



**CITY OF WAUWATOSA**  
**LEGISLATION, LICENSING & COMMUNICATIONS COMMITTEE**  
**AGENDA • FEBRUARY 10, 2015**

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**Regular Meeting****Committee Room #2****6:00 PM**

7725 West North Avenue, Wauwatosa, WI 53213

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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](http://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.

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**LLC COMMITTEE ITEMS**

1. Continued discussion of the proposed revised Council Committee structure, and review of proposed changes to Title 2 of the Wauwatosa Municipal Code.

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.

**Proposed amendments to Ch. 2.02 based upon approved decision points as of February 10, 2015:**

**2.02.020 - Standing committees.**

- A. The standing committees of the common council shall be appointed by the mayor as follows:
1. Financial Affairs;
  2. Community Affairs;
  3. Transportation Affairs;
  4. Government Affairs.
- B. Each of the Standing Committees shall have primary responsibility for the topics described below. Items not fitting precisely within the following descriptions may be assigned to the most appropriate of the committees. Items involving multiple topics which could fall into more than one committee may be heard by any committee which is appropriate. Any Committee hearing an item may refer such item to another of the Standing Committees if it is deemed appropriate or necessary to obtain a complete and thorough consideration of the topic.
1. Financial Affairs Committee - The committee shall have primary responsibility for matters of city expenditures and fiscal planning, including the annual budget, bills and claims, bond issuance, TIF funding, emergency spending, legal settlement expenditure approval, and contract negotiations.
  2. Community Affairs Committee - The committee shall have primary responsibility for matters related to development, safety and quality of life issues, as well as the marketing of the City.
  3. Government Affairs Committee - The committee shall have primary responsibility for matters of licensing, employee relations, communication (other than marketing), government affairs, governance, strategic planning, legislative affairs, and Council administration.
  4. Transportation Affairs Committee - The committee shall have primary responsibility for matters of transportation planning, including street and traffic planning, public transportation, pedestrian and bicycle planning and safety, parking restrictions, and communications to other governments and agencies on such topics.
- C. When making appointments to the standing committees, the mayor shall appoint eight members to each committee.
1. In no event shall a member be appointed to both the Financial Affairs and Community Affairs committees at the same time nor shall two members from the same aldermanic district be appointed to either of these committees.
  2. In no event shall a member be appointed to both the Government Affairs and Transportation Affairs committees at the same time, nor shall two members from the same aldermanic district be appointed to either of these committees.
  3. No more than four members of the Financial Affairs Committee may be appointed to either the Government Affairs or Transportation Affairs Committees. No more than four members of the Community Affairs Committee may be appointed to either the Government Affairs or Transportation Affairs Committees.
- D. Legislative representatives of the council shall be appointed from the membership of the common council to provide liaison representation to boards and commissions as may be required. Each Board or Commission to which an aldermanic liaison is appointed shall be assigned to one of the Standing Committees for the purpose of efficient oversight and communication. The Standing Committees shall be responsible for annually reviewing and considering the ongoing work and activities of its assigned Board(s) or Commission(s). ~~Such Boards and Commissions shall report, not less than annually, to one of the Standing Committees of the common council regarding the goals and activities of that particular Board or Commission.~~

- E. Not more than one representative from each aldermanic district shall serve on any one of the standing committees.
- F. Each alderman shall serve on two of the standing committees of the common council.
- G. No alderman shall be appointed to more than one chairmanship of any of the four standing committees of the common council.

**2.02.025 Standing Committee Agendas.**

- A. Business anticipated to be presented for discussion at the next scheduled meetings of the Standing Committees shall be presented as the final ~~matter on~~ item at each Common Council ~~agenda~~ meeting, provided such information is available at that time. Council members at such time shall be permitted to comment upon the scheduling or presentation of the items of business so listed, or may suggest additional items of business which should be considered at future meetings.
- B. ~~Any five (5) members of the common council at such time may require that an item be placed upon the appropriate Committee agenda. A majority vote shall be required to remove a scheduled item from the agenda.~~
- C. ~~If the common council expresses no formal objection, all items so listed shall be placed upon the agenda for the next meeting of the appropriate standing committee.~~
- D. ~~After the Common Council meeting at which anticipated agenda items are ~~approved~~ described, additional items of business may be placed on standing committee agendas as necessary to conduct the business of the City, in a manner permitted by the Wisconsin Open Meetings Law.~~
- D. Should intervening circumstances require that an approved item be removed from the next agenda, council members shall be informed of the reasons for such action.

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**2.02.050 - Order of business.**

- A. The order of business hereinafter set forth shall, in all cases, be adhered to; but the same may be temporarily suspended by unanimous consent.
- B. The order of business shall be as follows:
  1. The roll of members shall be first called and the absentees noted;
  2. Two-thirds of the members shall constitute a quorum;
  3. The meeting being organized, the minutes of the proceedings of the last meeting shall be read (if necessary, amended) and approved;
  4. Unfinished business appearing on the record;
  5. Communications and petitions;
  6. Reports of standing committees;
  7. Reports of special committees;
  8. Resolutions and ordinances;

Attachment: Proposed Wauwatosa Title 2 amendments 02102015 (2759 : Discussion Check List)

9. Miscellaneous business.
10. Standing committee agendas

**Wauwatosa Code of Ordinances Sections and Subsections which require changes to cross-referenced Committee Names (as of Feb 10, 2015):**

<b>Section/subsection</b>	<b>Old Committee</b>	<b>New Committee</b>
1.30.020 D. - Delegation and guidelines. (Licensing Authority)	legislation, licensing and communications	Government Affairs
1.30.030 - Appeal. (Licensing Authority)	legislation, licensing and communications	Government Affairs
2.02.030 - Auditing of accounts.	budget and finance	Financial Affairs
2.02.120 - Standing committees—Meeting time and place.	budget and finance	Financial Affairs
2.02.170 B. - Restrictions on distribution of confidential personnel records.	Employee relations	Government Affairs
2.02.170 C. - Restrictions on distribution of confidential personnel records.	Employee relations	Government Affairs
2.02.180 A. - Trial periods for safety regulations.	Traffic and safety	Transportation Affairs
2.02.180 B. - Trial periods for safety regulations.	Traffic and safety	Transportation Affairs
2.02.180 C. - Trial periods for safety regulations.	Traffic and safety	Transportation Affairs
2.08.070 - Appointment procedure. (City Administrator)	employee relations	Government Affairs
2.08.120 B. - Illustrative duties.(City Administrator)	budget and finance	Financial Affairs
2.20.020 - Delinquent personal property taxpayers shall not be issued licenses.	legislation, licensing and communications	Government Affairs
2.24.020 B. - Membership. (Plan Commission)	Community Development	Community Affairs
2.24.030 B. - Items under consideration. (Plan Commission)	Community Development	Community Affairs
2.24.030 C. - Items under consideration. (Plan Commission)	Community Development	Community Affairs
3.44.010 - Presence of certain officers required.	“finance”	Financial Affairs
6.04.060 B. - Licenses not to be issued if personal property taxes are unpaid or a judgment remains outstanding.	legislation, licensing and communications	Government Affairs
6.04.060 C. - Licenses not to be issued if personal property taxes are unpaid or a judgment remains outstanding.	legislation, licensing and communications	Government Affairs
6.04.060 D. - Licenses not to be issued if personal property taxes are unpaid or a judgment remains outstanding.	legislation, licensing and communications	Government Affairs
6.08.060 C. - License issuance—Conditions. (liquor)	legislation, licensing and communications	Government Affairs
6.08.090 A. - Granting of license. (liquor)	legislation, licensing and communications	Government Affairs

6.08.090 B. - Granting of license. (liquor)	legislation, licensing and communications	Government Affairs
6.08.100 A. - Authorization to the city clerk to issue and renew operator's licenses.	legislation, licensing and communications	Government Affairs
6.08.100 B. - Authorization to the city clerk to issue and renew operator's licenses.	legislation, licensing and communications	Government Affairs
6.08.180 B. - License revocation. (liquor)	legislation, licensing and communications	Government Affairs
6.08.230 B. - Consumption restricted to licensed premises.	"license"	Government Affairs
6.08.240 D. - Consumption on licensed premises after closing hours.	"license and permits"	Government Affairs
6.08.250 A. - Operator's license.	legislation, licensing and communications	Government Affairs
6.08.270 B. - Provisional operator's license.	legislation, licensing and communications	Government Affairs
6.12.020 - License—Issuance. (Amusement Devices)	legislation, licensing and communications	Government Affairs
6.12.090 - Nonrenewal, revocation or suspension. (Amusement Devices)	"licensing"	Government Affairs
6.28.050 - Licenses—Revocation. (Dance Halls)	"licenses"	Government Affairs
6.32.080 - License—Revocation or suspension for violation. (Dry Cleaners)	"licenses"	Government Affairs
6.32.090 - License—Suspension for misconduct of licensee or employee. (Dry Cleaners)	"licenses"	Government Affairs
6.36.070 - Revocation or suspension for misconduct of licensee or employee. (Food Licenses)	"licenses"	Government Affairs
6.40.065 - License—Suspension. (Hotels & Motels)	"license and permits"	Government Affairs
6.42.070 - License suspension. (Bed & Breakfast Establishments)	"license and permits"	Government Affairs
6.45.070 - License revocation or suspension. (Massage Establishments)	"license and permits"	Government Affairs
6.46.040 B. - Application for escort service license.	legislation, licensing and communications	Government Affairs
6.46.040 C. - Application for escort service license.	legislation, licensing and communications	Government Affairs

6.46.070 B. - Application for escort license.	legislation, licensing and communications	Government Affairs
6.46.070 C. - Application for escort license.	legislation, licensing and communications	Government Affairs
6.46.130 - Suspension or revocation of licenses. (Escorts)	legislation, licensing and communications	Government Affairs
6.48.050 - Registration. (Direct Sellers)	"license"	Government Affairs
6.52.040 B. - License—Approval of application. (Pool and Billiard Rooms)	"licenses"	Government Affairs
6.52.060 - Licenses of employees. (Pool and Billiard Rooms)	"license"	Government Affairs
6.56.080 - Class "B-1" license—Applicant residency requirements. (Restaurants)	"license"	Government Affairs
6.56.170 - Class "B-2" license—Applicant residency requirements. (Restaurants)	"license"	Government Affairs
6.56.260 - Class "B-3" license—Applicant residency requirements. (Restaurants)	"licenses"	Government Affairs
6.68.020 - License—Application—Fee. (Theaters, circuses and exhibitions)	legislation, licensing and communications	Government Affairs
6.72.020 6. - License—Application. (Used Car Dealers)	"license"	Government Affairs
6.80.060 - Noncompliance—Notice—License revocation. (Noise Violations)	"licenses"	Government Affairs
6.92.030 B. - Application. (Service Station Licensing)	legislation, licensing and communications	Government Affairs
6.92.040 A. - Approval. (Service Station Licensing)	legislation, licensing and communications	Government Affairs
6.98.050 - Conditions may be attached. (Street Festival Permits)	Community Development	Community Affairs
7.50.075 - Appeal of denial. (Parade Permits)	legislation, licensing and communications	Government Affairs
8.80.060 - Penalty. (Dangerous Use of Fumigants)	legislation, licensing and communications	Government Affairs
8.24.120 A.1. - Commercial/private solid waste haulers.	legislation, licensing and communications	Government Affairs
8.90.050 - Suspension or revocation of license. (Public Swimming Pools)	"license and permits"	Government Affairs

11.12.020 - Making and enforcing of emergency regulations. (Traffic)	Traffic and safety	Transportation Affairs
11.32.055 B. - Waiver of parking restrictions during construction periods.	Traffic and safety	Transportation Affairs
12.32.020 B. - Establishment—Special privilege permit required—Application. (Loading Zones)	Traffic and safety	Transportation Affairs
15.18.060 C. - Moving (Buildings) to new sites—Regulations.	Community Development	Community Affairs
15.18.060 D. - Moving (Buildings) to new sites—Regulations.	Community Development	Community Affairs
17.02.010 B.1. - Council approval required—Denial. (Subdivisions)	Community Development	Community Affairs
17.02.010 B.2. - Council approval required—Denial.	Community Development	Community Affairs

**Proposed amendments to Ch. 2.02 based upon approved decision points as of January 27, 2015:**

**2.02.020 - Standing committees.**

- A. The standing committees of the common council shall be appointed by the mayor as follows:
1. Financial Affairs~~Budget and finance~~;
  2. Community Affairs~~Community development~~;
  3. Transportation Affairs~~Traffic and safety~~;
  4. Government Affairs~~Legislation, licensing and communications~~;
  5. ~~Employee relations.~~
- B. Each of the Standing Committees shall have primary responsibility for the topics described below. Items not fitting within the following descriptions may be assigned to the most appropriate of the committees. Items involving multiple topics which could fall into more than one committee may be heard by any committee which is appropriate.
1. Financial Affairs Committee - The committee shall have primary responsibility for matters of city expenditures and fiscal planning, including the annual budget, bills and claims, bond issuance, TIF funding, emergency spending, legal settlement expenditure approval, and contract negotiations.
  2. Community Affairs Committee - The committee shall have primary responsibility for matters related to development, safety and quality of life issues, as well as the marketing of the City.
  3. Government Affairs Committee - The committee shall have primary responsibility for matters of licensing, employee relations, communication (other than marketing), government affairs, governance, strategic planning, legislative affairs, and Council administration.
  4. Transportation Affairs Committee - The committee shall have primary responsibility for matters of transportation planning, including street and traffic planning, public transportation, pedestrian and bicycle planning and safety, parking restrictions, and communications to other governments and agencies on such topics.
- C. When making appointments to the ~~budget and finance standing committee and to the community development~~ committees, the mayor shall appoint eight members to each committee, ~~but i~~
1. In no event shall a member be appointed to both ~~the Financial Affairs and Community Affairs~~ committees at the same time nor shall two members from the same aldermanic district be appointed to ~~the same~~ either of these committees.
  2. In no event shall a member be appointed to both the ~~Government Affairs and Transportation Affairs~~ committees at the same time, nor shall two members from the same aldermanic district be appointed to either of these committees.
  3. No more than four members of the ~~Financial Affairs Committee~~ may be appointed to either the ~~Government Affairs or Transportation Affairs~~ Committees. No more than four members of the ~~Community Affairs Committee~~ may be appointed to either the ~~Government Affairs or Transportation Affairs~~ Committees.
- ~~C~~D. Legislative representatives of the council shall be appointed from the membership of the common council to provide liaison representation to boards and commissions as may be required. Such Boards and Commissions shall report, not less than annually, to one of the Standing Committees of the common council regarding the goals and activities of that particular Board or Commission.
- ~~D~~E. Not more than one representative from each aldermanic district shall serve on any one of the standing committees.
- ~~E~~F. Each alderman shall serve on two of the standing committees of the common council.

~~FG.~~ No alderman shall be appointed to more than one chairmanship of any of the ~~five~~four standing committees of the common council.

~~G. The legislation, licensing and communications committee shall consist of six members. The traffic and safety employee relations committees shall each consist of five members.~~

#### 2.02.025 Standing Committee Agendas.

- A. Business anticipated to be presented for discussion at the next scheduled meetings of the Standing Committees shall be presented as the final matter on each Common Council agenda, provided such information is available at that time. Council members at such time shall be permitted to comment upon the scheduling or presentation of the items of business so listed, or may suggest additional items of business which should be considered.
- B. Any five (5) members of the common council at such time may require that an item be placed upon the appropriate Committee agenda. A majority vote shall be required to remove a scheduled item from the agenda.
- C. If the common council expresses no formal objection, all items so listed shall be placed upon the agenda for the next meeting of the appropriate standing committee.
- D. After the meeting at which agenda items are approved, additional items of business may be placed on standing committee agendas as necessary to conduct the business of the City, in a manner permitted by the Wisconsin Open Meetings Law.
- D. Should intervening circumstances require that an approved item be removed from the next agenda, council members shall be informed of the reasons for such action.

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#### **2.02.050 - Order of business.**

- A. The order of business hereinafter set forth shall, in all cases, be adhered to; but the same may be temporarily suspended by unanimous consent.
- B. The order of business shall be as follows:
1. The roll of members shall be first called and the absentees noted;
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  4. Unfinished business appearing on the record;
  5. Communications and petitions;
  6. Reports of standing committees;
  7. Reports of special committees;
  8. Resolutions and ordinances;
  9. Miscellaneous business.
  10. Standing committee agendas

**Proposed amendments to Sec. 2.02.020 based upon approved decision points as of January 20, 2015:**

2.02.020 - Standing committees.

- A. The standing committees of the common council shall be appointed by the mayor as follows:
1. Financial Affairs~~Budget and finance~~;
  2. Community Affairs~~Community development~~;
  3. Transportation Affairs~~Traffic and safety~~;
  4. Government Affairs~~Legislation, licensing and communications~~;
  5. ~~Employee relations.~~
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- C. When making appointments to the ~~budget and finance standing committee and to the community development~~ committees, the mayor shall appoint eight members to each committee, ~~but i~~
1. In no event shall a member be appointed to both ~~the Financial Affairs and Community Affairs~~ committees at the same time nor shall two members from the same aldermanic district be appointed to ~~the same~~ either of these committees.
  2. In no event shall a member be appointed to both the ~~Government Affairs and Transportation Affairs~~ committees at the same time, nor shall two members from the same aldermanic district be appointed to ~~either of these~~ either of these committees.
- ~~C~~D. Legislative representatives of the council shall be appointed from the membership of the common council to provide liaison representation to boards and commissions as may be required.
- ~~D~~E. Not more than one representative from each aldermanic district shall serve on any one of the standing committees.
- ~~E~~F. Each alderman shall serve on two of the standing committees of the common council.
- ~~F~~G. No alderman shall be appointed to more than one chairmanship of any of the ~~five~~ four standing committees of the common council.
- ~~G.~~ ~~The legislation, licensing and communications committee shall consist of six members. The traffic and safety employee relations committees shall each consist of five members.~~

**Other ordinance sections which may require amendment based upon current discussion items are as follows:**

2.02.050 - Order of business.

- A. The order of business hereinafter set forth shall, in all cases, be adhered to; but the same may be temporarily suspended by unanimous consent.
- B. The order of business shall be as follows:
  - 1. The roll of members shall be first called and the absentees noted;
  - 2. Two-thirds of the members shall constitute a quorum;
  - 3. The meeting being organized, the minutes of the proceedings of the last meeting shall be read (if necessary, amended) and approved;
  - 4. Unfinished business appearing on the record;
  - 5. Communications and petitions;
  - 6. Reports of standing committees;
  - 7. Reports of special committees;
  - 8. Resolutions and ordinances;
  - 9. Miscellaneous business.

2.02.070 - Meetings—Time and place.

The common council shall meet in the City Hall on the first and third Tuesday of each month at seven-thirty p.m., except during the month of August when one common council meeting shall be held on the first Tuesday of the month, and at such other times as may be declared by the common council. In the event that a regular meeting of the council falls on a legal holiday or the evening prior thereto, the council may designate another date of meeting in lieu thereof. In the event the council deems it necessary, it may designate another place of meeting of the council in lieu of the City Hall. Following a regular city election, the first meeting of the new council shall be on the third Tuesday of April. Immediately prior to such meeting the council shall elect its president and plan commission member in accordance with provisions of Section 2.02.150.

2.02.120 - Standing committees—Meeting time and place.

The standing committees of the common council shall meet when business is pending in the City Hall on the second and last Tuesday of each month, not earlier than six p.m., except during the month of August when no committee meetings shall be held, except for the budget and finance committee which may meet as necessary during the budgetary process, except for a committee meeting immediately prior to a meeting of the common council, and except as otherwise declared by the common council. In the event that regular committee meetings fall on a legal holiday or the evening prior thereto, the common council may designate another date for the committee meetings. In the event that the common council deems it necessary, it may designate another place for committee meetings in lieu of City Hall.

## LLC Committee Structure Discussion Checklist

Issue	Yes	No	Ord/Res
Do we approve of the proposed four-committee structure?			
Do we approve of the four proposed committees (Financial Affairs, Community Affairs, Government Affairs, and Transportation Affairs)?			
Are we satisfied with the description of each committees' functions?			
Do we want to move licensing from Community to Government Affairs?			
Do we want to set a minimum length for meetings?			
Do we support the idea of reconvening early meetings after late meetings as needed?			
Do we want to encourage flexibility by scheduling start times on a week-to-week basis as determined by agenda items?			
Do we want to change the agenda setting process? If so, how?			
Do we want to continue to have the Mayor appoint committee members?			
Do we want to continue to have committees pick their chairs?			
Do we feel the Council President is a good choice to set the tone for the Government Affairs Committee?			

Attachment: LLC Committee Structure Discussion Checklist (2759 : Discussion Check List)