SHEBOYGAN COMMON COUNCIL
COMMITTEE OF THE WHOLE

AGENDA

DATE: Wednesday, February 6, 2013

TIME: 5:15 p.m. (or immediately following any other City of Sheboygan Committee meeting)

PLACE: 3rd Floor, City Hall – Common Council Chambers

1. Call meeting to order.
2. Roll Call.
3. Pledge of Allegiance.
4. Approval of the minutes of 1/17/13.
5. Public Forum on agenda items (no prior registration required – those wishing to speak will be called up from the audience by the Chairman – limit 3 minutes per person).
6. Chairman's comments.

ITEMS FOR DISCUSSION AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL

7. POSSIBLE REVISIONS TO COUNCIL DOCUMENT #3.1 FROM NOVEMBER 19, 2012. Com. No. 12-12-13.

Submitting a communication from Alderperson Donohue presenting a proposal for Job Responsibilities for the Mayor of Sheboygan. (Original numbered document attached.)

Possible revisions to this resolution to be discussed. (Revised un-numbered document attached.)

ITEMS FOR DISCUSSION ONLY

8. The 2013-2014 goals and objectives of the City of Sheboygan Department of Public Works. Discussion with David Biebel, Director of Public Works.

NEXT MEETING DATE: TBD

ADJOURN.

Ald. James Bohren, Chairman
Ald. Don Hammond, Council President

Persons with disabilities who need accommodations to attend the meeting should contact Mary Rajer in the Mayor's Office as soon as possible at 459-3317.

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3.1

Com. No. 12 - 12 - 13. November 19, 2012.

Submitting a communication from Alderperson Donohue presenting a proposal for Job Responsibilities for the Mayor of Sheboygan.

Presented to the Common Council by Alderperson DH.

C.O.W.

Job Responsibilities for Mayor of Sheboygan

Background:

The Mayor of Sheboygan is an elected four year position. Prior to October 2011, the Mayor functioned as the city's Chief Administrative Officer. While the concept of a professional Chief Administrative Officer, who would be responsible for the day to day operation of the city, presumably beyond political influence, had been discussed at length for a number of years, the political turmoil caused by Mayor Bob Ryan's conduct, proposed removal proceedings and a recall election moved the discussion forward. The position of Chief Administrative Officer was created by the Common Council on October 3, 2011. Jim Amodeo, the head of the city's finance department, was appointed to the position. His term expires August 22, 2015.

A job description for the chief administrator's position was also passed by the Council on October 3, 2011. Modifications to the Chief Administrative Officer's job description which seek to clarify the reporting relationship among the Chief Administrative Officer, the Common Council and the Mayor have been referred to the Strategic Fiscal Planning Committee.

Since Mayor Van Akkeren has taken office, important questions have arisen about the Mayor's role and job duties and responsibilities, particularly as relates to the Chief Administrative Officer's duties. Understanding that resolution of these questions is vital to the smooth and efficient operation of city government, the following suggested duties and responsibilities for the Mayor are an important first step in clarifying the respective roles of the Mayor and the Chief Administrative Officer. This will make City government more focused, organized and responsive to the significant challenges facing the City of Sheboygan.

MAYOR'S JOB RESPONSIBILITIES

Although the Mayor's job has changed since the Chief Administrative Officer position was filled, it is not ceremonial. It is a full time position whose hours will typically extend beyond a normal forty-hour per week, Monday through Friday schedule. By statute, the Mayor is the City's chief executive officer with administrative responsibility which is shared with elected and administrative officers, various boards and commissions and independent appointed officials regarding the city's business. Most importantly, however, the Mayor is the face of city government to those living, visiting, doing business or relocating to Sheboygan.

Essential Duties and Responsibilities:

1. Statutory duties: The Mayor is a member of the Common Council, presides at its meetings and may vote on business before the Council in the event of a tie vote. The mayor may veto actions of the Common Council. The Mayor ensures that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties.

2. One of the Mayor's most important jobs is supporting and facilitating economic growth within the city. The Mayor actively works with economic development organizations in the City and County such as the Sheboygan County Chamber of Commerce and Sheboygan Economic Development Corporation, as well as other local, state and national organizations, to attract new businesses and good jobs to the City. The Mayor is an active and enthusiastic representative for the City's best economic interests.

3. The Mayor is the City's "good will ambassador" and the face of city government. The Mayor spends significant time meeting with concerned citizens and addressing constituent questions. S/he participates in community activities and events (e.g. parades, festivals, events and ceremonies) which enhance the visibility and economic wellbeing of the City.

4. The Mayor is the voice of City government with respect to legislative matters at a regional and state level, including but not limited to testifying as needed at the state level, and working in a cooperative manner with other local units of government.

5. The Mayor delivers an annual "State of the City" address to the Common Council at its first regular meeting of each session. The Mayor's vision for the City is a key element of the address and sets out the hopes and expectations for the Mayor, the Common Council and all elements of City government to make sure that Sheboygan is a great place to live and raise a family.

6. The Mayor provides input and cooperates with the Chief Administrative Officer, department heads and alderpersons in developing the city's annual budget.

7. While the Chief Administrative Officer is responsible for the supervision and work performance of department heads, the Mayor may provide observations and feedback about such work performance at the request of the Chief Administrative Officer.

8. The Mayor and the Chief Administrative Officer understand and support the need for each to work cooperatively with the other to ensure that the best interests of the City are always of primary importance.

9. The Mayor makes all required and necessary appointments to special and standing committees of the Council and all other boards and commissions as required by statute. To the extent allowed by statute, the Mayor may serve on boards and commissions as needed.

10. The Mayor provides input and cooperates with the Chief Administrative Officer, department heads and alderpersons to develop and implement short and long term strategic plans for the City.

REVISED RESOLUTION TO BE DISCUSSED AT COMMITTEE OF WHOLE ON 2/6/13

Res. No. _____. By Alderperson Donohue. February_____, 2013.

A RESOLUTION for "Guiding Principles" for the Mayor of the City of Sheboygan.

WHEREAS, the Common Council created the position of Chief Administrative Officer to be responsible for the day to day operation of city in October 2011, and

WHEREAS, the Chief Administrative Officer's job description has been developed and subsequently modified to clarify the CAO's job responsibilities, and

WHEREAS, since Mayor Van Akkeren was elected in February, 2012, important questions have arisen about the Mayor's job responsibilities and authority in relationship to the Chief Administrative Officer's job description, and

WHEREAS, resolution of those questions is vital to the smooth and efficient operation of city government, and

WHEREAS, the Common Council, meeting as the Committee of the Whole, has discussed the value of articulating "Guiding Principles" for the Mayor's position as a means of resolving said questions, and

WHEREAS, those Guiding Principles, by agreement of the Committee of the Whole, provide as follows:

1. Statutory duties and authority:
   a) The Mayor is the chief executive officer of the City;
   b) The Mayor is a member of the Common Council, presides at its meetings and may vote on business before the Council in the event of a tie vote. The mayor may veto actions of the Common Council;
   c) The Mayor ensures that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties.
   d) The Mayor is the head of the fire and police departments;
   e) The Mayor may appoint security personnel to serve without pay, and, in case of riot or other emergency, appoint as many special police officers as may be necessary.

2. One of the Mayor's most important jobs is supporting and facilitating economic growth within the city. The Mayor actively works with economic development organizations in the City and County such as the Sheboygan County Chamber of Commerce and Sheboygan County Economic Development Corporation, as well as other local, state and national organizations, to attract new businesses and good jobs to the City. The Mayor is an active and enthusiastic representative for the City's best economic interests.

3. The Mayor is the City's "good will ambassador" and the face of city government. The Mayor spends significant time meeting with concerned citizens and addressing constituent questions. S/he participates in community activities and events (e.g. parades, festivals, events and ceremonies) which enhance the visibility and economic wellbeing of the City.

4. The Mayor may speak as the voice of City government with respect to legislative matters at a regional and state level, with the advice and consent of the Common Council.

5. The Mayor works in a cooperative manner with other local units of government to advance the City's interests.

6. The Mayor delivers an annual "State of the City" address to the Common Council at its first regular meeting of each session. The Mayor's vision for the City is a key element of the address and sets out the hopes and expectations for the Mayor, the Common Council and all elements of City government to make sure that Sheboygan is a great place to live, work and raise a family.

7. The Mayor provides input and cooperates with the Chief Administrative Officer, department heads and alderpersons in developing the city's annual budget.

8. While the Chief Administrative Officer is responsible for the supervision and work performance of department heads, the Mayor may provide observations and feedback about such work performance.

9. The Mayor and the Chief Administrative Officer understand and support the need for each to work cooperatively with the other to ensure that the best interests of the City are always of primary importance.

10. The Mayor makes all required and necessary appointments to special and standing committees of the Council and all other boards and commissions as required by statute. To the extent allowed by statute, the Mayor may serve on boards and commissions as needed.

11. The Mayor provides input and cooperates with the Chief Administrative Officer, department heads and alderpersons to develop and implement short and long term strategic plans for the City.

NOW, THEREFORE BE IT RESOLVED: That the Common Council adopts the Guiding Principles for the Mayor of Sheboygan.

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I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin on the _____ day of _____, 2013.

Dated: _____, 2013. _____, City Clerk

Approved: _____, 2013. _____, Mayor