

**SUBCHAPTER 4
COMMITTEES**

320-31. City Information Management Committee. 1. COMPOSITION. There is created a city information management committee consisting of 12 members:

- a. One member of the common council, appointed by the common council president. This member shall be the chair of the committee.
- b. The mayor.
- c. The city comptroller
- d. The city treasurer.
- e. The city clerk.
- f. The director of administration.
- g. The city librarian.
- h. The chief municipal court administrator.
- i. The fire chief.
- j. The police chief.
- k. The chief information officer. This member shall be the vice chair of the committee.
- L. The superintendent of water works.

1.3. DESIGNEES. Each official listed in sub. 1-b to j may appoint a designee to serve in place of the official on the committee. Designees for officials listed in sub. 1-c to h shall be in pay ranges 1G to 1P or 2KX to 2NX, unless this requirement is waived in writing by the chair of the committee. Designees for the fire chief or police chief shall be in pay ranges 1G to 1P, 2KX to 2NX or 4M to 4R.

1.5. ALTERNATIVES. Each member of the committee, except the common council member, may name an alternate. Alternates shall meet the same salary grade requirements as provided in sub. 1.3

- 2. DEFINITIONS.** In this section:
 - a. "Archives" means noncurrent records with permanent administrative or historical value.
 - b. Committee means the city information management committee.
 - c. "Records" means any material on which written, printed, drawn, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created by, kept in custody of, under control of, or filed with any department, agency, board, commission, officer or employee of the city

except library materials kept for public use or examination. "Record" includes, but is not limited to handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and any machine-readable record.

- 3. DUTIES.** The committee shall:
 - a. Recommend policies to the mayor and the common council for the management of the city's information resources, including but not limited to access, distribution, documentation, security and appropriate use.
 - b. Assist the chief information officer in the implementation of the department of administration's information technology and management responsibilities.
 - b-1. Promote a citywide vision for information and technology management through the coordination and effective management of information technology resources.
 - b-2. Review and recommend approval of the citywide information technology strategic plan submitted by the chief information officer.
 - b-3. Review the chief information officer's reports on progress toward achieving the goals established in the strategic plan.
 - b-4. Assist the chief information officer in analysis of and recommendations on information technology issues.
 - c. Promote intergovernmental sharing of information resources.
 - d. Promote the use of the city's information resources to improve the policymaking process and administration of city government.
 - e. Promote public access to the city's information resources.
 - f. Provide guidelines for development and maintenance of a city records management program including standards for creation, distribution, organization, maintenance, use and disposition of all city records.
 - g. Promote implementation and maintenance of records management programs within city departments including development of safeguards against unauthorized use or removal of city records.
 - h. Analyze and survey records of city departments, agencies, boards and commissions and set up systems for the preservation, retention and disposition of such records.

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i. Disseminate records management information to city departments to facilitate training of department personnel in records management.

j. Review and approve, reject or modify departmental requests for retention, transfer to inactive storage and final disposition of city records, including retention of records in some form other than the original record and including the storage of vital city records at the alternate site of city government.

k. Provide guidelines for the operation of the city records center, which shall provide the following services for all city departments: storage, retrieval and disposition of city records; central imaging and microfilming services; and maintenance of secure and non-secure structure plans.

L. Transfer to the city archives at the city records center or the Milwaukee public library records of historical interest that are no longer needed for the proper administration of city business.

m. Promulgate rules and regulations for the effective administration of this section.

4. LENDING OF CITY RECORDS. Any city department or agency may lend any of the records over which it is the custodian to any entity it deems fit. All loans shall be governed by written agreements negotiated by the department or agency and the borrowing entity. All such agreements shall be approved by the committee and shall indemnify and hold the city harmless for any loss, damage or destruction of city property lent under the agreement.

5. RECORDS TO REMAIN CITY PROPERTY. All records shall remain the property of the city and shall be preserved, stored, transferred, destroyed, disposed of or otherwise managed in accordance with this section and the laws of the state of Wisconsin. No record shall be destroyed, transferred out of the control of the city or otherwise disposed of without the approval of the committee. The committee may approve the transfer of title, custody and control of noncurrent records that are no longer needed for administrative purposes by the city to the state historical society.

6. STAFFING. The city clerk's office shall provide staff support to the committee. The city attorney shall designate an assistant city attorney to be present at all meetings of the committee.

7. TASK FORCES. The committee may create task forces to recommend policy issues for committee action, review policies proposed by the committee, assist the chief information officer in the implementation of policies established by the common council, and coordinate the development and use of related information resources.

320-33. Skywalk Design Committee.

1. CREATION. There is created a skywalk design committee consisting of 9 members: the chair of the common council's zoning and development committee or alternate, who shall serve as chair of the committee; the chair of the historical preservation committee or a designee; the chair of the city plan commission or a designee; a member of the city plan commission appointed by the common council president; the planning manager in the department of city development; the superintendent of buildings and fleet services or a designee; the chair of the space, air and subterranean space structures lease committee or a designee; a representative of the downtown business improvement district (#21), appointed by the president of the common council; and the chair of the building owners management association or a designee. The city clerk's office shall staff the committee. The terms of the member of the city plan commission and the representative of the downtown business improvement district shall expire at the end of the common council term in which those members were appointed.

2. DUTIES. The committee shall evaluate each proposed skywalk design and make recommendations to the common council concerning the final development agreement for each proposed skywalk. The committee shall make its recommendations to the common council not more than 30 days after each proposed development agreement has been introduced to the common council.