancy occurs in a board position the appointing authority shall make an appointment within 60 days after the vacancy occurs.

4. RULES. The board may adopt rules for the conduct of its hearings and for its procedures not in conflict or inconsistent with s. 68.11, Wis. Stats.

5. CITY LAW. This section shall not be deemed to repeal or supersede any other ordinance or resolution in conflict herewith which specifically provide other procedures for review of administrative determinations within the city.

6. STATE LAW. a. Pursuant to s. 68.16, Wis. Stats., the governing body of the city elects that the city not be governed by that part of s. 68.11(2), Wis. Stats., which reads as follows: who did not participate in making or reviewing the initial determination.

b. For the purposes of s. 68.10(2), Wis. Stats., notice shall mean the date listed on the document provided to the appellant informing him or her of the action subject to appeal, provided that this document is mailed no later than 2 working days after the date of the document.

c. All appeals to the board shall be received by the city clerk no later than 30 days after the date that appears on the face of a written notice of the determination or decision appealed from, provided the written notice is mailed to the aggrieved person no later than 2 working days after the date that appears on its face. If the written notice is mailed more than 2 working days after the date that appears on

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its face, appeals to the board shall be received by the city clerk no later than 30 days after the date it is received by the aggrieved person. Under s. 68.16, Wis. Stats., the city elects not to be governed by any portion of ch. 68, Wis. Stats., that conflicts with this paragraph.

d. After the receipt of a timely appeal, the board shall schedule a hearing on the appeal as soon as is practicable. Under s. 68.16, Wis. Stats., the city elects not to be governed by any portion of ch. 68, Wis. Stats., that conflicts with this paragraph.

7. LOCATION. The office of the administrative review appeals board shall be in the office of the city clerk, room 205, City Hall, 200 East Wells Street, Milwaukee, Wisconsin 53202. The city clerk shall be custodian of all files, records and proceedings of the board and shall provide stenographic service, stationery, postage and such other needs as the board requires. Petitions, notices and all other communications to the board relating to the administrative procedures provided for in this section shall be addressed to the board and mailed or delivered to the board's office. Hearings and meetings of the board shall be held in the city hall at a place designated by the city clerk. Notice of hearings or meetings shall be posted as required by law.

**320-12. Arts Board.** 1. CREATION. There is created an arts board consisting of 17 members appointed by the mayor for 3-year terms and confirmed by the common council. At least one member shall be selected from among the members of the common council, one member shall be selected from the membership of the Cultural, Artistic and Musical Programming Advisory Council and one shall represent the Milwaukee board of school directors. A majority of the members shall be city residents. No member may participate in any decision that would directly assist any organization to which the member belongs, except as a dues-paying member, or from which the member receives any benefit, except as a dues-paying member.

2. DUTIES AND POWERS. The board shall:

a. Promote the development, support and enjoyment of the arts in this city.

b. Promote cultural diversity in the artistic life of this city.

c. Promote the formation and growth of artistic projects or programs that are administered by and responsive to the needs of this city's racial and ethnic minorities.

d. Promote the design, construction and landscaping of public projects and private buildings, including public and private improvements, that enhance the beauty of this city.

e. Determine the amounts to be expended from the Milwaukee arts fund in accordance with the guidelines established under sub. 3 and any additional written guidelines adopted by the board.

f. Submit an annual budget request for the Milwaukee arts fund.

g. Review the designs of municipal buildings, bridges, approaches and other structures and projects in accordance with the guidelines established under sub. 4.

h. Administer the municipal art fund established by s. 304-27.

i. Submit quarterly reports to the common council and the mayor with respect to the boards's activities under s. 304-27 and this section.

3. GUIDELINES. a. Projects or programs funded from the Milwaukee arts fund shall be organized and operated by the city, a nonprofit organization, or an individual artist, and shall be accessible to the public.

b. Funding for projects or programs organized and operated by nonprofit organizations shall be limited to a maximum of 5 years, unless the board, pursuant to its written guidelines, determines that additional funding is justified.

c. The board may accept contributions and donations that will augment the Milwaukee arts fund, or that will assist in the administration of the fund, to the extent permitted and in the manner prescribed by law.

d. Revenue and expenditure information shall be provided to the city comptroller for an annual audit.

4. DESIGNS TO BE SUBMITTED TO BOARD. a. Before any municipal building, bridge, approach or other structure, project or public arts project is constructed, installed or altered by the city, its design shall be submitted to the board for examination and report before final working drawings have been started or any contract has been let. For the purposes of this sub., a public arts project is defined to include all forms of limited edition or one-of-a-kind original creations of visual art created by an artist and located in a space readily accessible by the general public.

b. If, within 60 days after a design other than a design for a public arts project has been submitted to the board under par. a, the board prepares a written report that objects to the design and transmits the report to the affected city department, the mayor and common council, the affected department may not proceed with the project until 30 days after the transmission of the report.

c. Within 60 days after review of a design for a public arts project that has been submitted to the board under par. a, the board shall prepare a written report evaluating the design and transmit the report to the affected city department, the mayor and common council. The affected department may not proceed with the project until receiving approval from the common council.

5. STAFF. The department of city development shall staff the arts board. Staff provided by the department shall have a basic knowledge of the arts and a demonstrated ability to function effectively in the arts community.

**320-15. Board of Public Land Commissioners.**

1. CREATED. There is created under ch. 243, laws of 1947, a board of public land commissioners, which, for convenience of identification, may also be known and referred to as the city plan commission, consisting of 7 citizen members, the commissioner of public works and the city engineer not to be members, with the same purposes, powers, functions, conditions and terms, as boards of land commissioners created otherwise under s. 27.11, Wis. Stats., 1959.

2. MEMBERS. a. Commissioners shall be appointed by the mayor subject to the approval of the common council within 60 days after the creation of the board, and such commissioners are to be persons of general qualifications rather than specialists or technicians in any particular phase of city planning.

b. Each commissioner shall hold his office until his successor is appointed and qualified. In December immediately preceding the expiration of the terms of any members, the mayor shall appoint their successors for a term of 3 years, subject to the approval of the common council. The salaries of said commissioners shall be paid in accordance with ordinances to make uniform the rates of pay

and determine the offices and positions in the various departments, bureaus, boards and commissions in the city service under the control of the common council as passed by the said common council from time to time.

3. NONVOTING MEMBERS. In addition to the members identified in subs. 1 and 2, the city plan commission shall include, as non-voting members, one representative from each military base or installation in the city which has at least 200 assigned military personnel or contains at least 2,000 acres, if the base's or installation's commanding officer appoints such a representative.

**320-17. Deferred Compensation Plan Board.**

1. CREATION. a. There is created a deferred compensation plan board consisting of 9 members:

- a-1. The mayor.
- a-2. The chair of the common council's finance and personnel committee.
- a-3. The city attorney.
- a-4. The city comptroller.
- a-5. The city treasurer.
- a-6. The director of employe relations.
- a-7. One management plan employe appointed by the mayor for a term of 2 years.
- a-8. One nonmanagement plan employe appointed by the mayor for a term of 2 years.
- a-9. One nonmanagement plan employe appointed by the common council president for a term of 2 years.

b. Members listed under par. a-1 to 6 may name designees.

c. The following members shall be members of the city's deferred compensation plan at the time of appointment:

- c-1. Members appointed pursuant to par. a-7 to 9.
- c-2. Designees of members listed under par. a-1 to 6.

d. Members appointed pursuant to par. a-7 to 9 shall be confirmed by the common council.

e. Members appointed pursuant to par. a-7 to 9 shall be appointed no later than 60 days after the third Tuesday in April in even-numbered years to 2-year terms expiring on the third Tuesday of April 2 years thereafter. When a vacancy occurs in a board position the appointing authority shall make an appointment within 60 days after the vacancy occurs.

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2. DUTIES. The board shall promulgate such rules as may be necessary to supervise and direct the city's deferred compensation plan, pursuant to s. 5-50, city charter. A copy of such rules shall be filed in the city clerk's office and the legislative reference bureau.

3. STAFFING. The deferred compensation plan unit shall provide assistance to the board.

#### 320-19. Main Street Milwaukee Partners Board.

1. There is created a main street Milwaukee partners board consisting of 9 members appointed for 3-year terms. One member shall be the chair of the community and economic development committee. Two members shall be appointed by the president of the common council. Three members, one of whom shall be a community leader with community development experience and one of whom shall be a small business owner, shall be appointed by the mayor. Three members shall be appointed by the local initiatives support corporation. All members shall be confirmed by the common council except the chair of the community and economic development committee. A majority of the members shall be city residents, or own or operate a business located within the city of Milwaukee. No member may participate in any decision that would directly assist any organization with which the member is associated or from which the member receives any financial benefit.

2. DUTIES AND POWERS. The board shall:

a. Adopt a program proposal – main street Milwaukee.

b. Update the program proposal – main street Milwaukee and guidelines from time to time.

c. Designate districts to participate in the main street Milwaukee program for a term of 3 years and monitor the performance of the program and individual districts designated for participation in the program. Individual districts, which do not fulfill program outcomes established by the board, may be subject to termination.

d. Provide guidance and oversight to staff from the department of city development and the local initiatives support corporation in the administration of the program.

e. Promote the formation and growth of the program and coordinate the provision of financial support to designated districts from city grant and loan programs and privately funded programs administered by the local initiatives support corporation.

f. Administer all main street Milwaukee accounts established by the city.

g. Prepare and submit an annual budget request for the program.

h. Submit biannual reports to the common council and the mayor with respect to the board's activities and the program.

3. GUIDELINES. a. Districts or programs funded by the program or any main street Milwaukee account shall be operated by a nonprofit organization.

b. The board may accept contributions, donations and grants that will augment the operation of the program to the extent permitted and in the manner prescribed by law.

c. Revenue and expenditure information shall be provided to the city comptroller for an annual audit.

4. STAFF. The department of city development shall provide staff support to the main street Milwaukee partners board.

#### 320-20. Milwaukee Symphony Orchestra Board: City Membership.

1. The members representing the city of Milwaukee on the Milwaukee symphony board of directors on February 4, 2006 shall serve until the third Tuesday of April 2008.

2. The mayor shall then appoint 3 persons, subject to confirmation by the common council, as city representatives to the Milwaukee symphony orchestra board of directors. Members shall be appointed no later than 60 days after the third Tuesday in April in even-numbered years to 2-year terms expiring on the third Tuesday of April 2 years thereafter. When a vacancy occurs in a board position the mayor shall make an appointment within 60 days after the vacancy occurs.

SUBCHAPTER 3  
COMMISSIONS

**320-22. Milwaukee Commission on Domestic Violence and Sexual Assault.**

**1. ESTABLISHMENT.**

The Milwaukee commission on domestic violence and sexual assault is established as provided in this section.

**2. PURPOSE.** The purpose of the Milwaukee commission on domestic violence and sexual assault is to increase safety for victims of domestic violence and their children and for victims of sexual assault, and to hold abusers accountable for their violent behavior.

**3. COMPOSITION.** a. A majority of commission members shall be city residents. The commission shall be composed of the following 33 members, each of whom shall be subject to confirmation by the common council:

a-1. One member appointed by the mayor.

a-2. One member appointed by the common council president.

a-3. One member appointed by the Milwaukee county executive.

a-4. Two representatives from the police department sensitive crimes unit and domestic violence unit, appointed by the chief of police.

a-5. One member appointed by the Milwaukee public schools superintendent.

a-6. One representative of child welfare agencies, appointed by the director of the bureau of Milwaukee child welfare, division of children and families, Wisconsin department of health and family services.

a-7. Three assistant district attorneys, including one who works with the area of sexual assault, one who works with the area of domestic violence and one who works with matters in children's court, appointed by the district attorney.

a-8. One representative of the state legislature, appointed by the mayor.

a-9. One representative of health care service providers, appointed by the common council president.

a-10. One representative of the Wisconsin department of corrections, division of community corrections, appointed by the mayor.

a-11. One representative of victim advocates, appointed by the common council president.

a-12. Four representatives of underserved communities, including one representative each of the African-American, Hispanic, Native American and Southeast Asian communities, 2 appointed by the president of the common council and 2 appointed by the mayor.

a-13. Six representatives of sexual assault and sexual abuse service providers, 3 appointed by the common council president and 3 appointed by the mayor.

a-14. Seven representatives of domestic violence service providers, 4 appointed by the common council president and 3 appointed by the mayor.

a-15. One representative of the LGBT community center, appointed by the common council president.

a-16. One representative of the Milwaukee judicial sector, appointed by the common council president.

b. The president of the common council and the mayor shall appoint commission members listed in par. a-8 to 16 from names recommended by the executive committee of the commission. The executive committee may recommend one or more names for each vacancy. Whenever the executive committee recommends one name for a vacancy, the appointing authority may request that the executive committee recommend additional names for that vacancy.

c. Any member of the commission may name an alternate.

**4. TERMS.** a. Members shall be appointed no later than 60 days after the third Tuesday in April in even-numbered years to 2-year terms expiring on the third Tuesday of April 2 years thereafter. When a vacancy occurs in a board position the appointing authority shall make an appointment within 60 days after the vacancy occurs.

b. Members of the commission may be reappointed.

**5. RESPONSIBILITIES AND DUTIES.**

a. The commission is charged with the responsibility of coordinating the community's response to domestic violence and sexual assault by promoting

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communication and collaboration among members of law enforcement, victims' advocates, court staff, school personnel, health care providers, abuser programs, corrections officials, policy makers, children's service providers and prosecutors.

b. The duties of the commission include, but are not limited to the following:

b-1. Design and provide special training in the areas of domestic violence and sexual assault for all current officers and recruits of the Milwaukee police department.

b-2. Review relevant policies and procedures of appropriate public and private agencies with the goal of improving response to victims of domestic violence and sexual assault.

b-3. Monitor and promote legislation designed to provide victim safety and abuser accountability.

b-4. Provide community awareness efforts aimed at intervention and prevention of domestic violence and sexual assault.

6. STAFFING. The health department shall provide staff assistance to the commission. All city departments are directed to cooperate with the commission and provide assistance whenever the commission so requests.

7. REPORTS. The commission shall submit quarterly written reports of its activities to the common council.

#### 320-23. Community Relations - Social Development Commission.

1. ESTABLISHMENT. a. Pursuant to 66.0125, Wis. Stats., as amended, the city elects to participate in the establishment of an intergovernmental community relations-social development commission in cooperation with Milwaukee county, low income representatives and private sector agencies. It shall be named the "community relations-social development commission in Milwaukee county", and is hereinafter referred to as the commission.

2. PURPOSE: MISSION AND POLICY. In compliance with s. 66.0125, Wis. Stats., as amended, the purpose and function of the community relations - social development commission shall be as specified in s. 66.0125, Wis. Stats., as amended. In further compliance

with s. 66.0125, Wis. Stats., as amended, the mission of the commission is to study the causes and effects of poverty and to develop and implement strategies, programs and services to meet the unmet needs of the community.

a. The commission shall accomplish its mission by:

a-1. Analyzing and studying the factors that prevent residents of the county from participating fully in area social and economic institutions and from promoting healthy and safe communities.

a-2. Working in partnership with public and private institutions, community groups and low income people to effectively fulfill community needs and minimize duplication of services.

a-3. Recommending solutions for the county's social problems, plan for their implementation, coordinate efforts and provide technical assistance to community groups to solve these problems.

a-4. Advocating greater participation in community affairs and creating ways to help the economically or otherwise disadvantaged achieve self sufficiency and independence.

a-5. In cooperation with other governmental and non-governmental organizations, piloting, launching and operating services intended to achieve its mission.

a-6. Analyzing, evaluating and monitoring the effectiveness of programs designed to accomplish its mission.

a-7. Actively working to fight racism and build an inclusive society.

b. The commission may:

b-1. Recommend to the county and city of Milwaukee the enactment of such ordinances or other actions as it deems necessary to achieve its mission.

b-2. Cooperate with state and federal agencies and non-governmental organizations having similar or related functions.

b-3. Employ such staff as is necessary to implement the duties assigned to it.

b-4. Have the authority to determine program policy and approve program plans.

3. COMPOSITION. The commission shall be comprised of 18 citizens residing in the county, each of whom shall hold the title of

commissioner. The commission shall be nonpartisan and shall include representatives of the clergy and minority groups. One-third of the commissioners shall be representatives of low income residents of the county; one-third of the commissioners shall be representatives of public officials; and one-third of the commissioners shall be representatives of private agencies and organizations in the county. In selecting individuals other than low income representatives to serve as commissioners, consideration shall be given to persons having expertise in legal, financial and management services needed to oversee and direct the business of the commission.

a. The 6 commissioners representing low income residents shall be democratically selected as follows:

a-1. The county shall be divided into 6 districts, each containing approximately equal numbers of low income residents based on the data of the most recent federal census. "Low income resident" means a resident who is a member of a household in which the annual household income is less than 125% of the poverty line as determined by the U.S. department of health and human services.

a-2. A commissioner shall be elected in each district by the residents of the district through popular election. Any resident of the district who is at least 18 years old and who presents verified nomination papers signed by at least 200 other adult residents of the district may be a candidate in the election.

a-3. The election shall be conducted under the supervision of the staff of the commission who shall follow procedures reasonably designed to:

a-3-a. Assure a fair and orderly election process.

a-3-b. Create public awareness that the election is for a commissioner who will represent low income people in the community served by the commission.

b. The 6 commissioners representing public officials and agencies shall be appointed as follows:

b-1. One commissioner appointed by the mayor and confirmed by the common council.

b-2. One commissioner appointed by the county executive and confirmed by the county board of supervisors.

b-3. One commissioner appointed by the governor of the state of Wisconsin.

b-4. One commissioner appointed by the superintendent of Milwaukee public schools and confirmed by the board of school directors of the Milwaukee public schools.

b-5. One commissioner appointed by the president of Milwaukee area technical college.

b-6. One commissioner appointed by the chancellor of the university of Wisconsin-Milwaukee.

c. The 6 commissioners representing private sector agencies and organizations in the county shall be appointed as follows:

c-1. One commissioner appointed by united way of greater Milwaukee, inc.

c-2. One commissioner appointed by the interfaith conference of greater Milwaukee.

c-3. One commissioner appointed by the Hispanic chamber of commerce.

c-4. One commissioner appointed by the African-American chamber of commerce.

c-5. One commissioner appointed by the Milwaukee county labor council, AFL-CIO.

c-6. One commissioner appointed by the greater Milwaukee committee.

4. TERM OF OFFICE. a. The following commissioners initially appointed or elected, shall serve terms of one year:

a-1. The commissioner appointed by the superintendent of the Milwaukee public schools.

a-2. The commissioner appointed by the governor of the state of Wisconsin.

a-3. The commissioner appointed by the Milwaukee area technical college.

a-4. The commissioner appointed by united way of greater Milwaukee, inc.

a-5. The commissioner appointed by the Hispanic chamber of commerce.

a-6. The commissioner appointed by Milwaukee county labor council, AFL-CIO.

b. The following commissioners initially appointed or elected shall serve terms of 2 years:

b-1. The commissioner appointed by the mayor of the city of Milwaukee.

b-2. The commissioner appointed by the county executive of Milwaukee county.

b-3. The commissioner appointed by the university of Wisconsin-Milwaukee.

b-4. The commissioner appointed by the interfaith conference of greater Milwaukee.

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b-5. The commissioner appointed by the African-American chamber of commerce.

b-6. The commissioner appointed by the greater Milwaukee committee.

c. Low income representatives shall serve terms of 3 years.

d. The term of each commissioner elected or appointed after initial election or appointment shall be for 3 years. Any vacancy in the position of commissioner shall be filled for the unexpired term in the same manner as the original appointment.

e. Every person appointed or elected as commissioner shall take and file the official oath with the county clerk of Milwaukee county.

f. No person may serve more than 2 consecutive terms as a commissioner, excluding service as a member of any predecessor of the commission.

g. A commissioner may be removed from office for such cause and in such manner as is provided in the bylaws of the commission.

**5. ORGANIZATION.** The commission shall meet at least monthly and may meet at such additional times as the commission determines or its chair directs. The commission shall elect from the commissioners a chair, vice chair, a treasurer and secretary. A majority of all the commissioners shall constitute a quorum for meetings of the commission. Commissioners shall receive no compensation, but each commissioner shall be entitled to actual and necessary expenses incurred in the performance of commission duties. The commission may appoint consulting committees consisting of either commissioners or non-commissioners or both, the appointees of which shall not receive compensation, but shall be reimbursed their actual and necessary expenses to be paid by the commission on certification by the chair or acting chair.

**6. OPEN MEETINGS.** All meetings of the commission and its consulting committees shall be publicly held and open to all citizens at all times in accordance with subch. V of ch. 19, Wis. Stats.

### **320-24. Commission on Supportive Housing.**

**1. ESTABLISHMENT.** There is created a commission on supportive housing consisting of governmental and community leaders, mental health and community advocates, and mental health consumers.

**2. PURPOSE: MISSION AND POLICY.** a. Purpose. The purpose and function of the commission on supportive housing shall be to serve as a community infrastructure with the institutional commitment and the financial resources necessary for providing safe, affordable and accessible housing options with supportive services for persons with mental illness or other special needs. The commission shall establish goals and benchmarks for the effort to address housing needs for persons with mental illness and other special needs in the community, and monitor progress and hold the community accountable for meeting those goals. The commission shall also provide input regarding special needs housing to the city of Milwaukee in connection with the preparation of the consolidated plan/action plan submitted by the city to the U.S. department of housing and urban development for community development block grant, HOME, emergency shelter grants and housing opportunities for persons with AIDS funds.

b. Guiding Principles. The commission shall accomplish its mission based on the following guiding principles:

b-1. Persons with mental illness or other special needs need to be provided with housing options and supportive service plans that best fit their needs and interest, all offered within the context of recovery and support for their integration into the broader community.

b-2. The input of persons with mental illness and other special needs shall be considered as a critical component in every special needs housing policy, plan and program.

b-3. Affordable housing initiatives, especially for persons with mental illness or other special needs, shall be developed with a full understanding of the profound impact of poverty on individuals' ability to maintain permanent housing.

b-4. Affordable housing initiatives for persons with mental illness or special needs shall be developed and operated with a full understanding that, for many individuals, mental illness is a chronic condition, requiring ongoing treatment and support services, and that most individuals with severe and persistent mental illness do not have adequate, sustained access to such services. The lack of adequate, long-term services and treatment contribute to housing instability for people with mental illness or special needs.

b-5. The community's commitment to providing housing for mental illness or special needs requires the development of a sustainable infrastructure for coordination of financial resources, attraction of high-quality developers, and the maintenance of effective permanent housing options.

b-6. Housing developments serving people with mental illness or other special needs shall be subject to the same level of zoning regulation and review as all other housing developments.

b-7. Regulatory barriers to the cost-effective development and operation of permanent housing for people with mental illness or other special needs existing at the federal, state, county or city level need to be eliminated.

b-8. Resources beyond those made available by better coordination of existing local, state and federal resources are necessary for offering the best special needs housing possible; additional resources, especially funding to address supportive services, need to be developed.

**3. COMPOSITION.** The commission shall be comprised of 16 members:

a. The director of the department of administration or his or her designee.

b. The executive director of the housing authority of the city of Milwaukee or his or her designee.

c. A common council member appointed by the president of the common council.

d. The director of the Milwaukee county department of administrative services or his or her designee.

e. The director of the Milwaukee county department of health and human services or his or her designee.

f. A Milwaukee county supervisor appointed by the county board chair.

g. 2 members representing the philanthropic foundation community, one appointed by the mayor and confirmed by the common council; the other appointed by the Milwaukee county executive and confirmed by the board of supervisors.

h. 2 members representing the Milwaukee continuum of care, one appointed by the mayor and confirmed by the common council; the other appointed by the Milwaukee county executive and confirmed by the board of supervisors.

i. 2 members representing mental health advocacy organizations, one appointed by the mayor and confirmed by the common council; the other appointed by the Milwaukee county executive and confirmed by the board of supervisors.

j. 2 mental health consumers appointed by the administrator of the Milwaukee county division of behavioral health.

k. A citizen representative appointed by the mayor and confirmed by the common council.

L. A business representative appointed jointly by the Milwaukee county executive and the county board chair.

**4. TERM OF OFFICE.** a. Term. Commission members shall serve terms of 3 years, with the first terms beginning January 1, 2008, and expiring December 31, 2010.

b. Reappointment. Members of the commission may be reappointed.

c. Vacancy. When a vacancy occurs in the commission, the appointing authority shall make an appointment within 60 days after the vacancy occurs. A vacancy shall be filled for the unexpired term in the same manner as the original appointment.

**5. ORGANIZATION.** a. Meetings. The commission shall meet at least quarterly and may meet at such additional times as the commission determines or its chair directs. The commission shall elect from the commissioners a chair and vice-chair. A majority of the commissioners shall constitute a quorum for meetings of the commission. Commissioners shall receive no compensation for their services as commission members unless expressly provided for by ordinance or resolution.

b. Rules. The commission may adopt rules, guidelines and criteria to assist the commission in carrying out its responsibilities. In the absence of a commission rule to the contrary, the provisions of Robert's rules of order, latest edition, shall govern the proceedings of the commission.

**6. OPEN MEETINGS.** All meetings of the commission shall be publicly held and open to all citizens at all times in accordance with subch. V of ch. 19, Wis. Stats.

**7. STAFFING.** The housing authority of the city of Milwaukee and the Milwaukee county department of health and human services shall provide staff assistance to the commission.

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8. REPORTS. The commission shall submit a written annual report of its activities under this section to the common council and the mayor.

**320-25. Fourth of July Commission.** There is created a Fourth of July commission consisting of 11 members appointed by the mayor. Nine members on the commission shall serve staggered 3-year terms. Two seats on the commission shall be reserved for active members of 2 park associations. On a rotating basis, a representative from 2 different park associations shall be selected to sit on the commission for a term of one year. These association representatives shall serve as liaisons to the associations and shall have full voting rights on the commission, but shall not be eligible for election as commission officers. No park association representative may serve more than one consecutive term. The department of city development shall provide staff support to the commission. The commission shall provide suitable activities for the celebration of the Fourth of July in the city.

**320-27. Safety Commission. 1. CREATION.** There is created a safety commission consisting of 9 members appointed by the mayor for staggered 3-year terms and confirmed by the common council. Two-thirds of the members shall be residents of the city who hold no other public office or public employment. One-third of the members shall be representatives of private sector agencies and organizations providing public safety education and injury prevention training.

a. Three of the initial members shall be appointed for one year; 3 for 2 years; and 3 for 3 years. Subsequent members shall be appointed for terms of 3 years.

b. The members of the commission on February 18, 2005, shall continue to serve as members of the commission until February 28, 2005. The terms of all incumbent members of the commission on February 18, 2005, shall expire on February 28, 2005.

2. OFFICERS. The safety commission shall select from among its members a chair, vice-chair and secretary. It shall be the duty of the secretary to call meetings of the commission, to keep minutes of its meetings and accounts, and to advise city officials as to the work and recommendations of the commission.

## 3. POWERS AND DUTIES.

a. General. a-1. It shall be the duty of the safety commission to investigate, advise and report to the mayor, common council, police department and commissioner of public works and other city officials concerning the best methods of providing for the safety and convenience of the public in matters of safety and to give the greatest possible publicity as to safety precautions. The matters of safety under the review of the commission shall include, but not be limited to, motor vehicle, pedestrian, bicycle, water, fire and firearm safety and accidental poisoning.

a-2. The commission is authorized to establish advisory committees to assist the commission in carrying out its duties.

b. Crossing Guards. The commission shall serve in an advisory capacity to the police department relating to the establishment of standards for and the placement of school crossing guards pursuant to s. 312-23-1.

c. Coordination. The commission shall be responsible for the coordination of citywide cooperative public safety actions involving public and private agencies and organizations.

d. Report. Each year, and with the assistance of the police department and department of public works, the commission shall prepare and submit to the common council 3 reports:

d-1. A report on motor vehicle traffic accident trends. This report shall include, but not be limited to, comprehensive accident data, a narrative interpreting the data and a listing of the locations of all traffic fatalities.

d-2. A report containing data, including tables, charts or maps, highlighting locations with high accident frequencies in the previous calendar year.

d-3. A report summarizing the status of the matters the safety commission has the responsibility under par. a to review. The reports shall include, but not be limited to, recommendations on appropriate actions necessary or advisable to be taken by the various departments, boards, commissions or agencies or by the mayor and common council to reduce the rates of accident occurrences, and comparisons and analyses of citywide public safety actions over time to determine the extent of progress being made to reduce and eliminate the public safety matters.

**320-28. Transit Stop Technical Committee.**

There is created a transit stop technical committee consisting of 3 members: the city engineer or his or her designee, a representative from Milwaukee Transport Services, Inc., and a citizen member appointed by the public works committee chair. The committee shall approve all locations for the receiving and discharging of passengers of common carriers. The citizen member shall be appointed no later than 60 days after the third Tuesday in April in even-numbered years to a 2-year term expiring on the third Tuesday of April 2 years thereafter. When a vacancy occurs in the citizen member position the appointing authority shall make an appointment within 60 days after the vacancy occurs.

**320-29. Parking Fund. 1. PURPOSE.**

The purpose of this section is to permit the city to provide for better regulation of parking and traffic and to undertake the creation of parking improvements out of revenue derived from parking operations so that the general taxpayers of the city will be relieved of any burden to do so under the general tax levy.

**2. SPECIAL REVENUE FUNDS.** All revenue derived by the city from parking operations shall be entered in the revenue accounts of a special revenue fund for parking. Expenditures, whether for operating or for capital purposes, shall be accounted for in this fund.

**3. PARKING REVENUE.** Revenue to be entered in the parking fund shall be as follows:

- a. Revenue from parking meters, whether located on streets or in off-street parking facilities.
- b. Revenue from special privilege parking permits.
- c. Revenue from rental or leasing of parking facilities acquired or developed with parking fund monies.
- d. Revenue from the sale of parking facilities acquired or developed with parking fund monies.
- e. Revenue from the sale of certificates issued for vehicles that are for sale on public property.
- f. Revenue from sale of abandoned motor vehicles and trailers pursuant to s. 105-65.
- g. Revenues from fees charged for towing and storage of vehicles.

h. Revenue allocated from the parking fund reimbursement special purpose account.

i. Revenues from forfeitures for nonmoving traffic violations pursuant to s. 101-34.

j. Other revenues attributable to parking.

**4. PARKING EXPENDITURES.**

Parking fund revenues shall be used to defray administrative, operational and enforcement costs related to towing and storage of vehicles, parking meters, parking facilities, special privilege parking permits and parking regulations, including a payment in lieu of taxes, payment to a debt service fund to amortize parking purpose loans, payments for installation of parking regulation signs and parking regulation law enforcement. In addition, revenues shall be used for the purchase of parking meters, management of the city's contract for the processing and collection of parking tickets and costs associated with enforcement of judgments entered as a result of violation of parking regulations and for the acquisition, construction and equipping of off-street parking facilities, but for no other purposes. Revenues shall also be used for provision of a contingent fund for such sum as shall be deemed necessary for emergency and other purposes that may arise during the year requiring the expenditure of money in addition to the sums provided for the several purposes and for purposes relating to parking costs for which no express provision is made in the annual city budget. Contingent funds may only be expended upon common council action.

**5. PAYMENT TO THE GENERAL FUND FROM FORFEITURE VIOLATION PAYMENTS.**

Pursuant to sub. 3-h, revenues for nonmoving traffic violations shall be entered in the parking fund, and payments from the fund shall be made pursuant to sub. 4 for management of the city's contract for processing and collecting parking tickets. Excess fund revenues, expressed as revenues derived from sub. 3-h, minus expenditures for management of the city's contract for processing and collecting parking tickets, shall be paid to the city's general fund at the end of the each year.

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#### **6. RATIFICATION OF PRIOR ACTS.**

Any expenditures of monies made by the city prior to the effective date of this section, for the acquisition of land, facilities, property, improvements or any rights in connection with on or off-street programs designed to relieve or solve transportation problems are declared valid and proper and any acts performed with respect thereto are ratified and confirmed and declared valid as the proper performance of duty by city officers or employees performing such acts as if this section had been in effect at the time such acts were performed. It is declared that the provisions of this section express the policy of the city of Milwaukee as it has existed since July 26, 1948.

#### **7. SAVING CLAUSE.**

It is the intent of the common council that the provisions of this section relating to various sources of the parking revenue and the application of such revenue to the parking fund expenditures are separable. If any provision or part of this section be held unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of any other provisions or part of the section which other provisions and parts shall remain in full force and effect.

SUBCHAPTER 4  
COMMITTEES

**320-31. City Information Management Committee.**

1. COMPOSITION. There is created a city information management committee consisting of 10 members:

- a. The mayor or a designee.
- b. One member of the common council appointed by the common council president who shall be the chair of the committee.
- c. The city comptroller, or a designee who shall be in salary grade 10 or above.
- d. The city treasurer, or a designee who shall be in salary grade 10 or above.
- e. The city clerk, or a designee who shall be in salary grade 10 or above.
- f. The director of administration or a designee who shall be in salary grade 10 or above.
- g. The city librarian or a designee who shall be in salary grade 10 or above.
- h. The commissioner of public works or a designee who shall be salary grade 10 or above.
- i. The fire chief or his or her designee who shall be in salary grade 10 or above, or a captain or above.
- j. The police chief or his or her designee who shall be in salary grade 10 or above, or a captain or above.

2. DEFINITIONS. In this section:

- a. "Archives" means noncurrent records with permanent administrative or historical value.
- b. "Committee" means the city information management committee.
- c. "Records" means any material on which written, printed, drawn, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created by, kept in custody of, under control of, or filed with any department, agency, board, commission, officer or employe of the city except library materials kept for public use or examination. "Record" includes, but is not limited to handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and any machine-readable record.

3. DUTIES. The committee shall:

- a. Recommend policies to the mayor and the common council for the management of the city's information resources, including but not limited to access, distribution, documentation, security and appropriate use.
- b. Assist the chief information officer in the implementation of the department of administration's information technology and management responsibilities.
  - b-1. Promote a citywide vision for information and technology management through the coordination and effective management of information technology resources.
  - b-2. Review and recommend approval of the citywide information technology strategic plan submitted by the chief information officer.
  - b-3. Review the chief information officer's reports on progress toward achieving the goals established in the strategic plan.
  - b-4. Assist the chief information officer in analysis of and recommendations on information technology issues.
- c. Promote intergovernmental sharing of information resources.
- d. Promote the use of the city's information resources to improve the policymaking process and administration of city government.
- e. Promote public access to the city's information resources.
- f. Provide guidelines for development and maintenance of a city records management program including standards for creation, distribution, organization, maintenance, use and disposition of all city records.
- g. Promote implementation and maintenance of records management programs within city departments including development of safeguards against unauthorized use or removal of city records.
- h. Analyze and survey records of city departments, agencies, boards and commissions and set up systems for the preservation, retention and disposition of such records.

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i. Disseminate records management information to city departments to facilitate training of department personnel in records management.

j. Review and approve, reject or modify departmental requests for retention, transfer to inactive storage and final disposition of city records, including retention of records in some form other than the original record and including the storage of vital city records at the alternate site of city government.

k. Provide guidelines for the operation of the city records center, which shall provide the following services for all city departments: storage, retrieval and disposition of city records; central imaging and microfilming services; and maintenance of secure and non-secure structure plans.

L. Transfer to the city archives at the city records center or the Milwaukee public library records of historical interest that are no longer needed for the proper administration of city business.

m. Promulgate rules and regulations for the effective administration of this section.

**4. LENDING OF CITY RECORDS.** Any city department or agency may lend any of the records over which it is the custodian to any entity it deems fit. All loans shall be governed by written agreements negotiated by the department or agency and the borrowing entity. All such agreements shall be approved by the committee and shall indemnify and hold the city harmless for any loss, damage or destruction of city property lent under the agreement.

**5. RECORDS TO REMAIN CITY PROPERTY.** All records shall remain the property of the city and shall be preserved, stored, transferred, destroyed, disposed of or otherwise managed in accordance with this section and the laws of the state of Wisconsin. No record shall be destroyed, transferred out of the control of the city or otherwise disposed of without the approval of the committee. The committee may approve the transfer of title, custody and control of noncurrent records that are no longer needed for administrative purposes by the city to the state historical society.

**6. STAFFING.** The department of administration shall provide staff support to the committee. The chief information officer shall serve as its executive secretary. The city

attorney shall designate an assistant city attorney to be present at all meetings of the committee.

**7. TASK FORCES.** The committee may create task forces to recommend policy issues for committee action, review policies proposed by the committee, assist the chief information officer in the implementation of policies established by the common council, and coordinate the development and use of related information resources.

#### **320-33. Skywalk Design Committee.**

**1. CREATION.** There is created a skywalk design committee consisting of 9 members: the chair of the common council's zoning and development committee or alternate, who shall serve as chair of the committee; the chair of the historical preservation committee or a designee; the chair of the city plan commission or a designee; a member of the city plan commission appointed by the common council president; the urban development coordinator in the department of city development; the superintendent of buildings and fleet services or a designee; the chair of the space, air and subterranean space structures lease committee or a designee; a representative of the downtown business improvement district (#21), appointed by the president of the common council; and the chair of the building owners management association or a designee. The city clerk's office shall staff the committee. The terms of the member of the city plan commission and the representative of the downtown business improvement district shall expire at the end of the common council term in which those members were appointed.

**2. DUTIES.** The committee shall evaluate each proposed skywalk design and make recommendations to the common council concerning the final development agreement for each proposed skywalk. The committee shall make its recommendations to the common council not more than 30 days after each proposed development agreement has been introduced to the common council.

#### **320-35. Disabled Employees Placement Appeal and Advisory Committee.**

**1. CREATION.** There is created a disabled employees placement appeal and advisory committee, which is attached to the department of employe relations. The committee shall consist of 5

members, with one representative from each of the departments of city attorney, health and public works, and 2 representatives from the department of employe relations. The director of employe relations shall appoint the committee chair.

**2. DUTIES.** The committee shall resolve employe placement problems with respect to placing injured city employes in positions they are qualified to perform within the employes' physical and mental limitations.

**320-37. Anti-graffiti Policy Committee.**

**1. COMPOSITION.** There is created an anti-graffiti policy committee consisting of 7 members serving 2-year terms:

a. Four members appointed by the common council president, of which a minimum of two members shall be members of the common council.

b. One representative of the mayor's office.

c. Two citizen members appointed by the mayor.

d. The common council president and the mayor shall make their appointments pursuant to pars. a and c within 60 days after assuming office; and then within 60 days following 2 years of assumption of office. If a vacancy occurs in a committee position, the president or the mayor, as the case may be, shall make an appointment within 60 days after the vacancy occurs.

e. The common council president shall also designate the committee chair and vice-chair.

**2. DUTIES.** The committee shall develop and monitor plans to coordinate citywide graffiti removal efforts with respect to residential, commercial and governmental entities; and programs designed to reduce the proliferation of graffiti.

**3. STAFFING.** The city clerk's office shall provide staff assistance to the committee with additional assistance from other departments as needed. All city departments are directed to cooperate with the committee and provide assistance whenever the committee so requests.

**4. REPORTS.** The committee shall submit a written annual report to the common council and the mayor.

**320-41. Charter School Review Committee.**

**1. ESTABLISHMENT.** The Milwaukee charter school review committee is established as provided in this section.

**2. PURPOSE.** The purpose of the committee is to assist the city, through its common council, with establishment and regulation of charter schools, pursuant to s. 118.40, Wis. Stats., as amended, and ch. 330.

**3. COMPOSITION.** a. The committee is comprised of the following 7 members:

a-1. Three members appointed by the common council president and subject to common council confirmation.

a-2. Three members appointed by the mayor and subject to common council confirmation.

a-3. The comptroller, who shall serve ex officio, or the comptroller's designee.

b. The members of the committee shall include broad representation from Milwaukee's educational community and other interested and affected segments of the community.

**4. TERM OF OFFICE.** a. Each appointed member shall serve at the pleasure of the appointing authority for a 3-year term, unless terminated earlier, or until his or her successor is appointed. Members of the committee may be reappointed.

b. A vacancy shall be filled for the unexpired term in the same manner as the original appointment.

**5. ORGANIZATION.** a. The committee shall select a chair and vice-chair and may select such other officers as it sees fit.

b. The committee may adopt rules, guidelines and criteria to assist the committee in carrying out its responsibilities.

c. In the absence of a committee rule to the contrary, the provisions of Robert's rules of order, latest edition, shall govern the proceedings of the committee.

**6. POWERS AND DUTIES.** a. The committee is charged with the responsibility of reviewing applications for charter school status pursuant to s. 118.40, Wis. Stats., as amended, and ch. 330, making findings for each application, making recommendations to the common council for approval of

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applications, making regular reports about the charter school program, performing ongoing review of the financial, educational, staffing and facility status of charter schools, investigating and making recommendations to the common council concerning possible termination of contracts and revocation of charters, and adopting rules, guidelines and criteria to assist the committee in carrying out its responsibilities.

b. The committee shall establish, subject to approval by the common council, and shall file with the legislative reference bureau:

b-1. Guidelines for applicants, including reasonable application periods, time periods and deadlines for submission of applications and correction of deficiencies in applications.

b-2. Criteria for approval of applications.

c. The committee shall:

c-1. Establish guidelines for members to govern ethical issues, including conflicts of interest, particularly with respect to review and recommendations of applications.

c-2. Establish rules and guidelines specifying the technical requirements for applications which, if not met, render an application technically deficient.

c-3. Obtain the services of a technical reviewer.

c-4. Establish written educational, experience and other job qualifications for the position of technical reviewer to review charter school applications pursuant to s. 330-9. Such job qualifications shall include provisions to avoid conflicts of interest and the appearance of conflicts of interest.

c-5. Create all necessary application and other forms and modify them as needed.

c-6. Hear and decide appeals filed by unsuccessful charter school applicants under s. 330-19.

c-7. Be responsible for continuing oversight and ongoing review of the financial, educational, staffing and facility status of charter schools.

c-8. Investigate and make findings and recommendations concerning possible termination of charter school contracts and revocation of school charters.

c-9. Serve as a clearinghouse for all information requests received from common

council members relative to charter school entities.

d. The committee may:

d-1. Obtain the services of experts, advisors and such other persons whom the committee finds necessary in accomplishing its responsibilities.

d-2. Adopt rules for the conduct of its hearings and for its procedures not in conflict or inconsistent with s. 118.40, Wis. Stats., as amended, or ch. 330.

d-3. Establish such standing or ad hoc subcommittees as it deems necessary to carry out its responsibilities.

d-4. Recommend to the common council the establishment of reasonable application fees for charter school applicants and reasonable oversight fees for charter schools, and an amount for such fees which is sufficient to defray the actual and necessary costs that the committee incurs in fulfilling its responsibilities under ch. 330 and this section.

d-5. Take any other action that it finds necessary or useful in fulfilling its responsibilities under ch. 330 and this section.

7. STAFFING. The department of administration shall provide staff assistance to the committee. All city departments and agencies are directed to cooperate with the committee and provide assistance whenever the committee so requests.

8. REPORTS. The committee shall annually provide a written report of its activities to the common council and the mayor and shall report more frequently as the committee, the common council or the mayor may find proper.

#### 320-43. Frank P. Zeidler Public Service Award Selection Committee.

1. CREATED. a. There is created the Frank P. Zeidler public service award selection committee consisting of:

a-1. The mayor or the mayor's designee.

a-2. One common council member, appointed by the common council president.

a-3. One community member, appointed by the common council president.

a-4. One community member, appointed by the mayor.

a-5. One member representing the Frank Zeidler center for public discussion.

b. The common council president shall designate the committee chair and vice-chair.

c. Each member shall serve a 2-year term.

**2. DUTIES.** a. The committee shall determine the nomination procedure, nomination criteria, selection process and criteria, type of award and award presentation for the Frank P. Zeidler public service award, which may be an annual award that recognizes up to 2 city residents, who are not elected officials, that best exemplify Frank P. Zeidler's legacy of social justice and civic accomplishment.

b. The committee shall develop the selection criteria for such award and submit its report to the common council for approval.

**3. STAFFING.** The city clerk's office shall provide staff assistance to the committee.

**320-45. Youth Council. 1. CREATION.** There is created a city youth council, which is attached to the office of the city clerk, to serve and advance the interests of city youth as a representative body in city government through a working partnership with the common council and the mayor.

**2. COMPOSITION.** The youth council shall be comprised of 15 members, who shall be of ages 18 and under upon appointment. Each youth council member shall:

a. Currently attend high school or alternative school, or demonstrate the intent to attend a high school or alternative school.

b. Be committed to improving the lives of all the young people of Milwaukee.

**3. SELECTION.**

a. Selection Committee. Nominations to the youth council shall be made by a committee composed of one member of the common council, appointed by the common council president; one representative of community-based organizations appointed by the common council president; and one citizen member appointed by the mayor. The common council member shall serve as chair of the committee. All members shall serve 3-year terms.

b. Application Process. The selection committee shall determine the process to be used for soliciting and evaluating applications submitted by prospective members of the youth council. Nominations for membership to the youth council shall be submitted to the common council by the selection committee no later than July 1 of each year.

c. Council Member Selection. Each member of the common council shall, no later than June 1 of each year, select one resident of his or her district eligible to serve as a member of the youth council as a candidate for his or her district's representative on the youth council. The common council president shall select a candidate for districts that have no sitting aldermanic representation. The name of the candidate so selected shall be submitted in writing to the office of the city clerk.

**4. TERM OF OFFICE.** a. All youth council members shall take an oath of office before beginning their terms.

b. Members shall serve one-year terms, from August 1 to July 31 of the following year.

c. A member shall continue to serve until he or she resigns or is replaced.

d. Vacancies shall be filled for unexpired terms in the same manner as original appointments.

**5. OFFICERS AND RULES.** a. The youth council shall elect a president and vice-president for one-year terms and may select such other officers as it provides by rule.

b. The youth council may adopt rules to assist the council in carrying out its responsibilities.

c. The president may appoint youth council members and other interested parties to serve on committees.

d. In the absence of a youth council rule to the contrary, the provisions of Robert's rules of order, latest edition, shall govern the proceedings of the council.

**6. DUTIES AND POWERS.** a. The youth council shall:

a-1. Participate in the operation of programs as specifically authorized or directed by the common council, including such programs as may be financed in whole or in part by city financial contributions used to carry out a particular youth council program or accomplish a particular youth council goal.

a-2. Assess and evaluate community needs and resources relative to the protection and promotion of city youth and communicate those assessments and evaluations to the common council and mayor.

a-3. Encourage and assist in studies designed to evaluate and recommend changes in laws, policies, procedures and practices for the purpose of improving community conditions and promoting wholesome youth development.

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a-4. Receive program proposals from youth groups within the city.

a-5. Recommend funding allocations for the execution of program proposals authorized by the common council.

b. The president may designate representatives to attend community forums and meetings.

7. STAFFING. a. The office of the city clerk shall provide staff assistance to the youth council and the selection committee and maintain the records of both bodies.

b. All city departments and agencies shall cooperate with the youth council and assist the youth council to achieve its objectives.

8. REPORTS. The youth council shall annually provide a written report of its activities to the common council and the mayor and shall report more frequently as the youth council, the common council or the mayor may find proper.

9. FUNDING. Ten percent of annual city community development block grant reprogramming dollars shall be allocated to support the recommendations for youth service activities and objectives. The city shall create, administer, and audit all revenue and expenditure accounts related to the youth council according to city budget and accounting standards and procedures.

10. OVERSIGHT. The common council shall review all programs and contracts proposed for funding by the youth council and may reject any youth council decision by a majority vote.

#### **320-47. Sister Cities Committee.**

1. ESTABLISHMENT: PURPOSE. The sister cities committee is created to assist the city, through its common council, with the establishment and maintenance of sister city relationships pursuant to Sister Cities International regulations.

2. COMPOSITION. The sister cities committee shall consist of 5 members:

a. The chair of the community and economic development committee, who shall serve as chair of the committee.

b. A representative from the mayor's office.

c. A representative of the International Institute of Wisconsin, appointed by the common council president. This member need not be a city resident.

d. A public member, appointed by the common council president.

e. The health commissioner or his or her designee.

3. TERM OF OFFICE. Members appointed pursuant to sub. 2-c and d shall serve a 2-year term.

4. RULES. The committee may adopt rules, guidelines and criteria to assist the committee in carrying out its responsibilities.

5. POWERS AND DUTIES. The sister cities committee shall:

a. Establish guidelines for applicant sister cities, including reasonable expectations from the relationships.

b. Review requests and make recommendations pursuant to the Sister Cities International guidelines.

c. Investigate and make recommendations to the common council concerning possible establishment, termination and maintenance of sister city relationships.

d. Oversee and review the status of sister city relationships.

e. Serve as a clearinghouse for all information requests received from common council members relative to sister city agreements.

6. STAFFING. The city clerk's office shall provide staff assistance to the committee. All city departments and agencies shall cooperate with the committee and provide assistance whenever the committee so requests.

7. REPORTS. The committee shall annually provide a written report of its activities to the common council and the major and shall report more frequently as the committee, the common council or the mayor may find proper.

#### **320-49. Capital Improvements Committee.**

1. ESTABLISHMENT. There is created the capital improvements committee to develop, maintain and update a long-term capital improvements program for the city's construction and maintenance of its infrastructure and facilities.

2. COMPOSITION. a. The committee shall be comprised of the following members:

a-1. The commissioner of public works or alternate.

a-2. The department of administration budget and management director or alternate.

a-3. The comptroller or alternate.

a-4. The chair of the public works committee or alternate.

a-5. The chair of the finance and personnel committee or alternate.

a-6. The common council president or alternate.

a-7. A public member appointed by the mayor for a 3-year term and confirmed by the common council.

b. The common council president shall designate the chair of the committee.

**3. DUTIES.** The committee shall:

a. Develop a prioritized 6-year capital improvements program based on anticipated construction and maintenance of infrastructure and facilities for all departments under control of the common council. Following development, this 6-year capital improvements program shall be reviewed and adopted by the common council.

b. Establish criteria upon which a determination as to the priority of each capital program or project for the construction and maintenance of infrastructure and facilities may be based to include, but not be limited to:

b-1. The effect of a program or project on the achievement of any strategic objective that the mayor has submitted to the capital improvements committee for its consideration.

b-2. The interrelationship of each capital program with other capital programs.

b-3. The effect of each project on replacement cycles, condition ratings, operating and maintenance expenses, and other indicators of infrastructure system performance.

b-4. Each project's relationship to the city's "smart growth" plan pursuant to s. 16.965(4), Wis. Stats., and any area or other development plans that the common council has approved, with emphasis upon the 6-year capital improvements program.

c. Establish a priority for each project within the program based upon the established criteria.

d. Secure supporting data and justification for proposed projects, arrive at accurate cost estimates and secure from city

departments a list of services and facilities and a projection of operating costs related to each construction project.

e. Monitor completion of the capital improvements program as contained in the annual budget.

**4. REPORTS.** a. By February 1 annually, the committee shall:

a-1. Submit to the common council for its information the 6-year program and its total estimated construction and maintenance costs, the effect of the total costs upon estimated tax levies and debt service, and recommendations concerning financing of the program.

a-2. Prepare a report describing the condition of the city's infrastructure and facilities and the adequacy of the effort level made by the city to preserve such infrastructure and facilities and eliminate any deferred capital maintenance. Infrastructure networks and facilities comprising this report shall include the following systems: city sewerage, streets, street lights, traffic control, underground conduit and wired communications, water treatment and distribution, city buildings, bridges, alleys, sidewalks, parking, harbor and urban forestry. Information provided shall include replacement cycles, condition ratings, operating and maintenance expenses, and other appropriate quantitative measures of condition.

b. Based on capital budget recommendations submitted by city departments and within such guidelines as may be established from time to time by the common council, submit to the department of administration budget and management division a requested capital improvements budget for the construction and maintenance of infrastructure and facilities for the ensuing fiscal year not later than the 2nd Tuesday in May of each year, such request to be acted upon as are requests for all other parts of the total budget under control of the common council. This requested capital improvements budget shall be accompanied by narrative explaining how and to what extent this capital budget serves to implement the 6-year capital improvements program.

c. Prepare quarterly progress reports, with emphasis on the status of projects in relation to their predetermined construction schedule, for submission to the common council.

### **320-49-5 Boards, Commissions and Committees**

5. STAFFING. Staff for the capital improvements committee shall be provided by the capital improvements administration, headed by a program coordinator who shall be selected by the committee under applicable city service rules, and operate under the administrative direction of the committee. Salaries required for the capital improvements administration, along with supporting supplies, equipment and administrative costs shall be provided annually out of capital improvement funds. The city clerk's office shall provide administrative support to the committee. All city departments and agencies shall cooperate with the committee and provide assistance whenever the committee so requests.

## Boards, Commissions and Committees 320--(HISTORY)

LEGISLATIVE HISTORY  
CHAPTER 320Abbreviations:am = amended  
cr = createdra = renumbered and amended  
rc = repealed and recreatedrn = renumbered  
rp = repealed

<u>Section</u>	<u>Action</u>	<u>File</u>	<u>Passed</u>	<u>Effective</u>
Ch. 320	cr	881930	3/7/89	3/25/89
320-2	cr	051188	1/18/2006	2/4/2006
320-4	cr	051188	1/18/2006	2/4/2006
320-5	cr	041443	3/16/2005	4/2/2005
320-6	cr	071144	1/15/2008	2/2/2008
320-11-3	am	912458	5/26/92	6/12/92
320-11-3	rn to 320-11-3-a	960372	6/25/96	6/29/96
320-11-3-b	cr	960372	6/25/96	6/29/96
320-11-3-b	rc	051188	1/18/2006	2/4/2006
320-11-6	rn to 320-11-6-a	081475	3/3/2009	3/20/2009
320-11-6-b	cr	081475	3/3/2009	3/20/2009
320-11-6-c	cr	081475	3/3/2009	3/20/2009
320-11-6-d	cr	081475	3/3/2009	3/20/2009
320-12	cr	891614	1/16/90	2/3/90
320-12-1	am	912412	5/26/92	6/12/92
320-12-1	am	930431	7/27/93	8/13/93
320-12-1	am	051188	1/18/2006	2/4/2006
320-12-2-j	cr	930431	7/27/93	8/13/93
320-12-2-j	rp	010687	9/25/2001	10/12/2001
320-12-3-c	am	971464	2/10/98	2/27/98
320-12-3-c	rp	020593	11/8/2002	1/1/2003
320-12-3-d	am	941797	6/6/95	6/23/95
320-12-3-d	am	971464	2/10/98	2/27/98
320-12-3-d	rp	020593	11/8/2002	1/1/2003
320-12-3-e	rn to 320-12-3-c	020593	11/8/2002	1/1/2003
320-12-3-f	rn to 320-12-3-d	020593	11/8/2002	1/1/2003
320-12-4-a	am	081746	6/16/2009	7/3/2009
320-12-4-b	am	081746	6/16/2009	7/3/2009
320-12-4-c	cr	081746	6/16/2009	7/3/2009
320-13	rp	920982	11/20/92	12/20/92
320-13	cr	930663	9/28/93	10/15/93
320-13	rp	060775	11/10/2006	1/1/2007
320-13-3-b	am	891160	9/25/90	10/12/90
320-15-3	cr	060586	9/26/2006	10/13/2006
320-17	cr	971477	1/20/98	4/7/98
320-17-1-a-7	am	051188	1/18/2006	2/4/2006
320-17-1-a-8	am	051188	1/18/2006	2/4/2006
320-17-1-a-9	am	051188	1/18/2006	2/4/2006
320-17-1-b	am	051188	1/18/2006	2/4/2006
320-17-1-c	am	051188	1/18/2006	2/4/2006
320-17-1-e	rc	051188	1/18/2006	2/4/2006
320-19	cr	040858	11/3/2004	11/20/2004
320-19-1	am	041442	2/22/2005	3/11/2005
320-19-1	rc	051188	1/18/2006	2/4/2006
320-19-3	rp	070109	5/8/2007	5/25/2007
320-19-4	rn to 320-19-3	070109	5/8/2007	5/25/2007
320-19-5	rn to 320-19-4	070109	5/8/2007	5/25/2007
320-20	cr	051188	1/18/2006	2/4/2006
320-21	am	941719	3/8/95	3/25/95
320-21	rp	030983	12/19/2003	1/13/2004

### 320--(HISTORY) Boards, Commissions and Committees

320-22	cr	960231	7/12/96	7/31/96
320-22-3	rc	991684	2/29/2000	3/17/2000
320-22-3-a-0	am	011497	3/5/2002	3/22/2002
320-22-3-a-0	am	041442	2/22/2005	3/11/2005
320-22-3-a-15	cr	011497	3/5/2002	3/22/2002
320-22-3-a-16	cr	011497	3/5/2002	3/22/2002
320-22-3-b	am	011497	3/5/2002	3/22/2002
320-22-3-c	cr	991898	4/11/2000	4/29/2000
320-22-3-c	rc	051188	1/18/2006	2/4/2006
320-22-4	rc	011497	3/5/2002	3/22/2002
320-22-4-a	rc	991684	2/29/2000	3/17/2000
320-22-4-a	rc	051188	1/18/2006	2/4/2006
320-22-4-b	rc	991684	2/29/2000	3/17/2000
320-22-6	rn to 320-22-7	970465	7/11/97	7/30/97
320-22-6	cr	970465	7/11/97	7/30/97
320-23	rn from 2-309	881930	3/7/89	3/25/89
320-23	rc	961342	12/19/96	1/31/97
320-23	rc	970945	11/25/97	12/16/97
320-23-1	am	001458	2/27/2001	3/16/2001
320-23-2-0	am	001458	2/27/2001	3/16/2001
320-23-3-i	am	912458	5/26/92	6/12/92
320-23-5	rp	941797	6/6/95	6/23/95
320-24	cr	070721	9/25/2007	10/12/2007
320-25	am	090766	11/3/2009	11/20/2009
320-26	rp	920986	10/30/92	12/20/92
320-26-1	am	890787	10/10/89	10/28/89
320-27	rc	040134	7/7/2004	7/24/2004
320-27-1	rc	040788	2/1/2005	2/18/2005
320-27-3-0	am	040788	2/1/2005	2/18/2005
320-27-3-a	am	040788	2/1/2005	2/18/2005
320-27-3-b	rc	040788	2/1/2005	2/18/2005
320-27-3-c	rn to 320-27-3-d	040788	2/1/2005	2/18/2005
320-27-3-c	cr	040788	2/1/2005	2/18/2005
320-27-3-d-0	am	040788	2/1/2005	2/18/2005
320-27-3-d-3	cr	040788	2/1/2005	2/18/2005
320-27.5*	cr	892294	5/8/90	5/25/90
320-28	cr	891619	1/16/90	2/3/90
320-28	rp	030983	12/19/2003	1/13/2004
320-28	cr	051188	1/18/2006	2/4/2006
320-28-1	am	901415	12/21/90	1/12/91
320-29	cr	891790	1/16/90	2/3/90
320-29-3-e	rn to 320-29-3-f	950106	5/16/95	8/2/95
320-29-3-e	cr	950106	5/16/95	8/2/95
320-29-3-e**	rn to 320-29-3-f	030701	11/5/2003	11/22/2003
320-29-3-e***	cr	030701	11/5/2003	11/22/2003
320-29-3-e	rn to 320-29-3-f	040130	6/15/2004	7/2/2004
320-29-3-e	cr	040130	6/15/2004	7/2/2004

\* Note: 320-27.5 became null and void after 7/31/95 (sunset provision) per the provisions of File #892294.

\*\* Note: 320-29-3-g and h reverted to 320-29-3-f and g, respectively, as of 5/23/2004 (sunset provision) per the provisions of File #030701.

\*\*\* Note: 320-29-3-e became null and void after 5/22/2004 (sunset provision) per the provisions of File #030701.

**Boards, Commissions and Committees 320--(HISTORY)**

320-29-3-f	rn to 320-29-3-g	970623	7/25/97	8/13/97
320-29-3-f	cr	970623	7/25/97	8/13/97
320-29-3-f*	rn to 320-29-3-g	030701	11/5/2003	11/22/2003
320-29-3-f	rn to 320-29-3-g	040130	6/15/2004	7/2/2004
320-29-3-g	rn to 320-29-3-h	991247	11/29/99	1/1/2000
320-29-3-g	cr	991247	11/29/99	1/1/2000
320-29-3-g*	rn to 320-29-3-h	030701	11/5/2003	11/22/2003
320-29-3-g	rn to 320-29-3-h	040130	6/15/2004	7/2/2004
320-29-3-h	rn to 320-29-3-i	000974	11/10/2000	1/1/2001
320-29-3-h	cr	000974	11/10/2000	1/1/2001
320-29-3-h**	rn to 320-29-3-i	030701	11/5/2003	11/22/2003
320-29-3-h	rn to 320-29-3-i	040130	6/15/2004	7/2/2004
320-29-3-i**	rn to 320-29-3-j	030701	11/5/2003	11/22/2003
320-29-3-i	rn to 320-29-3-j	040130	6/15/2004	7/2/2004
320-29-4	am	970623	7/25/97	8/13/97
320-29-4	am	000974	11/10/2000	1/1/2001
320-29-4	am	020593	11/8/2002	1/1/2003
320-29-5	rn to 320-29-6	000974	11/10/2000	1/1/2001
320-29-5	cr	000974	11/10/2000	1/1/2001
320-29-6	rn to 320-29-7	000974	11/10/2000	1/1/2001
320-31	cr	941527	3/8/95	3/25/95
320-31	rc	030767	10/14/2003	10/31/2003
320-31	rc	040630	9/21/2004	10/8/2004
320-31-1-0	am	041396	2/22/2005	3/11/2005
320-31-1-a-0	am	950052	5/16/95	6/3/95
320-31-1-a-0	am	980411	7/24/98	8/12/98
320-31-1-a	am	060323	7/12/2006	7/29/2006
320-31-1-a-1	am	950052	5/16/95	6/3/95
320-31-1-a-1	am	980411	7/24/98	8/12/98
320-31-1-b-3	cr	960240	6/4/96	6/21/96
320-31-1-h	cr	041396	2/22/2005	3/11/2005
320-31-1-i	cr	041396	2/22/2005	3/11/2005
320-31-1-i	am	090665	10/13/2009	10/30/2009
320-31-1-j	cr	041396	2/22/2005	3/11/2005
320-31-1-j	am	090665	10/13/2009	10/30/2009
320-31-2-b-0	am	010687	9/25/2001	10/12/2001
320-31-2-c	am	010687	9/25/2001	10/12/2001
320-31-3-b	rn to 320-31-3-c	041396	2/22/2005	3/11/2005
320-31-3-b	cr	041396	2/22/2005	3/11/2005
320-31-3-c	rn to 320-31-3-d	041396	2/22/2005	3/11/2005
320-31-3-c	rc	041396	2/22/2005	3/11/2005
320-31-3-d	rn to 320-31-3-e	041396	2/22/2005	3/11/2005
320-31-3-e	rn to 320-31-3-f	041396	2/22/2005	3/11/2005
320-31-3-f	rn to 320-31-3-g	041396	2/22/2005	3/11/2005
320-31-3-g	rn to 320-31-3-h	041396	2/22/2005	3/11/2005
320-31-3-h	rn to 320-31-3-i	041396	2/22/2005	3/11/2005
320-31-3-i	rn to 320-31-3-j	041396	2/22/2005	3/11/2005
320-31-3-j	rn to 320-31-3-k	041396	2/22/2005	3/11/2005
320-31-3-k	rn to 320-31-3-L	041396	2/22/2005	3/11/2005
320-31-3-L	rn to 320-31-3-m	041396	2/22/2005	3/11/2005

\* Note: 320-29-3-g and h reverted to 320-29-3-f and g, respectively, as of 5/23/2004 (sunset provision) per the provisions of File #030701.

\*\* Note: 320-29-3-i and j reverted to 320-29-3-h and i, respectively, as of 5/23/2004 (sunset provision) per the provisions of File #030701.

**320--Boards, Commissions and Committees**

320-33	am	971310	12/16/97	1/8/98
320-33	rp	040630	9/21/2004	10/8/2004
320-33	cr	051501	3/23/2006	4/11/2006
320-33-1	am	960235	6/4/96	6/21/96
320-33-1	am	971310	12/16/97	1/8/98
320-33-1	am	991247	11/29/99	1/1/2000
320-33-2	am	901245	11/27/90	12/15/90
320-33-3.1	cr	991067	11/9/99	11/24/99
320-33-4-g	am	901245	11/27/90	12/15/90
320-33-5	cr	901245	11/27/90	12/15/90
320-33-5	rp	961316	12/17/96	1/9/97
320-37	cr	960233	6/4/96	6/8/96
320-37-1-0	am	051188	1/18/2006	2/4/2006
320-37-1-a	rc	040630	9/21/2004	10/8/2004
320-37-1-c	am	040630	9/21/2004	10/8/2004
320-37-2	am	051188	1/18/2006	2/4/2006
320-37-3	am	971310	12/16/97	1/8/98
320-39	cr	961805	4/22/97	5/9/97
320-39	rp	000024	6/1/2000	6/8/2000
320-41	rp	911075	9/24/91	10/11/91
320-41	cr	971759	5/5/98	5/14/98
320-41-4-a	am	051188	1/18/2006	2/4/2006
320-41-4-c	rp	051188	1/18/2006	2/4/2006
320-43	rp	951007	12/19/95	1/13/96
320-43	cr	060541	9/26/2006	10/13/2006
320-43	am	071252	2/5/2008	2/22/2008
320-43-2-a	am	090469	9/22/2009	10/9/2009
320-43-2-c-1	am	891611	12/19/89	1/13/90
320-45	cr	040220	7/7/2004	7/24/2004
320-45	rc	070141	5/20/2008	6/7/2008
320-47	cr	050290	9/27/2005	10/14/2005
320-47-2-c	am	060228	6/20/2006	7/8/2006
320-49	cr	081215	3/3/2009	3/20/2009
320-49-2-b	rc	090090	5/27/2009	6/13/2009
320-49-5	am	090090	5/27/2009	6/13/2009

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