

CITY OF WAUKESHA, WISCONSIN

ORDINANCE NO. \_\_\_\_\_-14

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**An Ordinance Amending Sections 2.01, 3.06 and 3.08 of the Waukesha Municipal Code,  
Placing the Power to Appoint Certain City Officials in the City Administrator**

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**Whereas**, the Common Council having considered, at a duly-noticed meeting of the Common Council held on August 19, 2014, the recommendation of the Ordinance and Licensing Committee to take the power to appoint certain City Officials from the Mayor and to give the power to the City Administrator; and

**Whereas**, the Common Council having had full debate on the matter and having heard the arguments of members, and being fully advised on the matter; and

**Whereas**, the Common Council having found that the change in appointment power recommended by the Committee is in the best interests of the efficient operation of City government by allowing the City Administrator to select and present candidates for City positions over which the Administrator has responsibility; and

**Whereas**, a motion to adopt the recommendation of the Committee having been made, duly seconded and carried by the affirmative vote of a majority of the Common Council;

**Now, therefore**, the Mayor and the Common Council of the City of Waukesha do ordain as follows:

**Section 1.** Section 2.01 of the Waukesha Municipal Code is amended to read in its entirety as follows:

**2.01 City Officials.**

**(1) Elected Officials.**

Officials	How Elected	Term
Alderman (Am. Ch. Ord. 48-87)	Districts 2, 3, 6, 7, 10 and 13, commencing in 1990 and every three years thereafter Districts 1, 4, 5, 8, 9, 11, 12, 14 and 15, commencing in 1989 and every three years thereafter	3 Years

City Attorney (Ch. Ord. 53-87)	1990 and every 4 years thereafter	4 Years
Mayor (Ch. Ord. 47-87)	1990 and every 4 years thereafter	4 Years

**(2) Appointed Officials.**

<b>Statutory Officials</b>	<b>How Appointed</b>	<b>Term</b>
Assessor (Am. Ch. Ord. #26-09)	Mayor, subj. to conf. by Council	Indefinite
Clerk-Treasurer (Ch. Ord. 26-09)	Mayor, subj. to conf. by Council	Indefinite
City Administrator	Mayor, subj. to conf. by Council	Indefinite
Fire Chief	Police & Fire Commission	Indefinite
Police Chief	Police & Fire Commission	Indefinite
Library Executive Director	Library Board	Indefinite
Weed Commissioner	Mayor	One year
Emergency Government Director	Shall be the City Administrator	Indefinite
<b>Directors and Managers</b>	<b>How Appointed</b>	<b>Term</b>
Cemetery Manager	City Administrator, subj. to conf. by Council	Indefinite
Community Development Director	City Administrator, subj. to conf. by Council	Indefinite
Director of Public Works	City Administrator, subj. to conf. by Council	Indefinite
Park Recreation Director	City Administrator, subj. to conf. by Council	Indefinite
Finance Director	City Administrator, subj. to conf. by Council	Indefinite
Human Resource Manager	City Administrator, subj. to conf. by Council	Indefinite
Information Technology Director	City Administrator, subj. to conf. by Council	Indefinite
Water Utility Manager	Water Utility Commission	Indefinite
Housing Authority Exec. Director	Housing Authority Commission	Indefinite
Transit Manager	Public Works Dir., subj. to conf. by Council	Indefinite

**(3) Annual Evaluations.**

Each of the appointed officials listed in subsection (2), above, shall have their performance evaluated annually by the City Administrator and their evaluations may be shared with the City Council in closed session at its option.

**Section 2.** Section 3.06(18) of the Waukesha Municipal Code is amended to read in its entirety as follows:

(18) STAFF AND COMPENSATION. The administrative staff of the Board shall consist of a Director of Parks and Recreation, who shall be appointed by the City Administrator and approved by the Common Council, and such other employees as deemed necessary by the Board. The Director of Parks and Recreation shall be a person trained and qualified to organize and manage the functions of the Department. All management level supervisory employees shall be appointed by the Director. The Director shall be responsible to the Mayor and Common Council under the direction of the Board for the operation of the Department. The Common Council shall fix the compensation for all employees of the Park, Recreation and Forestry Department who may be entitled to compensation. The City Administrator shall conduct an annual performance review of the Director.

**Section 3.** Section 3.08(1) of the Waukesha Municipal Code is amended to read in its entirety as follows:

(1) STAFF AND COMPENSATION. The administrative staff of the Commission shall consist of a manager, appointed by the City Administrator and confirmed by the Common Council. The manager shall be a person trained and qualified to organize and manage day-to-day operations of the Cemetery. The manager shall be responsible to the City Administrator under the direction of the Commission for the operation of the Cemetery. Additional employees shall be appointed by the manager. The Common Council shall affix the compensation for all employees of the Cemetery who may be entitled to compensation. The City Administrator shall conduct an annual performance review of the Cemetery manager.

**Section 4.** This ordinance shall be in full force and effect from and after its passage and publication.

Passed the 19<sup>th</sup> day of August, 2014.

Approved:

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Shawn N. Reilly, Mayor

Attest:

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Gina L. Kozlik, City Clerk

For \_\_\_\_\_ Against \_\_\_\_\_ Absent \_\_\_\_\_