

TO: Common Council
FROM: Mayor Justin M. Nickels *JMN*
DATE: 04/11/2016
SUBJECT: Main changes to Ordinance 3.010 Common Council

Council,

Here is a brief overview of the main changes proposed to Ordinance 3.010 Common Council:

- (2) Regular Meetings: Updates the time of the meeting and occurrences from 7:00pm to 6:30pm and from first and third Monday's of each month to only third. This reflects the changes we made in last year's Common Council Rules. Also changes language from the "Common Council" can call meetings to "Mayor". This also reflects our current rules.
- (3) Committee of the Whole: Adds this language to the ordinance to reflect our new rules.
- (4) Standing Committees
 - o Eliminates: Parks and Recreation AND Licensing, Permits, and Inspections
 - o The remaining Standing Committees would be: Finance, Personnel, Public Infrastructure and Public Safety
 - Each Council member would serve on 2 Standing Committees instead of 3.
 - o All Parks and Recreation responsibilities in current ordinance move to Public Infrastructure in the proposed ordinance
 - o All licenses from LPI move to Finance
 - o All permits and inspections from LPI move to Public Safety
 - o Finance Committee ADDS:
 - Community Development (from LPI) (all their functions/responsibilities)
 - Plan Commission (meaning the council member on the Plan Commission would come from the Finance Committee)
 - All documents approved by Plan Commission can go straight to Common Council per our rules and don't need to go to the standing committee (unless the chair wants an item to)
 - Licenses
 - Elections
 - Manitowoc Public Library (from Parks and Rec) (the only responsibility the mayor/council have over the library is funding, so this makes sense to move to Finance)
 - Manitowoc Public Utilities (from LPI) (meaning the MPU Council Commissioner would now come from Finance – also, the only control we have of MPU is funding, so this makes sense to move to Finance)

- Rahr-West Art Museum (from Parks and Rec) (the only responsibility the mayor/council have over the Rahr-West is funding, so this makes sense to move to Finance)
 - Manitowoc Area Visitor and Convention Bureau (from Parks and Rec) (the responsibility of room tax is fitting to be in Finance)
 - Personnel Committee ADDS
 - Payroll
 - This is a long-term goal. While certain functions remain in Finance, a large portion should be in Human Resources
 - Public Infrastructure ADDS
 - ALL Parks and Recreation from current ordinance
 - Since Parks and Recreation is under the purview of the Public Infrastructure Department this makes sense
 - Public Safety Committee ADDS
 - Building Inspection and all its functions/responsibilities
- Benefits
 - Less meetings for staff to attend
 - EX: Public Infrastructure staff attend both Public Infrastructure and Parks and Recreation currently
 - It is the hope with fewer standing committees that the 4 remaining would have set schedules which is appreciated by council and staff
 - Less meetings for council members to attend
 - EX: On several occasions we have held LPI meetings just to accommodate a few items that needed attention, which often happened on a different evening of the week due to other committees meetings
 - Transparency for the public will continue with Granicus
 - Cleans up the responsibilities of standing committees to accurately reflect our current organizational structures
 - EX: Licenses go under Finance, which are the responsibility of the City Clerk's Office which is under the purview of the Finance Department
 - Also eliminates the "vague" documents we discuss (EX: should it go to Public Infrastructure or Parks) – this model clearly spells out what items go where
 - Focus on the main/most important issues
 - Considering some committees work-load would inevitably increase, the hope would be to utilize the consent agenda model for standing committees and defer items to other work groups that have been created (EX: CAWG, Special Events) to decrease the committees workload and focus on the larger items

I want to emphasize that these are just recommendations and that ultimately the individuals these changes affect most are you, the council. The work done was just to prepare you for your discussion, which should truly be a discussion amongst yourselves and not myself and staff. I look forward to the discussion and will gladly answer any questions/comments/concerns at the meeting this evening.