

Title

Ordinance to Amend, Repeal or Recreate the following Subsections in Chapter 2, Subchapter I – Amend 2.02 (1), Repeal and Recreate 2.05(2); Amend 2.95(1); Repeal and Recreate 2.95(2), 2.95 (3); Repeal 2.385, 2.95 (4) and 2.95 (5); Amend 2.10 (2) (a) and (b), 2.14 (1), 2.16 (1), 2.24(1); Repeal 2.29; Amend 2.30 (1), 2.32 (1) and (2); Repeal 2.34 and 2.35. Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter II – Amend 2.63(1) , 2.70(1) and (2)(a); Repeal and Recreate 2.72, 2.73; Create 2.74; Amend 2.75(1); Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter IV – Amend 4.2, 4.4(1), 4.7(1), 4.9(1); Repeal 4.7(3) of the West Allis Revised Municipal Code Relating to Appointive Officials and Employees, Vacancies, Appointment for Executive, Managerial and Deputy-Assistant Service positions.

The Common Council of the City of West Allis do ordain as follows:

PART I. Subsections in Chapter 2, Subchapter I – Amend 2.02 (1), Repeal and Recreate 2.05(2); Amend 2.95(1); Repeal and Recreate 2.95(2), 2.95 (3); Repeal 2.95 (4) and 2.95 (5); Amend 2.10 (2) (a) and (b), 2.14 (1), 2.16 (1), 2.24(1); Repeal 2.29; Amend 2.30 (1), 2.32 (1) and (2); Repeal 2.34,2.35, and 2.385 of the Revised Municipal Code.

2.02 Appointive Officials and Employees.

~~(1) (1)~~ ——— Unclassified Service.

- (a) Non-elective officials (Executive Service/Department Heads/Managerial and Deputy/Assistant Service Employees) shall hold their offices/positions for terms established by their appointing power, subject to discipline and removal as provided by the procedures of ~~shall be appointed and hold their positions in accordance with~~ Policy 405 in the City of West Allis Policies and Procedures Manual and Sections 17.12 and 17.16 Wis. Stats. except employees of the Police and Fire Department who shall be appointed by the Police and Fire Commission and the employees of the Library who shall be appointed by the Library board.
- (b) Other ~~e~~employees in the unclassified service shall hold their positions for terms established by their appointing power, subject to discipline and removal as provided by the procedures set forth in Section 2.76 of this chapter.

(2) Classified Service. All employees in the classified service, as defined in Section 2.76 of this chapter, shall be selected from an eligible list, as provided for in said section, and upon passing their probationary period, shall hold their positions for indefinite terms subject to removal as provided in Section 2.76, by state law, or as otherwise provided.

2.04 Qualifying Duties.

- (1) Oath. Every person elected or appointed to an office shall take and file the oath within ten (10) days after notice of his election or appointment. A City ~~elected~~ official who is appointed in his or her official capacity to a City Board, Commission or Committee shall not be required to take and file the oath.
- (2) Official Bonds.
 - (a) Treasurer. Pursuant to sec. 70.67(2) of the Wisconsin Statutes, the Common Council agrees and binds the City of West Allis to pay, in case the City Treasurer or his successors in office shall fail to do so, all taxes of any kind required by law to be paid by the Treasurer or his successors in office to the County Treasurer or his successors in office.
 - (b) Other Officials. Those officials as may be required by the State Statutes or by direction of the Common Council shall execute and file an official bond in such sum as the Council may determine with two (2) or more sureties. The Council may at any time require new and additional bonds of any official. All official bonds must be approved by the Mayor and, when so approved, shall be filed within ten (10) days after the officer executing the same shall be notified of his election or appointment; the official bonds filed with the City Clerk shall be recorded by him in a book kept for that purpose.
 - (c) Certificate of Appointment. When an appointive official has filed the oath and bond as required, the Clerk shall issue ~~to him~~ a certificate of appointment to him or her. If the appointment is to a Board or Commission, the appointee shall file the certificate with the Secretary thereof; ~~chair or president shall be notified by the Clerk.~~
 - (d) ~~The following faithful performance/surety bond amounts are required for the municipal officers so noted:~~ Dishonesty/faitful Performance Bond.

~~1. City Treasurer: \$500,000~~

~~2. Assistant City Treasurer: \$500,000~~

~~3. Municipal Judge: \$1,000~~

All ~~other~~ municipal officers and employees shall be covered under a blanket employee dishonesty/faithful performance bond.

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2.05 Vacancies.

(2) Vacancies in the Unclassified Service Appointive Offices.

- a. In the event a position in the Executive Service becomes vacant, the Mayor or City Administrator, respectively, may appoint an acting department head, pending a permanent appointment to that position by the appointing authority. An acting department head shall have all powers and duties of the department head, except the appointment of permanent division heads. An acting department head shall enter upon the duties of his or her position immediately upon qualification and shall hold the position until the permanent department head is appointed and qualifies, or removed by the Mayor or City Administrator, whoever made the acting appointment.
- b. In the event a position in the Managerial or Deputy/Assistant Service becomes vacant, the Department Head may appoint an acting employee to such position, pending a confirmation of a permanent appointment to that position. An acting employee may be removed from the acting position at any time by the Department Head.

~~-(2) Vacancies in the Appointive Offices. Vacancies in appointive offices in this subchapter shall be filled by appointment for the residue of the unexpired term by the appointing power and in a manner prescribed by law for making regular full term appointments. When vacancies occur in offices subject to civil service regulations, the same shall be filled in accordance with said regulations. (See Charter Ordinance No. 1 and No. 2.)-~~

2.095 City Administrator (CA).

- (1) The City Administrator (CA) shall be appointed by the Common Council as recommended by the Mayor in accordance with City of West Allis Policies and Procedures Manual Policy ~~No. #~~ 404 (Recruitment and Hiring Process, Selection, Appointment, and Confirmation for City Officials and Department Heads~~Executive/Managerial/Deputy Assistant Service Positions~~). The position of City Administrator shall be full-time and shall not be of a policy-making nature. The City Administrator shall serve at the pleasure of the Common Council, as provided in Section 17.12(1) of the Wisconsin Statutes.
- (2) The duties of the City Administrator shall be as specified in City of West Allis Policies and Procedures Manual Policy ~~No. #~~ 403 ~~-(Shared Responsibilities of Mayor and City Administrative Officer), and as specified in the position job description, employment contract and such other duties as the Common Council may from time to time prescribe. below in Subsections (3) and (4)-~~
- (3) ~~Budget. The City Administrator shall:~~
 - (a) ~~Discharge all duties in connection with the compilation of the annual City budget report imposed by Section 4.04-~~
 - (b) ~~Attend all meetings of the Administration and Finance Committee and such executive sessions as the Committee may direct to provide information called for by the Committee relative to the budget and other financial operations of the City-~~
 - (c) ~~Cooperate with the City Treasurer for the purpose of effecting improvements in the collection, management, and investment of City funds-~~
 - (d) ~~Insure maximum utilization of state and federal resources by all City Departments-~~
- (4) ~~Risk Management Coordination. The City Administrator shall:~~
 - (a) ~~Be responsible for City risk management coordination to minimize the costs to the City of all activities related to the control of accidental loss-~~
 - (b) ~~Identify and evaluate all risks of accidental loss for the City-~~
 - (c) ~~Develop and recommend accident prevention and loss control methods, procedures, and programs for all City Departments-~~
 - (d) ~~Arrange appropriate insurance contracts, subject to approval of the Common Council, to the extent any risk of loss cannot reasonably be assumed by the City. The placement of insurance may be by private negotiation rather than competitive bid-~~
 - (e) ~~Contract for investigative and adjustment services, subject to approval of the Common Council, which can be performed more economically or efficiently by such contract-~~
 - (f) ~~Coordinate all such risk management activities with the City Attorney and the Safety and Training-~~

~~Coordinator.~~

- (5) ~~The City Administrator may make the necessary rules for the conduct of his or her duties and a~~ All City Departments and their offices and employees shall cooperate with the City Administrator and comply with requests relative to said duties.

2.10 City Clerk and City Treasurer.

- (1) Separation. The office of City Clerk/Treasurer has been separated pursuant to Charter Ordinance No. 20, passed March 4, 2014.
- (2) City Clerk.
- (a) ~~Appointment, and Term. The City Clerk shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes. The City Clerk shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve at the pleasure of the Common Council, as provided in Sec. 17.12(1) of the Wisconsin Statutes.~~
- (b) Duties. The City Clerk shall be a full-time officer of the City and perform the duties prescribed in Sec. 62.09(11) of the Wisconsin Statutes, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.
- (c) Administration. The City Clerk may make the necessary rules for the conduct of his or her duties and incidental proceedings.
- (d) Facsimile Signature. The use of a facsimile signature is authorized in lieu of the personal signature of the City Clerk on all drafts, order checks and transfer orders for the disbursement and withdrawal of City funds, as provided in Sec. 66.0607(3) of the Wisconsin Statutes.
- (e) Additional Signatures. The Mayor shall not be required to countersign any draft, order check or transfer order for the disbursement or withdrawal of City funds.
- ~~(f) Oath. The City Clerk shall take and file the official oath within ten (10) days after notice of appointment.~~
- ~~(g) Bond. The City Clerk shall execute and file an official bond in such sum as the Common Council may from time to time determine, with two (2) or more sureties, or such bond may be furnished by a surety company, as provided in Sec. 632.17(2) of the Wisconsin Statutes. The bond must be approved by the Mayor and filed as provided by law.~~
- (h) Deputies. Pursuant to Sec. 62.09(11)(i), Wis. Stat., the City Clerk may appoint a Deputy Clerk. The Deputy position may be held by one (1) person at the discretion of the City Clerk. The Deputy Clerk shall receive compensation as the Common Council shall provide as budgeted. ~~The surety of the City Clerk shall be liable on the official bond for the acts of the Deputy.~~ The Deputy Clerk shall not be considered to be within the Deputy Service set forth in Section 2.76(4)(b).
- (i) Submission of Acts to the Mayor. The Clerk shall, within five (5) days of adoption of an ordinance, resolution, or other act by the Common Council, submit said act to the Mayor as set forth in Sec. 62.09(8)(c), Wis. Stat. For purposes of calculating the five-day period, the day the act is submitted shall not be counted nor shall Saturdays, Sundays, or holidays as set forth in section 2.76 of the Revised Municipal Code.
- (j) Appeals. Section 2.48 of the Revised Municipal Code notwithstanding, determinations of the Clerk with regard to candidates being eligible to be placed on the ballot, as well as any other issue regarding candidates, ballots and elections shall be appealed to the Government Accountability Board pursuant to Sec. 5.06, Wis. Stats.
- (3) City Treasurer.
- (a) Appointment. The City Clerk shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes. ~~and Term. The City Treasurer shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve at the pleasure of the Common Council, as provided in Sec. 17.12(1) of the Wisconsin Statutes.~~

- (b) Duties. The City Treasurer shall be a full-time officer of the City and perform the duties prescribed in Sec. 62.09(9) of the Wisconsin Statutes, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.
- (c) Administration. The City Treasurer may make the necessary rules for the conduct of his or her duties and incidental proceedings.
- (d) Facsimile Signature. The use of a facsimile signature is authorized in lieu of the personal signature of the City Treasurer on all drafts, order checks and transfer orders for the disbursement and withdrawal of City funds, as provided in Sec. 66.0607(3) of the Wisconsin Statutes.
- (e) Additional Signatures. The Mayor shall not be required to countersign any draft, order check or transfer order for the disbursement or withdrawal of City funds.
- ~~(f) Oath. The City Treasurer shall take and file the official oath within ten (10) days after notice of appointment.~~
- ~~(g) Bond. The City Treasurer shall execute and file an official bond in such sum as the Common Council may from time to time determine, with two (2) or more sureties, or such bond may be furnished by a surety company, as provided in Sec. 632.17(2) of the Wisconsin Statutes. The bond must be approved by the Mayor and filed as provided by law.~~
- (h) Deputies. Pursuant to Sec. 62.09(9)(f), Wis. Stat., the City Treasurer may appoint a Deputy Treasurer. The Deputy position may be held by one (1) person at the discretion of the City Treasurer. The Deputy Treasurer shall receive compensation as the Common Council shall provide as budgeted. ~~The surety of the City Treasurer shall be liable on the official bond for the acts of the Deputy.~~ The Deputy Treasurer shall not be considered to be within the Deputy Service set forth in Section 2.76(4)(b).

2.14 City Assessor.

- (1) Appointment. The Assessor shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes.
- (2) Duties. The City Assessor shall be a full-time officer of the City and shall perform the functions of the Office of City Assessor as provided under the Constitution and laws of the State of Wisconsin, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.
- (3) Certification. No person may be appointed to the Office of City Assessor who has not been certified by the Wisconsin Department of Revenue, pursuant to Sec. 73.09 of the Wisconsin Statutes, as qualified to perform the functions of the office. The Office of City Assessor is vacant if the certification required under this Subsection (3) of the person appointed to the office is revoked or permitted to lapse.
- ~~(4) Oath. The City Assessor shall take and file the official oath of office within ten (10) days after notice of appointment.~~
- ~~(5) Bond. The City Assessor shall execute and file an official bond in such sum as the Common Council may from time to time determine, with two (2) or more sureties, or such bond may be furnished by a surety company, as provided in Sec. 632.17(2) of the Wisconsin Statutes. The bond must be approved by the Mayor and filed as provided by law.~~
- (6) Removal; For Cause. The City Assessor may be removed from office for cause by the Circuit Court, as provided in Sec. 17.14 of the Wisconsin Statutes.
- ~~(7) Deputy Assessor.~~
 - ~~(a) The City Assessor may, in writing, filed in his or her office, appoint a Deputy who shall act under his or her direction, and in the absence or disability of the City Assessor or in case of a vacancy in the office shall perform the functions of the City Assessor. The appointment of the Deputy shall be subject to confirmation by the Common Council.~~
 - ~~(b) The Deputy shall receive such compensation as the Common Council shall from time to time provide.~~
 - ~~(c) The sureties of the City Assessor shall be liable on the official bond for acts by the Deputy.~~

~~(d) The person appointed as Deputy shall be certified by the Wisconsin Department of Revenue, pursuant to Sec. 73.09 of the Wisconsin Statutes, as qualified to perform the functions of the City Assessor. The Deputy position is vacant if the certification required under this Subsection (7)(d) of the person appointed to the position of Deputy Assessor is revoked or permitted to lapse.~~

~~(8) Assistants. The City Assessor shall appoint such assistants as he or she may deem necessary in the discharge of his or her duties; subject, however, to the approval of the Common Council.~~

(9) Rules. The City Assessor may make the necessary rules for the conduct of his or her duties and incidental proceedings.

(10) Confidentiality of Certain Information. Pursuant to Section 70.47(7)(af) of the Wisconsin Statutes, information provided to the City Assessor about income and expenses of the taxpayer shall be held in confidence and shall not be subject to the right of inspection and copying under Section 19.35(1) of the Wisconsin Statutes.

2.16 City Engineer.

(1) Appointment. ~~The City Assessor shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes. The City Engineer shall be appointed by the Common Council under the unclassified service of the City from a list certified by the Civil Service Commission, in accordance with its normal recruitment procedures. The City Engineer shall serve at the pleasure of the Common Council, as provided in sec. 17.12(1) of the Wisconsin Statutes.~~

~~(2) Oath. Before entering upon the duties of his office, the City Engineer shall file with the City Clerk an oath for the faithful performance of his duties as City Engineer.~~

(3) Powers and Duties.

(a) The City Engineer shall perform the duties and have the responsibilities, as are prescribed ~~for him~~ by law, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time, except as may otherwise be determined by action of the Common Council.

(b) The City Engineer shall perform all of the City's engineering work established by law and the Common Council, except for that work designated for other employees or Departments.

(c) The City Engineer shall superintend and perform or cause to be performed all the civil engineering required in the management and prosecution of all public improvements committed to his/her charge and all such other surveying as may be directed by the Common Council.

(d) The City Engineer shall have full and complete charge and control over all public works construction. No estimate or final payment on any contract or other public works construction shall be paid without the certificate of the City Engineer as to satisfactory compliance with plans and specifications therefor.

(e) The City Engineer shall establish the bond amounts, insurance requirements, and all other provisions of public construction contracts to ensure that the work is adequately performed and the City's interests are protected. The City Engineer shall consult with the City Attorney and obtain approval as to the form of the contract, bonds, insurance and other requirements.

(f) Pursuant to the authority in Section 66.0911, Wis. Stat., and Resolution No. R-2017-0029, the City Engineer is authorized to charge for construction, purchase, acquisition, development, improvement, operation, and maintenance of water, heat, sewer and gas laterals and charge the cost thereof to the lot or parcel served.

(4) Records and Reports. The City Engineer shall keep a record of all ~~his~~ official acts and doings; s/he shall keep on file a copy of all plats of the lots and blocks and sewers embraced in the City limits, profiles of streets, alleys and sewers and of the grade thereof, all drafts and plans relating to bridges and to any public buildings belonging to the City; s/he shall keep a record of the location of bench marks and permanent corner stakes from which subsequent surveys shall be started; and, s/he shall incorporate on the zoning map all authorized changes and amendments, all of which records and documents shall be the property of the City, open to the inspection of parties interested and shall be delivered over by the City Engineer to his successor in office.

~~(5) Assistants. The City Engineer shall appoint such assistants and workmen as he may deem necessary in the discharge of his duties; subject, however, to such regulations respecting the number of assistants and workmen to be appointed, as the Common Council may prescribe.~~

2.17 Sealer of Weights and Measures.

- (1) Designated. The City Health Commissioner is hereby designated as the Sealer of Weights and Measures. S/hHe may appoint Public Health Sanitarians as Assistant Sealers.
- ~~(2) Oath. The Sealer of Weights and Measures shall, before entering upon the duties of his office, take and subscribe before the City Clerk of West Allis an oath to faithfully perform the duties of his office.~~
- (3) Powers and Duties. The Sealer of Weights and Measures shall have the powers and duties as set forth in Chapter 8 of this Code and in Chapter 98 of the Wisconsin Statutes.

2.24 Health Commissioner.

- (1) Appointment. A full time local health officer shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes, and by the Mayor, subject to confirmation by the Common Council, and shall, for ease of reference, be known as the Health Commissioner.
- (2) Duties and powers. shall perform the duties and have the responsibilities, as are prescribed by in Chapter VII of this code, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time. (See Chapter VII of this Code.)
- (3) Market Master.
 - (a) The Health Commissioner is hereby designated as the Market Master, shall have responsibility for the supervision of market operations and shall serve as a member of the Farmers Market Committee.
 - (b) The Health Commissioner shall appoint a member of his or her staff as Deputy Market Master who shall act under his or her direction and in his or her absence or disability perform his or her duties as Market Master. --

~~2.29 Director of Public Works/City Engineer.~~ ~~[Ord. O-2009-0040, 12/15/2009]~~

- ~~(1) Appointment. The Director of Public Works/City Engineer shall be appointed by the Common Council under the unclassified service of the City from a list certified by the Civil Service Commission, in accordance with its normal requirement procedures. The Director of Public Works/City Engineer shall serve at the pleasure of the Common Council, as provided in Sec. 17.12(1) of the Wisconsin Statutes.~~
- ~~(2) Oath. Before entering upon the duties of the office, the Director of Public Works/City Engineer shall file with the City Clerk an oath for the faithful performance of the duties as Director of Public Works/City Engineer.~~
- ~~(3) Powers, Duties, and Responsibilities. The Director of Public Works/City Engineer shall have all the powers and perform all the duties and responsibilities as enumerated in Section 2.16 (City Engineer) and Section 2.30 (Director of Public Works) of this Code.~~
- ~~(4) Assistants. The Director of Public Works/City Engineer shall appoint such assistants and workers as may be deemed necessary in the discharge of the duties; subject, however, to such regulations respecting the number of assistants and workers to be appointed, as the Common Council may prescribe.~~

2.30 Director of Public Works.

- (1) Appointment. The Director of Public Works by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes, shall be appointed by the Common Council under the unclassified service of the City from a list certified by the Civil Service Commission, in accordance with its normal requirement procedures. The Director of Public Works shall serve at the pleasure of the Common Council, as provided in sec. 17.12(1) of the Wisconsin Statutes.
- ~~(2) Oath. Before entering upon the duties of his office, the Director of Public Works shall file with the City Clerk an oath for the faithful performance of his duties as Director of Public Works.~~
- (3) Duties and Responsibilities. The Director of Public Works shall perform the duties and have the responsibilities , as are prescribed by law, the position job description, employment contract, and such other

~~duties as the Common Council may prescribe from time to time, assigned to him by the Common Council.~~

The Director shall have full and complete charge and control over all public places and public buildings of the City and shall have control and superintendence over the Water and Sewer Department.

The Director shall, from time to time, make such rules and regulations, as may be necessary for the efficiency and management of his or her Department.

- (4) ~~Assistants. The Director shall appoint such assistants and workmen as he may deem necessary in the discharge of his duties; subject, however, to such regulations respecting the number of assistants and workmen to be appointed, as the Common Council may prescribe.~~
- (5) Claims. The Director of Public Works is authorized to adjust, compromise and make settlement of claims against the City for property damage referred to him under Section 3.05(6)(a) of this Code. The Director of Public Works shall file with the Common Council, on a monthly basis, his or her report of claims paid and claims recommended for disallowance.

2.32 Director of Building Inspections and Zoning.

- (1) Appointment. The Director of Building Inspections & Zoning by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes, and shall be appointed by the Common Council. The Director of Building Inspections & Zoning shall have the necessary ability to supervise the general construction and the permanent equipment of buildings. The Director of Building Inspections & Zoning shall have his office in the City Hall and shall devote his entire time to the services of the City.
- (2) ~~Oath. The person appointed as Director of Building Inspections & Zoning, before entering upon said duties, shall file with the City Clerk his oath of office for the faithful performance of his duties as supervisor of the building, plumbing and drain laying and electrical codes of the City of West Allis.~~
- (3) Duties. The Director of Building Inspections & Zoning shall have complete charge of the Building Inspection Department and shall perform the duties prescribed in Chapter 13 of this Code, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time, and ~~such other duties as shall be prescribed by the Common Council.~~

2.34 Plumbing and Sewer Inspectors.

- (1) ~~Appointment. The Plumbing and Sewer Inspector shall be appointed by the Building Inspector and shall hold office for an indeterminate term, subject to removal only for cause.~~
- (2) ~~Qualifications and Duties. The person appointed as Plumbing and Sewer Inspector shall have the qualifications as set forth in sec. 145.05 of the Wisconsin Statutes. The Inspector, under the supervision of the Building Inspector, shall be responsible for the enforcement of the plumbing and drain laying regulations, as contained in Chapter 16 of this Code. The Plumbing and Sewer Inspectors, before entering upon the duties of their offices, shall file with the City Clerk an oath of office.~~
- (3) ~~Cooperation with Health Department. Unless otherwise provided, the Plumbing and Sewer Inspection Department shall cooperate with the Health Commissioner of the City in the enforcement of the rules and regulations relative to health and sanitation.~~

2.35 Electrical Inspector.

- (1) ~~Appointment. The Electrical Inspector shall be appointed by a majority vote of all the members of the Common Council and shall hold office for an indeterminate term, subject to removal only for cause.~~
- (2) ~~Qualifications and Duties. The person appointed as Plumbing and Sewer Inspector shall have the qualifications as set forth in Sec. 145.05 of the Wisconsin Statutes, and be certified by the Department of Health and Social Services to perform plumbing inspections for one and two family dwellings constructed under the Wisconsin Uniform Dwelling Code, Wisconsin Administrative Code, Ch. IND 25. The Inspector, under the supervision of the Director of the Department of Building Inspections and Neighborhood Services, shall be responsible for the enforcement of the plumbing and drain laying regulations, as contained in Chapter 16 of this Code.~~

2.385 City Planner.

- (1) ~~Appointment. The City Planner shall be appointed by the Common Council under the unclassified service of the City from a list certified by the Civil Service Commission. The Civil Service Commission shall prepare and conduct an examination for the position of City Planner, according to the requirements of the classified~~

~~service. The City Planner shall serve at the pleasure of the Common Council, as provided in sec. 17.12(1) of the Wisconsin Statutes.~~

~~(2) Duties. The City Planner shall:~~

- ~~(a) Advise the Plan Commission and Common Council on all planning matters referred to it by the Commission and the Council.~~
- ~~(b) Make recommendations to the Plan Commission and the Common Council on all matters required to be referred to the Plan Commission by the Common Council.~~
- ~~(c) Prepare a master plan for the physical development of the City for submission to the Plan Commission.~~
- ~~(d) Prepare and submit to the Common Council an official map of the City and changes thereafter as necessary.~~
- ~~(e) Prepare and submit to the Common Council recommended changes in the zoning map of the City.~~
- ~~(f) Prepare and submit to the Common Council recommended changes in the zoning ordinance of the City.~~
- ~~(g) Prepare and submit to the Common Council a land division ordinance for the City and changes in such ordinance thereafter as necessary.~~

Part II. Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter II – Amend 2.63(1) , 2.70(1) and (2)(a); Repeal and Recreate 2.72, 2.73; Create 2.74; Amend 2.75(1) of the Revised Municipal Code.

2.63 Finance Director.

- (1) Appointment. The Finance Director shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided by Section 17.12(1) of the Wisconsin Statutes by the Common Council as recommended by the City Administrator in the unclassified service of the City in accordance with Policy No. 404 (Recruitment, Selection, Appointment, and Confirmation for City Officials and Department Heads). The Finance Director shall be full time and serve at the pleasure of the Common Council as provided in Sec. 17.12(1) of the Wisconsin Statutes.
- (2) Duties and Responsibilities. The Finance Director shall:
 - (a) Direct and supervise the functions of the finance, treasury, and purchasing functions.
 - (b) Establish rules for the administration of the Department and perform the duties assigned to it.
 - ~~(c) Have recommending authority with regard to all personnel appointed to the Department in accordance with Civil Service procedures.~~
 - (d) Perform the duties of City Comptroller and City Treasurer, prescribed in Sec. 62.09(9), (10), and (11) of the Wisconsin Statutes, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.

~~2.66 Purchasing Office Supervisor.~~

- ~~(1) Appointment. The Purchasing Office Supervisor shall be appointed by the Finance Director to the unclassified service of the City from a list of candidates certified by the Civil Service Commission, pursuant to the procedures and requirements for examinations in the classified service. The Purchasing Office Supervisor shall serve at the pleasure of the Director, as provided by Sec. 17.12(1) of the Wisconsin Statutes.~~
- ~~(2) Duties and Responsibilities. The Purchasing Office Supervisor shall:~~
 - ~~(a) Rules. Establish rules and regulations, subject to the approval of the Director and the Common Council, for performing the duties assigned to it.~~

2.70 Director of Information Technology/Communications.

- (1) Appointment. The Director of Information Technology/Communications shall be appointed by the Common Council as recommended by the City Administrator in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and

~~as provided by Section 17.12(1) of the Wisconsin Statutes by the Common Council as recommended by the City Administrator under the unclassified service of the City in accordance with Policy No. 404 (Recruitment, Selection, Appointment, and Confirmation for City Officials and Department Heads). The Director of Information Technology/Communications shall be full time and serve at the pleasure of the Common Council, as provided in Sec. 17.12(1) of the Wisconsin Statutes.~~

- (2) Duties and Responsibilities. The Director of Information Technology/~~Communications~~ shall:
- (a) Direct and supervise the functions of the Information Technology/~~Communications~~ Department.
- (b) Establish rules for the administration of the Department and perform the duties assigned to it.
- (c) Perform the duties of, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.~~Have recommending authority with regard to all personnel appointed to the Department in accordance with Civil Service procedures.~~

2.71 (Reserved)

2.72 ~~Office of Video Communications~~ Department Services.

- ~~(1) Established. There is established the Office of Video Communications Services within the Information Technology/Communications Department.~~
- ~~(2) Power and Duties. The Office shall:~~
- ~~(a) Review the operation of all video and cable television systems within the City to insure compliance with applicable regulatory ordinances, rules and regulations.~~
- ~~(b) Provide technical and clerical assistance to the License and Health Committee of the Common Council, as may be required by such body in the exercise of its regulatory responsibilities over video and cable television operations.~~
- ~~(c) Develop and implement policy, standards, procedural guidelines and programs to insure the maximum use of governmental access channels.~~
- ~~(d) Assist City departments, agencies and commissions in planning, coordinating, and use of video and telecommunication activities.~~

The Communications Department shall clearly and accurately communicate information of City services, programs, messages, and values.

- (1) To foster civic engagement through an informed citizenry.
- (2) Provide leadership in further strengthening and promoting West Allis as a benchmark for superior municipal government service through all City communication today.
- (3) Support the Common Council, the Mayor, and City management in planning, communicating, and implementing programs, services and goals to promote and/or impact overall quality of life, healthy economy, development and the safety and welfare of the citizenry.
- (4) Serve as a resource to City departments, agencies, and commissions in planning, coordinating, and delivery of their specific communication needs and activities.
- (5) Review the operation of all video and cable television systems within the City to ensure compliance with applicable regulatory ordinances, rules, and regulations.
- (6) Provide technical assistances to the standing committees of the Common Council, as may be required by the bodies in the exercise of regulatory responsibilities over video and cable television operations.
- (7) Develop and implement policy, standard, procedural guidelines and programs to ensure the maximum use of governmental access channels.

2.73 ~~Human Resources Department.~~

~~The Human Resources Department shall administer and carry out the purposes of Section 2.76 and such policies of the Common Council and Civil Service Commission to effectuate such ordinances and policies:~~

~~(1) To provide City departments with competent personnel to furnish City services as fairly, efficiently and effectively as possible.~~

~~(2) To maintain a system of personnel management to fill positions in the classified service through methods which apply the merit principle with adequate Civil Service safeguards.~~

~~(3) To insure equal employment opportunity in all personnel actions, including hire, tenure or term and conditions or privilege of employment based on ability to perform the duties and responsibilities assigned to the particular position without regard to age, race, creed or religion, color, handicap, sex, national origin and national ancestry or political affiliation.~~ **Director of Communications.**

(1) Appointment. The Director of Communications shall be appointed by the Common Council as recommended by the City Administrator under the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided in sec. 17.12(1) of the Wisconsin Statutes.

(2) Duties and Responsibilities. The Director of Communications shall:

(a) Direct and supervise the functions of the Communications Department.

(b) Establish rules for the effective administration of the Department.

(c) Perform the duties of, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time

(d) Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City.

Reserved)

2.74 (Reserved) Human Resources Department.

The Human Resources Department shall administer and carry out the purposes of Section 2.76 and as specified in City of West Allis Policy and Procedure #1401 – Human Resources Function.

(1) Appointment . The Human Resources Director shall be appointed by the Common Council as recommended by the City Administrator under the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided in sec. 17.12(1) of the Wisconsin Statutes.

(1) Duties and Responsibilities. The duties of the Human Resources Director shall be as specified in City of West Allis Policy and Procedure #1401 – Human Resources Function, position job description, employment contract and such other duties that the Common Council may from time to time prescribe. .

2.75 Human Resources Director.

~~(1) Appointment. The Human Resources Director shall be appointed by the Common Council as recommended by the City Administrator under the unclassified service of the City in accordance with Policy No. 404 (Recruitment, Selection, Appointment, and Confirmation for City Officials and Department Heads). The Human Resources Director shall be full time and serve at the pleasure of the Common Council as provided in Sec. 17.12(1) of the Wisconsin Statutes.~~

~~(2) Duties and Responsibilities.~~

~~(a) The Human Resources Director shall direct and supervise the functions of the Human Resources Department.~~

~~(b) The Human Resources Director shall establish rules for the effective administration of the Department. Where such rules impact the operation of the Civil Service Commission, such rules shall first be approved by the Civil Service Commission.~~

~~(c) The Human Resources Director shall be recommending authority with regard to all personnel appointed to the Department in accordance with Civil Service procedures.~~

~~(d) The Human Resources Director shall provide administrative assistance to the Civil Service Commission.~~

~~(e) The Human Resources Director shall serve as the City's Affirmative Action Officer.~~

Part III. Amend 2.75(1); Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter IV – Amend 4.2, 4.4(1), 4.7(1), 4.9(1) of the Revised Municipal Code.

4.4 Director.

(1) Appointment. The Director shall be appointed by the Common Council as recommended by the City Administrator under the unclassified service of the City to serve full time at the pleasure of the Common

~~Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 (Discipline for Non-Elective Officials (Executive Service/Department Heads)), and as provided in sec. 17.12(1) of the Wisconsin shall be appointed by the Common Council under the Unclassified Services of the City from a list certified by the Civil Service Commission. The Civil Service Commission shall prepare and conduct an examination for the position of Director according to the requirements of the Classified Service. The Director shall serve at the pleasure of the Common Council as provided in sec. 17.12(1) of the Wisconsin Statutes.~~

- (2) Duties and Responsibilities. The Department shall be under the direction and supervision of the Director. The Director shall plan, direct, coordinate and execute the functions of the Department; and, to this end, establish rules for the administration of the Department and performing the duties assigned to it, consistent with the provisions of this subchapter, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.

4.7 Planning and Zoning Manager.

- (1) Appointment. The Planning and Zoning Manager shall be appointed by the Director, subject to approval by the Safety and Development Committee in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions). ~~by the Director in the Unclassified Service of the City from a list certified by the Civil Service Commission. The Civil Service Commission shall prepare and conduct an examination for the position of Planning and Zoning Manager consistent with the procedure and the requirements for examinations in the Classified Service.~~

~~(3) Location. The Planning and Zoning Division shall be physically located with the Department of Building Inspections & Zoning to facilitate zoning and site plan coordination with building permit applications.~~

4.8 Economic Development Division.

The Economic Development Division within the Department shall discharge all duties in connection with the economic development activities of the City.

4.9 Manager of Economic Development.

- (1) Appointment. The Manager of Economic Development shall be appointed by the Director, subject to approval by the Safety and Development Committee in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions). ~~under the Unclassified Service of the City from a list of candidates certified by the Civil Service Commission. The Civil Service Commission shall prepare and conduct an examination for the position of Manager of Economic Development consistent with the procedure and the requirements for examination in the Classified Service.~~

4.11 Manager of Housing.

- (1) Appointment. The Manager of Housing shall be appointed by the Director ~~under the Unclassified Service of the City from a list of candidates certified by the Civil Service Commission. The Civil Service Commission shall prepare and conduct an examination for the position of Manager of Housing consistent with the procedure and the requirements~~ in City of West Allis Policy and Procedure #1402 – Creating and Filling positions, Reductions in Force and Recall Procedures, ~~for examinations in the Classified Service.~~