

CHARTER ORDINANCE NO. 2007-07

A Charter Ordinance Combining the City Administrator and City Treasurer Positions

The Common Council of the City of Cedarburg, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 2-3-2(a) of the Code of Ordinances of the City of Cedarburg, Wisconsin, is hereby amended to read as follows:

“SEC. 2-3-2 CITY OFFICERS.

- (a) **Enumerated.** In addition to the Mayor and one (1) Council Member from each aldermanic district in the City, the officers of the City shall be the:
- (1) City Administrator/Treasurer.
 - (2) City Clerk.
 - ~~(3) City Comptroller/Treasurer.~~”

SECTION 2. Section 2-3-3, City Administrator, is hereby recreated as follows:

“SEC. 2-3-3 CITY ADMINISTRATOR/TREASURER.

- (a) **Office Created.** The position of City Administrator/Treasurer was established to provide the City of Cedarburg with a more efficient, economical, coordinated, responsible and responsive municipal government under a system of Mayor and Common Council.
- (b) **Appointment, Removal.** The City Administrator/Treasurer shall be appointed by the Mayor, subject to confirmation by the Common Council.
- (c) **Duties and Responsibilities.** The City Administrator/Treasurer must carry out his or her duties in accordance with policies established by the Common Council and under the supervision of the Mayor. To this end, the City Administrator/Treasurer shall have the following powers and duties:
- (1) Carry out all actions and directives of the Common Council which require administrative implementation or where the Mayor and/or Common Council have so directed.
 - (2) Direct, coordinate and expedite the activities of all City departments, except where such authority is vested by Wisconsin Statute or Municipal Code in boards, commissions or City officers.
 - (3) Develop budgeting procedures, oversee preparation and administer the annual operating and capital budgets in accordance with such guidelines as may be provided by the Common Council and in coordination with all department heads, and the Mayor.
 - (4) Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget, let contracts necessary for operation or maintenance of City services for amounts up to and including Five Thousand Dollars (\$5,000.00); receive bids or proposals for purchases or contracts in excess of Five Thousand Dollars (\$5,000.00) for presentation to the Common Council for approval unless the taking of bids is waived by the Council.

- (5) Report regularly to the Mayor and Common Council on the current financial condition and future needs of the City; research the availability of alternate sources of funding for local programs and advise the Council of methods of procuring such funds.
- (6) Perform the duties of personnel director, participating with department heads in the employment, training and evaluation of all City personnel; recommend salary and wage rates for employees not covered by collective bargaining agreements; direct all labor negotiations for the City.
- (7) Prepare analytical reports and recommendations for the Mayor, the Common Council and advisory boards and commissions on operational or policy matters before them and on any other actions necessary to improve the overall health, safety and welfare of the City of Cedarburg.
- (8) Performing those duties of the Treasurer required by Sec. 62.09(9) of the Wisconsin Statutes and for performing the duties of Comptroller as set for in Sec. 62.09(10), Wis. Stats. the Administrator/Treasurer shall supervise the following duties:
 - a. Perform recordkeeping, billing, collections, banking, investments, accounting and financial reporting of all City operations;
 - b. Develop and implement internal control and financial reporting procedures as necessary or as requested;
 - c. Collect all taxes for the City and other taxing bodies;
 - d. Invest idle funds for maximum interest earning;
 - e. Prepare monthly receipts and disbursements report;
 - f. Maintain payroll records and prepare payroll checks from approved employee time sheets;
 - g. Prepare check vouchers for payment of approved claims for signature of the Mayor and City. Clerk;
 - h. Prepare financial and bank statements;
 - i. Issue purchase orders;
 - j. Maintain fiscal records for the City;
- (d) **Bond.** The City Administrator/Treasurer shall execute to the City a surety company fidelity bond in the amount of Fifty Thousand Dollars (\$50,000.00) for the Comptroller/Treasurer.

State Law Reference: Sec. 62.09(9); 62.09(10), Wis. Stats.”

SECTION 3. Section 2-3-5, Comptroller/Treasurer, is hereby deleted.

SECTION 4. This Charter Ordinance shall take effect sixty (60) days after its passage and publication, unless within such sixty (60) days a referendum petition shall be filed as provided by Section 66.01 of the Wisconsin Statutes, in which event this Ordinance shall not take effect until submitted to a referendum and approved by a majority of the electors voting thereon.

Passed and adopted this 26th day of February 2007.

Gregory P. Myers, Mayor

Attest:

Amy Kletzien, Deputy City Clerk

Approved as to form:

Kaye K. Vance, City Attorney