



CITY OF WAUWATOSA

COMMITTEE OF THE WHOLE

AGENDA • MAY 20, 2014

Regular Meeting

Common Council Chambers

7:00 PM

7725 West North Avenue, Wauwatosa, WI 53213

PLEASE NOTE: The items on this agenda may be revised before the time of the Common Council meeting, some items may be removed and others added prior to the completion of the final Common Council agenda. The final agenda will be available in the City Clerk's office and on the city website at www.wauwatosa.net. It is anticipated that each item listed on the agenda may be discussed, referred or acted upon unless it is noted in the specific agenda item that no action is contemplated.

COMMITTEE OF THE WHOLE ITEMS

1. Introduction to 'Learning the Job: An Orientation Handbook for Elected Officials'

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, must contact the City Clerk at voice telephone 479-8917 or TTY 471-8484 (City Hall, 7725 W. North Avenue, Wauwatosa, Wisconsin 53213) for accommodations. Requests for accommodations for meetings should be made at least three (3) business days prior to the meeting. Every effort will be made to arrange accommodations for all meetings; so please give the City Clerk as much advance notice as possible.

LEARNING THE JOB

An Orientation Handbook for Elected Officials

City of Wauwatosa

Table of Contents

- Form of Government 4
- Powers of the City 4
 - A. Municipal Home Rule Authority 4
 - 1. Constitutional Home Rule 4
 - 2. Legislative Home Rule 5
 - B. Express Grants of Authority 5
- Overlapping Taxing Jurisdictions..... 6
- The Mayor 7
- The Council..... 7
- The City Administrator 8
- Mission Statement, Core Values of the City & Strategic Plan..... 8
 - A. Mission Statement 9
 - B. Core Values 9
 - C. Strategic Plan 9
- History of the City 9
- General Statistics 10
- Learning the Job..... 11
 - A. Useful Information 11
 - B. Principles to Consider 12
 - C. Council Rules..... 13
 - D. Council Procedures 13
 - 1. Election of Officers..... 13
 - 2. The Role of the Council President..... 13
 - 3. Council Committee Agendas..... 14
 - 4. Council Agendas..... 14
 - 5. Meetings 14
 - 6. Public Hearings..... 14
 - 7. Ordinances 15
 - 8. Resolutions..... 15
 - 9. Motions..... 15
 - 10. Voting Procedures..... 15
 - 11. Quorum 16

- Open Meetings, Notice of Meetings, Public Meetings 16
 - A. Violations 16
 - B. Meetings 17
 - 1. What is a Meeting? 17
 - 2. What is a Quorum? 18
 - 3. Voting Action..... 18
 - 4. Minutes/Written Record..... 18
 - C. Public’s Role 18
- Restrictions on Public Officials..... 19
 - A. Violations 19
 - B. Conflicts of Interest..... 19
- Public Records Law 20
- City Boards, Commissions and Committees 21
 - A. Common Council Standing Committees (Description TBD) 21
 - B. Board, Commissions, and Committees (Adopted by the City Ordinances) 21
 - C. Boards, Commissions, and Committees (Defined by State Statues) 22
 - D. Boards, Commissions, and Committees (Adopted by City Resolution) 23
 - E. Ad-Hoc Committees (Temporary) 24
 - F. Other Boards, Commissions, and Committees 24
- Training Opportunities 25
 - A. Training Opportunities 25
- City Organization and Operations..... 25
- Department Descriptions..... 25
- Fiscal/Financial Functions 30
 - A. Budget and Funds 30
 - B. Cash Management 32
 - C. Accounting and Reporting 33
 - D. Issuing and Managing Debt..... 33

THIS PAGE IS INTENTIONAL LEFT BLANK.

Form of Government

Mayor-Council Plan

Under the mayor-council structure, legislative authority is the ultimate responsibility of the council unless the council has created an independent board to handle one or more specific functions. The administrative power is generally the responsibility of the city administrator/manager.

The mayor's powers in mayor-council communities are no greater than those of any other member of the council, with the exception of the mayor's role as presiding officer at council meetings and several other duties. No individual council member holds specific administrative powers.

A city administrator/manager position is created by resolution or ordinance which specifies the responsibilities of the position. City administrators are appointed because of their professional qualifications – this is not a political appointment.

Powers of the City

A. Municipal Home Rule Authority

Cities and villages in Wisconsin are different from other local governmental units such as towns, counties and school boards because they possess more power to govern themselves in local matters without state interference (i.e., cities and villages have more local autonomy than other local governments). The term used to describe this grant of considerable power given to municipalities to act autonomously is "home rule." There are two sources of municipal home rule powers:

1. Constitutional Home Rule

In 1924, state electors voted in favor of amending the state constitution to add "constitutional home rule" to Art. XI, Sec. 3 of the WI Constitution. That provision provides that "... cities and villages ... may determine their local affairs of government, subject only to this constitution and to such enactments of the legislature of state wide concern as with uniformity shall affect every city or every village."

- a. Charter Ordinances: In 1924 the legislature also enacted the home rule enabling act, sec. 66.01, Stats., which sets forth the procedure municipalities must follow to implement their constitutional home rule powers. Municipalities exercise their constitutional powers through the enactment of charter ordinances. A charter ordinance must be adopted by a 2/3 vote of the governing body, and does not take effect for 60 days after passage, during which time electors have the opportunity to petition for a referendum on the charter ordinance. If a petition is filed within the 60-day period, the charter ordinance does not take effect until the voters approve it at a referendum. The governing body may also submit the charter ordinance directly to the voters without voting on it themselves. In addition, the electors may initiate a charter ordinance.
- b. Common Uses: Charter ordinances are often used to change the method by which officers such as the clerk and treasurer are selected (i.e. from election to appointment). They are

also used to combine offices (i.e. clerk and treasurer); change the length of term persons serve on the governing body (i.e. from two years to three or four years); to alter the basic governmental structure (e.g. change from a mayor - council form of government to a city manager form); and simply to ensure permanency.

- c. Narrow Interpretation: The constitutional home rule powers granted by Art. XI, Sec. 3, have been narrowly construed by Supreme Court decisions and sparingly used by Wisconsin cities and villages. The courts have taken the view that the constitutional home rule provision does not limit the legislature when it legislates on matters of state wide concern and only requires that it legislate uniformly if the subject is a local affair.

2. Legislative Home Rule

The second source of municipal home rule powers exists in the state statutes. In the 1920's the legislature granted extremely broad powers to cities under sec. 62.11(5) and to villages under sec. 61.34(1). Section 62.11(5) reads as follows:

"Except as elsewhere in the statutes specifically provided, the council shall have the management and control of the city property, finances, highways, navigable waters, and the public service, and shall have power to act for the good order of the city, for its commercial benefit, and for the health, safety, and welfare of the public, and may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants, and shall be limited only by express language."

The above statute has been interpreted by the courts to grant to a city "all the powers the legislature could by any possibility confer upon it." *Hack v. City of Mineral Point*, 203 Wis. 215 (1931). Section 61.34(1) provides the same authority to villages.

- a. Preemption: The legislative home rule powers granted municipalities under sees. 62.11(5) and 61.34(1) cannot, however, protect cities and villages from legislative interference if the legislature chooses to interfere. The question becomes whether or not the legislature has chosen to withdraw municipal power in a particular area, in other words, whether or not it has preempted an area of local action. Whether or not the legislature has preempted local action, a question of statutory construction, is the most pertinent question relating to home rule or local autonomy in Wisconsin.
- b. Examples of State Preemption of Municipal Authority. (1) Taxation, (2) Pesticides; (3) Regulation of the Sale of Cigarettes; (4) Traffic Regulation, and (5) Alcohol Beverage Licensing.

B. Express Grants of Authority

In addition to home rule powers, the statutes also provide municipalities with specific grants of authority on a wide variety of subjects, including:

- Annexation of Territory (Sec. 66.021)

- Municipal Investment Options (Sec. 66.04(2))
- Authority to enter into Intergovernmental Cooperation Agreements with other Communities (Sec. 66.30)
- Creation of Tax Incremental Finance Districts (TIF) (Sec. 66.46)
- Power to Impose Impact Fees (Sec. 66.55)
- Power of Eminent Domain (Ch. 32)
- Borrowing Powers (Ch. 67)
- Power to Regulate Creation of Subdivisions (Ch. 236)
- Power to License and Regulate Beer & Liquor Establishments (Ch. 125)

Overlapping Taxing Jurisdictions

- [Wauwatosa School District](#)
The Wauwatosa School District manages the public education of about 7,300 students in the City Wauwatosa, enrolled in nine traditional elementary schools, two middle schools, two high schools, the Wauwatosa STEM Charter School, the Wauwatosa Montessori School and the virtual school. The District also provides teaching staff for Milwaukee County programs, including Children’s Hospital of Wisconsin, Plank Road School, River Hills School and the Detention Center. As the governing body, the Wauwatosa School Board sets budgets and policies. It is comprised of seven board members, who are elected on the basis of numbered seats to three-year terms.
- [Milwaukee County](#)
Milwaukee County is a county municipal corporation that serves a population of approximately 947,735 over a total area of 1,190 square miles.
- [Milwaukee Metropolitan Sewerage District](#)
MMSD is a regional government agency that provides water reclamation and flood management services for about 1.1 million customers in 28 communities in the Greater Milwaukee Area. They serve 411 square miles that cover all, or segments of six watersheds.

Established by state law, the District is governed by 11 commissioners with taxing authority. Besides their core responsibilities, they also handle: water quality research, household hazardous waste collection, pharmaceutical collection, industrial waste monitoring, laboratory services, planning and engineering services and Milorganite, a fertilizer trusted by professionals for more than 80 years.
- [Milwaukee Area Technical College](#)
Founded in 1912, MATC has grown to become one of the Midwest's largest community-based technical colleges. They offer 170 degree, diploma, certificate and apprentice programs in six academic schools. The college served 46,400 students in 2012. Eighty-seven percent of 2012 graduates were employed within six months of graduation or continued on to four-year colleges and universities.

The Mayor

The mayor shall be the Chief Executive Officer (CEO) of the City and shall perform all duties and carry out all responsibilities incumbent upon the office. He/she shall not engage in any activity for compensation which will impair the performance of his duties or be detrimental to the best interests of the city. ([See Code, section 2.06.010 Duties](#))

The mayor shall exercise all powers and perform such other duties as may be posed upon the mayor by the ordinances of the City, the laws of the State of Wisconsin and the United States of America. The mayor is by statute a member of the council and presides at its meetings and may vote on measures before the council in the event of a tie vote. The mayor has power to veto actions of the council. A mayor does not have unilateral authority to decide what uses are to be made of city property and cannot enter into a contract or expend municipal funds without prior council approval.

The mayor has a statutory duty to “take care that the city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties. Sec. 62.09(8) (a), Wis. Stat.

The mayor also serves as the spokesperson for the City.

The Council

The Code states “All legislative powers of the city and the determination of all matters of policy shall be vested in the council.” The council acts by majority vote of the entire body.

The common council is made up of "alderpersons" and the mayor. In contrast to other city officers, the statutes do not provide a list of duties for alderpersons. A common council serves as the legislative arm of city government. A majority of the council decides policy matters. In addition to enacting ordinances, resolutions and motions, it amends and approves the annual budget, levies taxes, approves or denies the payment of claims made against the city, grants licenses issued by the city, and enters into contracts on behalf of the city. The council also appoints or confirms the appointment of certain city officers. This authority can, and may, be delegated to staff as voted on by a majority of the Council.

The council may conduct business at a meeting only when a quorum is present. Two-thirds of all the members of the council constitutes a quorum. In cities with five or fewer alderpersons, a majority constitutes a quorum. Sec. 62.11(3) (b), Stats. While the mayor is a member of the council and presides over council meetings, the mayor is not counted in determining whether a quorum is present. Secs. 62.09(8) (b) & 62.11(1), Stats.

Cities may determine the size of their councils. Wauwatosa has 16 council members, the average ranges between 6 and 10 (John A. Martin, "City Councils and Village Boards: What Determines Their Size," *the Municipality*.)

As a matter of law, an individual alderperson has no more authority than any other citizen of the locality. Thus, unless the governing body has delegated authority to one of its members to take certain authorized actions on behalf of the municipality, individual members of a governing body have no authority to make purchases, enter into contracts, give direction to municipal officers and employees, conduct investigations, bring suit or make any binding legal commitment on behalf of the municipality.

Councils may create as many or as few committees as they wish. Common councils may determine by ordinance the size, organization and powers of council committees. All powers granted to cities and villages are vested in their governing bodies. A city or village governing body can generally act only through ordinance, resolution or motion adopted by a majority vote of a quorum at a properly noticed public meeting. [Section 2.02 “Common Council”](#) sets for the procedures for the council meetings.

The City Administrator

As stated in [the Code of Ordinances in chapter 2.08](#), the city administrator is appointed by the Common Council. The administrator, under the direction of the council shall have the following duties and responsibilities:

- Directing, coordinating, and expediting activities of all city departments, divisions, and offices, including the fire and police departments, subject to statutory and ordinance limits which may apply;
- Coordinating and assisting in the preparation of the annual city budget with all department heads, the committee on budget and finance, and the mayor, in accordance with such guidelines as may be provided by the common council;
- Participating in the appointment process of all city personnel as provided in appropriate city ordinances;
- Reviewing administrative procedures with the various city departments, divisions and offices;
- Overseeing the direction of the activities and performance of all city employees in the conduct of day-to-day operations;
- Making or directing such studies as are necessary of the internal organization and procedures of the various departments, divisions, and offices, and requiring reports from them when deemed necessary;
- Keeping the mayor and common council advised concerning the activities of all city departments, divisions and offices and submitting reports and recommendations when deemed necessary or requested by the mayor or common council;
- Achieving and maintaining efficient city services and programs at the lowest possible cost;
- Keeping the common council informed regarding the availability of alternate sources of funding for local programs and advising the common council of the methods for procuring such funds;
- Assessing the broad impact of developments on local government and formulating solutions and recommendations for consideration by the common council;
- Making the common council aware of future problems brought about by normal growth and development;
- Appearing before various groups and bodies as directed by the common council or the mayor;
- Performing such other duties as may be assigned and directed.

Questions on the role of the Administrator should be directed to the Administrator at 414-479-8915.

Mission Statement, Core Values of the City & Strategic Plan

The Mission Statement, Core Values & Strategic Plan approved by the City Council are as follows:

A. Mission Statement

The mission of the City of Wauwatosa is to provide services that are essential or that enhance the quality-of-life in the community, all in ways that are efficient, effective, and affordable.

B. Core Values

- Conducting ourselves ethically, honestly, and with integrity
- Dedicating ourselves to service excellence
- Treating everyone with respect and as valued customers

C. Strategic Plan

The Strategic Plan was approved by the Common Council on April 1, 2014. The plan has the following Visions with the attached Strategy:

1. A City with Great Services → Preserve and Maintain Our Essential Services and Infrastructure
2. A Community of Choice → Grow and Expand on the Qualities that make Our Community Distinct and Uniquely Attractive
3. The Preferred Location for Conducting Business → Focus on Business Recruitment and Effective Growth Management Practices and Policies
4. An Organization Defined by Excellence → Implement Efficient and Effective Service Delivery Models and Customer Service Best Practices
5. Recognized as a Regional, State and National Leader → Identify Opportunities to Pursue Greater Influence in the Region, State and Nation

History of the City

The Potawatomi and Menomonee Native American tribes first lived in the wilderness that would become Wauwatosa, hunting in the lush forests and fishing in the Menomonee River. In the early 1830s, the United States government bought the land, relocated the Indian tribes and sold parcels.

Charles Hart, the founder of Wauwatosa, arrived in Milwaukee in 1835 and learned of a prime spot for settlement, 5 miles west. He established the first permanent settlement in Wauwatosa Township followed by seventeen settlers and built a saw mill to turn hardwood trees into new homes. This early settlement became known as Hart's Mills. The Yankee and New York pioneers built a village reminiscent of a New England commons beside the Menomonee River. The original Village remains the cherished heart of the community today.

On April 5, 1842, the community separated from Milwaukee to create the Town of Wauwatosa. The town was named for the Potawatomi Chief Wauwataesie and the Potawatomi word for firefly (which still light up our summer nights.) Wauwatosa was incorporated as a village in 1892. In July, 1895 a great fire started in the bakery near the center of town and by nightfall the entire business district was in ruin. To help rebuild, Emerson Hoyt secured a special charter making Wauwatosa the first city of fourth class in the state of Wisconsin in 1897 and Hoyt was elected the first mayor.

By 1921, Wauwatosa saw a great influx of Milwaukee residents. The social and cultural life of the city centered around its churches, schools, civic organizations, women's clubs and men's clubs, molding the community. Wauwatosa was the second city in the state to adopt a zoning ordinance and quickly became known as the "city of homes" with stores and manufacturing limited to certain streets. By the end of 1930, Wauwatosa became a city of third class with a population of 10,000.

Wauwatosa was transformed in the post-World War II era when the city acquired the Town of Wauwatosa and tripled its size. After the 1970 census showing more than 58,000 residents, Wauwatosa became a second class city in 13 square miles.

Today, ideally situated in the center of Milwaukee County, Wauwatosa is a thriving major center for commercial, medical, bio-tech and retail development. Now home to 47, 068 residents, Wauwatosa boasts some of the best neighborhoods and housing stock, excellent schools and beautiful parks and recreation.

General Statistics

Demographic	2000	2010	2012
Population	47,271	46,396	47,068
Median Age		39.8	39.8
Persons Under 5 Years	6.5%	6.3%	6.9%
Persons Under 18 Years	23.3%	21.9%	23.5%
Persons 65 Years and Over	18.2%	16.6%	16.1%
Total Housing Units	20,917	21,520	21,163
Average Assessed Property Value	\$ 120,300	\$ 242,700	\$ 241,500
Average Household Size	2.27	2.23	2.14
Homeownership Rate	67.8%	66.1%	
Median Income	\$ 54,519	\$ 68,674	\$ 68,674
Mean Travel Time to Work		20.2	20
Infrastructure			
	2000	2010	2012
Miles of Street	160	159	159
Miles of Alley	11	11	11
Miles of Sidewalk	N/A	N/A	96.81
Miles of Water Main	194	199	202
Financial			
	2000	2010	2012
General Fund Budget	\$ 40,564,602	\$ 52,503,042	\$ 53,391,137
Total GO Debt	\$ 10,572,471	\$ 30,567,611	\$ 47,805,000
Tax Levy	\$ 26,141,055	\$ 33,652,292	\$ 34,350,083

	2000	2010	2012
State Aid	\$ 5,944,439	\$ 4,642,132	\$ 4,227,952
Hotel Motel Revenue		\$ 875,495	\$ 925,000
Taxable Parcels	15,769	15,788	15,765
Tax-Exempt Parcels	456	502	537
Total Assessment Base	\$ 2,697,743,231	\$ 5,277,522,121	\$ 5,220,542,224
Business			
	2000	2010	2012
No. of Water Accounts	15,545	15,505	15,507
No. of Refuse Customers	17,259	17,235	17,235
No. of Liquor License*	53	77	84
Tons of Refuse Collected	14,634	11,063	10,569
Tons of Recycling Collected	4,115	5,486	5,453

Learning the Job

Since you have been elected to serve the citizens of Wauwatosa, there are certain things you may do to become more knowledgeable about the business of the Council and how the Council functions.

A. Useful Information

- Meet with the Mayor to get his/her perspective on current issues.
- Meet with the City Administrator to understand his/her role and how the Council and the staff work together to better serve the citizens.
- Meet with Department Heads to understand the operations they oversee.
- Understand the issues of Conflict of Interest, Open Meeting Law, etc. for Wauwatosa elected officials. You may confront these issues in your tenure.
- When in doubt on these policies, contact the City Attorney at (414) 479-8905 for assistance.
- Do your homework. Read and be familiar with the information provided by staff.
- Talk to others in the community and do your own research if you have time.
- Attend some regional, state and national conferences that address issues relevant to the city.
- Network with your counterparts in other cities. This may be a very valuable source of information and ideas.
- All regular Council meetings are broadcast on cablevision, Government Channel 25. Your dress, actions, and comments will be viewed and heard live.
- Parking in the City Parking area adjacent to City Hall is available for all day and night meetings.
- You will be issued an access card from Public Works, Physical Plant Operations.
- Common Council members have photos of themselves on the City's Web site along with ways to contact them. This usually includes a phone number and an email address. The City Clerk (414-479-8917) will assist you in getting your picture and contact information on the Web site.

B. Principles to Consider

- Do not take it personally.

It would be gratifying if you and the other council members could deal only with the big picture, concepts, and ideas. Often, however, it is the nuts and bolts of how individuals use their property or how public goods are utilized, etc. that comes before the council, and this can become personal.

When citizens get frustrated or angry, they may express themselves in ways that are not pleasant. You will survive and keep your sanity if you realize it is the system they are railing against and the council and staff are convenient targets. Never forget, however, that even words expressed in anger can contain kernels of truth worth being considered.

- Respect your staff.

They are human. They err. Sometimes their mistakes are embarrassing or should be overturned. You are entitled, or even expected to question your staff carefully, but do it privately. If you have to overturn their recommendation, vote on the facts as you see them, not hearsay or opinion. Never make them scapegoats in a public setting. This diminishes you in the eyes of the public and also undermines the confidence people will have in your staff in the future.

- Avoid being seduced by jargon.

The longer you are on the council, the more technical information you will come to understand. However, you are not, nor should you be a professional planner, engineer, etc. Put yourself in the shoes of the citizens. In documents that are sent to the public, insist that staff translate planning jargon into plain English. Add a summary page to your meeting agenda or include a glossary of commonly used terms.

- Maintain collegial relations with other council members.

You have been elected to the Common Council because you represent a segment of the community. Moreover, you may have little in common with fellow council members, socially or professionally. Nevertheless, you all have the same title. Your enthusiasm to work for the good of the community binds you, though you may define this in different ways. Show respect for each other's opinions, even if they differ.

Take time for a convivial cup of coffee or tea before or after a meeting to help cement relationships. But check first with your staff or the city attorney to make sure this does not violate open meeting laws or run counter to community norms.

- Always be prepared.

Staff spends many hours working on the agenda and supporting documents. Read them over carefully before the meeting and call them for clarification if there is something that you do not understand. Listen attentively to their presentations and those of the public, asking questions that show you have done your homework.

- Understand the political landscape.

The Common Council is an elected political body and does its work within a political environment. That said, it is important that your decision be the best your can make for the entire community. You need to be very careful not to give even a hint of favoritism. This means, for example, not meeting separately with a buddy of the mayor's or huddling in a corner at a social event with anyone who has a stake in a development or other major decision the council is being asked to make.

C. Council Rules

Rules of Order

The city has its own rules of order which are contained in [Chapter 2.02 of the Wauwatosa Municipal code](#). When not otherwise provided, the council and committees shall use Robert's Rules.

D. Council Procedures

1. Election of Officers

The Council, sitting as a Committee of the Whole, has a caucus immediately preceding the Common Council meeting on the third Tuesday in April following aldermanic elections. At the caucus, the Committee nominates individuals to serve as Common Council President, aldermanic representative to the City Plan Commission, and to the Economic Development Advisory Committee.

These nominations are voted on at that evening's Common Council meeting.

Council members interested in serving as these representatives must notify the City Clerk by the Tuesday (2nd Tuesday) preceding the Common Council meeting.

2. The Role of the Council President

The Common Council President presides at Committee of the Whole meetings, and at those Common Council meetings where the Mayor is unable to attend. S/he regularly attending weekly agenda meetings in advance of Common Council and Council Committee meetings.

3. Council Committee Agendas

Items requiring eventual Common Council action are first researched by staff to compile relevant data before submission to Common Council Committees for discussion, evaluation and recommendation for action. This initial level of research enables Committees to consider issues knowledgeably. An agenda team, comprised of the Mayor, Common Council President, City Administrator, City Attorney, Public Works Director, Finance Director, Development Director, and City Clerk, meet weekly to determine whether an issue has been sufficiently analyzed and is ready for presentation to Committee.

Wednesday noon is the deadline for submitting agenda items in anticipation of a Thursday agenda work session in advance of a Tuesday committee meeting. The Clerk's Office staff produces the agendas and supporting materials for the packet through the IQM2 agenda management software. The agendas and packets are posted to the IQM2 meeting portal (<http://wauwatosacitywi.iqm2.com>) and to the City website (www.wauwatosa.net) on Friday afternoons.

4. Council Agendas

Council agendas are principally compiled based upon the recommendations made by the Council Committees at their most recent meetings. The agenda team also meets weekly to finalize those items requiring Council action. These agendas are also created by the Clerk's Office staff and posted to the portal and to the website.

5. Meetings

Common Council meetings are held on the first and third Tuesday of each month beginning at 7:30 p.m. Council Committee meetings are scheduled for the second and last Tuesday of each month and have variable start times. (No meetings are held in August except for the first Common Council meeting. No Committee meetings are held on the last Tuesday in December.) Committee of the Whole is scheduled as needed.

All Council meetings, and some Council Committee meetings, are televised live and can be viewed at any time from the City's meeting portal (<http://wauwatosacitywi.iqm2.com>).

[Please read Chapter 2.02 of the Wauwatosa Municipal Code.](#)

6. Public Hearings

Public hearings before the Common Council are held to allow members of the public to express their opinions. The Council does not deliberate or act upon the public hearing issue that same evening. Discussion and action is taken at the next Common Council meeting.

Specific State statutes or City ordinances require that a public hearing be held before Council action is taken. Examples of topics that require public hearings include zoning and rezoning requests and public improvement projects paid for in whole, or in part, by special assessments.

Examples of topics that require public hearing before the Council can take action are as follows:

- Zoning and Rezoning actions
- Any policy or law being enacted by ordinance
- Public improvement projects paid in all, or in part, by special assessments.

7. Ordinances

All legislation shall be by ordinance. Every ordinance shall be presented in writing and contain only one subject matter, which shall be clearly expressed in the title. Furthermore, a plain English statement shall precede the title and shall clearly state the impact of the ordinance, if adopted.

8. Resolutions

Resolutions are the written records of each individual motion which is voted upon and passed by the Common Council. In the case of items which are presented by a committee, most will be presented as draft resolutions at the time of the full meeting of the Common Council. Such resolutions are drafted by City staff based upon the minutes of the meeting at which they were acted upon. Once passed, resolutions will be signed or vetoed by the Mayor and attested to by the City Clerk within the statutory time period of five business days. In the event that an item is amended or otherwise changed on the floor of the Common Council prior to passage, the draft resolution will be changed by staff to reflect such actions prior to being signed by the Mayor.

9. Motions

A motion is a proposal that the Council takes a position or action on regarding some issue. A motion is presented as follows:

- a. Request recognition of the Mayor.
- b. When the President recognizes you and grants you the floor, state your motion in the affirmative. For example, the normal motion starts, "I move that the ordinance restricting the use of city parks after 10 p.m. be approved." Normally, a council member will support your motion by stating "I second the motion." A motion can only be discussed or debated if it has been seconded.

10. Voting Procedures

Except as otherwise required by city ordinance, or state or federal law, an affirmative vote of a majority a quorum of the Council shall be required for the adoption of all ordinances and resolutions. Some actions may require a different vote, such as a majority or supermajority of all members-elect. Usually, any item requiring a special vote will indicate such requirement on the agenda, although this is not a requirement of the law.

Votes may be taken in several different ways. The Mayor will ask for a vote on the question before the Council either by a voice vote or by a roll call vote.

The Mayor does not vote on items before the Council, except that the Mayor shall cast the deciding vote in the event of a tie among the voting members of the Council.

11. Quorum

A quorum is required to conduct a meeting and take any action. A quorum is defined as a majority of the members but some bodies may have a special quorum rule. A quorum under sec. 19.82(2)(a), Wis. Stat., is a meeting presumed to have taken place if at least half of the body is present.

Open Meetings, Notice of Meetings, Public Meetings

The common council and all boards, committees and commissions of the City are considered government bodies and must comply with the state open meetings law. The two most basic requirements of the open meetings law are that a governmental body must give advance public notice of its meetings and must conduct all its business in open session unless a specific exemption applies. Sec. 19.83(1), Wis. Stat.

Meetings are open to the public. Meetings must be held pursuant to public notice and held in a location that is accessible to the public. Notice of any meeting shall be given at least 24 hours in advance and an agenda shall be posted and detailed to reasonably apprise the public and news media of what is being considered at the meeting.

Open session is defined as a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times. Sec. 19.82(3), Wis. Stats.

There is a very specific procedure required to go into closed session, per sec. 19.85 (1), Wis. Stat. Discussion of matters in the course of closed session meetings is limited to the enumerated statutory exceptions and matters identified by the officer.

A. Violations

A violation of this law is subject to prosecution by the Attorney General or Milwaukee County Corporation Counsel. The penalty can be up to \$300.00 and the law specifically provides that this fine is a personal liability and cannot be reimbursed by the city.

A violation of this law may invalidate any action taken during the session.

B. Meetings

1. What is a Meeting?

A meeting of a governmental body occurs when enough members of the body convene to determine the body's course of action and those members convene "for the purpose of exercising the responsibilities, authority, power, or duties delegated to or vested in the body." Sec. 19.82, Wis. Stat. A meeting must be preceded by public notice and commence in open session.

Convening for a meeting is not limited to a simultaneous or planned gathering. Certain situations may be considered a meeting although there may not have been an intention to have a meeting. A conference call via telephone can be considered a meeting. A group email of committee members may constitute a meeting and because it is not public, will be considered a violation of the open meetings law. A gathering occurs when there is a purpose to engage in a governmental business and the number of members present is sufficient to determine the government body's course of action.

Whether email or texting among government members constitutes a meeting depends on the special facts and circumstances of the case. However, texting and emailing between members in close time frame or simultaneously can amount to an open meeting. Because these situations were not preceded by public notice and were not conducted in an open format within meaning of state law, they are violations of the open meetings law.

Do not engage in discussion of public business with other members of the body via email. Use email to other members of the body only for distribution of materials without seeking comments.

The city prohibits the use of text messaging for city business or work related messages. This is imperative because the city currently has no method for properly preserving and retrieving text messages as required for public documents under the open records law. Text messages do not channel through the city servers for archiving purposes. Relying on individual devices, memory or storage of cell phone provider is unreliable and inconsistent. In order to avoid public records violations, you must refrain from communicating about city business with the use of text messaging. Email communications using the *wauwatosa.net* email address is appropriately archived and can be used on personal devices without much concern for other activity being subject to disclosure.

Whispering in meetings or note passing is prohibited. The act of communicating quietly among yourselves during a meeting, regardless of the topic of the meeting, in a manner in which all members of the committee or public observing the meeting cannot hear, may also be a violation of the open records law. Open records meetings are intended to allow full participation by all in the business of the body and because secret or quiet communications are exclusive and private, they can be considered as avoiding that obligation.

"All discussion shall be held and all action of any kind, formal or informal, shall be initiated, deliberated upon and acted upon only in open session." Section 19.83(1), Wis. Stat. The policy underlying this direction is set forth: "In recognition of the fact that a representative

government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding affairs of government as is compatible with conduct of government business.” Sec. 19.81(1), Wis. Stat.

Communication through whispering, side discussion or note passing which would involve a quorum or negative quorum of the council or any of its committees and would involve issues which are the business of the Board which would potentially generate a complaint which would validly object to a violation of the law.

2. What is a Quorum?

A quorum is required to conduct a meeting and take any action. A quorum is defined as a majority of the members but some bodies may have a special quorum rule. A quorum under sec. 19.82(2) (a), Wis. Stat., is a meeting presumed to have taken place if at least half of the body is present.

A walking quorum occurs when members of a governmental body agree, tacitly or explicitly, to act uniformly in a number sufficient to reach a quorum. The Ethics Policy references the use of technology to communicate with the public as well as between council members. Be cautious about using of these devices to create agreement between council members on issues that will be voted on at future council meetings. The Open Meeting Law requires all council decision to be made at a properly noticed public meeting.

3. Voting Action

Action may be taken only by the votes of a member with a majority vote and direct approval. Votes must be ascertained and recorded by the clerk or secretary

4. Minutes/Written Record.

A written record must be made of the proceedings and actions of a meeting, including motions made, who made and seconded them, and the vote. Some votes may be taken by a roll call of the members. The minutes must be approved in written form.

C. Public’s Role

The public has a right to be notified of the government meetings’ time, place and business discussed at government meetings. It also has a right to attend meetings unless held in closed session. However, the public does not have a right to participate at a meeting unless it is a public hearing designed or required to allow public input on a particular issue.

Closed sessions are governed by sec. 19.85 (1), Wis. Stat. Discussions held in closed sessions are limited to matters specifically allowed by closed session and those which an officer announced would be subject of a closed session discussion. The matters properly subject to a closed session are enumerated in sec. 19.85(1).

Restrictions on Public Officials

Restrictions. State law governs conduct of public officials, per sec. 19.59, Wis. Stat.

Being a public official should provide you with no personal advantage over the average citizen other than experience and opportunity to serve the community. As a result, there are prohibitions on certain conduct as follows.

- a. Using the office for private gain. No public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or immediate family, or for an organization with which he or she is associated.
- b. Illegal Influence. This prohibits accepting anything of value from anyone if that gift could reasonably be expected to influence your votes, official actions or judgment. This includes personal gifts, such as free food or drinks, gifts to family members and campaign contributions.
- c. Taking action affecting matters in which official has interest. Sec. 19.59(1) (c). This provision prohibits taking action in your official capacity regarding any matter in which you or a member of your immediate family has a substantial financial interest.

If your action is one which affects a group of citizens equally, and you just happen to be one of those, you are not necessarily prohibited from acting on that matter.

- d. *Quid pro quo*. This for that. Receiving something in exchange for promising or giving something.

A. Violations

A civil violation of sec. 19.59, Wis. Stat. carries a potential penalty of not more than \$5000 and forfeiture of the amount gained.

A person who intentionally violates sec. 19.59, Wis. Stat. can be prosecuted criminally under this section. A criminal violation subjects the offender to a fine not less than \$100 or more than \$5000 or imprisonment in the county jail not more than a year or both.

There are specific statutes that criminalize certain conduct. These are as follows: Misconduct in office, contrary to sec. 946.12, Wis. Stat. Bribery, contrary to sec. 946.10(2), Wis. Stat. Purchasing claims at less than full value, contrary to sec. 946.14, Wis. Stat. Public construction contract at less than full value, contrary to sec. 946.(3) and (5), Wis. Stat. Discounts at Certain Stadiums, contrary to sec. 19.451, Stat.

B. Conflicts of Interest

You may not be able to avoid all conflicts of interest with your Council duties. As stated above, if your action is one which affects a group of citizens equally and you just happen to be one of those, you are not necessarily prohibited from acting on the matter. Judgment and common sense should be your guide.

If a member has a personal interest in a matter before the body, if it involves a friend, relative or for other reasons that creates a bias or appearance of impropriety, it is advisable for the body

member to consider whether it is appropriate to refrain from participating in that matter. Any individual may request an advisory opinion from the city attorney regarding the propriety of such a matter. The city attorney by law is obligated to keep such inquiries confidential unless the requester specifically authorizes disclosure.

Public Records Law

Similar to the policy underlying open meetings, public records are maintained and preserved for the public in order to be informed about the affairs of representative government and official acts of the government.

A request for a public record can be made to a city authority and that may be an elected official, an agency, board, commission, committee, counsel, department or public body created by constitution, law, ordinance, rule or order. [Sec. 2.88.010 \(A\), City Code](#).

There is a strong policy in favor of public access to public records. Generally, any public record is subject to review, inspection by and copying by any member of the public for any reason. The requester of the public records cannot be required to divulge the reason for the request and the identity of the requester is not relevant to whether the request should be granted or denied.

An open records request can be written or verbal. The form of the request does not control the city's response. A sufficient request, entitling the requester to a response, is reasonably specific as to time and place and doesn't leave the custodian to guess as to what is being requested.

A record is defined to mean any material which is written, drawn, printed, spoken, visual or electromagnetic. It can include documents which are handwritten, typed, printed, maps, charts, photos, film, tape recordings, computer tapes and print outs, compact discs, optical discs, electronic mail and records and communication. Records also include contractor's records. Records generally do not include drafts, notes, preliminary and materials prepared for personal use.

It must be created or kept in connection with the official purpose or function. The content, not medium, format or location of the record, determines whether it is a "record" within of the open records law. The record must be created or kept in connection with the official purpose or function.

The information is recorded or preserved, regardless of the physical form or characteristics which have been created or is being kept by any authority. Wis. Stat. sec. 19.32(2).

Every document created and stored for official business is a public record.

Should any questions arise in the interpretation and application of Open Meetings, Notice of Meetings, Public Meetings, and Restrictions on Public Officials, and Public Records Laws, contact the City Attorney for guidance at 414-479-8905.

City Boards, Commissions and Committees

A. Common Council Standing Committees (Description TBD)

Budget and Finance Committee

Community Development Committee

Employee Relations Committee

Legislation, Licensing and Communications Committee

Traffic and Safety Committee

B. Board, Commissions, and Committees (Adopted by the City Ordinances)

[Board of Building & Fire Code Appeals \(BBFCA\)](#)

This Board hears appeals and variances to building and fire code regulations, such as determining the suitability of alternate materials, types of construction or fire-protection systems and to permit the interpretations of the provisions of building, electrical and fire codes.

[Board of Public Debt Commissioners](#)

This board shall superintend the issuance and retirement of municipal bonds and the making and paying of municipal loans. It also superintends the funds required by law for the retirement of municipal bonds and loans and makes an annual report to the Common Council on the first Tuesday in October.

[Civic Celebration Commission](#)

This citizen group is responsible for the City of Wauwatosa's annual Memorial Day observance and Independence Day celebration.

[Design Review Board \(Residential and Commercial\)](#)

The city's Design Review Boards were created to review and approve the exterior design and aesthetic aspects of building projects per Municipal Code. The purpose is to promote good design and continuity, which often impact the overall appearance and property value of a neighborhood. Any new buildings or any alteration to the exterior of a commercial or residential property must be reviewed by the Design Review Board.

[Economic Development Advisory Committee](#)

The committee's mission shall be to assist the Mayor, Common Council, Department of Development, and related agencies, boards, commissions, and entities to foster and facilitate the development of a healthy, diversified economy in Wauwatosa in which businesses can innovate, grow, and prosper and support and maintain a strong property tax base.

[Historic Preservation Commission](#)

This commission's responsibilities include review, make recommendations and develop guidelines regarding designation of historic properties or districts with the City of Wauwatosa. It also prepares historic preservation plans to preserve the historical heritage of the city.

[Senior Commission](#)

The purpose and duties of the Wauwatosa Senior Commission is to affirm dignity and value for aging residents by advocating for their issues or concerns; linking seniors with existing social, health, financial and support agencies; conducting a community needs assessment; and making strategic recommendations to improve community conditions.

[Youth Commission](#)

The Wauwatosa Youth Commission purpose is to evaluate the needs and concerns of youth in the community; collect and disseminate information on needs, advise local community organizations, cooperate with similar metro=Milwaukee youth agencies and organize and host extra-curricular activities and community service for the youth.

C. Boards, Commissions, and Committees (Defined by State Statues)

[Board of Canvassers](#)

The Board of Canvassers is responsible for certifying the results of municipal elections and overseeing any municipal recount process.

[Board of Health](#)

The local board of health is responsible for providing a healthy community environment in Wauwatosa. It assesses public health needs, advocates for reasonable and necessary public health services, develops policy and distributes public health resources equitably and complements private health activities.

[Board of Park & Forestry Commission](#)

The Board of Parks and Forestry Commissioners is authorized to establish rules and regulations governing parks and parkways within the city of Wauwatosa. It advises the Common Council on proper management of parks, open spaces and urban forests within the City of Wauwatosa to improve, maintain and ensure effective and affordable management practices and maintain the city's commitment to our natural environment. The Board is instrumental in assisting with the development of Park and Open Space Plans with SEWRPC.

[Board of Public Works](#)

Responsibilities of this board include reviewing, recommending and making decisions on: capital improvement projects and public work contracts; special assessments for paving, drive approach and sidewalk improvements; appeals of city orders and ordinance; purchase of public works equipment, vehicles and materials; encroachments; variances and signage in city right-of way.

[Board of Review](#)

The Board of Review is a quasi-judicial body that hears appeals of property assessments per Wisconsin Statutes 70.47 (6). It is legally bound to accept the assessor's assessment as correct unless there is evidence that proves the assessment to be incorrect.

[Board of Zoning Appeals](#)

This board is a quasi-judicial body that approves or denies variances and appeals as established by Municipal Code. A variance is a special exemption from the city zoning code granted by the Board of Zoning Appeals on a case-by-case basis.

[Civil Service Commission](#)

This Commission oversees the recruitment, examination, appointment and disciplinary action for all classified civil service positions.

[Community Development Authority](#)

This Authority was created by Wisconsin Statutes for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects, and housing projects.

Joint Review Board

This board consists of a representative from each taxing jurisdiction, including the Mayor for the City of Wauwatosa, Milwaukee County, MATC and Wauwatosa School district, and a private citizen to review and approve tax incremental financing projects for development in the City of Wauwatosa.

Library Board

The Library Board has exclusive charge, control and custody of land, buildings, money or other property acquired by the municipality for library purposes. It also supervises the administration of the Library and appoints the director who appoints subordinate staff and approves and adopts policies regarding collections, services, hours, and use.

[Plan Commission](#)

A city plan commission is hereby created for the city of Wauwatosa by Wisconsin State Statute to make and adopt a master plan for the physical development of the city, including any areas outside of its boundaries that in the commission's judgment bear relation to the development of the city. In Milwaukee County, [SEWRPC](#), a regional planning department has been established, thus areas outside the boundaries of a city may not be included in the master plan without the consent of the county board of supervisors. The Plan Commission reviews zoning permit applications for conditional uses, land division, planned developments and zoning amendments.

[Police & Fire Commission](#)

The Police & Fire Commission oversees examination, appointment, and disciplinary actions relating to police and fire personnel, including appointing the chief of police and the chief of the fire department, conduct disciplinary hearings and adopt, repeal or modify rules to secure the best service in the departments.

D. Boards, Commissions, and Committees (Adopted by City Resolution)

[Committee for Citizens with Disabilities](#)

This committee addresses the need and concerns of Wauwatosa citizens with disabilities, including: raising awareness, making recommendations on possible policy changes and advocating for the rights of all citizens with disabilities (mental, physical, environment and intellectual) to live, work and enjoy all of the privileges of being a resident of the City of Wauwatosa.

[Energy and Recycling Advisory Committee](#)

Advises city staff and Common Council on policies that help in reducing energy use, costs and emissions and assists in improving the city's operating budget. It will also track, recommend goals and evaluate recycling, solid waste and yard waste collection and processing and help with community outreach initiatives to maintain the quality of life in Wauwatosa.

E. Ad-Hoc Committees (Temporary)

Ad Hoc Marketing & Communications Committee

This committee is charged with reviewing and review and providing recommendations on the best way to create and distribute information on the City of Wauwatosa. Duties include: examining the City image; examining its marketing, promotional and communications materials and efforts; developing a marketing and communications plan; and providing recommendations for implementing marketing plan, including staffing and funding.

F. Other Boards, Commissions, and Committees

[Community Development Block Grant Board](#)

The Community Development Block Grant Board (CDBG) was created by the City and is now part of the HUD- mandated Citizen Participation Plan. The purpose of the Board is to review eligible applications submitted to the City for [CDBG grants](#) and to provide funding level recommendations for the chosen recipients to the Budget and Finance Committee and the Common Council.

[Village Business Improvement District \(BID\) Board](#)

Created in 1994, the Wauwatosa Village BID's primary goal is to increase traffic and activity within the historic Village sector and cultivate and promote the unique image of the Village. The BID focuses on increasing district sales volumes, enhancing Village property values, attracting additional business investment and making the Village a desirable and pleasant place.

[Visit Milwaukee](#)

The Mayor and appointed representatives serve on the Visit Milwaukee (VM) board to promote Wauwatosa's inclusion in the promotion of the Milwaukee area as a convention visitor and tourist destination. VM's mission is to market Milwaukee (and Wauwatosa) as a premier destination for conventions, trade shows and leisure travel creating a positive economic impact in the Greater Milwaukee area and helping guests experience a warm brand of hospitality.

[Wauwatosa Beautification Committee](#)

This committee is committed to preserving and improving the beauty of our neighborhoods by planting and maintain boulevard gardens and annual and perennial beds throughout the City of Wauwatosa with funds raised through the Annual "Secret Gardens of Wauwatosa Tour" and private donations.

[Wauwatosa Revolving Loan Fund Corporation \(WRLFC\)](#)

WRLFC was established to provide assistance to Wauwatosa businesses that do not qualify for traditional financing. This board manages and administers the lending program which include

loans up to \$100,000 for qualifying start-up and existing businesses to increase the number of businesses, improve businesses and neighborhoods and create jobs in Wauwatosa.

Training Opportunities

A. Training Opportunities

The Common Council has access to funds that are allocated for trainings, seminars, etc. Council members are encouraged to go to the [League of Wisconsin Municipalities](#) New Municipal Officials Workshop, which is held after every election. Along with 'The League' there are other organizations that may have events of interest, e.g., [Public Policy Forum](#), [Wauwatosa Chamber of Commerce](#), or any other organization that discusses with municipal issues.

Also, on occasion City staff will send out notices for different events.

If you are interested in any training opportunity, please contact the Clerk's Office so they can explain the process for paying for and reserving a spot at the event and to determine whether or not there is sufficient funds to go.

City Organization and Operations

Appendix A contains the most current representation of the City's organizational structure.

Department Descriptions

1. [Assessor](#)

The Assessor's Office is assigned the task of appraising, or valuing real and personal property at fair market value for tax purposes. The City Assessor does not set, nor collect taxes.

The City Assessor has three major duties:

- To discover
- To list
- To value all taxable property within the jurisdiction of the City

The Wisconsin Department of Revenue has prepared a helpful [Guide for Property Owners](#) that provides more information about property assessment and taxation in Wisconsin. They have also prepared an article about [Property Assessments in a Declining Market](#).

2. [City Attorney](#)

The Wauwatosa City Attorney is the in-house counsel for the government of the City of Wauwatosa. As such, the office is involved in a wide variety of legal duties on a daily basis. For a more complete description of the functions of the City Attorney's Office, please view [Organization of the Office / Role of the City Attorney](#).

3. [City Clerk](#)

The Office of the City Clerk is a time-honored and vital unit of local government that provides an essential link between citizens and their local governing body.

The City Clerk is the legal custodian of official city records, attends Common Council meetings and keeps a record of its proceedings, issues various city licenses, conducts local elections, and is the filing agency for numerous reports and documents.

The City Clerk's office serves as a clearinghouse of information for "all things 'Tosa" and is often the first office people call when seeking information about the City.

4. [Development](#)

The Department provides a wide-range of services that includes [building inspection](#), [economic development](#), [historic preservation](#), land use, [Property Maintenance](#), planning, and [zoning](#). The Department also acts as a conduit for federal funds, which include an annual allocation of [Community Development Block Grant \(CDBG\)](#) funds.

Wauwatosa continues to be an attractive location for many business ranging from a regional mall to a regional medical center, while also encompassing many unique, intimate, and historic neighborhoods. Our ongoing challenge is to manage a balance among the needs of neighborhood residents, the business community, and regional institutions.

5. [Finance Department](#)

a. City Comptroller's Office

The [City Comptroller's Office](#) provides fiscally sound financial documents, including:

- Annual Financial Report
- Annual Operational Budget and related documents
- Monthly Financial Reports

The City Comptroller's Office also supervises the preparation of the city's annual budget.

b. City Treasurer's Office

The [City Treasurer's Office](#) ensures the proper collection, deposit, and safekeeping of all funds while maintaining the safety and liquidity of city funds and investing excess city funds prudently in accordance with adopted investment policies and State Statutes.

6. [Fire Department](#)

The City of Wauwatosa is proud to have a full service fire department. The department strives to provide fire protection, fire suppression, fire safety inspections, quality advanced and basic life

support, and specialized rescue services. Currently, we employ 99 personnel that house three fire stations and serve approximately 47,000 residents in a 13 square mile area.

7. [Health Department](#)

The Wauwatosa Health Department (WHD) is a Level 3 Health Department that exists to protect the health and safety of the entire Wauwatosa community by promoting health, preventing disease, and reducing or eliminating health risk factors. Although some Wauwatosans have not had direct contact with their health department, many of the improvements that prolong life and protect health and safety are directly related to public health measures. Examples include safe food, clean air, pure drinking water, clean pools, childhood vaccines, and chronic disease risk reduction through the promotion of healthy behaviors. According to Wisconsin Statute ch. 251.02(2), counties with a population of 500,000 or more must establish a local health department. Since there is no county health department in Milwaukee County, health departments are maintained at the municipal level.

8. [Human Resources](#)

The Human Resources (HR) staff is comprised of:

- Director of Human Resources: Oversees the operations of the Department as a whole
- Health and Productivity Coordinator: Responsible for and manages the city's employee benefits and comprehensive wellness program
- Human Resources Generalist: Manages the city's recruitment, Family and Medical Leave Act (FMLA) leave administration, Worker's Compensation and training programs
- Payroll Coordinator: Responsible for payroll administration for all departments
- Human Resources Assistant: Provides general clerical assistance for the Department

9. [Information Technology](#)

The City of Wauwatosa Information Technology Department (IT) strives to continually offer enhanced business value to our customers by providing cost effective, innovative information management, and technology solutions that support the business strategies of the City of Wauwatosa.

The IT Department provides a secure environment for data integrity, accessibility, system availability, and delivery of information resources for all city departments including Police and Fire. The IS Department is committed to fiscal responsibility, collaborating with other departments to provide technical services to better serve the City of Wauwatosa and its citizens.

10. [Library](#)

The Wauwatosa Public Library was founded in 1886 and is the oldest suburban library in Milwaukee County. More than 100 years later, the library serves approximately 50,000 residents of Wauwatosa with a collection that includes newspapers and magazines, books, music and video recordings, art prints, sculpture, and audio books, as well as [online subscriptions](#) to databases on a variety of subjects.

Over 39,000 residents have a Wauwatosa Public Library card and, in 2009, the library loaned more than 895,000 items, making it the highest circulating library in Milwaukee County.

The library offers a range of programs and services for adults and children. The Information Desk is staffed by professional librarians who answer more than 100,000 reference questions [annually in person](#), [by email](#) and [by phone](#).

11. [Municipal Court](#)

The Municipal Court acts on violations of municipal ordinances, or on a violation of a resolution or bylaw if authorized by statute. Court action is a civil action and the forfeiture or penalty imposed by any ordinance of the municipality may be collected in an action in the name of the municipality.

12. [Police Department](#)

The Wauwatosa Police Department works to solve problems within the community, protect the rights of all people, and treat all citizens in a respectful manner.

The department is structured accordingly, in order to discharge these duties in the most efficient and effective manner possible.

The Department is headed by the Chief of Police and is divided into two main bureaus:

- [Administrative Bureau](#)
- [Operations Bureau](#)

13. [Public Works](#)

a. Engineering Division

The Engineering Division is responsible for planning and design for public works projects such as streets, alleys, sidewalks, sanitary and storm sewers in addition to permitting for work in the street right of way

b. Fleet Maintenance Division

The Fleet Maintenance Division provides safe, reliable, appropriate and well maintained vehicles and equipment to various city departments to assist in accomplishing their goals. While utilizing professional [ASE certified technicians](#) and staff in a service oriented environment by means of efficient and cost effective methods.

The Fleet Maintenance department assist in the acquisition, repair, maintenance and disposal of city vehicles and equipment provided to all city departments with the exception of the Fire Department. This department also provides support services for all major public works operations such as fall leaf collection, snow and ice control operations, flood and wind damage cleanup operations. As well as purchasing, distributing fuel and maintaining the fuel management system.

c. Operations Division

The Operations Division includes programs and services for garbage, recycling, yard materials and leaves; maintenance of streets and alleys, sanitary and storm sewers; snow and ice and other emergencies.

The Operations Division oversees the Drop-off Center in the Public Works Yard. The Drop-off Center is available to all Wauwatosa residents for a \$20 annual permit. Residents can dispose of excess garbage, excess recycling, cardboard, metal bare wood, motor oil, and excess yard materials.

The Drop-off Center also has leaf compost, wood chips, and firewood (when available) for residents.

d. Parks and Forestry Division

Parks

The [Parks Section](#):

- Manages Hart and Webster parks
- Promotes the use of green space in the city
- Works to increase recreation areas in the city

Forestry

The [Forestry Section](#) maintains the urban forest that is so essential for:

- Enhancing the city's beauty
- Increasing property values
- Enhancing the natural environment

e. Traffic and Electrical Division

The Traffic and Electrical Division is responsible for all repairs and maintenance for:

- 6,050 street light poles and fixtures
 - 47 street lighting electrical substations
 - 175 alley lights
 - 39 signalized intersections
 - 19 flasher-controlled intersections
 - 11,800 traffic control and informational signs
 - Hart Park, Police Department, 3 Fire Stations, Public Works Building
 - All underground cables associated with the street lights and traffic signals listed above
- The section performs much of the electrical work needed at city-owned facilities. They handle traffic control for large events, such as the Fourth of July Parade and temporary signage for street detours and 90-day sign trials.

14. [Purchasing](#)

The function of the Purchasing Department is to solicit competitive prices from responsible vendors in order to purchase materials, equipment, and services in a timely manner to meet requirements for all city departments.

Other duties include:

- Authorizing use of other source selection methods such as small purchase procedures, sole source procurement, emergency purchases, and selection process for designated types of services
- Providing competitive, informal, and sealed bid documentation for department and/or Council approval

15. [Water Utility](#)

The Wauwatosa Water Utility's goal is to provide our customers with an ample supply of high quality water at a fair and reasonable rate for public health and sanitation in addition to fire protection demands through continual evaluations of utility assets, effective preventative maintenance programs, and efficient daily operations.

Originally established in 1897, the Wauwatosa Water Utility used groundwater as the source of water supply. In 1963, through a purchase agreement with the [Milwaukee Water Works](#), the Water Utility started to deliver treated Lake Michigan water to our customers. In 2012, the Water Utility supplied 15,507 customers with 1,642,025,000 gallons of clean fresh water.

Fiscal/Financial Functions

The City has four major areas of responsibility in fiscal/financial matters: budgeting, cash management, accounting and reporting, and debt management. The Charter divides the responsibilities between the Mayor, manager of City resources, and the Council, the overseer and policy body.

A. Budget and Funds

The [International City Managers Association \(ICMA\)](#) describes a budget in this way.

“A local government budget specifies the types and amounts of resources that are expected to be available for financing the level of estimated expenditures needed to provide government programs and services.”

The Code of Ordinances charges the Mayor with the responsibility of preparing the tax-supported budgets and submitting them to the Council for approval.

1. Role of the Mayor and Council

The Mayor with assistance from the City Administrator and Finance Director is responsible for preparing the tax-supported budgets and submitting them to the Council for approval. The

Budget Committee reviews, amends and recommends a “Proposed Budget” to the Common Council. A public hearing is held after which the Council must vote to modify and approve the budget.

2. Types of Budgets

The type of budget is determined by the fund for which a budget is prepared.

There are two fund groupings: All Governmental and Enterprise. The All-Governmental funds include all the funds that use property tax revenue to support all or a portion of the operations. Enterprises funds are those group of funds that generate their own revenue from operations. For example, the Water Utility obtains revenue by charging fees (water bills) to water customers for the service provided. Below is the list of all funds the City budgets by fund grouping:

All Governmental Funds (AGF) AGF includes four fund types: the General Fund, the Special Revenue Funds, the Debt Service Fund, and Capital Projects Funds. These funds are defined below.

General Fund

The General Fund accounts for all revenues and expenditures of the City that are not accounted for in other funds. It is usually the largest and most important accounting activity for a city. The fund receives revenues from general property taxes, licenses and permits, fines and penalties, rents, charges for current services, local government aids, and interest earnings.

Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from taxes or other earmarked revenue sources. These funds are usually required by statute, charter provision, or local ordinance to finance a particular function or activity of government. The following is a list of Special Revenue Funds currently budgeted by the City:

- Tax Incremental District Fund
- Library Fund
- Special Assessments
- Community Development Block Grant
- Parks

Debt Service Funds

Debt Service funds are established to account for the payment of interest and principal on long-term general obligation debt. General obligation (G.O.) debt is debt that is secured by pledging the full faith and credit of the City’s tax base. In other words, the City pledges property tax revenues to pay the debt.

Capital Projects Funds

Capital Projects Funds are established to account for all resources used for the acquisition of capital facilities by the City except those financed by Enterprise Funds. The funds are for current expense and not used directly for debt payment.

3. Budget Timeline

The Budget process begins in March with the update to the five-year forecast, which establishes the cost-to-continue. This represents the amount that expenditures need to be reduced or revenues increased in order to maintain the same level of services.

From April through June budget instructions for departments are updated, personnel allocations are revised, revenue projections are finalized and departmental property levy targets are established. Departments spend July developing their budgetary requests, which are reviewed by the Mayor, City Administrator and Finance Director in August. The Mayor's Executive Budget is presented to the Budget Committee during September during which the City Administrator and Department Directors are available to present and answer questions on their budget.

The Budget Committee may amend and ultimately adopts a Proposed Budget by early October. An official notice with the budgetary details is required by state statute to be published in mid-October and a public hearing is held in early November.

Budget adoption and establishment of the property tax levy occurs in mid-November so that property tax bills can be sent out in early December.

B. Cash Management

It is the policy of the City of Wauwatosa to invest public funds in a manner that conforms to all state statutes governing the investment of public funds, provides the maximum security while meeting daily cash flow demands of the City. Yield will be the final determining factor of the investment decision. The Treasurer's Office in the Finance Department is responsible for cash management.

Given that the City collects the majority of property taxes in the beginning of the year and has relatively sizable fund balances, active cash management is important to derive interest earnings on idle cash. To achieve this and meet the City's investment policy, it maintains daily, weekly and annual cash flow forecasts. Funds necessary for operations over the next 365 days are kept in short-term liquid investments such as the Wisconsin Local Government Investment Pool. Funds not needed over the next year are included in an actively managed portfolio that the City invests according to state statutes in higher yield bearing investments such as certificates of deposits and municipal, federal and corporate bonds for a duration ranging from several months to seven years. Funds are only invested in public depositories approved by the Common Council.

Monthly investment reports are prepared by the Treasurer's office in the Finance Department accounting for the City's entire cash portfolio.

C. Accounting and Reporting

The City will follow these practices and policies when accounting for and reporting on city finances:

1. Maintain a high standard of accounting practices.
2. Maintain accounting records on a basis consistent with generally accepted accounting principles as outlined by the Government Accounting Standards Board.
3. Provide regular financial reports showing financial activity by major types of funds.
4. Prepare and make available an annual Financial Report.
5. Submit the annual Financial Report to the [Government Finance Officers Association \(GFOA\)](#) to determine its eligibility for the [GFOA's Certificate of Achievement or Excellence in Financial Reporting](#).
6. Prepare an annual Financial Trend Report for the Mayor and Council.
7. Prepare quarterly budget to actual projections for the General Fund.

D. Issuing and Managing Debt

The City issues debt in order to finance a project. The project is usually large enough to render financing from cash on hand impractical. In order to obtain the needed funds, the City issues bonds, certificates of indebtedness, or bank notes.

1. Bonds

A bond is a contract between the City and the bond owner. Usually, financial institutions or underwriters purchase bonds, which creates a money source for the issuer (City). The City agrees to repay the principal with interest based on the face value of the bonds. These bonds are usually marketed to investors in \$5,000 denominations.

Generally, bonds are identified in two ways. The first way is how the bonds are secured. The second way is how the proceeds are to be used. The assets pledged to pay the bond owner (debt) secure bonds. The pledge is similar to collateral in a conventional mortgage. Secondly, the purpose of the bonds is also part of the bond description. For example, the "General Obligation (pledge) Improvement (purpose) Bond.

The City generally issues General Obligation Bonds. This bond (debt) is paid from property tax proceeds.

2. City's Credit Rating

A city's credit rating is important because it affects the interest rate the City will pay on all forms of debt. The better the credit rating the lower the interest cost. The City uses one credit rating firm. They are [Moody's Investor Service](#). This firm will rate each bond the City issues. The rating is a product of reviewing growth and development in the City, existing debt, size of reserves, strength of the management team, size of the tax base or size of enterprise

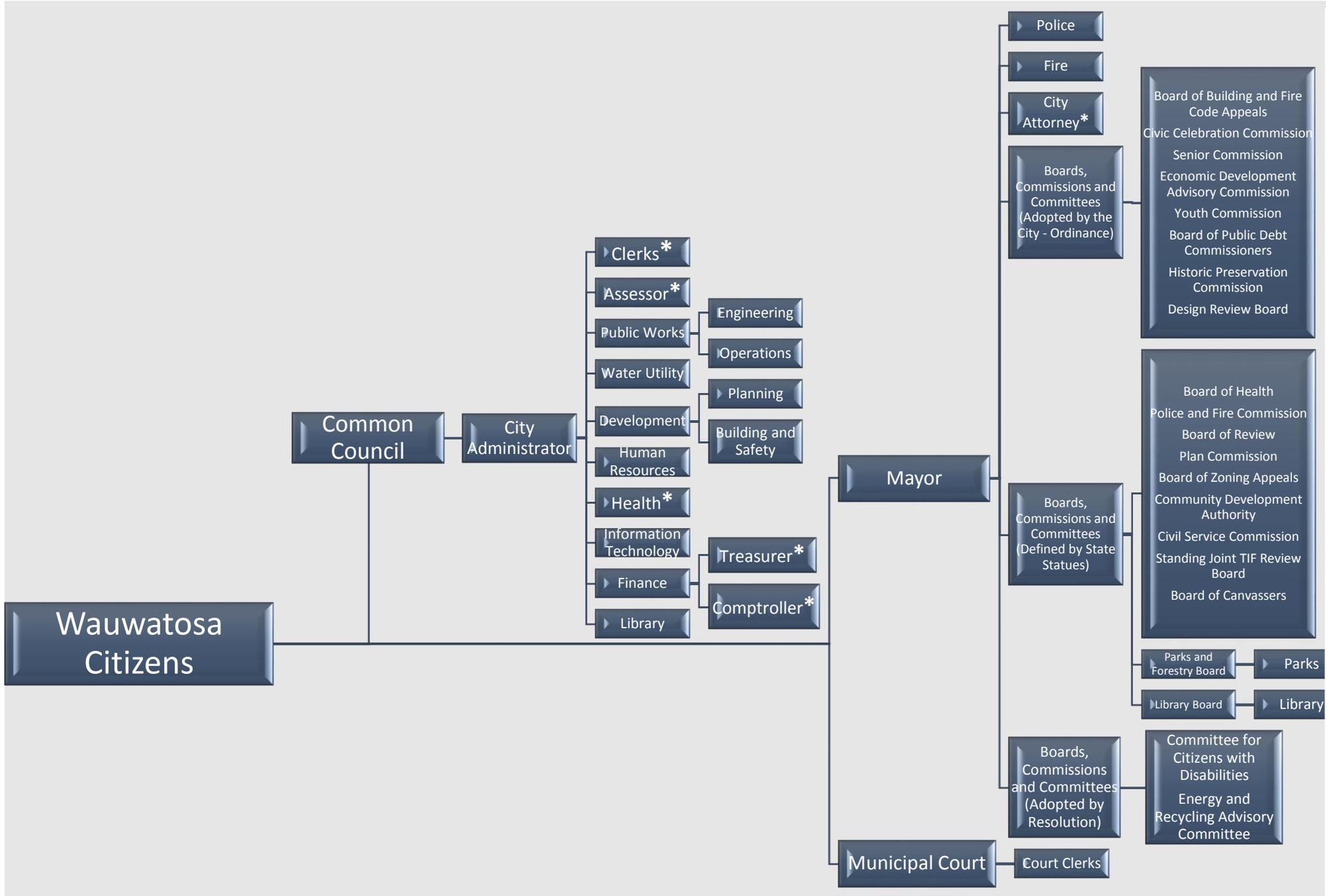
operation, etc. Moody's has rated the City's credit at AAA, the highest rating that is able to be attained.

If you would like assistance with understanding commonly used budget terms below are a couple links to budget glossaries that you may find helpful:

- [Glossary of Wisconsin Government Terms](#), League of Wisconsin Municipalities
- [A Beginner's Budget Glossary](#), Main Townsman, Jan. '93
- [Municipal Finance/Budget Glossary](#), Ashland, MA

Questions or requests for financial information should be directed to the Finance Director at (414) 479-8922 or the City Administrator at (414) 479-8915.

THIS PAGE IS INTENTIONAL LEFT BLANK.



Attachment: Learning the Job: An Orientation Handbook for Elected Officials (2192 : Overview of the

Appendix B: Other Resources

- [The Reporters' Guide to Wisconsin City and Village Government](#), League of Wisconsin Municipalities, 2003 (Some information may not be current, however this document provides an abbreviated review of city, town and village government)
- [Economic Development Plan](#), commonly referred to as, the "Horton Report"
- [City Plans](#)
 - Comprehensive Plan
 - East Tosa: North Avenue Plan
 - Village Area Plan
 - Burleigh Street Triangle Redevelopment Plan