

The Common Council of the City of Racine do ordain as follows:

That Section 2-1 of the City of Racine Charter Ordinances is hereby amended to read as follows:

(Note: Charter Ord. 2-1 deals with the appointment of some City officials.)

Sec. 2-1. Appointment of city officials.

~~From and after the death, removal, resignation or retirement of the present [June 16, 1970]~~ The offices of city clerk, city attorney, city engineer, commissioner of public works, ~~human resources director~~ director of information systems and traffic engineer, ~~such offices~~ shall be filled by appointment by the mayor, subject to confirmation by the common council.

That Section 2-2 of the City of Racine Charter Ordinances is hereby amended to read as follows:

(Note: Charter Ord. 2-2 deals with the term of office of some City officials.)

Sec. 2-2. Term of office.

All appointments to the following offices shall be for an indefinite term, subject to removal by the common council for cause under the conditions prescribed by General Ordinance section 2-441: City clerk, assessor, city attorney, commissioner of public works, ~~human resources director~~, director of information systems, purchasing agent, traffic engineer, chief building inspector, chief plumbing inspector, and chief electrical inspector.

That Section 2-52 of the City of Racine Charter Ordinances is hereby amended to read as follows:

(Note: Charter Ord. 2-52 deals with the appointment of the City Assessor.)

Sec. 2-52. Appointment, term.

The office of city assessor shall be filled by appointment. When a vacancy exists, notice shall be published by the human resources ~~director~~ department in the official newspaper to the effect that applications for the position of city assessor will be accepted by the human resources department up to a specified date. The human resources ~~director~~ department shall submit to the common council a list of qualified applicants for the position of city assessor. From this list of applicants, the mayor shall appoint an assessor, subject to confirmation by the common council. The appointee shall take office upon

appointment and shall hold office until the office is vacated by retirement, death, removal or resignation.

That Section 2-76 of the City of Racine Charter Ordinances is hereby amended to read as follows:

(Note: Charter Ord. Sec. 2-76 sets forth the duties of the City Attorney. The changes clarify the City Attorney's collective bargaining duties, making it consistent with Sec. 74-38, and makes it clear that the City Attorney coordinates the activities of all outside counsel hired by the City.)

Sec. 2-76. Office; duties; practice.

The City of Racine shall provide and maintain adequate office room, office equipment and supplies and competent stenographic service to enable the city attorney to properly and efficiently perform the duties of his office. In addition to other duties, the city attorney shall have the responsibility for the conduct of all labor contract negotiations, with the assistance of the human resources department, and for the conduct of all labor grievance mediations and arbitrations. The city attorney shall be on duty at his office at such times as other city offices are open, except when attending court or otherwise engaged in city business, and shall devote his entire time to the performance of the duties of the office of city attorney as defined and set forth in the Wisconsin Statutes, and such other duties as may be imposed by the common council. The city attorney shall hire and manage all outside legal counsel engaged to represent and/or advise the city regarding all matters of any character.

That Section 2-208 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Ord. 2-208 lays out the powers and duties of the Civic Centre Commission.)

Sec. 2-208. Powers and duties.

- (a) The civic centre commission shall have the powers and duties to:
 - (1) Advise on the contract management and operation of the land and structures comprising the civic centre.
 - (2) Advise on such policies and regulations as it deems necessary for the use of the civic centre, in cooperation with contract management of the civic centre.
 - (3) Advise on contract management's rental of the civic centre or its various parts for private and public functions and recommend to the common council rates to be charged for use of the civic centre and its various elements.
 - (4) Recommend to contract management a priority system for the allocation of dates for use of the civic centre and to develop a reservation system for securing those dates.

- (5) Oversee contract management's responsibility for such services as building maintenance, custodial services, landscape maintenance and kitchen operations.
- (6) Review annual budgets for operation of the civic centre as developed by contract management in cooperation with the commission, which budgets shall be submitted to the mayor in accordance with standard budgetary procedures.
- (7) Utilize, as appropriate, in cooperation with contract management, coordination with the ~~director of~~ human resources department and with approval of the administrative manager, such city employees as may be agreed upon by the commission and the contract management to implement the operations of the civic centre.
- (8) Report from time to time to the mayor and common council as the commission may deem appropriate or upon the request of the mayor and common council.
- (9) The chairman of the commission shall have authority to appoint a subcommittee of the commission, which may be composed of commission members or noncommission members if the latter possess expertise in a particular field which the chairman deems useful in the accomplishment of subcommittee duties.

That Chapter II, Article IV, Division 7 of the Municipal Code of the City of Racine, Wisconsin, is hereby created to read as follows:

(Note: This Division would formally create the City Human Resources Department and set forth its duties. The City Attorney is named as the Administrative Manager of the Human Resources Department)

DIVISION 7. HUMAN RESOURCES DEPARTMENT

Sec. 2-431. Created.

There is hereby created the human resources department. The city attorney shall serve as the administrative manager of the human resources department. The city attorney may appoint one member of the human resources professional staff to manage the daily operations of the human resources department.

Sec. 2-432. Duties.

It shall be the duty of the human resources department to:

- (1) Approve or disapprove the selection, employment, termination, promotion, demotion, layoff and suspension of all personnel, other than those whose appointment has been otherwise specifically provided either by state statute or city ordinance. The city attorney may delegate this duty to the appointed manager of the human resources department.

If the human resources department disapproves of any of the aforementioned activities, the human resources department and the appropriate administrative manager shall exhaust all reasonable means at their disposal in an attempt to resolve or compromise the

dispute. If settlement of the dispute is still not forthcoming, such dispute shall be referred to the finance and personnel committee for final resolution.

(2) Recruit applicants for the police and fire departments.

(3) Maintain the classification plan so that it reflects the current duties, responsibilities and nature of work of positions of the city service.

(4) Administer the compensation plan, in accordance with the provisions of the common council and this division.

(5) Develop and administer such recruiting and examination programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the city services.

(6) Encourage and exercise leadership in the development of effective personnel administration within the several departments of the city government and make available the facilities of his office to this end.

(7) Foster and develop, in cooperation with department heads and others, programs for the improvement of employee effectiveness, including training, safety, health, counseling and welfare.

(8) Provide for the establishment and maintenance of a roster of all employees in the municipal service.

(9) Provide a system of checking payrolls to determine that all persons in the municipal service have been appointed and are being paid in accordance with the human resources regulations.

(10) Prepare and adopt such forms and procedures as he may consider necessary or desirable to carry out the city's human resources program.

(11) Assist the city attorney's office in conducting all negotiations of city labor contracts or conduct such negotiations at the direction of the city attorney.

(12) Administer the city health insurance program in accordance with the provisions of the common council.

(13) Investigate, from time to time, the operations and effects of the human resources rules and practices and report his findings and recommendations to the Finance and Personnel committee.

(14) Perform any other lawful acts that the human resources superintendent may consider necessary and desirable to carry out the purposes and provisions of this section or as may be assigned by the city attorney.

That Section 2-437 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 20437 established residency requirements for Administrative Managers.)

Sec. 2-437. Administrative managers, residency requirement.

(a) The administrative managers of the city are the ~~human resources director~~, public health administrator, city assessor, city attorney, finance director, commissioner of public works, director of city development, manager of the water and wastewater utilities, library director, chief of police, chief of the fire department, director of emergency services and records, director of parks, recreation and cultural services and director of information systems. The city attorney shall function as the administrative manager for the human resources department.

(b) All administrative managers of the city shall within a period of 60 days after completion of their probationary period establish residence within the city limits of the city. Administrative managers who are not residents of the city as of the effective date of this section or as of the date of creation of their position as administrative manager may retain such nonresident status until their present term of employment ends. The common council shall have the right to waive the residency requirement for an administrative manager upon a showing of necessity and in keeping with the best interests of the city.

That Chapter II, Article V, Division 7 of the Municipal Code of the City of Racine, Wisconsin, is hereby repealed.

(Note: This is the Division that established the office of Human Resources Director.)

That Section 26-23 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 26-23 established the Cable Commission and defines its duties.)

Sec. 26-23. Commission created; duties and responsibilities.

(a) Creation. A cable television commission is hereby created, consisting of nine members. Two members shall be members of the common council and shall hold their term for one year; of the remaining members there shall be one representative of each of the following: organized labor, education, business, industry, churches and two representatives from the general public. The mayor shall appoint the commissioners

subject to confirmation by the common council. Other than the members of the common council, the term of each member shall be three years. The commission shall receive assistance and administrative services through the ~~director~~ of human resources department.

(b) Duties and responsibilities. The general duties of the cable television commission shall be as follows:

(1) To review the public usage of the publicly available cable facilities and offer proposals for expansion of public service aspects of the system within the confines of the system's franchise obligations.

(2) To receive complaints from subscribers regarding service and technical problems, to investigate complaints, to act as mediator with the cable operator in efforts to resolve the complaints and to report to the city and the common council as to unresolved complaints.

(3) To provide periodic reports to the city and the common council as to franchisee's compliance with franchise obligations.

(4) To draw on city staff for advice and, when authorized by the common council, to retain outside expert technical assistance, the cost of which shall be borne out of the franchise fees of funds specially appropriated by the common council.

(5) To develop a plan for maximum community involvement and utilization of the public, educational and governmental channels. The plan will include regulations governing the operation and ensuring noncommercial usage by residents of the community and procedures for prohibition of obscene material and, to the extent permitted by law, indecent programming.

(6) To review and comment on the mayor's proposed annual cable communications operations budget prior to it being adopted by the common council.

(7) Grantee shall have full right of due process in the event of any recommendations for penalty or reduction in franchise benefits. Consideration of expansion of franchise obligations may be negotiated between the city and the grantee. Grantee shall be entitled to present evidence of the financial and technical impact on its operations and on subscriber rates.

That Section 62-29 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec 62-29 creates the position of Affirmative Action Officer.)

Sec. 62-29. Affirmative action officer.

There is hereby created the position of affirmative action officer, who shall have responsibility and authority for the development and implementation of the city's affirmative action plan. The affirmative action officer shall have a background which demonstrates a commitment to the policy of this article. The affirmative action officer shall be appointed by the mayor subject to the confirmation of the common council, shall be under the supervision of the manager of the human resources ~~director~~ department and

shall be directly responsible to the mayor and common council. Prior to such appointment, the mayor shall seek recommendations as to the suitable candidates for this position from the affirmative action and human rights commission. The appointment of the affirmative action officer shall be made by the mayor within 90 days after receiving such recommendations from the affirmative action and human rights commission.

That Section 62-36 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 62-36 relates to the Affirmative Action and Human Rights Commission.)

Sec. 62-36. Other commission personnel.

The commission may employ such staff as may be authorized by the common council. All personnel so authorized shall be recruited and employed under the personnel classification set up by the human resources ~~director~~ department with the approval of the mayor and common council. The commission shall have the right to recommend to the human resources ~~director~~ department individuals for filling the authorized staff positions.

That Section 62-46 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 62-46 deals with the City's Affirmative Action plan.)

Sec. 62-46. Same--Implementation.

Implementation of the city's affirmative action plan shall include but not be limited to the following:

- (1) Recruitment. Every effort shall be made to recruit applicants from under-utilized categories to provide employment lists of qualified candidates that will facilitate the implementation of departmental and affirmative action goals. The manager of the human resources ~~director~~ department, with the assistance of the affirmative action officer, shall expand the recruitment programs to include but not be limited to the following:
 - a. Inform members of the affected and/or other under-represented groups of the affirmative action plan and seek their support in attracting applicants.
 - b. Include information about the affirmative action plan on all job and contract announcements.
 - c. Prepare a specific brochure summarizing the affirmative action plan and disseminate it throughout the community.
 - d. Work with appropriate community resources to develop techniques, models and strategies that will maximize the recruitment of affected and/or other under-represented groups.
- (2) Testing, selection and placement policies.

a. The manager of the human resources director department, in conjunction with the affirmative action officer, shall review all testing, selection and placement policies of the city to determine that they are nondiscriminatory and free of cultural bias, and develop other evaluation methods that are task related and that are in accord with the guidelines promulgated by the Federal Equal Employment Opportunity Commission.

b. The manager of the human resources director department, in conjunction with the affirmative action officer, shall develop procedures to establish viable career ladders or bridges between entry level, nonmanagement and management positions for all city employees with specific emphasis on affected and/or other under-represented groups.

(3) Education and training programs. The affirmative action officer shall, with the cooperation of the human resources director of the city, develop education and training programs designed to develop the job related knowledge and skills essential to compensate for past education and opportunity deficiencies. These programs shall be designed to develop each employee's fullest potential and to upgrade the employee's position in the city employ. The affirmative action officer shall work with the affirmative action commission to develop and provide all employees with relevant training to increase their awareness in the areas of cultural perception and human relations.

(4) Analysis of job turnover. The affirmative action officer shall maintain statistics and institute research to identify the reasons for job turnover among all city employees which may have affirmative action ramifications.

That Section 62-48 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 62-48 deals with the City's Affirmative Action plan.)

Sec. 62-48. Review of regulations.

This article is to be reviewed by the human resources director department and the commission and reports filed with the common council six months from the date of the adoption of the affirmative action plan.

That Section 70-53 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 70-53 deals with the appointment of the Director of Parks, Recreation and Cultural services.)

Sec. 70-53. Eligible list of appointees.

All applications for the position of director of parks, recreation and cultural services shall be submitted to the human resources director department of the city. The applicants

attaining the first, second and third ranks in such competitive examination shall constitute the eligible list from which the appointment shall be made.

That Section 74-36 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 74-36 deals with the Finance and Personnel Committee.)

Sec. 74-36. Statutory duties and responsibilities generally.

In addition to duties assigned elsewhere, the finance and ~~human resources~~ personnel committee of the common council shall have charge of all matters arising under Wis. Stats. ch. 111, and shall be responsible for the direction of all human resources matters involving employees of the city.

That Section 74-37 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 74-37 deals with the Finance and Personnel Committee.)

Sec. 74-37. Proceedings involving election, certification, decertification, factfinding and mediation.

The finance and ~~human resources~~ personnel committee shall, on behalf of the city, direct the conduct of all proceedings involving the state employment relations commission relative to the election, certification, decertification of collective bargaining units, including proceedings for the determination of the number of employees, type of bargaining unit and eligibility of employees in the classified service to participate in such elections and relative to factfindings and mediation; and shall also direct all the proceedings before courts or other governmental agencies involving human resources matters.

That Section 74-67 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 74-67 deals with the grievance procedures for non-represented employees.)

Sec. 74-67. Filing of complaint; hearings; decisions.

(a) Procedure. An employee whose complaint concerning his working conditions has not been resolved to his satisfaction with his immediate supervisor may obtain a review of the complaint under the following procedures:

(1) Step 1: The employee shall reduce his complaint to writing and submit it to his immediate supervisor within 15 working days after he knew or should have known the cause of such grievance. Such complaint shall be referred to in this section as "the grievance." If the grievance is not answered in writing within five working days from the receipt of the grievance by the supervisor or if it is answered in a manner unsatisfactory to the employee, the employee may proceed to step 2.

(2) Step 2: The employee may submit the grievance, together with the supervisor's answer, if any, to his department head and administrative manager within five working days after an answer was due under step 1. If either the department head or administrative manager fail to respond in writing to the employee within five working days from their receipt of the grievance, or if the response of either is unsatisfactory to the employee, then the employee may proceed in accordance with step 3.

(3) Step 3: The employee may submit the grievance, together with the answers thereto, if any, to the human resources ~~director~~ department within five working days after an answer was due under step 2. If 15 working days elapse from the date of the receipt of the grievance by the human resources ~~director~~ department with no answer to the employee, or if the written answer of the human resources ~~director~~ department is unsatisfactory to the employee, then the employee may submit a written appeal attaching the written grievance with any answers to the finance and personnel committee of the common council. Such appeals shall be directed to the chairman of the committee. The finance and personnel committee shall have the power of final determination over appeals brought under this section.

(b) Review of appeal. Upon receipt of the written appeal as provided in subsection (a) of this section, the committee chairman shall cause the appeal to be reviewed by the finance and personnel committee. The committee, in its discretion, may do any of the following:

- (1) Refuse to decide the appeal.
- (2) Decide the appeal upon the written record only.
- (3) Decide the appeal based upon the written record and informal conversation with the employee and other persons deemed by the committee to be involved.
- (4) Order a formal hearing.

If a hearing is ordered, notice thereof shall be sent by the committee chairman to the employee, the employee's supervisor, department head, administrative manager, and human resources ~~director~~ department, and to any other persons determined by the committee chairman to be interested in the hearing, not less than ten days prior to the hearing date. If requested by the employee or a committee member, the hearing shall be closed to the public pursuant to Wis. Stats. § 19.85.

(c) Hearing procedure. At the hearing called for under subsection (b) of this section, the employee shall present his case first and shall be permitted such witnesses or other evidence as may be relevant to the case. The administrative manager shall thereafter present his case and shall also be allowed to produce witnesses and other relevant evidence. The employee shall thereafter be permitted to introduce rebuttal evidence. In conducting the hearing, the finance and personnel committee shall not be bound by common law or statutory rules of evidence, but shall exclude immaterial, irrelevant or

unduly repetitious testimony on evidence. Based on the evidence received, the committee shall decide the matter and issue its decision within 30 days after the hearing. The decision shall be written and the original copy thereof shall be filed with the human resources ~~director~~ department with copies sent to the employee and the employee's administrative manager.

That Section 98-32 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 98-32 deals with duties and powers of the Wastewater Commission.)

Sec. 98-32. Duties and powers of the wastewater commission.

- (a) The wastewater commission shall have the following duties and powers:
 - (1) To perform the duties and tasks delegated to it by the agreement, and to administer the agreement in accordance with its terms, for the mutual benefit of the parties;
 - (2) To serve as the governing body of the city utility.;
 - (3) To perform the sewer service obligations of the city under the agreement;
 - (4) To provide wholesale sewer service to the outlying SSR parties;
 - (5) To provide retail sanitary sewerage service to retail customers in the city, and in other municipalities by side agreement, in accordance with the city sewer ordinances and, to the extent applicable, the agreement;
 - (6) To provide general supervision over the sewer service facilities and the operations of the city utility, in order to ensure compliance with the agreement, the city sewer ordinances and all applicable laws;
 - (7) To coordinate its activities with the city water commission to ensure that the wastewater commission and the water commission function as integrated parts of the city operations;
 - (8) To prescribe rules of order for the regulation of its meetings, proceedings and deliberations which are not inconsistent with the agreement or the city sewer ordinances and to amend, recreate or repeal such rules of order from time to time as it deems proper;
 - (9) To prescribe rules and regulations for the operations of the sewer service facilities and the city utility which are not inconsistent with the agreement or the city sewer ordinances;
 - (10) In providing for accounting, billing and collection functions, the wastewater commission shall conform to all policies and procedures as set forth by the city finance director, from time to time, except to the extent such policies or procedures are inconsistent with the agreement;
 - (11) In providing for all legal functions relating to improvements to the sewer service facilities in the city, the wastewater commission shall conform to all policies and procedures as set forth by the city commissioner of public works, with respect to requirements for public works contracts, except to the extent such policies and

- procedures are inconsistent with the agreement, and further provided that the wastewater commission is authorized to retain independent legal counsel when required;
- (12) To prescribe rules and regulations for the city employees supervised by the wastewater commission;
 - (13) In providing personnel functions, the wastewater commission shall conform to all policies and procedures as set forth by the city ~~director of~~ human resources department, to the extent not inconsistent with the agreement;
 - (14) In providing for discipline or termination of Racine employees working for the Racine Utility, the wastewater commission shall conform to all policies and procedures of Racine and the ~~director of~~ human resources department, to the extent not inconsistent with the agreement;
 - (15) To contract for and purchase fuel, supplies and repairs necessary for or incident to the proper operation or maintenance of the sewer service facilities;
 - (16) To enact rules and regulations under which the parties shall be served, consistent with the agreement, and subject to the approval of the city common council and control of the PSC, as provided by law;
 - (17) To contract for, and to purchase, construct, install and provide all improvements to the sewer service facilities in accordance with the agreement;
 - (18) In concert with the city water commission, and in conformance with the city human resources department policies for filling vacancies, except to the extent such policies are inconsistent with the agreement, to appoint, if a vacancy exists, a wastewater/water general manager who shall be the general executive officer of the city wastewater utility and the city water utility;
 - (19) So far as practical, and subject to the determination of the wastewater commission, there shall be a single administration of the city wastewater and water utilities operating under the supervision of the manager of the two utilities;
 - (20) To oversee the general manager, who shall be the administrative head of the city wastewater and water utilities, and who in such capacity shall have charge of and coordinate the work of the city wastewater and water utilities, supervise the work of the city employees working for the city wastewater and water utilities, and report to the wastewater commission with respect to wastewater matters;
 - (21) To approve expenditures beyond the approved budget, subject to city common council approval;
 - (22) To establish sewer service rates and other sewerage service charges in accordance with the agreement, subject to approval by the city common council;
 - (23) To commence civil actions or administrative proceedings against parties or other persons to enforce the agreement or other agreements provided for in the agreement, to obtain declaratory judgments regarding the agreement or other agreements provided for in the agreement, to collect unpaid charges, to recover damages for the breach of the agreement or other agreements provided for in the agreement, to enforce sewer ordinances or otherwise protect the sewer service facilities, or to obtain any other appropriate remedy or relief provided by law;
 - (24) To conduct hearings as may be necessary to determine facts, hear legal arguments or protect the rights of parties in connection with various decisions or actions it is required to make or take pursuant to the agreement;

- (25) To make appropriate use of such consultants, legal counsel or other assistance as may be available from the city or any of the other parties;
- (26) To retain such independent expert consultants or legal counsel as it may require;
- (27) To enter into and amend such side contracts in accordance with the agreement, subject to city common council approval;
- (28) To finance improvements to the sewer service facilities pursuant to Wis. Stats. § 66.0621, or other applicable statutes, subject to Racine common council approval; and
- (29) To exercise all powers necessarily incident to the duties and powers stated above, consistent with the agreement and all applicable laws.

(b) Sewer extensions to non-parties. Under no circumstances shall the wastewater commission voluntarily (without being required by law to do so) approve any sewer extension to serve the territory of any local governmental entity that is a non-party, or voluntarily (without being required by law to do so) enter into any agreement with any local governmental entity that is a non-party by which it agrees to approve any sewer extension to serve the territory of such non-party, on terms and conditions that are more favorable than the terms and conditions under which such non-party would receive sewer service under the agreement if such non-party were to become a party, except in strict compliance with the procedures of section 3.1 of the agreement.

(c) New parties/more favorable terms and conditions. Under no circumstances shall the wastewater commission voluntarily (without being required by law to do so) agree to provide sewer service to a new party on terms and conditions that are more favorable than the terms and conditions under which similarly situated existing parties receive sewer service under the agreement, except in strict compliance with the procedures of section 2.5 of the agreement.

That Section 98-33 of the Municipal Code of the City of Racine, Wisconsin, is hereby amended to read as follows:

(Note: Sec. 98-33 deals with the Waterworks Commission.)

Sec. 98-33. Waterworks commission; created, composition, term, duties.

(a) There is hereby created a waterworks commission. The waterworks commission shall consist of the mayor, two aldermen, one of whom shall be a member of the common council finance committee, both of whom shall be appointed by the mayor, and four citizens, who shall be selected by the common council. No salary or other compensation shall be paid to any member of the waterworks commission. It shall be the duty of the common council at its regular meeting on the third Tuesday in September of each year to elect one citizen member of the waterworks commission for a term of four years and until a successor is elected and qualified, such term to commence on October 1 following such election. It shall be the duty of the mayor on the third Tuesday of September of each year

to appoint the aldermen members of the waterworks commission for a term of one year commencing on October 1 after the appointment is made.

(b) Term of office; vacancies. The term of office of the waterworks commissioners shall commence on the day after their election and appointment. They shall hold office during the term for which they were elected or appointed and until their successors have qualified. Vacancies on the commission shall be filled by the common council for the unexpired term.

(c) Duties of waterworks commission. It shall be the duty of the waterworks commission to provide general supervision in conformity with city policies over the assets and operation of the water utility to ensure that it functions as an integrated part of city operations. The waterworks commission shall have the following duties:

(1) To prescribe rules of order for the regulation of its meetings and deliberations, and to alter, amend or repeal such rules of order from time to time as it shall deem proper;

(2) To prescribe rules and regulations for the operation and maintenance of the water utility and its employees, subject, however, to the provisions of subsection (b) of this section;

(3) To contract for and purchase fuel, supplies and repairs necessary for or incident to the proper operation or maintenance of such plant or works;

(4) To enact rules and regulations under which the patrons of such plant or works shall be served, subject to the approval of the common council and control of the public service commission, as provided by law;

(5) To contract for, purchase, construct and install all extensions, additions and alterations of such plant or works; and

(6) To exercise all powers necessarily incident to the powers conferred in this article.

(d) In providing for personnel functions, the utilities shall conform to all policies and procedures as set forth by the city ~~director of human resources~~ department. In providing for accounting, billing and collection functions, the utility shall conform to all policies and procedures as set forth by the city finance director. In providing for all legal functions relating to improvements to the water facilities, the utility shall conform to all policies and procedures as set forth by the city commissioner of public works with respect to requirements for public works contracts, except to the extent that such policies and procedures are inconsistent with the agreement.