

PN 060528



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Office of the City Clerk

Ronald D. Leonhardt
City Clerk

Jim Owczarski
Deputy City Clerk

February 23, 2007

Chief Nannette Hegerty
Milwaukee Police Department
749 W. State Street
Milwaukee, WI 53233

Dear Chief Hegerty:

On February 6, 2007, the Common Council adopted File 060528 (certified copy attached), which creates a citywide block watch council composed of the seven police district block watch chairpersons. The City Clerk's Office is responsible for a number of functions relating to city bodies that need to be brought to the attention of the members of this council. I am hoping that you can convey this information to them either directly or through the district captains.

First of all, as members of a permanent city body they are required to take an oath of office. We need their names and addresses so that we can officially notify them of this requirement. They will then have ten days from that notification in which to take their oaths. Until they take an oath, they are not eligible to participate as members of the council.

Secondly, the council and its staff need to be aware of the requirements of Section 50-31, Milwaukee Code of Ordinances (Code). This section requires all city bodies to submit copies of their agendas to the City Clerk's Office at least two business days in advance of each meeting so that we can ensure they are properly posted in City Hall and on the city web site. We request that notices are emailed to notices@milwaukee.gov, but they can also be faxed (286-2902) or delivered to our office. The person to contact about the notice requirements is Ms. Kathy Mollica (kmolli@milwaukee.gov; 286-2236).

As an official city body, the council is subject to the Wisconsin Open Meetings and Public Records laws. Any questions about those requirements should be addressed to the City Attorney.

There are a number of other ordinances that the members and staff should be aware of:

- 1) Section 305-32, Code, requires bodies to submit copies of all reports, minutes and bylaws to the Legislative Reference Bureau.
- 2) Section 320-2, Code, requires bodies to notify our office of changes in membership or election of a chair.
- 3) Section 320-3, Code, requires all members to be city residents.

If there are questions about these provisions, we are available to address them.

We would appreciate receiving the names and addresses of the district block watch chairpersons who will serve on this council as soon as possible. If your department is not able to provide this information, please notify me promptly. Your assistance is most appreciated.

Sincerely,



Ronald D. Leonhardt
City Clerk

Cc: Ald. Joe Davis, Sr.
Jim Owczarski
Kathy Mollica
File 060528

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Council/blockwatch.doc