

# CITY ADMINISTRATOR

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## MEMO

**To: Ordinance & Licensing Committee**  
**CC: Mayor and City Council**  
**From: City Administrator**  
**Subject: Appointment of Cemetery Manager & Community Development Director**  
**Date: June 2, 2014**

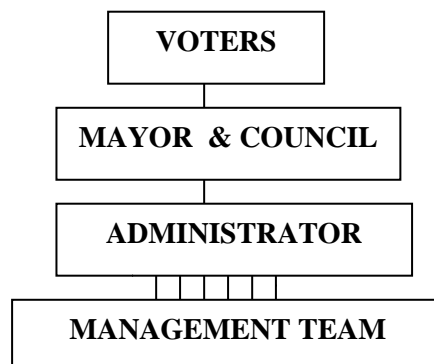
### **Proposed Changes to Appointing Authority**

Chapters 2 and 3 of the Municipal Code grants appointing authority for most department director/manager positions to the Mayor with the consent of the City Council (although several positions are not even mentioned in Chapter 2 including Finance Director, Human Resources Manager, Information Technology Director and Transit Manager). It appears that this ordinance was created prior to the creation of the City Administrator position and is inconsistent with the concept of having a Chief Operation Officer.

In the Council/Administrator form of government, the council is the governing and policy making body of the city, elected by the public, and the Administrator is hired by the council to carry out the policies the Council establishes. The council provides policy and legislative direction while the Administrator is responsible for day-to-day administrative operations of the city based on the council's enactments. The mayor and council, as a collegial body, are responsible for setting policy, approving the budget, and determining the tax rate. Administrators serve at the pleasure of the council and are responsible for preparing the budget, directing day-to-day operations of the City's many departments, and is ultimately responsible for personnel matters.

It is important for an Administrator to have an effective management team to be successful. A first step in developing such a team is the authority to appoint department directors. In the City of Waukesha management oversight is decentralized by ordinance which was likely done out of necessity prior to the creation of the City Administrator position. In the Council/Administrator form of government, appointing and reporting authority should be clear as outlined in the Organization Chart shown below:

### **Council-Administrator Organizational Structure**



With the pending vacancies in the positions of Cemetery Manager and Community Development Director, it is a good time to revisit the appointing authority in the City and bring it more in line with what one would typically find in the Council/Administrator form of government. To that end, I am recommending that chapters 2 and 3 of the municipal code be amended to reflect the above by granting appointing authority of the Cemetery Manager and Community Development Director to the City Administrator. The changes needed to the ordinances to achieve this goal are shown below:

**CHAPTER 2**  
**City Administration**  
**2.01 City Officials**

(2a.) APPOINTED OFFICIALS (Am. #4-06) (Am. #6-10)

OFFICIAL	HOW APPOINTED	TERM
Cemetery Manager	City Administrator	Indefinite
Community Development Director	City Administrator	Indefinite

**Chapter 3**  
**Boards and Commissions**  
**3.08 Prairie Home Cemetery Commission**

(2) STAFF AND COMPENSATION. (Am. #22-04) The administrative staff of the Commission shall consist of a manager, appointed by City Administrator. 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 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.

The above changes would more clearly define the hiring and reporting responsibilities of these positions in relation to the City Administrator.