

Shared Responsibilities of Mayor
and City Administrator

Mayor

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10/21/97

03/04/14

1.0 PURPOSE:

To describe the duties of the Mayor and City Administrator with respect to each other and the sharing of responsibilities between these two executive positions of the City of West Allis.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City employees, departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the City of West Allis to follow this outline of duties and responsibilities of the Mayor and City Administrator in the operation of the City.

4.0 REFERENCES:

Section 62.09(8), Wisconsin Statutes
Section 62.11(1), (2), Wisconsin Statutes
Section 2.09, City of West Allis Revised Municipal Code
Section 2.095, City of West Allis Revised Municipal Code
Section 3.0, City of West Allis Revised Municipal Code

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Mayor of the City of West Allis and the City Administrator of the City of West Allis shall perform the duties and responsibilities as outlined herein.

5.2 GENERAL POLICIES

The Mayor of West Allis is the chief executive officer; the City Administrator is the chief administrative official. As such, the Mayor and City Administrator shall have the duties and responsibilities as stated below.

5.3 Nothing in this policy is meant to controvert matters, responsibilities, and powers reserved to the Common Council and its members.

RELATED SUBJECT	MAYOR	CITY ADMINISTRATOR
A. COMMON COUNCIL	<ol style="list-style-type: none"> 1. Preside at all Common Council meetings. 2. Veto power on all acts where allowed. 3. Provide information to the Council. 4. Recommend measures seen as advantages to the City. 5. Implement policy set by Council. 6. Call special Common Council meetings. 7. Appoint Common Council Committee members and chairs. 	<ol style="list-style-type: none"> 1. Attend meetings of Common Council. 2. Advise Mayor on vetoes. 3. Provide information to the Council. 4. In cooperation with the Mayor, recommend measures seen as advantages to the City. 5. Assist Mayor in interpreting policies of the Council. 6. Act as liaison between Mayor and Common Council.
B. DAILY DIRECTION AND OPERATION OF THE CITY	<ol style="list-style-type: none"> 1. Responsible for ensuring that all City ordinances and state laws are observed and enforced. 2. Ensure that resolutions, policies, and programs are efficiently administered. 3. Ensure that all City officers and employees discharge their duties. 4. Provide day-to-day supervision and direction to all Dept. Heads on policy and program matters. 5. Provide day-to-day supervision and direction to 4 Depts. on operations (E/PW, BINS, Dev, Health). 6. Make recommendations to Council and Council Cmtes. on improvements in Dept. operations. 	<ol style="list-style-type: none"> 1. Assist the Mayor in ensuring that all City ordinances and state laws are observed and enforced. 2. Assist the Mayor in ensuring that resolutions, policies, and programs are efficiently administered. 3. Assist the Mayor to ensure that all City officers and employees discharge their duties, and assist in day-to-day supervision. 4. Provide day-to-day supervision and direction to all Dept. Heads on administrative and financial matters. 5. Supervise 5 Depts. (Clk, HR, Fin/Trs, IT, Assr.) on operations. 6. Prepare studies on operations and finances and do research and reports on trends, technology, innovations, etc., and make recommendations to Council and Council Cmtes. on improvements in Dept. operations. 7. When necessary, and as directed by Council, carry out duties as described in Mayor's column.
C. MEDIA RELATIONS	<ol style="list-style-type: none"> 1. Spokesperson for the City. 2. Responsible for public relations plan and activities. 	<ol style="list-style-type: none"> 1. Spokesperson when Mayor or Common Council President is unavailable.
D. COMMUNITY RELATIONS	<ol style="list-style-type: none"> 1. Official representative of the City at public, business, and social events. 	<ol style="list-style-type: none"> 1. Representative of the City when Mayor or CC President is unavailable.
E. LEGISLATIVE ACTIVITIES	<ol style="list-style-type: none"> 1. Responsible for conveying official City position on legislative matters either through personal testimony or other methods. 2. Serve as Chair of the Legislative Committee. 	<ol style="list-style-type: none"> 1. Assist in preparation of either oral or written testimony for Mayor or Common Council President. Present City position when Mayor or Common Council President unavailable. 2. Participate and serve as Secretary of the Legislative Committee.
F. INTERGOVERNMENTAL RELATIONS AND ACTIVITIES	<ol style="list-style-type: none"> 1. Represents City in organizations where participation will benefit the City (ICC, League of Wis. Municipalities). 	<ol style="list-style-type: none"> 1. Participate along with Mayor where appropriate. 2. Prepare specific details on intergovernmental projects. 3. Represents City when Mayor or Common Council President is unavailable.
G. BUDGET	<ol style="list-style-type: none"> 1. Provide guidance and direction to CA to prepare budget for presentation to the Common Council for action. 2. Formally presents the Mayor's Budget to the Common Council. 	<ol style="list-style-type: none"> 1. Directs Dept. Heads in budget request proposals. 2. Sets up reviews of requests for Mayor's consideration. 3. Advise and assist Mayor in preparation of final budget for submission to Common Council.

RELATED SUBJECT	MAYOR	CITY ADMINISTRATOR
H. DEPARTMENT HEADS	<ol style="list-style-type: none"> 1. Review and approve with Dept. Heads goals and tasks to be used in their performance appraisals. 2. Conduct mid-year and end-of-year performance appraisals with City Administrator and 4 Dept. Heads (E/PW, BINS, Dev., Health), including other oversight individuals (Alderspersons or Committee Chair). 3. Submit review results and annual performance allowances to A&F Cmte. for approval. 4. Recommend appointment of City Administrator and Dept. Heads for Common Council approval (E/PW, BINS, Dev., Health). 	<ol style="list-style-type: none"> 1. Provide input to Mayor on Dept. Head goals and tasks and performance. 2. Conduct mid-year and end-of-year performance appraisals with 5 Dept. Heads (Clk, HR, Fin/Trs, IT, Assr), including other oversight individuals (Alderspersons or Committee Chair). 3. Submit review results and annual performance allowances to A&F Cmte. for approval. 4. Recommend appointment of 5 Dept. Heads for Common Council approval (Clk, HR, Fin/Trs, IT, Assr). 5. When necessary, and as directed by Council, carry out duties as described in H. (Mayor's column).
I. OTHER	<ol style="list-style-type: none"> 1. Provide guidance for departmental operations analysis and sustainability programs. 2. Appoint members to citizen committees for Common Council approval. 	<ol style="list-style-type: none"> 1. Direct departmental operations analysis and sustainability programs. 2. Manage and coordinate insurance and risk management program in conjunction with City Attorney. 3. Prepare 10 yr. CIP.