

*****ATTACHMENTS*****

II

3.4

R. O. No. 178 - 14 - 15. By CITY CLERK. November 3, 2014.

Submitting a communication from Alderperson Bohren suggesting the attached revision of the CAO (Chief Administrative Officer) job description to be considered by the Salaries and Grievances Committee.

Whole 4/1/14



City Clerk

II

100

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CITY OF SHEBOYGAN

CHIEF ADMINISTRATIVE OFFICER

GRADE 16

Code A01020D

Reports to: Common Council President,
VICE PRESIDENT AND COW CHAIRPERSON Department: Administrative

Classification: Exempt

Date: October 3, 2011 Common Council
Modified October 8, 2012

Approved: S & G 9/26/11
S & G

October 15, 2012

Common Council

POSITION SUMMARY:

This is a professional and management position responsible for the administration of day-to-day operations of the city government in accordance with state laws, city ordinances and policies determined by the City Council. This position implements the directives of the Common Council with input from the Mayor and recommends policies and procedures.

DEVELOPING AND PRESENTING A DETAILED BALANCED BUDGET,

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop and implement annual budget under the direction of the Common Council with input from the Mayor. *AND PRESENT A PRELIMINARY DETAILED BALANCED BUDGET*
2. Develop short and long term strategic plans, for the city under the direction of the Common Council with input from the Mayor. *THE ROLLING FIVE YEAR*
3. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, and other matters receive prompt attention by the responsible official and to assure that all such matters are expeditiously resolved.
4. Effectuate actions of the Common Council and implement administrative matters under the direction of the Common Council with input from the Mayor.
5. Consults with the Mayor and Common Council President on emergent matters requiring policy decisions. *VICE PRESIDENT AND COW CHAIRPERSON*
6. Conduct research, prepare reports and make recommendations to the Mayor and Common Council on matters included within the scope of office.
7. Serve as ex-officio nonvoting member of the Standing Committees of the City, except as specified by the Common Council or Wisconsin State Statutes.
8. Attend meetings of the Common Council, assisting the Mayor and council as required in the performance of their duties. Provide information about the administrator's office through oral or written reports at regular and special meetings of the council. *OR THE COW*
9. Acts as public information officer for the City. *TO THE APPROPRIATE STANDING COMMITTEE ON A MONTHLY BASIS AND*

SAL Job Description:
Chief Administrative Officer
Modified 10/8/12
S & G 10812

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees, planning and directing work in consultation with input from the Mayor, appraising performance, and salary administration for all non-elected Department Heads (including Fire and Police), addressing complaints and resolving problems. All non-elected Department Heads report to the Chief Administrative Officer.

Hiring/Promotion Clarification of Process: This individual recommends to the Mayor and Common Council, the appointment, promotion and termination of all employees that fall under the specified Table of Organization in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: This individual is responsible for implementing employee evaluation of all Managers and Directors. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree from an accredited college or university required with an advanced degree such as an MBA or MPA required. Position requires at least ten years of progressively responsible work experience in a municipal or private sector settings with a minimum of five years functioning in a senior leadership position.

Required Knowledge, Skills and Abilities:

- Experience in human resources management, budgeting and financial administration
- Knowledge in establishing and using performance measurement
- Thorough knowledge of principles and practices of public administration including comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- Knowledge of and significant experience in long-range planning of programs and services, management team development and employee relations
- Considerable ability to conduct sound research and to develop effective recommendations for policies and implementation procedures.
- Considerable experience in team building, planning organizing and directing the work of others.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SA1phJob Description:
ChiefAdministrativeofficer
Modified 10/8/12
S & G 10 8 12

CAO PERFORMANCE EVALUATION

THE CAO'S PERFORMANCE WILL BE EVALUATED ON AN ANNUAL BASIS BY THE COUNCIL PRESIDENT, VICE PRESIDENT, AND CHAIRMAN WITH THE ASSISTANCE FROM THE DIRECTOR OF THE HUMAN RES. DEPT.

~~IX~~

6.5

Charter Ord. No. 3 - 14 - 15. By Alderpersons Bohren and Kath.
November 3, 2014.

AN ORDINANCE (being subject to the home rule provisions of sec. 66.0101 of the Wisconsin Statutes) to reduce the number of alderpersons in the City of Sheboygan from 16 to 8 by the 2017-2018 council year.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. The City of Sheboygan hereby elects, pursuant to the provisions of Sec. 62.09(1)(b) of the Wisconsin Statutes and the home rule provisions of Sec. 66.0101 of the Wisconsin Statutes, to reduce the number of alderpersons in the City of Sheboygan from sixteen (16) to eight (8) by the 2017-2018 council year in the following manner:

- A. In the Spring election of 2016, the eight (8) aldermanic positions up for election for the 2016-2017 council year (one from each district) shall be elected for a term of one (1) year.
- B. In the Spring election of 2017, the number of aldermanic positions up for election for the 2017-2018 council year shall be reduced to eight (8) (one from each district), with the four (4) alderpersons in the four (4) odd-numbered aldermanic districts being elected for terms of two (2) years and the four (4) alderpersons in the four (4) even-numbered aldermanic districts being elected for terms of one (1) year.
- C. Thereafter, the four (4) alderpersons from the even-numbered aldermanic districts shall be elected in the even-numbered years for terms of two (2) years and the four (4) alderpersons from the odd-numbered aldermanic districts shall be elected in the odd-numbered years for terms of two (2) years.

Section 2. Section 2-224(c) of the Sheboygan Municipal Code, relating to terms of office for alderpersons, shall be repealed and recreated to read as follows:

"Sec. 2-224. *Terms.*

. . .

(c) *Alderpersons.*

(1) The term of alderperson shall be two years, with the following exceptions:

- a. The eight alderpersons elected in 2016 shall serve terms of one year; and

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- b. The four alderpersons elected in 2017 in the even-numbered aldermanic districts shall serve terms of one year.
- (2) The alderpersons shall be residents of the aldermanic district from which they are elected, and commencing in 2018 and thereafter, four of their number, representing one alderperson from each of the four even-numbered districts in even-numbered years, and one alderperson from each of the four odd-numbered districts in odd-numbered years shall be elected."

Section 3. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. This is a charter ordinance and shall take effect sixty (60) days after its passage and publication, unless within such sixty (60) days after its passage and publication a referendum petition shall be filed as provided in sec. 66.0101 of the Wisconsin Statutes, in which event this ordinance shall not take effect until it shall have been submitted to a referendum of the electors and approved by a majority of the electors voting thereon.

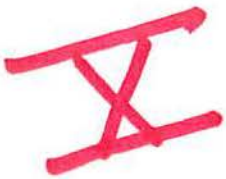
James A. Bohner

Julie Kath

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



6.3

Gen. Ord. No. 37 - 14 - 15. By Alderperson Kath. November 3, 2014.

AN ORDINANCE re-establishing the salary schedule for the office of alderperson commencing in council year 2017-2018.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. The following salary schedule is hereby established for the office of alderperson effective the third Tuesday in April each year commencing in 2017, contingent on the council size having been reduced from 16 to 8 alderpersons:

\$9,336 per council year

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

Julie Kath

Whole -

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



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