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City of Racine, Wisconsin  
**COMMON COUNCIL**

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**AGENDA BRIEFING MEMORADUM (ABM)**

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**COMMITTEE:** Finance and Personnel Committee    LEGISLATION ITEM #: 0460-19  
Public Safety and Licensing Committee    LEGISLATION ITEM: 0458-19  
Public Works and Services Committee    LEGISLATION ITEM: TBD

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**AGENDA DATE:** April 22, 2019/April 23, 2019/April 30, 2019

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**DEPARTMENT:** City Attorney's Office

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**Prepared By:** City Attorney Scott R. Letteney

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**Reviewed By:** N/A

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**SUBJECT:** Communication from the Committee Chair requesting that the Committee determine the day of the week and the hour at which it will meet for the next year.

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**EXECUTIVE SUMMARY:** Each Standing Committee must, pursuant to Racine Ordinance sec. 2-81, determine the day of the week and the hour at which it will meet for the next year.

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**BACKGROUND & ANALYSIS:** Racine Ordinance Sec. 2-81, states: "Each standing committee shall meet during the week following a regular common council meeting. Each such committee shall meet within one week of its appointment and shall determine the day of the week and the hour at which it will meet during the ensuing year, which determination shall be filed with the city clerk, except that a committee may meet during the second week following a regular common council meeting during any month containing five Tuesdays."

Each of the Finance and Personnel Committee, the Public Safety and Licensing Committee, and the Public Works and Services Committee, at its first meeting following the Common Council's annual organizational meeting, must set the day of the week and hour of the day that it will meet for the year to come. Such meetings shall typically are held the week following a regular common council meeting,

30 i.e., the second and fourth weeks of the month. However, in months where there are five Tuesday, a  
31 committee may meet in the last partial week of the month.

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33 **BUDGETARY IMPACT:** None

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35 **OPTIONS/ALTERNATIVES:** Decline to determine the day and hour to meet.

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37 **RECOMMENDED ACTION:** Each Standing Committee determine the day of the week and the hour at  
38 which it will meet for the ensuing year.

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40 **ATTACHMENT(S):** None