

RELATED SUBJECT	MAYOR	CITY ADMINISTRATOR
A. COMMON COUNCIL	<ol style="list-style-type: none"> 1. Preside at all Common Council meetings. 2. Implement policy set by Council. 3. Approve or exercise veto power on all acts where allowed. 4. Provide information to the Council. 5. Recommend measures seen as advantages to the City. 6. Call special Common Council meetings. 7. Appoint Common Council Committee Members, chairs and vice chairs. 	<ol style="list-style-type: none"> 1. Attend meetings of Common Council. 2. Advise Mayor on legislation and policy. 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. Serves as a full-time Chief Executive Officer for the City. (RMC 2.09 (2)) 2. Responsible for ensuring that all City ordinances and state laws are observed and enforced. 3. Ensure that resolutions, policies, and programs are efficiently administered. 4. Ensure that all City officers and employees discharge their duties. 5. Provide leadership and direction to all Department Heads on issues of organizational culture, community relations, communications, policy and program matters. 6. In conjunction with the Common Council supervise, oversee and direct the operations of the City Administrator. 7. Execute Official Documents and bonds; sign official zoning map; execute vehicle towing contracts; counter sign licenses as required by law (transient merchant, used vehicle dealers.) 8. Make recommendations to Council and Council Committees on improvements in Department. operations. 9. Serve as a member of the City Plan Commission, chair of the Administrative Appeals Review Board, member of the Economic Development Partnership Committee, member of Tourism Commission, Vice Chair of the Celebrations Committee, and Chair of Historical Commission. 10. Hold staff meetings twice per month with City Department Heads. 	<ol style="list-style-type: none"> 1. Assist the Mayor in ensuring that all City ordinances and state laws are observed and enforced and resolutions, policies, and programs are efficiently administered. 2. Direct responsibility for all City operations; lead, direct, supervise, and develop all Department Heads and employees in the efficient, effective and economical delivery of municipal services. (Subject to statutory and ordinance limitations.) 3. Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; meet with staff to identify and resolve problems.. 4. Take initiative and lead innovation by directing the development and implementation of the City's goals, objectives, policies, and priorities set by the Mayor and Common Council. 5. Prepare studies on operations and finances and do research and reports on trends, technology, innovations, etc. as requested; and make recommendations to Council and Council Committees on improvements in Department Operations; oversee the preparation and implementation of long range plans for the City. 6. Advise the Mayor and Common Council of the activities of all city departments, and submit reports and recommendations when deemed necessary or requested. Serves as a liaison between the Mayor/City Council and staff. 7.
C. MEDIA RELATIONS, TOURISM, AND MARKETING	<ol style="list-style-type: none"> 1. Chief Spokesperson for the City. 2. Issue press releases as needed. 3. Responsible for public relations plan and activities. 4. Oversee the tourism and marketing operations. 5. Plan, direct, coordinate and execute the functions of the Convention and Visitors Bureau. 6. Meet with businesses regarding development and operation in the City. 7. Promote the City's brand 	<ol style="list-style-type: none"> 1. Spokesperson when Mayor or Common Council President or local Alderperson is unavailable. 2. Assist the Mayor with planning, directing, coordinating and executing the functions of the Convention and Visitors Bureau and related tourism and marketing operations.

D. COMMUNITY RELATIONS	<ol style="list-style-type: none"> 1. Leader in the community and regional matters. 2. Serves as a liaison between the city and civic groups, neighborhood representatives and private citizens, regional government agencies, neighborhood communities, the county and the State. 3. Official representative of the City at public, business, and social events. 4. Respond to and attempt to resolve difficult and sensitive citizen inquiries and complaints. 	<ol style="list-style-type: none"> 1. Representative of the City when Mayor or Common Council President or local Alderperson is unavailable. 2. Assist the Mayor with addressing citizen inquiries and complaints.
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. Present City position when Mayor, Common Council President or local Alderperson unavailable. 2. Participate and serve as Secretary of the Legislative Committee. 3. Provides information to the Legislative Committee and Common Council regarding pending legislation in the state and federal level of government which may have an impact on the city; 4. Oversee compliance with new legislation.
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. Represent the City to outside agencies; coordinate City activities with those of other cities, counties, and outside agencies and organizations. 4. Represents City when Mayor, Common Council President or local Alderperson is unavailable.
G. BUDGET	<ol style="list-style-type: none"> 1. Oversee the development and direction of the Mayor's Recommended Budget. 2. Provide guidance and direction to City Administrator to prepare budget for presentation to the Common Council for action. 3. Formally presents the Mayor's Budget to the Common Council. 4. Serve as a member of the Capital Improvement Committee. 	<ol style="list-style-type: none"> 1. Directs Department Heads in budget request proposals. 2. Coordinates the scheduling of all budget meetings. 3. Advise and assist Mayor in preparation of final budget for submission to Common Council. 4. Ensure compliance with all legal and procedural requirements. 5. Prepare and manage the capital improvement program review and implementation in conjunction with the Capital Improvement Committee, City Departments and Common Council. 6. In conjunction with Finance Director and Department Heads, administer the adopted budget.

RELATED SUBJECT	MAYOR	CITY ADMINISTRATOR
H. DEPARTMENT HEADS	<ol style="list-style-type: none"> 1. Provide input to City Administrator on h Department Heads goals and tasks to be used in their performance appraisals. 2. Participate, as desired in the mid-year and end-of-year performance appraisals for all non-elected Department Heads. 3. Conduct mid-year and end of year performance review for City Administrator. Submit review result and annual performance allowance to A&F Committee for approval. 4. Recommend appointment of City Administrator. 5. In conjunction with City Administrator, recommend appointment of Department Heads for Common Council approval, except as otherwise provided by law. 6. Summarily suspend department heads (city officials) facing charges whose are pending removal and appoint a temporary successor. (Wis. Stats. 17.12(3)). 	<ol style="list-style-type: none"> 1. Manage, supervise and provide direction to department heads in the performance of their duties and operations of the departments. 2. In conjunction with Mayor and each department head, develop goals and tasks for individual and department performance which are consistent with Mayor and Common Council directives, initiatives and the city's strategic plan. , 3. Conduct mid-year and end-of-year performance appraisals with all non-elected Department Heads, including other oversight individuals (Alderspersons or Committee Chair). 4. Submit review results and annual performance allowances to A&F Committee. for approval. 5. Recommend to the Common Council the appointment, promotion, and other personnel actions for department heads, except as otherwise provided by law. 6.
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. 3. Fill vacancies in elective city offices (City Attorney), subject to common council approval. (Wis.17.23(1)(c)). 4. With the Common Council, have overall control of the program of emergency government. (RMC 2.46 (1) & 6.036) 5. Chair and Ex-officio member of the Emergency Government Advisory Committee. (RMC 2.46 (4)(a)(1). 6. Authorize purchases because of emergencies (RMC 2.672). 7. Authorize suspension or closure of municipal buildings due to inclement weather, mechanical breakdown or civil disturbances. 8. Development and oversight of the Youth Commission. 	<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. Assist the Human Resource Director with labor contracts and collective bargaining. 4. Oversee the administration of the City's Self- funded health plan. Provide fiscally responsible options for Common Council policy consideration. 5. Coordinate and maintain a Strategic Plan approved by the Mayor and Common Council. 6. Assist with the coordination and administration of all operations relating to Emergency Management. 7. When necessary, legal and as directed by the Mayor or Common Council carry out duties described in the Mayor's column. 8.