



City of West Allis

Legislation Details (With Text)

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On agenda: 5/15/2018 **Final action:** 5/15/2018

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.

Sponsors: Administration and Finance Committee (INACTIVE)

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Attachments: 1. Chapter 2 RMC Changes - Marked #1, 2. Chapter 2 RMC Changes - Marked #2, 3. O-2018-0022 signed, 4. AFFIDAVIT OF PUBLICATION - O-2018-0022

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5/30/2018	1	City Clerk	Published	
5/18/2018	1	Mayor	Signed/Enacted	
5/15/2018	1	Common Council	Passed	Pass
5/15/2018	1	Administration and Finance Committee (INACTIVE)		Pass
5/15/2018	1	Common Council		

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) Unclassified Service.
 - (a) Non-elected officials (Executive Service/Department Heads/Managerial and Deputy/Assistant Service Employees) shall be appointed and hold their positions in accordance with Policy No. 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 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 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.
 - (c) **Certificate of Appointment.** When an appointed official has filed the oath and bond as required, the Clerk shall issue a certificate of appointment to him or her. If the appointment is to a Board or Commission, the chair or president shall be notified by the Clerk.
 - (d) **Dishonesty/Faithful Performance Bond.** All municipal officers and employees shall be covered under a blanket employee dishonest/faithful performance bond.

2.05 Vacancies.

- (2) **Vacancies in the Unclassified Service Appointed 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 and for a maximum of 180 days (extensions must be approved by the Common Council). 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 and for a maximum of 180 days (extensions must be approved by the Common Council). An acting employee may be removed from the acting position at any time by the Department Head.

2.095 City Administrator (CA).

- (1) The Mayor shall recommend appointment of the City Administrator (CA) subject to approval by 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). 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), as specified in the position job description, employment contract and such other duties as the Common Council may from time to time prescribe.
- (3) The City Administrator may make the necessary rules for the conduct of his or her duties and 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. The City Administrator shall recommend appointment of the City Clerk subject to approval by the Common Council 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.
 - (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) 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 Deputy Clerk shall not be considered to be within the Deputy Service set forth in Section 2.76(4)(b).
 - (g) 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.
 - (h) 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 Administrator shall recommend appointment of the City Treasurer subject to approval by

the Common Council 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.

- (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) 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 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 City Administrator shall recommend appointment of the Assessor subject to by the Common Council 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) 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.
- (5) Rules. The City Assessor may make the necessary rules for the conduct of his or her duties and incidental proceedings.
- (6) 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 Administrator shall recommend appointment of the City Engineer subject to approval by the Common Council 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) Powers and Duties.
 - (a) The City Engineer 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.
 - (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.
- (3) Records and Reports. The City Engineer shall keep a record of all 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.

2.17 Sealer of Weights and Measures.

- (1) Designated. The City Health Commissioner is hereby designated as the Sealer of Weights and Measures. S/he may appoint Public Health Sanitarians as Assistant Sealers.
- (2) 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. The City Administrator shall recommend appointment of a full time local health officer subject to approval by the Common Council 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 for ease of reference, be known as the Health Commissioner.
- (2) Duties and Powers. The Health Commissioner 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.
- (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.

2.30 Director of Public Works.

- (1) **Appointment.** The City Administrator shall recommend appointment of a Director of Public Works subject to approval by the Common Council 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 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. 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.

- (3) **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 City Administrator shall recommend appointment of a Director of Building Inspections & Zoning subject to approval by the Common Council 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 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.

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 City Administrator shall recommend appointment of a Finance Director subject to approval by the Common Council 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 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) 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.

2.70 Director of Information Technology.

- (1) Appointment. The City Administrator shall recommend appointment of the Director of Information Technology subject to approval by the Common Council 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 and Responsibilities. The Director of Information Technology shall:
 - (a) Direct and supervise the functions of the Information Technology Department.
 - (b) Establish rules for the administration of the Department and perform the duties assigned to it.
 - (c) Perform the duties of the position as outlined in the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.

2.71 (Reserved)

2.72 Communications Department.

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 Director of Communications.

- (1) Appointment. The City Administrator shall recommend approval of the Director of Communications subject to approval by the Common Council 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 as outlined in 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.

2.74 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 No. 1401 - Human Resources Function.

- (1) Appointment. The City Administrator shall recommend approval of the Human Resources Director subject to approval by the Common Council 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 duties of the Human Resources Director shall be as specified in City of West Allis Policy and Procedure No. 1401 - Human Resources Function, position job description, employment contract and such other duties that the Common Council may from time to time prescribe.

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 of Development.

- (1) Appointment. The City Administrator shall recommend appointment of the Director of Development subject to approval 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 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 of Development, 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), to serve at the pleasure of the Director of Development, in accordance with City of West Allis Policies and Procedures Manual No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), City of West Allis Policies and Procedures Manual No. 404 (Disciplinary Action and Grievance Procedure), and as provided in Section 2.76(7) of the City of West Allis Revised Municipal Code.

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 of Development, 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), to serve at the pleasure of the Director of Development, in accordance with City of West Allis Policies and Procedures Manual No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), City of West Allis Policies and Procedures Manual No. 404 (Disciplinary Action and Grievance Procedure), and as provided in Section 2.76(7) of the City of West Allis Revised Municipal Code

4.11 Manager of Housing.

(1) Appointment. The Manager of Housing shall be appointed by the Director of Development consistent with the procedure and the requirements in City of West Allis Policy and Procedure No. 1402 - Creating and Filling Positions, Reductions in Force and Recall Procedures, and as provided in Section 2.76(7) of the City of West Allis Revised Municipal Code.

Part IV. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Part V. This ordinance shall take effect and be in full force from and after its passage and publication.

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