

**City of Portage Common Council Committee of the Whole Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage WI
Tuesday, July 17, 2012, 7:00 p.m.
Agenda**

1. Call to Order
2. Roll Call
3. Discussion and possible recommendation on City Administrator position and full time Mayor
4. Discussion regarding changing the length of alderperson terms
5. Adjournment

THE MAYOR

The mayor is, by statute, a member of the council, presides at its meetings and may vote on measures before the council in the event of a tie vote. The mayor has the power to veto actions of the council. As chief executive officer of the city, the mayor has a statutory duty to "take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties." Sec. 62.09(8)(a), Stats. The mayor's authority as chief executive officer is not unlimited. For example, a mayor cannot unilaterally decide what uses are to be made of city property and cannot, without prior council approval, enter into a contract on behalf of the city. Also, a mayor cannot, without prior council approval, expend municipal funds.

The mayor is the head of the police and fire departments, except in cities where the police and fire commission has been granted optional powers by the electorate. In cities without a police and fire commission, the mayor appoints all police officers. The chief of police has command of the police force under the direction of the mayor, and must obey lawful written orders of the mayor and common council.

Sometimes references are made to a "strong mayor" system or a "weak mayor" system. These terms refer to the amount of independent power exercised by the mayor. A "weak" system is characterized by shared administrative responsibility among the mayor, elected administrative officers, various boards and commissions, and independent appointed officials. A "strong" type involves unification of responsibility and accountability in the mayor's office. This includes the mayor's selection of most major departmental officials, the administrative supervision over governmental services and the preparation of an "executive" budget.

Wisconsin cities generally fall in the "weak" mayor category. For more information, see the League's handbook *The Powers and Duties of Wisconsin Mayors*.

Municipal Administrator

Because most governing body members and chief executives in Wisconsin cities and villages are part-time officials, many municipalities have found it expedient to employ full-time administrative personnel to oversee the day-to-day operations of the city or village government in accordance with the policies and procedures adopted by the elected representatives. Even in those communities which have full-time alderpersons or mayors, the routine administrative work is often delegated to elected or appointed administrative officials and department heads such as clerks, treasurers, assessors, directors of public works and comptrollers.

The growth in the use of municipal administrators has been steady. According to a 1995 survey of municipal administration in Wisconsin, prepared by the Wisconsin Taxpayer's Alliance, the number of incorporated municipalities with an administrator position rose from 37 in 1976 to 124 in 1995, an increase of 235 percent. As of this writing, the League's member database indicates that 146 municipalities (71 villages and 75 cities) have designated administrators. This number does not necessarily reflect the number of municipalities using an administrator because in addition to those communities which have formally established the position of administrator, it is likely that there are additional municipalities which have an official acting in that capacity, but not formally designated as "administrator."

The municipal administrator is not a statutorily created position. It is created by a municipality under its home rule authority. As such, there is wide variation in how municipalities have responded to the necessity of having full-time administration of local government affairs and the position of "administrator" differs from municipality to municipality. An individual with the designation of administrator may, in a large city, be an administrative assistant to the mayor and his administrative authority may be limited to that given him by the mayor. In another municipality, the administrator may be responsible for general government functions, including those assigned to the clerk, treasurer, assessor, building inspector and health officer, and activities relating to personnel and planning, along with financial duties of budgeting, accounting and purchasing. In other communities a stronger administrator position may be established with all the general government responsibilities, plus administration of public works, police and fire services, parks and recreation and other city services.

Some municipalities have established the position of full-time administrator, while others have combined two or more administrative offices or positions (*e.g.*, clerk/treasurer) to create a single position which is filled by a full-time, paid professional public servant. In recent years, there has been a trend to combine offices in the hopes of increasing efficiency. Many

municipalities have combined positions to create one full-time office to replace two or more part-time offices. This permits the payment of a higher salary and the employment of a qualified individual who will serve on a professional basis. For many small communities it is the only way to have at least one official on duty at all times for the convenience of citizens.

Most administrator positions have been created by ordinance. In some cases, however, a charter ordinance may be required, for example if the new position includes the duties of an official who was previously elected, such as the clerk or treasurer. The ordinance may enumerate the duties and responsibilities of the position or provide broad authority for the position.

There are several reasons why an administrator-type position may be established. One is the desire to improve the administration of municipal government by having an appointed, full-time official in charge of some or all phases of municipal government. Another is a realization on the part of a governing body that, with the increased size of the municipality and the complexity of present day municipal problems, a part-time council or board needs to be relieved of administrative responsibilities by having a person assigned to be "in charge." Other factors may be to aid part-time mayors in carrying out their executive responsibilities and to give continuity to administration of local government services. In the larger cities, the complexities of local government, including state and federal aid applications, budgeting, purchasing, personnel negotiations and financial management, also may prompt consideration of an administrative-type position.

MANAGER

In municipalities with a manager form of government under ch. 64 of the Wisconsin statutes (currently there are ten cities and nine villages), the manager is appointed by the governing body and serves, at the pleasure of the governing body, as the city or village's chief executive officer and head of administration. Sec. 64.11, Stats. The manager must be selected on merit, based on professional training and experience in municipal management. The manager possesses all executive and general administrative authority which was conferred by general law and special charter on the council, the mayor and the various boards and commissions and officers and in force in the municipality at the time it reorganized under ch. 64. The manager has the power to create minor administrative offices and positions and to discontinue such offices and positions. The manager has the power to appoint and remove all heads of departments (subject to sec. 62.13, Stats., which governs police and fire commissions and police and fire chiefs).

A. GENERAL NATURE OF POSITION

This is a highly responsible position providing professional services to support the elected Mayor and Common Council of the City of Portage.

- Under the policy guidance and supervision of nine-member Council and elected Mayor, the Administrator serves as the Chief Administrative Officer to direct and coordinate work of professional consultants; directly supervise departments of administration, finance, parks/recreation/forestry, public works and utilities; and supervise work of police and fire departments and library.
- The Administrator provides research, analysis, and guidance in areas of finance, personnel, operations, economic development, growth, and other policy areas as requested by the Mayor or Common Council.
- The Administrator facilitates effective relations between elected and appointed officials, citizens, employees, and professional service providers.
- The Administrator assures that all laws and ordinances are faithfully executed.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Mayor and Common Council

- a. Attends all meetings of the Common Council and provides support for their work as requested including prepares reports, analyses, options, and recommendations on policies and operational matters both directly and in coordination with other city personnel.
- b. Coordinates the implementation of all actions taken by the Common Council
- c. Initiates short- and long-range financial, strategic, and work implementation plans for Mayor and Common Council consideration; implements plans to meet goals as directed; reports progress regularly and recommends changes, if needed.
- d. Keeps abreast of changes in state and federal funding and laws having an impact on the City and brings concerns to the attention of the Common Council

2. Other Boards, Committees, and Commissions

- a. Attends all meetings of the Finance/Administration Committee and Human Resources Committee. Attends other City committees, boards and commissions as necessary to meet needs of the City.
- b. Attends meetings of other governmental agencies and civic groups on behalf of the City as directed by the Mayor and Council.

3. Finance

- a. Coordinates the development of the Annual Budget
 - i. Reviews budget requests submitted by each department and makes recommendations to the Mayor.

- ii. Organizes annual budget process and directs production of operating, capital improvements, debt service, enterprise, and other budgets for Common Council review and approval.
- iii. Analyzes and prepares reports on the fiscal impact of proposals and alternative funding sources as directed by the Mayor and/or Common Council.
- b. Manages the implementation of the approved Annual Budget and all of its funds.
 - i. Supervises the expenditure of public funds per approved policies and procedures.
 - ii. Supervises all accounting functions including cash flow management.
 - iii. Monitors revenues and expenditures of all funds and regularly reports on their status to the Mayor and Common Council.
- c. Assures that appropriate purchasing and fiscal control policies and procedures are in place and followed.
- d. Seeks out alternative funding sources including appropriate grants, public-private partnerships, and fee systems to broaden and supplement city tax revenues.
- e. Coordinates the work of financial advisors, auditors, bond advisors, and bond counsel.

4. City Personnel

- a. Provides leadership to promote productivity and good employee relationships within and among all departments.
- b. Evaluates and recommends the appointment, promotion, suspension, and termination of Department Heads to the Human Resource Committee.
- c. Supervises and coordinates the functions of administration and finance; parks, recreation, and forestry; and public works including streets, engineering, and utilities.
- d. Promotes service quality, efficiency, and organizational improvement in all departments, agencies, and offices of the City.
 - i. With the Mayor and Common Council, develops performance goals for departments and, at least annually, evaluates the performance of all department heads appointed by the Common Council.
 - ii. Encourages professional development and training to improve job-related knowledge and skills.
 - iii. Advises department heads in the recruitment, training, management, and evaluation of employees.
 - iv. Reviews grievance appeals.
- e. Negotiates with collective bargaining units under the direction of the Human Resources Committee and brings tentative agreements to the Common Council for ratification.

5. Legal Matters

- a. Consults with the City Attorney regarding legal matters as necessary before recommending action to the Common Council.

b. Regularly reviews City's liability, property, and other insurance needs.

6. Citizen Relations

a. Monitors service request/complaint responses by appropriate department.

7. Other Duties as assigned by Mayor and Common Council

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an accredited four-year college or university with a degree in public administration, business, political science, urban affairs or a closely related field; a Masters Degree in public administration or business administration preferred.
2. Five years of progressive experience as a municipal administrator or manager.
3. Experience in developing collaborative teams in a public environment.
4. Experience in economic development and growth management.

Necessary Knowledge, Skills and Abilities:

1. Comprehensive knowledge, experience, and skill in planning and administering municipal budgets as well as planning, directing and administering municipal programs.
2. Working knowledge of personnel and human resources, risk management, public works, public safety, and economic development.
3. Ability to establish and maintain effective working relationships with employees, city officials and the public; efficiently and effectively administer municipal government with a variety of departmental structures; and carry out assigned projects.
4. Ability to maintain composure and professionalism while dealing with multiple tasks with a high level of responsibility and within the public domain.
5. Ability to analyze complex issues, to prepare concise written reports, and to develop and consider the implications of alternative courses of action.
6. Ability to effectively communicate orally in large and small group settings.
7. Proficiency with commonly used office applications; e.g., Microsoft Office programs.

Residency:

Residency within the corporate limits of the City is required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.