

 Res. No. 82 - 22 - 23. By Alderpersons Felde and Filicky-Peneski.
October 24, 2022.

A RESOLUTION clarifying and interpreting the duties of the City Administrator as set forth in the Municipal Code and setting forth specific duties and responsibilities with regard to media relations, communications, and the hiring of a Director of Human Resources and Labor Relations.

WHEREAS, the City has both a mayor and a City Administrator; and

WHEREAS, the various roles of the City Administrator and the Mayor have evolved, often without much involvement from the Common Council; and

WHEREAS, the City Administrator is employed by the Common Council and serves the function of implementing Council policies on a day-to-day basis; and

WHEREAS, Sec. 2-342 of the Municipal Code provides that the City Administrator "shall perform the duties and shall have the authority and powers prescribed by the common council . . ."; and

WHEREAS, those duties, authority, and power, including those that may be contained in job description documents, may shift and be clarified or interpreted by the Common Council from time to time as deemed appropriate by the Common Council without changing the language of Sec. 2-342 and without reducing the overall job description and duties of the City Administrator; and

WHEREAS, the Common Council wishes to have the Mayor and the City Administrator focus on areas of strength; and

WHEREAS, the City Administrator has strong skills in project management, and the Common Council wishes to have him focus more time in this area of strength; and

WHEREAS, one way to do that is to direct the City Administrator to have the Mayor handle media relations and communication; and

WHEREAS, Sec. 82-24 of the Municipal Code sets forth the process for hiring of new employees, assigning most of the authority to department heads and the Director of Human Resources and Labor Relations, limiting the City Administrator's role primarily to ensuring such hiring can be done within budgetary and other financial constraints; and

WHEREAS, with regard to department heads, the City Administrator has the additional authority to make temporary appointments pursuant to Sec. 2-228; and

WHEREAS, there is a vacancy in the office of Director of Human Resources and Labor Relations; the language of Sec. 82-24 does not clearly set forth the process for permanently filling that position in case of a vacancy; and

WHEREAS, the Director of Human Resources and Labor Relations is a key position; having that position filled by a strong candidate is one of the Common Council's highest priorities; and

WHEREAS, Sec. 2-420(b) provides that the Director of Human Resources and Labor Relations shall be appointed by the Common Council based on the recommendation of the City Administrator and the Mayor; and

WHEREAS, the Common Council wishes to have its leadership direct the search process in conjunction with the Mayor and with the assistance of such firms as the City Administrator has engaged for such purpose pursuant to the spending authority granted him by the Common Council.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council directs that the City Administrator allow the Mayor to handle media relations and communication for the City with the assistance of his staff and other employees as the Mayor may see fit.

BE IT FURTHER RESOLVED: That the Common Council directs that the process of appointment shall be primarily directed by the Mayor and council leadership (council president and vice-president).

BE IT FURTHER RESOLVED: That the Mayor and council leadership have the authority to include such other persons (including City employees, outside consultants, and community members, as they see fit) as a hiring committee.

BE IT FURTHER RESOLVED: That the council leadership shall report the progress of this work on a regular basis to the Common Council.

BE IT FURTHER RESOLVED: That the Common Council directs that the job description on file in the Human Resources Department be modified in such a way as to reflect these changes, and that said description, having never been approved in current form by the Common Council, be reviewed, modified as needed, and brought to the Common Council for approval.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor