

## **CHAPTER 2.28 CITY ADMINISTRATOR**

[Sec 2.28.010 Office Of The City Administrator](#)

[Sec 2.28.020 Appointment, Term Of Office And Removal](#)

[Sec 2.28.030 Functions And Duties Of The Administrator](#)

[Sec 2.28.040 Cooperation](#)

### **Sec 2.28.010 Office Of The City Administrator**

In order to provide the City with a more efficient, effective and responsible government under a system of a part-time Mayor and part-time Council at a time when City Government is becoming increasingly complex, there is hereby created the Office of City Administrator for the City (hereinafter to be referred to as the "Administrator").

(Ord. No. 3-93-1, § 1(a), 3-15-1993)

### **Sec 2.28.020 Appointment, Term Of Office And Removal**

The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Common Council. The Administrator shall hold office for an indefinite term subject to removal at any time by a two-thirds vote of the Common Council. This section, however, shall not preclude the Common Council from establishing other employment terms and conditions not inconsistent with the provisions of this chapter or the Municipal Code of the City.

(Ord. No. 3-93-1, § 1(b), 3-15-1993)

### **Sec 2.28.030 Functions And Duties Of The Administrator**

The Administrator, subject to the limitations defined in the resolutions and ordinances of the City and State Statutes, shall be the Chief Administrative Officer of the City, responsible only to the Mayor and the Common Council for the proper administration of the business affairs of the City, pursuant to the Statutes of the State, the ordinances of the City, and the resolutions, Board motions and directives of the Common Council, with proper duties and powers as follows:

#### ***(a) General duties.***

- (1) Carry out Directives of the Mayor and Common Council which require administrative implementation, reporting promptly to the Mayor and Common Council any difficulties encountered herein;
- (2) Be responsible for the administration of all day-to-day operations of the City government including the monitoring of all City ordinances, resolutions, Council Meeting Minutes and State Statutes;
- (3) Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all nonstatutory positions of the City; and submit it to the Common Council for adoption as the official organization and administrative procedure plan for the City;
- (4) Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with Subsection (a)(3) of this section or directives of the Mayor and Common Council;
- (5) Serve as ex-officio nonvoting member of all Boards, Commissions and Committees of the

City, except as specified by the Common Council or State Statutes;

- (6) Keep informed concerning current Federal, State and County legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Common Council;
- (7) Keep informed concerning the availability of current Federal, State, and County funds for local programs. Assist department heads and the Common Council in obtaining these funds under the direction of the Mayor and Common Council;
- (8) Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Mayor and Common Council;
- (9) Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed;
- (10) Establish and maintain procedures to facilitate communications between citizens and City government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved;
- (11) Promote the economic wellbeing and growth of the City through public and private sector cooperation;
- (12) The City Administrator shall serve as City Clerk and shall be responsible for the duties of Clerk as set forth in Wis. Stats. § 62.09(11), and City ordinances;
- (13) The City Administrator shall serve as City Treasurer, and be responsible for the duties of the Treasurer as set forth in Wis. Stats. § 62.09(9), and administer the receipts, deposits and appropriate investment of all moneys received by the City, and may draw and countersign all orders on the City Treasury.

*(b) Responsibilities to the Common Council.*

- (1) Attend all meetings of the Common Council, unless excused by the Mayor or majority vote of the Common Council; assisting the Mayor and the Common Council as required in the performance of their duties;
- (2) In coordination with the Mayor and Common Council, ensure that appropriate agendas are prepared to all meetings of the Common Council, all Common Council Committees, and all other appropriate Committees and the Commissions of the City, together with such supporting materials as may be required; with nothing herein being constructed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Common Council, or any of its Committees and Commissions;
- (3) Assist in the preparation of ordinances and resolutions as requested by the Mayor or the Common Council, or as needed;
- (4) Keep the Mayor and Common Council regularly informed about the activities of the Administrator's office by oral or written report at Regular and Special Meetings of the Common Council;
- (5) In the event that action normally requiring Common Council approval is necessary at a time when the Common Council cannot meet, the Administrator shall receive directives from the Mayor.

*(c) Personnel.*

- (1) Be responsible for the administrative direction and coordination of all employees of the

City according to established organization procedures;

- (2) Recommend to the Common Council the appointment, promotion, and when necessary for the good of the City, the suspension or termination of department heads;
- (3) In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the City, the termination of employees below the department head level;
- (4) Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions, for all City employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommended salary and wage scales for City employees not covered by collective bargaining agreements; develop and enforce high standards of performance by City employees; ensure that City employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances; (optional)
- (5) Assist in labor contract negotiations and collective bargaining issues;
- (6) Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as approving authority for requests by employees to attend conference meetings and training schools, etc., provided that funds have been budgeted for these activities.

*(d) Budgeting and purchasing.*

- (1) Be responsible for preparation, posting and publishing including all official notices required, of the annual City budget and the City budget proceedings, in accordance with the guidelines as may be provided by the Common Council and in coordination the department heads, and pursuant to State Statutes, for review and approval by the Mayor and Common Council;
- (2) Administer the budget as adopted by the Common Council;
- (3) Report regularly to the Common Council on the current fiscal position of the City;
- (4) Supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices;
- (5) Oversee the purchasing for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Common Council and any limitation contained in the State Statutes.

(Ord. No. 3-93-1, § 1(c), 3-15-1993)

**Sec 2.28.040 Cooperation**

All officials and employees of the City shall cooperate with and assist the Administrator so that the City government shall function effectively and efficiently.

(Ord. No. 3-93-1, § 1(d), 3-15-1993)