



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
[www.cityofracine.org](http://www.cityofracine.org)

## Meeting Agenda

### Finance and Personnel Committee

*Chairman Thomas Friedel, Vice Chair James T. Spangenberg, Alderman David L. Maack,  
Alderman Robert Anderson, Alderman Michael Shields*

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Monday, June 9, 2008

5:00 PM

City Hall, Room 301

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#### Call to Order & Roll Call

#### Approval of Minutes for the May 27, 2008 meeting.

1. [08-2235](#) **Subject:** Communication from the Finance Director requesting to appear before the Finance & Personnel Committee to discuss borrowing for the 2008 Capital Improvement Projects.

**Staff recommendation to the Finance & Personnel Committee on 06-09-08:** Authorization be granted to borrow sufficient funds to cover the 2008 Capital Improvements Projects.

**Fiscal Note:** Note Anticipation Notes issuance of approximately \$7,500,000 for 2008 CIP. Final debt amount will be determined by market conditions and total issuance costs.

**Attachments:** [borrow 08 CIP.pdf](#)  
[2008CIP.pdf](#)

2. [08-2249](#) **Subject:** Communication from Narcotics Anonymous requesting to lower the fees for the use of the M. L. King Center and the Tyler Domer Center.

**Staff recommendation to the Finance & Personnel Committee on 06-09-08:** None at this time.

**Fiscal Note:** N/A

**Attachments:** [nar anon 08](#)

3. [08-2247](#) **Subject:** Communication from the Director of Parks, Recreation & Cultural Services requesting to accept a \$15,000.00 donation for the Senior Athletic programs.

**Staff recommendation to the Finance & Personnel Committee on 06-09-08:** Permission granted for the Director of Parks, Recreation & Cultural Services to accept a \$15,000 donation from Mr. Dick Gleissner

to be utilized for the Senior Athletic Programs and a letter of thanks be sent.

**Fiscal Note:** The funding will fund new and continuing senior programs.

**Attachments:** [donation seniors](#)

4. [08-2230](#)

**Subject:** Communication from the Public Health Administrator requesting permission to accept funding from the Sustainable Racine Fund in the amount of \$2,000. (Grant Control #2008-011)

**Staff recommendation to the Finance& Personnel Committee on 06-09-08:** The Mayor and City Clerk be authorized and directed to enter into a \$2,000 agreement with Sustainable Racine Fund (Grant Control No. 2008-011) to be utilized for the purchase of 143 1-gallon containers of Blue Dune Lyme Grass.

**Fiscal Note:** No match required on the part of the City.

**Attachments:** [2008 Sustainable Racine Accept](#)

5. [08-2180](#)

**Subject:** Communication from the Public Health Administrator requesting permission to accept a grant award of \$6,600 from the Wisconsin Department of Natural Resources.

**Staff recommendation to the Finance & Personnel Committee on 06-09-08:** The Mayor and City Clerk be authorized and directed to enter into a \$6,600 agreement with the State of Wisconsin Department of Natural Resources (Grant Control No. 2008-019) to be utilized for the Beach Monitoring Program.

**Fiscal Note:** No match required on the part of the City.

**Attachments:** [2008 WDNR](#)

6. [08-2240](#)

**Subject:** Communication from the Public Health Administrator requesting permission for the Mayor and City Clerk to sign a contract with Independent Care Health Plan (iCare).

**Staff recommendation to the Finance& Personnel Committee on 06-09-08:** The Mayor and City Clerk be authorized and directed to sign a contract with Independent Care Health Plan (iCare) allowing the City of Racine Health Department to be reimbursed for services provided to clients with HMOs.

**Fiscal Note:** Approval will allow the Health Department to bill through Medicare.

**Attachments:** [2008 iCare HMO](#)

7. [08-2074](#) **Subject:** Communication from the Aldermen of the 6th and 14th District requesting to meet with the appropriate committee to discuss reviewing the interest rate and changing the 10-year street assessment pay-off to a 20-year for street paving.

**Recommendation of the Finance & Personnel Committee on 05-12-08:** Defer the item.

**Staff recommendation to the Finance and Personnel Committee on 06-9-08:** None at this time.

**Fiscal Note:** N/A

**Attachments:** [Street Paving 20 year pay-off and Interest.pdf](#)  
[Review Interest Rates.pdf](#)

8. [08-2239](#) **Subject:** Communication from the Human Resources Manager and the Deputy City Attorney requesting to discuss reclassification of the Police Customer Service Representative SU-7 position to an SU-8 for 2008.

**Staff recommendation to the Finance& Personnel Committee on 06-09-08:** Permission granted for the Human Resource Manager and the Deputy City Attorney to reclassify the Police Customer Service Representative SU-7 position to a SU-8 for 2008.

**Fiscal Note:** There will be an increase of \$21,180.08 to the salary budget for 2008.

**Attachments:** [HR Document](#)

9. [08-2225](#) **Subject:** Communication from the City Attorney submitting the claim of Keona Thomas for consideration.

**Staff recommendation to the Finance& Personnel Committee on 06-09-08:** The claim of Keona Thomas, 1004 Rawson Ave. #3, requesting reimbursement of \$1,541.82 for vehicle repairs caused by the presence of ice on the roadway be denied.

**Fiscal Note:** N/A

**Attachments:** [Thomas claim\\_001](#)

10. [08-2233](#) **Subject:** Communication from the City Attorney submitting the claim of Joshua Bloom and Rebecca Bissi for consideration.

**Staff recommendation to the Finance& Personnel Committee on 06-09-08:** The claim of Joshua Bloom and Rebecca Bissi requesting \$18,500 reimbursement for repair to the sewer main adjacent to 1520

Main Street be settled.

**Fiscal Note:** There are sufficient funds available in account 101.160.5910 Judgment and Claims for the settlement.

**Attachments:** [Bloom claim 001](#)

11. [08-2266](#)

**Subject:** Ord.10-08 of 05-27-08 to repeal and recreate Chapter 62, Article II of the Municipal Code of the City of Racine, Wisconsin, being an Article of the Municipal Code of the City of Racine relating to discrimination.

**Staff recommendation to the Finance & Personnel Committee on 06-09-08:** None at this time.

**Fiscal Note:** N/A

**Attachments:** [Ord. 10-08 Redraft.doc](#)

12. [Ord.10-08](#)

Ordinance No. 10-08

To repeal and recreate Chapter 62, Article II of the Municipal Code of the City of Racine, Wisconsin, being an Article of the Municipal Code of the City of Racine relating to discrimination.

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

Part 1:

ARTICLE II. DISCRIMINATION.

Sec. 62-26. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Accommodation* means and includes any room, apartment, house, building or structure, any part of which is used for human habitation on a temporary or permanent basis.

*Aggrieved person* means a person who claims to have been injured by discrimination or believes that he or she will be injured by discrimination that is about to occur.

*Commission* means the affirmative action and human rights commission.

*Commissioner* means a member of the affirmative action and human rights commission.

*Complainant* means any person who files a complaint with the commission pursuant to the provisions of this article.

*Department* means the City of Racine Fair Housing Department.

*Disability* means a physical or mental impairment that substantially limits one or more major life activities, a record of having such an impairment, or being regarded as having such an impairment. Disability does not include the current illegal use of a controlled substance, as defined in Wis. Stats. § 961.01 (4), or a controlled substance analog, as defined in Wis. Stats. § 961.01 (4m), unless the individual is participating in a supervised drug rehabilitation program.

*Disabled* means having a disability.

*Discriminate, discrimination and discriminating* refer to any type of act or refusal to act prohibited by this article, which is based to any degree on a consideration by the actor of the age, sex, race, color, veteran's status, disabled veteran's status, religion, disability, national origin, marital status, sexual orientation, familial status or economic status of any other person.

*Economic status* means the lawful source of income of a person.

*Employer* means and includes every person, firm, corporation, state, county, town, city, village, school district, sewer district, drainage district and other public or quasi-public corporations as well as any agent, manager, representative or other person having control or custody of any employment, place of employment or of any employee.

*Familial status* means any of the following conditions that apply to a person seeking to rent or purchase housing or to a member or prospective member of the person's household regardless of the person's marital status:

- (1) A person is pregnant.
- (2) A person is in the process of securing sole or joint legal custody, periods of physical placement, or visitation rights of a minor child.
- (3) A person's household includes one or more minor or adult relatives.
- (4) A person's household includes one or more adults or minor children in his or her legal custody, or physical placement or with whom he or she has visitation rights.
- (5) A person's household includes one or more adults or minor children placed in his or her care under a court order, under a guardianship or with the written permission of a parent or other person having legal custody of the adult or minor child.

*Hearing* means a hearing under the jurisdiction of the commission, except where otherwise indicated.

*Housing* means and includes any improved property, or any portion thereof, including a mobile home, manufactured home, or condominium, that is used or occupied, or is intended, arranged or designed to be used or occupied, as a home or residence. Housing includes any vacant land that is offered for sale or rent for the construction or location thereon of any building, structure or portion thereof that is used or occupied, or is intended, arranged or designed to be used or occupied, as a home or residence.

*Interested person* means an adult relative or friend of a member of a person protected under this ordinance, or an official or representative of a private agency, corporation, or association concerned with the welfare of a member of such a protected person.

*No probable cause complaint* means a complaint, the insufficiency of which is so manifest on a bare inspection of the complaint, that its character may be determined without argument or research.

*Owner* means and includes the lessee, sublessee, assignee, managing agent or other person having the right of ownership or possession, or the right to sell, rent or lease any housing in the city.

*Person* means and includes any individual, partnership, labor or other association, corporation, legal representative, receiver, trustee, trustee in bankruptcy or other fiduciary, or the lessee, proprietor, manager, employee or any other agent of any such person.

*Probable cause* means reasonable grounds to believe that a violation of this article, not exempted herein, may have occurred or may be occurring.

*Respondent* means any person who, according to the allegations contained in any complaint filed with the commission, has violated any discriminatory practice prohibited by this article and has been named in the complaint as a respondent.

*Veteran* means a person serving in the active or reserve Army, Navy, Marine Corps, Coast Guard, or Air Force, or National Guard or Air National Guard, or who so served and who was discharged or released therefrom under conditions other than dishonorable.

Sec. 62-27. Declaration of policy.

(a) It is hereby declared to be the public policy of the city to assure equal opportunities to all citizens of the city, regardless of age, sex, race, color, veteran's status, disabled veteran's status, religion, disability or disabilities, national origin, marital status, sexual orientation, familial status, lawful source of income, or economic status, and to that end to prohibit discrimination based on these factors.

(b) Since the prohibition of discriminatory practices is not sufficient to effectuate the principle of equal employment without affirmative and direct action, the city adopts this article designed to increase the

representation of under-represented groups in all departments, job classifications, and salary categories in city employment. The city, in developing the affirmative action plan, shall require an affirmative action plan from vendors, contractors, and firms with which it does business of \$10,000.00 or more per contract.

Sec. 62-28. Penalty for violation of article.

Unless otherwise specified, any person adjudged to have committed a violation of this article shall forfeit that penalty as provided in section 1-15, plus the costs of prosecution. Such forfeiture shall be assessed on a daily basis for each and every day such violation shall continue without limit.

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 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.

Sec. 62-30. Affirmative action and human rights commission--Composition; appointments; compensation; ex officio member.

The mayor, subject to confirmation by the common council, shall appoint a commission on affirmative action and human rights consisting of nine members, two of whom shall be aldermen, and one of whom shall be an attorney. Members shall, be city residents, shall be appointed from the entire city, and at no time shall the total of women and ethnic or racial minorities constitute less than a majority of the commission. Commissioners shall receive no compensation for their services. The affirmative action officer is an ex officio member of the commission.

Sec. 62-31. Same--Appointment and terms; oath of office.

The members of the commission shall be appointed by the mayor, subject to confirmation of the common council. Vacancies shall be filled in the same manner. All appointments shall be made on the first Tuesday of May and shall be for a term of three years. The term of office shall begin on appointment, confirmation and qualification of a successor. The aldermen members of the commission shall be members thereof only as long as they continue to hold office as aldermen. Every person appointed as a member of the commission shall take and file an official oath.

Sec. 62-32. Same--Officers.

Each year within 30 days after the time designated for the beginning of terms, the members of the commission shall organize by the election, from among their number, of a president and a secretary and such other officers as they may deem necessary.

Sec. 62-33. Same--Quorum.

Five members of the commission shall constitute a quorum on all matters requiring consideration by the entire commission.

Sec. 62-34. Same--Powers and duties.

The commission shall have the following powers and duties:

- (1) To annually review, approve and recommend the affirmative action goals and timetables as proposed by the affirmative action officer.
- (2) To advise affected and/or other under-represented groups of their rights under the affirmative action plan.
- (3) To disseminate information and to attempt by means of discussion as well as other proper means to educate the people of the city to a greater understanding, appreciation and practice of equal rights, and affirmative action to the end that the city will be a better place in which to live.
- (4) To adopt such rules and regulations as may be necessary to carry out the purposes and provisions of this article. Such rules and regulations shall be filed with the city clerk and a copy thereof mailed to each member of the common council.
- (5) To develop and review the contract compliance requirements of the city and to develop a policy with respect to vendors and contractors.
- (6) To make specific recommendations to the common council so as to bring all appropriate ordinances into conformity with the policies of this article, if necessary.
- (7) The commission shall be an advisory body to the mayor and the common council and may study and investigate problems relating to discrimination and denial of rights by reason of age, sex, race, veteran's status, disabled veteran's status, creed, color, national origin, disability or disabilities, marital status, familial status, sexual orientation or economic status, and shall make such recommendations to the mayor and common council as it deems necessary to eliminate problems of discrimination in the city. The commission shall receive and investigate complaints of and initiate its own investigations of any practice of discrimination against any person within the city because of



age, sex, race, disabled veteran's status, creed, color, national origin, disability or disabilities, marital status, sexual orientation, familial status or economic status.

(8) To receive complaints alleging violation of this article arising from bona fide transactions and to attempt to eliminate or remedy any violation by means of conciliation, education or other means.

In those cases where the commission obtains compliance with this article or the commission finds that the complaint is without foundation, no public disclosure shall be made by the commission of the names of the persons named in the complaint, unless requested by the respondent.

(9) To compel the attendance of witnesses and the production of all papers and records by subpoena, when necessary, for the purpose of its hearings under section 62-42.

#### Sec. 62-35. Financing of commission.

The common council shall provide in the annual city budget for the amount which it deems necessary to carry on the activities of the commission for the ensuing year. The commission shall be subject to the published ordinances of the city and shall have no authority to expend funds other than those appropriated or approved by the common council. All funds received by the commission shall be paid into the general fund of the city. All expenditures made by the commission shall be made in the same manner as other municipal expenditures and in accordance with the laws of the state and this Code.

#### 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 department with the approval of the mayor and common council. The commission shall have the right to recommend to the human resources department individuals for filling the authorized staff positions.

#### Sec. 62-37. Discriminatory practices prohibited.

It shall be a prohibited discriminatory practice for any person:

(1) By threats, intimidations, coercion, extortion, or conspiracy, to induce or attempt to induce any person owning an interest in any housing or accommodation in the city to sell, rent or lease, or not to sell, rent or lease, or contract to construct such housing or accommodation to any person because of such person's age, sex, race, color, veteran's status, disabled veteran's status, religion, disability or disabilities, national origin, marital status, sexual orientation, familial status, lawful source of income, or economic status.

(2) To refuse or offer or negotiate for the transfer, sale, rental or lease, or contract to construct, or to refuse to transfer, sell, rent or lease, or contract to construct, or otherwise to deny or withhold from any person any housing because of age, sex, race, color, veteran's status, disabled veteran's status, religion, disability or disabilities, national origin, marital status, sexual orientation, familial status, lawful source of income, or economic status.

(3) To discriminate against any person in the terms, conditions or provisions pertaining to the transfer, sale, rental or lease, or contract to construct of any housing, or in the furnishing of facilities or services in connection therewith, or in any other manner.

(4) To print, broadcast or publish, or cause to be printed, broadcasted or published, any notice or advertisement relating to the transfer, sale, rental or lease of any housing which expresses limitation specification or discrimination as to race, color, veteran's status, disabled veteran's status, religion, disability or disabilities, national origin, sexual orientation, familial status, lawful source of income, or economic status.

(5) To refuse to lend money or security, guarantee any loan, accept any mortgage, to exact different or more stringent price, terms, services, or conditions for the sale, lease, financing, or rental of housing, or in any other manner make available any other funds or resources for the construction, acquisition, purchase, rehabilitation, repair or maintenance of any housing or housing accommodation when such refusal is based on a consideration of the age, sex, race, color, veteran's status, disabled veteran's status, religion, disability or disabilities, national origin, marital status, sexual orientation, familial status, lawful source of income, or economic status of the person refused.

(6) To do or refuse to do any act which affects the purpose of any activity prohibited by this article.

(7) To refuse to furnish goods or services to any person when such refusal is based on a consideration of the age, sex, race, color, veteran's status, disabled veteran's status, religion, disability or disabilities, national origin, marital status, sexual orientation, familial status, lawful source of income, or economic status of the person refused.

(8) To hire or promote, discharge or make any other personnel transaction when such practice is based on a consideration of the age, sex, race, color, veteran's status, disabled veteran's status, religion, disability or disabilities, national origin, marital status, sexual orientation, familial status, lawful source of income, or economic status of the person refused.

(9) Who is engaged in the business of insuring against hazards, to refusing to enter into, or to exact different terms, conditions, or

privileges with respect to, a contract of insurance against hazards to a dwelling.

(10) Segregate, separate, exclude or treat unequally in the sale or rental of, or otherwise make unavailable or deny, housing to a buyer or renter because of a disability of that buyer or renter, a disability of a person residing in or intending to reside in that housing after it is sold, rented or made available or a disability of a person associated with that buyer or renter.

(11) Segregate, separate, exclude or treat unequally a person in the terms, conditions or privileges of sale or rental of housing, or in the provision of services or facilities in connection with such housing, because of a disability of that person, a disability of a person residing in or intending to reside in that housing after it is sold, rented or made available or a disability of a person associated with that person.

(12) Refuse to permit, at the expense of a person with a disability, reasonable modifications of existing housing that is occupied, or is to be occupied, by such a person if the modifications may be necessary to afford the person full enjoyment of the housing, except that in the case of rental housing the landlord may, where it is reasonable to do so, condition permission for a modification on the tenant's agreement to restore the interior of the housing to the condition that existed before the modification, other than reasonable wear and tear. The landlord may not increase any customarily required security deposit. Where it is necessary to ensure that funds will be available to pay for the restorations at the end of the tenancy, the landlord may negotiate as part of a restoration agreement a requirement that the tenant pay into an interest-bearing escrow account, over a reasonable period, a reasonable amount of money not to exceed the cost of the restorations. The interest in any such account shall accrue to the benefit of the tenant. If escrowed funds are not used by the landlord for restorations, they shall be returned to the tenant.

(13) Refuse to make reasonable accommodations in rules, policies, practices or services that are associated with the housing, when such accommodations may be necessary to afford the person equal opportunity to use and enjoy housing, unless the accommodation would impose an undue hardship on the owner of the housing.

(14) If an individual's vision, hearing or mobility is impaired, it is discrimination for a person to refuse to rent or sell housing to the individual, cause the eviction of the individual from housing, require extra compensation from an individual as a condition of continued residence in housing or engage in the harassment of the individual because he or she keeps an animal that is specially trained to lead or assist the individual with impaired vision, hearing or mobility if all of the following apply:

(a) Upon request, the individual shows to the lessor, seller or

representative of the condominium association credentials issued by a school recognized by the department as accredited to train animals for individuals with impaired vision, hearing or mobility.

(b) The individual accepts liability for sanitation with respect to, and damage to the premises caused by, the animal.

This subsection does not apply in the case of the rental of owner-occupied housing if the owner or a member of his or her immediate family occupying the housing possesses and, upon request, presents to the individual a certificate signed by a physician which states that the owner or family member is allergic to the type of animal the individual possesses.

(15) No person may design or construct covered multifamily housing, as defined in Wis. Stats. § 101.132 (1) (d), unless it meets the standards specified in Wis. Stats. § 101.132 (2) (a) 1. to 4. In addition, no person may remodel, as defined in Wis. Stats. § 101.132 (1) (h), housing with 3 or more dwelling units unless the remodeled housing meets the standards specified in Wis. Stats. § 101.132 (2) (a) 1. to 4. as required under Wis. Stats. § 101.132 (2) (b) 1., 2. or 3., whichever is applicable.

Sec. 62-38. Exemption for housing the elderly.

Housing for older persons shall be exempt from the prohibition against age and familial status discrimination under this article if:

(1) The Housing and Urban Development (HUD) Secretary or the Wisconsin Department of Workforce Development (DWD) Secretary has determined that such housing is specifically designed for and occupied by elderly persons under a federal, state or local government program;

(2) Such housing is intended for, and solely occupied by, persons who are 62 years of age or older; or

(3) Intended and operated for occupancy by persons 55 years of age or older, and

(a) at least 80 percent of the occupied units are occupied by at least one person who is 55 years of age or older;

(b) the housing facility or community publishes and adheres to policies and procedures that demonstrate the intent required under this subparagraph; and

(c) the housing facility or community complies with rules issued by HUD or DWD for verification of occupancy, which shall provide for verification by reliable surveys and affidavits and include examples of the types of policies and procedures relevant to a determination of compliance with the requirement of subparagraph (b). Such surveys and affidavits shall be admissible in administrative and judicial proceedings for the purposes of such verification.

(4) Housing shall not fail to meet the requirements for housing for older persons by reason of:

(a) persons residing in such housing as of the date of enactment of this ordinance who do not meet the age requirements of subsections (2) or (3), provided that new occupants of such housing meet the age requirements of sections (2) or (3); or

(b) unoccupied units, provided that such units are reserved for occupancy by persons who meet the age requirements of subsections (3) or (4).

Sec. 62-39. Information allowed.

Nothing in this article shall be deemed to prohibit an owner or employer, or his agent, from requiring that any person who seeks to buy, rent or lease any housing, or become an employee, supply information concerning his prior residence, family, marital, financial and business status.

Sec. 62-40. Person's ability to pay, past history, consideration allowed.

Nothing in this article shall be deemed to prohibit an owner or his agent, or prospective employer, from refusing to sell, rent or lease any housing to, or to employ, any person on the basis of his treatment of any property formerly occupied by him or on the basis of his record in paying his rent or other obligations when due, or his ability to pay.

Sec. 62-41. Complaints.

(a) Form and content. Any complaint charging a violation of any provision of this article shall be in writing and shall be verified and signed by the complainant. Such complaints may be initiated by the aggrieved person as complainant or by an interested person, who shall mail or hand-deliver the complaint to the commission or dictate it to a commissioner, who shall thereupon reduce the complaint to writing and the complainant shall execute and verify the complaint. The department is authorized to accept complaints on behalf of the commission. All such complaints shall contain the following:

(1) The name and address of the complainant, and the name and address of the aggrieved person if different from the complainant;

(2) The name and address of the respondent or respondents;

(3) A statement setting forth the particulars of the alleged violation or discriminatory practice; and

(4) The date or dates of the alleged violation or discriminatory practice.

(b) Where filed. Complaints shall be filed with the commission by the complainant or his duly authorized agent and may be filed in person or by mail.

(c) When filed. Complaints shall be filed no later than one year after the complainant knew or should reasonably have known the alleged act or acts occurred or terminated. The Commission, on the Commission's own initiative, may also file such a complaint. The Commission may also investigate housing practices to determine whether a complaint should be brought under this section.

(d) Notice to respondent. Upon the filing of a complaint, the commission shall serve a copy thereof, by certified mail with return receipt requested, upon the respondent within 20 days of such filing.

(e) Notice to aggrieved person. Upon the filing of a complaint, if the complainant is not the aggrieved person, the commission shall serve a copy thereof, by certified mail with return receipt requested, upon the aggrieved person within 20 days of such filing.

(f) Amendment and withdrawal. A complaint may be amended or withdrawn by the complainant at any time with and subject to approval of the commission and under such terms as the commission shall direct. If the aggrieved person is not the complainant, the aggrieved person may seek to withdraw the complaint at any time with and subject to approval of the commission and under such terms as the commission shall direct.

### **Miscellaneous Business**

### **Adjournment**

**If you are disabled and have accessibility needs or need information interpreted for you, please contact the Finance Department at 636-9148 at least 48 hours prior to this meeting.**