

CITY OF MADISON, WISCONSIN

AN ORDINANCE _____

PRESENTED January 20, 2009

REFERRED CCOC

Amending names of Committees, Codifying
Creation of Committees, Deleting Obsolete
Committees and Renumbering Sections of
Chapters 3 and 33 in accordance with the
Report of the CCOC Subcommittee on
Committee Creation and Committee Rules.

RULES SUSPENSION _____

PUBLIC HEARING _____

Drafted by: Michael May

Date: January 12, 2009

SPONSORS: Common Council Organizational
Committee (Alds. Bruer, Clear,
Compton, Konkel, Rhodes-
Conway, Schumacher, Webber &
Verveer) and Ald. Clausius

DRAFTER’S ANALYSIS: This ordinance is the result of lengthy work by a CCOC Subcommittee. Please refer to the Reports of the Subcommittee and of the City Attorney.

This ordinance makes a number of changes as recommended by the Report of the CCOC Subcommittee on Committee Creation and Committee Rules. It is a companion to Legislative File # 13233.

In general, this ordinance:

1. Eliminates obsolete committees and, where necessary, assigns the obligations to a city official.
2. Codifies in the MGO a number of committees and subcommittees that are standing committees, in accordance with the Report and companion ordinance.
3. Modifies the ordinance on Staff Committees to allow for three types of committees, those that are full committees, quasi-committees and information only committees, with different obligations on each.
4. Renames a number of teams, board or commissions to be committees in accordance with the Report and the companion ordinance which requires that only those bodies with some independent authority from the Council should be called "board" or "commission."

The Common Council of the City of Madison do hereby ordain as follows:

1. Subsection (18) entitled “Severability” of Section 3.17 of the Madison General Ordinances is hereby repealed and recreated to read as follows:

“(18) CDA Housing Operations Subcommittee. The CDA Housing Operations Subcommittee shall consist of five (5) members appointed by the Chair of the Community Development Authority Board. Three (3) members shall be members of the Community Development Authority Board and two (2) members shall be residents of CDA housing who may not be members of the CDA Board. This subcommittee shall review policy and programs specifically related to housing operations.”

Approved as to form:

Michael P. May, City Attorney

2. Subsection (4) entitled "Duties of Training Officer" of Section 3.37 entitled "Post Entry Training Program" of the Madison General Ordinances is amended to read as follows:

"(7) Duties of Training Officer. The Training Officer shall, with the advice of the ~~Training Committee~~Human Resources Director: (1) develop and conduct on-the-job training program; (2) provide for on-the-job and off-the-job training programs for eligible employees; (3) prepare and submit to the Human Resources Director, an annual report and such other reports of training needs, activities, and accomplishments as to keep the City and Common Council apprised of the training programs; (4) prepare and submit to the Human Resources Director an annual budget for training programs; and (5) prepare a training manual for implementing training programs embodying rules, regulations, and procedures to be submitted through the ~~Training Committee~~Human Resources Director to the Common Council for approval."

3. Subdivision (a) of Subsection (11) entitled "Expenses" of Section 3.37 entitled "Post Entry Training Program" of the Madison General Ordinances is amended to read as follows:

"(a) Reasonable traveling, sustenance, and other expenses for training purposes may be incurred and paid by the City for participation by eligible employees in any training program recommended by the ~~Training Committee~~Human Resources Director and approved by the employee's department head."

4. Subdivision (a) entitled "Pest Management Advisory Committee" of Subsection (1) entitled "Creation" of Section 7.01 entitled "Board of Health for Madison and Dane County" of the Madison General Ordinances is created to read as follows:

"(a) Pest Management Advisory Committee. The Pest Management Advisory Committee is a subcommittee of the Board of Health for Madison and Dane County. It consists of six experts who review annual pesticide use reports, assess compliance with the policy and recommend changes in pest management as needed. The experts are recommended by the Public Health Department and appointed by the Mayor's office. Each member is confirmed by the Common Council and will serve a seven-year term. This committee will be staffed by the Public Health Department."

5. Subsection (10) entitled "Safe Food Advisory Subcommittee" of Section 7.01 entitled "Board of Health for Madison and Dane County" of the Madison General Ordinances is created to read as follows:

"(10) Safe Food Advisory Subcommittee. The Safe Food Advisory Subcommittee is a subcommittee of the Board of Health for Madison and Dane County. It shall consist of ten (10) food operators identified by the Health Department as having demonstrated a willingness to join with the Department in improving public health within the food industry. The members will be appointed by the Board of Health."

6. Paragraph 2. of Subdivision (b) of Subsection (3) entitled "Surplus Property Disposal Method Determination" of Section 8.075 entitled "Disposal of Surplus City Real Property" of the Madison General Ordinances is amended to read as follows:

"2. If two (2) or more City departments, CDA or Utilities express interest in the property, the requests shall be reviewed by the ~~Mayor's Public Works Improvement Committee~~City Engineer. Its recommendations shall be forwarded to the Common Council for a decision. The surplus property shall then be conveyed/transferred to the appropriate City department, CDA or Utility, subject to any restrictions or conditions authorized by resolution adopted by the Common Council."

7. Subparagraph c. of Paragraph 2. entitled "Miscellaneous Restrictions on Sidewalk Cafes" of Subdivision (j) entitled "Miscellaneous Restrictions on Merchant Vendors and Sidewalk Cafes" of Subsection (6) entitled "Regulations and Procedures for Vending on the State Street Mall/Capitol Concourse" of Section 9.13 entitled "License For Selling on Public Streets" of the Madison General Ordinances is amended to read as follows:

"c. Except in the case of sidewalk cafes having permanent facilities approved as a conditional use by the Plan Commission and the ~~Street Encroachment Committee~~, all tables, chairs, and all other materials and equipment must be removed from the site from close of business until normal opening of business each day. Nothing herein shall in any way be deemed to limit the right of the ~~Street Encroachment~~

~~Committee or the Plan Commission to review any matters within the Street Encroachment Committee's or Plan Commission's jurisdiction."~~

8. Subdivision (m) entitled "Liability Insurance" of Subsection (6) entitled "Regulations and Procedures for Vending on the State Street Mall/Capitol Concourse" of Section 9.13 entitled "License For Selling on Public Streets" of the Madison General Ordinances is amended to read as follows:

"(m) Liability Insurance. To hold a valid license, the vendor must have in force adequate liability insurance and must agree to indemnify, defend, and hold the City, its employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the City as the result of any injury to or death of any person or damage to property caused by or resulting from the activities for which the license is granted. As evidence of liability insurance, the applicant shall furnish a Certificate of Insurance, on a form acceptable to the City, evidencing the existence of commercial general liability insurance (including contractual liability insurance) naming the City of Madison, its employees and agents as additional insureds, with minimum limits of one million dollars (\$1,000,000.00) in the aggregate. The Certificate of Insurance shall provide thirty (30) days written notice to the City upon cancellation, or nonrenewal or material change in the policy.

To hold a valid sidewalk cafe license or merchant vendor license, the vendor must have in full force adequate liability insurance. Adequate liability insurance is insurance the terms and conditions of which shall at minimum comply with those terms and conditions specified in paragraph 1 of this subdivision (m) and may include any additional terms and conditions required by the ~~Privilege in Streets Committee~~ City Real Estate office or agreement of the parties."

9. Subsection (5) entitled "Subcommittees" of Section 33.05 entitled "Board of Park Commissioners" of the Madison General Ordinances is created to read as follows:

"(5) Subcommittees. The following subcommittees of the Board of Park Commissioners assist in receiving citizen input and making recommendations to the Park Commission. Members shall be appointed by the President of the Board of Park Commissioners and each subcommittee shall contain at least one member from the Park Commission.

- (a) Golf Subcommittee. Advises the Commission regarding policies, rate structure, rules and regulations, capital improvements, user complaints, operations and the selection of golf pros. The Golf Committee is composed of seven (7) persons: one Park Commissioner, the Superintendent of Parks (ex-officio), Golf Supervisor, President or designee representing Odana Golf Association, Yahara Golf Association, Madison Area Retiree Association, Women's Municipal Golf Association, and two at-large members. All members shall be City of Madison residents. The President of the Board of Park Commissioners shall appoint the at-large members.
- (b) Warner Park Community Recreation Center Advisory Subcommittee. Advises the Board of Park Commissioners regarding operations, policies and procedures, fees and user concerns, and makes program and budget recommendations. The committee consists of nine (9) persons including five citizen representatives from the Northside and at large, the Northside Planning Council, youth, North/Eastside Senior Coalition, MSCR Advisory Board, Park Commission and an Alder. This committee meets bi-monthly and all members shall be City of Madison residents.
- (c) Facilities, Programs and Fees Subcommittee. Reviews policies and operation standards, makes program recommendations and recommendations on new user fees and charges. The Subcommittee consists of seven (7) members and meets as needed, once or twice a year.
- (d) Habitat Stewardship Subcommittee. Reviews public tree concerns, advises and makes recommendations concerning the Conservation Parks. The Subcommittee consists of five (5) members and meets monthly.
- (e) Madison Tree Committee. See Sec. 10.101(1), MGO.
- (f) Long-Range Planning Subcommittee. Advises the Board of Park Commissioners, reviews the procedures and policies of the Parks Division and solicits input regarding the Parks Division from alders, groups and citizens. The Subcommittee consists of five (5) members and meets quarterly.
- (g) Park Names Subcommittee. Researches and advises regarding the naming of public parks. The Subcommittee consists four (4) members: one Park Commission member, two citizen members and the Superintendent of Parks or his/her designee."

10. Section 33.10 entitled "City Employees Merit Award Commission" of the Madison General Ordinances is hereby repealed.

11. Subdivision (a) entitled "Alternates" of Subsection (1) entitled "Monona Terrace Board; Composition, Terms" of Section 33.21 entitled "Monona Terrace Community and Convention Center Board" of the Madison General Ordinances is amended to read as follows:

"(a) Alternates. The mayor and county executive may each appoint one alternate member, for three-year terms ending on May 1. The alternate appointed by the mayor shall be entitled to vote at Board meetings only when one or more of the other mayoral appointees is absent and the alternate appointed by the county executive shall be entitled to vote at Board meetings only when one or more of the other county executive appointees is absent. Alternates may serve as the Board representative on the Monona Terrace Event Booking Assistance ~~Executive~~Advisory Committee and on Board committees and shall have full voting rights while thus serving. An alternate may serve as an officer of a committee but may not serve as an officer of the Board. Alternates shall be entitled to attend all Board meetings and participate in all Board discussions but shall not be included when determining whether a quorum of the Board exists unless eligible to vote at the meeting. An alternate shall continue to serve until her or his successor is appointed and confirmed."

12. Subsection (19) entitled "Monona Terrace Event Booking Assistance Advisory Committee" of Section 33.21 entitled "Monona Terrace Community And Convention Center Board" of the Madison General Ordinances is created to read as follows:

"(19) Monona Terrace Booking Event Assistance Advisory Committee. The Monona Terrace Booking Event Assistance Advisory Committee shall consist of five members appointed by the Mayor and approved by the Common Council and meets on an as-needed basis. Terms are open-ended unless a person leaves the position that allows the appointment. The Monona Terrace Booking Event Assistance Advisory Committee considers funding requests from the Greater Madison Convention and Visitors Bureau for event assistance funding for conventions and conferences. The Committee rules on funding requests by following the Fund Policies and Guidelines approved by the Common Council."

13. Section 33.25 entitled "Report of Vacancies" of the Madison General Ordinances is hereby renumbered as Section 33.50 of the Madison General Ordinances.

14. Section 33.26 entitled "Obsolete Committees and Commissions" of the Madison General Ordinances is hereby renumbered as Section 33.51 of the Madison General Ordinances.

15. New Section 33.25 entitled "Ho-Chunk Nation-City of Madison Joint Planning Committee" of the Madison General Ordinances is created to read as follows:

"33.25 HO-CHUNK NATION-CITY OF MADISON JOINT PLANNING COMMITTEE. The Ho-Chunk Nation-City of Madison Joint Planning Committee shall consist of six members: three appointed by the Nation and two appointed by the Mayor subject to the approval of the Common Council, and the director of the City Department of Planning and Community and Economic Development, or his or her designee. Four members, two each representing the Nation and the City, shall be required to constitute a quorum. The Committee shall meet as necessary or at least biannually. The Committee shall be charged with the responsibility of creating and periodically updating a development plan for the Nation's Fee and Trust Land real properties located within the Development Area and the City boundaries."

16. New Section 33.26 entitled "City-County Liaison Committee" of the Madison General Ordinances is created to read as follows:

"33.26 CITY-COUNTY LIAISON COMMITTEE. The City-County Liaison Committee establishes and maintains liaison between the Common Council and the County Board for the purpose of conferring on matters of mutual interest and to provide a means for advising both governing bodies on matters where there may be an apparent conflict or difference in interest between the city and the county. The committee shall consist of eight (8) members: three Common Council members, three members of the Dane County Board of Supervisors, a mayoral staff member and a county executive staff member."

17. Section 33.27 entitled "Staff Committees" of the Madison General Ordinances is amended to read as follows:

"33.27 STAFF COMMITTEES.

- (1) Full Committees.
 - (a) Street Use Staff Commission. See Sec. 10.056(3), MGO.
 - (b) Board of Assessors. Sec. Sec. 33.03, MGO.
- (2) Quasi-Committees.
 - ~~(1)~~(a) General. On rare occasions, the City may establish formal committees of City staff. When such a committee is established, the following rules that apply to other committees will not apply to staff committees: term limits on members, attendance reports, filing of statements of interests, allowing Common Council members to participate in meetings, and the referral of legislative items to the staff committee. If input of a staff committee is denied, the matter should be referred to the department or division head related to the staff committee. Formal staff committees are subject to open meeting law requirements, quorum, terms for members, limits on meeting dates, public comment and the filing of minutes.
 - ~~(2)~~(b) Minority Affairs Committee. There is hereby established a Minority Affairs Committee (MAC) composed of employees of the City of Madison and charged with addressing issues of concern to racial and ethnic minorities employed by the City. Members of the MAC shall be appointed by the Mayor upon recommendation of the Director of the Department of Civil Rights, and are not subject to Common Council approval. The MAC may adopt such other rules or bylaws to govern its operation, including establishing the number of members of the Committee, not inconsistent with these ordinances.
 - ~~(3)~~(c) Women's Issues Committee. There is hereby established a Women's Issues Committee (WIC) composed of employees of the City of Madison and charged with addressing issues of concern to women employed by the City. Members of the WIC shall be appointed by the Mayor upon recommendation of the Director of the Department of Civil Rights, and are not subject to Common Council approval. The WIC may adopt such other rules or bylaws to govern its operation, including establishing the number of members of the Committee, not inconsistent with these ordinances.
- (3) Informational Committees.
 - (a) When an informational-only committee is established, their meetings shall be noticed pursuant to the open meetings law. No quorum or minutes will be required nor are these committees subject to other rules of committees.
 - (b) Rhythm and Booms. Meets regularly and is staffed by employees from Parks, Metro, Police, Street, Traffic Engineering, City Attorney, Fire, Health, Comptroller, and Health.
 - (c) Elver Fireworks Committee.
 - (d) Technical Advisory Committee. A subcommittee of the Water Utility that discusses drinking water quality issues, issue alerts and performs water quality testing. This subcommittee consists of eight (8) members including four experts and three managers and one engineer from the Water Utility."

18. New Section 33.28 entitled "Board of Education/Common Council Liaison Committee" of the Madison General Ordinances is created to read as follows:

"33.28 BOARD OF EDUCATION/Common Council Liaison Committee. The Board of Education/Common Council Liaison Committee serves as a formal channel of communication regarding issues of mutual concern and meets on an as-needed basis. The Committee consists of six (6) members: Mayor or designee, two Common Council members, School Superintendent or representative and two Board of Education members."

19. New Section 33.29 entitled "Madison Election Advisory Committee" of the Madison General Ordinances is created to read as follows:

“33.29 MADISON ELECTION ADVISORY COMMITTEE. The non-partisan Madison Election Advisory Committee shall evaluate current procedures for elections and make recommendations for improvements in voting procedures. The committee shall consist of five (5) citizen members appointed to staggered two-year terms, the City Clerk and County Clerk who shall serve as ex-officio non-voting members.”

20. New Section 33.30 entitled “Jeffrey Clay Erlanger Civility in Public Discourse Award” of the Madison General Ordinances is created to read as follows:

“33.30 JEFFREY CLAY ERLANGER CIVILITY IN PUBLIC DISCOURSE AWARD. The Jeffrey Clay Erlanger Civility in Public Discourse Award will recognize individuals or organizations who share Jeff Erlanger's dedication to and compassion for public policy development, politeness, civility, individual and human rights, and who conduct their daily life consistent with these values. The committee to select the award recipient will be appointed by the Mayor and be composed of five (5) individuals, including two (2) citizen members (citizen members to serve a two-year term with said term expiring two years from date of appointment).”

21. New Section 33.31 entitled “Sustainable Design and Energy Committee” of the Madison General Ordinances is created to read as follows:

“33.31 SUSTAINABLE DESIGN AND ENERGY COMMITTEE. The Sustainable Design and Energy Committee takes a leadership role in the promotion of sustainable energy by promoting both energy efficiency and renewable energy for the City of Madison facilities and the community. The committee consists of fifteen (15) members serving two-year terms: two Common Council members, a Board of Public Works member, and nine various expert members and three at-large members. Members are appointed by the Mayor and approved by the Common Council.”

22. New Section 33.32 entitled “Joint Campus Area Committees” of the Madison General Ordinances is created to read as follows:

“33.32 JOINT CAMPUS AREA COMMITTEES.

(1) Joint West Campus Area Committee.

(a) There is hereby created a Joint West Campus Area Committee. The Committee will consist of 23 members: four ex-officio alders representing districts 5, 10, 11 and 13; a mayoral representative; a representative from the following associations: Greenbush, Vilas, Dudgeon-Monroe and Regent; a member of the Plan Commission; and a member of a transportation-related committee. The UW-Madison will be represented by a Special Assistant to the Chancellor, a representative from Facilities and Planning, UW Transportation Committee, Division of Housing, School of Medicine, School of Engineering, UW Hospital, School of Nursing and an ASM representative. The Village of Shorewood Hills will be represented by its village administrator, its Village Board president and one additional member selected by the Village Board

(b) The Committee shall

1. Facilitate participation in planning activities affecting the campus community, the City of Madison, the Village of Shorewood Hills and the surrounding neighborhoods of the campus area west of Park Street, including Greenbush, Vilas, Dudgeon-Monroe and Regent;
2. Identify community-wide and neighborhood impact of campus initiated, city/village-related and private sector development projects in the west campus area;
3. Discuss and summarize comments on university, city/village and private development plans, environmental impact/assessment statements, and traffic analysis;
4. Summarize city/village, campus and neighborhood comments that enhance existing commercial, university and residential areas and street, transit and bicycle/pedestrian systems in the west campus area (west of Park Street); and
5. Time permitting and where appropriate, forward appropriate summary of JWCAC comments on development projects to the appropriate City of Madison

committee (e.g., Plan Commission, Urban Design, Transit and Parking Commission, Alcohol License Review Committee, Downtown Coordinating Committee and Pedestrian/Bicycle/Motor Vehicle Commission) and to the appropriate Village of Shorewood Hills committee(s).

(2) Joint Southeast Campus Area Committee.

- (a) There is hereby created a Joint Southeast Campus Area Committee. The Committee will consist of 20 members: the alders representing districts 4, 8, and 18; the Mayor or designee (co-chair); a representative from the following associations: Capitol Neighborhoods, State Street-Langdon Neighborhood, the Brittingham area, a State Street organization, Greenbush Neighborhood, Plan Commission, Pedestrian Bicycle Motor Vehicle Commission, and Transit and Parking Commission. The UW-Madison members shall include the Special Assistant to the Chancellor (co-chair), a representative from Facilities Planning and Management, UW-Madison Transportation Committee, UW-Madison Arts Institute, UW-Athletic Department, Wisconsin Union, ASM, and the Division of University Housing.
- (b) The Committee shall
1. Facilitate participation in planning activities affecting the campus community, the City of Madison and the surrounding neighborhoods of the southeast campus area east of Park Street;
 2. Identify community-wide and neighborhood impacts of campus initiated, City-related and private sector development projects in the southeast campus area;
 3. Discuss and summarize comments on university, City and private development plans, environmental impact/assessment statements, and traffic analysis;
 4. Summarize City, campus and neighborhood comments that enhance existing commercial, university and residential areas, and street, transit and bicycle/pedestrian systems in the southeast campus area east of Park Street; and
 5. Time permitting and where appropriate, forward appropriate summary JSECAC comments on development projects to the appropriate City of Madison committee (e.g., Plan Commission, Urban Design, Transit and Parking Commission, Alcohol License Review Committee, Downtown Coordinating Committee and Pedestrian/Bicycle/Motor Vehicle Commission)."

23. Subdivision (n) entitled "Equal Opportunities Commission Employment Subcommittee" of Subsection (8) entitled "Employment Practices" of Section 39.03 entitled "Equal Opportunities Commission" of the Madison General Ordinances is created to read as follows:

"(n) Equal Opportunities Commission Employment Subcommittee. The EOC Employment Committee shall consist of 15 maximum voting members. Additional persons may participate as non-voting members. Membership of the Employment Committee is open to a City of Madison company, business or non-profit designee and to individual representatives."

24. Section 39.06 entitled "Reverend Doctor Martin Luther King, Jr. Humanitarian Award" of the Madison General Ordinances is amended to read as follows:

"39.06 REVEREND DOCTOR MARTIN LUTHER KING, JR. HUMANITARIAN AWARD.

- (1) There is created the Reverend Doctor Martin Luther King, Jr. Humanitarian Award or Awards to be presented annually to the person or persons who have made outstanding and significant contributions in the spirit of sisterhood, brotherhood, and harmony toward making our City an ideal place in which to live. The award or awards shall be presented at the annual celebration of the birth of Dr. King.
- (2) The Mayor shall appoint a ~~Committee~~ Commission, which shall consist of the Mayor or her/his designee as an ex officio nonvoting member; the City's Affirmative Action Division Head; the Equal Opportunities Division Head; and one delegate from each of the following commissions/committees: the Madison Equal Opportunities Commission, the Affirmative Action Commission, the Community Block Grant Development ~~Commission~~ Committee, the Community Services ~~Commission~~ Committee and the ~~Commission~~ Committee on People with Disabilities. This

~~Committee~~Commission shall annually seek candidates and select the recipient or recipients of this award.

- (3) The Mayor shall convene the ~~Committee~~Commission on or before August 15 of each year. The ~~Committee~~Commission shall select a chairperson and may establish rules and procedures.”

25. The title of the “Commission on the Environment” is renamed to the “Committee on the Environment” and all references in the MGO’s shall be modified to reflect this new name.

26. The title of the “Community Development Block Grant Commission” is renamed to the “Community Development Block Grant Committee” and all references in the MGO’s shall be modified to reflect this new name.

27. The title of the “Community Services Commission” is renamed to the “Community Services Committee” and all references in the MGO’s shall be modified to reflect this new name.

28. The title of the “Early Childhood Care and Education Board” is renamed to the “Early Childhood Care and Education Committee” and all references in the MGO’s shall be modified to reflect this new name.

29. The title of the “Economic Development Commission” is renamed to the “Economic Development Committee” and all references in the MGO’s shall be modified to reflect this new name.

30. The title of the “Joint City-County Section 8 Advisory Commission” is renamed to the “Joint City-County Section 8 Advisory Committee” and all references in the MGO’s shall be modified to reflect this new name.

31. The title of the “Long-Range Transportation Planning Commission” is renamed to the “Long-Range Transportation Planning Committee” and all references in the MGO’s shall be modified to reflect this new name.

32. The title of the “Madison Tree Board” is renamed to the “Madison Tree Committee” and all references in the MGO’s shall be modified to reflect this new name.

33. The title of the “Public Safety Review Board” is renamed to the “Public Safety Review Committee” and all references in the MGO’s shall be modified to reflect this new name.

34. The title of the “Street Use Staff Team” is renamed to the “Street Use Staff Commission” and all references in the MGO’s shall be modified to reflect this new name.

35. The City Attorney may replace all references to “board, commission and committee” with “Sub-unit” in the Madison General Ordinances.

EDITOR’S NOTE:

1. Current Sec. 3.17(18) reads as follows:

“(18) Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.”

2 Current Sec. 33.10 reads as follows:

“33.10 CITY EMPLOYEES MERIT AWARD COMMISSION.

- (1) Composition. There is created a City Employees’ Merit Award Commission to consist of seven (7) persons, who will be City employees, to be appointed by the Mayor, for terms to commence in 1970. Composition of the Commission and the initial term of office shall commence upon appointment by the Mayor and shall be as follows:

Department

Initial Term Ends

| | |
|--|-------------|
| Comptroller | May 1, 1971 |
| Member at Large | May 1, 1971 |
| Public Works | May 1, 1972 |
| Fire Department | May 1, 1971 |
| Police Department | May 1, 1972 |
| Planning and Community and Economic Development | May 1, 1971 |
| Human Resources | May 1, 1972 |

Thereafter, each appointment shall be for a term of two (2) years. All terms shall expire May 1 of the year of expiration or upon termination of City employment. Vacancies shall be filled by the Mayor for the full term for an unexpired term. Annually, the Commission shall elect by written ballot, one (1) of its members as chair.

(Am. by Ord. 9861, 9-28-89)

- (2) Duties of the Commission. The Commission shall have authority and it shall be its duty:
 - (a) To formulate, establish and maintain a plan or plans to encourage and reward unusual and meritorious suggestions and accomplishments by City employees promoting efficiency and economy in the performance of any function of City government;
 - (b) To request the Mayor appoint evaluators to analyze suggestions of City employees submitted for consideration under such plan or plans, and to report the results to the Commission;
 - (c) To submit to the Mayor recommendations for merit awards to or for with such plan or plans.
- (3) Personnel, Facilities and Equipment of the Commission. The Human Resources Director, with the approval of the Mayor, shall detail and assign for the use of the Commission such personnel, facilities, and equipment as may be required for the proper performance of the work of the Commission. (Am. by Ord. 9861, 9-28-89)
- (4) Awards. The Commission, with the approval of the Mayor, may determine the nature and extent of the merit awards to be made under this section to include, but not be limited to the following:
 - (a) Certificates, medals or other appropriate insignia which shall be in such form and shall be awarded at such times as the Mayor may fix and determine;
 - (b) Cash awards, which shall be of such amount and shall be payable at such time as the Mayor may fix and determine.
- (5) Rules and Regulations. The Mayor shall have full power and authority to adopt and promulgate rules and regulations governing the operation of any plan or plans established under this section, the eligibility and qualifications of City employees participating therein, the character and quality of suggestions and accomplishments submitted for consideration, the method of their submission and the procedure for their review, nominations for merit awards, and the kind, character and value of such awards, and such other rules and regulations as may be deemed necessary or appropriate for the proper administration of this section or for the accomplishment of the purposes thereof.”

3. Current Secs. 33.25 and 33.26 read as follows:

“33.25 REPORT OF VACANCIES.

- (1) The Mayor shall report to the Common Council on the first of each January, April, July and October as to each vacant or expired seat for each board, committee or commission seat for which the Mayor has the power of appointment under City ordinance or resolution. The report shall be in the following format:
 - (a) Name of board, committee or commission;
 - (b) Restrictions, if any, on the vacant or expired seat;
 - (c) Date of such vacancy or term expiration;
 - (d) Seat holdover, if any; and
 - (e) Whether the vacancy requires the appointment of an Alderperson.
- (2) The report filed by the Mayor, as required in Subsection (1) above, shall also include, for each alderperson, a list of the boards, committees and commissions of which that alderperson is a member, as of the date of the report. This list shall include only boards, committees and commissions which have been created by the Common Council and whose members must be appointed by the Mayor and approved by the Common Council.

33.26 OBSOLETE COMMITTEES AND COMMISSIONS.

If any board, committee or commission of the City has not met during a calendar year, the board, committee or commission may be abolished by an order of the Mayor issued after April 1 of the year succeeding the year in which the board, committee or commission did not meet. The Mayor may not abolish any such board, committee or commission if the Common Council acts prior to April 1 to retain the board, committee or commission, or if the board, committee or commission is required by statute or contract. On or before February 15 each year, the Mayor shall submit a report to the Common Council, to be referred to the Common Council Organizational Committee, designating those boards, committees, or commissions to be eliminated pursuant to this section.”