

**CITY OF PORT WASHINGTON, WISCONSIN  
CITY CHARTER ORDINANCE NO. 2014 - 1**

**A Charter Ordinance Relating to the Offices of the  
City Clerk and City Administrator of the City of Port Washington**

**WHEREAS**, City Charter Ordinance No. 85-1, relating to the office of City Clerk, was adopted by the Common Council of the City of Port Washington on January 15, 1985; and

**WHEREAS**, pursuant to Section 3 of City Charter Ordinance No. 85-1 the Common Council elected to consolidate the offices of City Clerk and City Administrator of the City of Port Washington; and

**WHEREAS**, the Common Council has determined that it is in the public interest to separate the offices of City Clerk and City Administrator,

**NOW, THEREFORE**, the Common Council of the City of Port Washington, Wisconsin, pursuant to the authority of Article XI, Section 3 of the Wisconsin Constitution, and Sections 62.09(3) and 66.0101 of the Wisconsin Statutes, do ordain as follows:

**Section 1.** The office of City Clerk shall be separated from the office of City Administrator of the City of Port Washington.

**Section 2.** Section 3 of City Charter Ordinance No. 85-1 is hereby repealed.

**Section 3.** Section 1.05.030 of the Municipal Code of the City of Port Washington is hereby repealed.

**Section 4.** Section 1.05.040 of the Municipal Code of the City of Port Washington is hereby repealed.

**Section 5.** Section 2.01.000 of the Municipal Code of the City of Port Washington is hereby retitled "**ELECTED AND APPOINTED OFFICIALS.**"

**Section 6.** Section 2.01.060 of the Municipal Code of the City of Port Washington is hereby created to read as follows:

**2.01.060 City Clerk.** Selection of the City Clerk shall be by appointment of the Mayor subject to confirmation by the Council. The compensation for the City Clerk shall be determined by the Council. The term of office of the City Clerk shall be for an indefinite period.

**Section 7.** Section 2.03.050 E. of the Municipal Code of the City of Port Washington is hereby amended to read as follows:

E. The City Administrator shall be the financial advisor of the City and shall oversee all departments as to budget performance and shall report regularly to the Mayor and Common Council thereon; the City Administrator shall prepare the annual and capital improvements budgets and shall review and interpret financial reports submitted to the Common Council;

the City Administrator shall review and report to the Common Council significant variations and actual expenses compared to budgeted expenditures; the City Administrator shall advise and recommend to the Mayor and Common Council the adoption of various plans and programs of finance including available local, county, state or federal revenue resources; the City Administrator shall act as a purchasing agent for the City and develop a program for such purchases; the City Administrator shall prepare the comptroller's reports; and act as the Office Manager.

**Section 8.** Section 2.13.000 of the Municipal Code of the City of Port Washington is hereby amended to read as follows:

**2.13.000 CITY CLERK DUTIES.** The City Clerk shall perform those duties prescribed in Section 62.09(11), Wis. Stats., and such other duties as may be prescribed by the Wisconsin Statutes to be performed by the City Clerk.

**Section 9.** Any Charter provision or any previously enacted ordinance or Charter Ordinance inconsistent or in conflict herewith is hereby repealed.

**Section 10.** This Charter Ordinance shall take effect sixty (60) days after its passage and publication, unless within such sixty (60) day period a referendum petition is filed with the City Clerk as provided by Section 66.0101 of the Wisconsin Statutes, in which event this Charter 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.

Passed and adopted this 16<sup>th</sup> day of September, 2014.

ATTEST:

  
Susan L. Westerbeke, City Clerk

  
Thomas Mlada, Mayor

#### PUBLICATION

Published in the Ozaukee Press on September 25, 2014.

  
Susan L. Westerbeke, City Clerk

# Affidavit of Publication

STATE OF WISCONSIN }  
Ozaukee County } SS

(Sept. 25, 2014)  
CITY OF PORT WASHINGTON, WISCONSIN  
CHARTER ORDINANCE NO. 2014-1

PLEASE TAKE NOTICE that Charter Ordinance No. 2014-1, entitled "A Charter Ordinance Relating to the Offices of the City Clerk and City Administrator of the City of Port Washington" was unanimously adopted by the Common Council of the City of Port Washington, Wisconsin on September 16, 2014, as follows:

"WHEREAS, City Charter Ordinance No. 85-1, relating to the office of City Clerk, was adopted by the Common Council of the City of Port Washington on January 15, 1985; and

WHEREAS, pursuant to Section 3 of City Charter Ordinance No. 85-1 the Common Council elected to consolidate the offices of City Clerk and City Administrator of

the City of Port Washington; and

WHEREAS, the Common Council has determined that it is in the public interest to separate the offices of City Clerk and City Administrator,

NOW, THEREFORE, the Common Council of the City of Port Washington, Wisconsin, pursuant to the authority of Article XI, Section 3 of the Wisconsin Constitution, and Sections 62.09(3) and 66.0101 of the Wisconsin Statutes, do ordain as follows:

**Section 1.** The office of City Clerk shall be separated from the office of City Administrator of the City of Port Washington.

**Section 2.** Section 3 of City Charter Ordinance No. 85-1 is hereby repealed.

**Section 3.** Section 1.05.030 of the Municipal Code of the City of Port Washington is hereby repealed.

**Section 4.** Section 1.05.040 of the Municipal Code of the City of Port Washington is hereby repealed.

**Section 5.** Section 2.01.000 of the Municipal Code of the City of Port Washington is hereby retitled "**ELECTED AND APPOINTED OFFICIALS.**"

**Section 6.** Section 2.01.060 of the Municipal Code of the City of Port Washington is hereby created to read as follows:

**2.01.060 City Clerk.** Selection of the City Clerk shall be by appointment of the Mayor subject to confirmation by the Council. The compensation for the City Clerk shall be determined by the Council. The term of office of the City Clerk shall be for an indefinite period.

Ordinance shall not take effect until this Charter Ordinance submitted to a referendum of the electors and approved by a majority of the electors voting thereon.

Passed and adopted this 16th day of September, 2014.  
ATTEST:  
/s/ Susan Westerbeke,  
City Clerk

/s/ Thomas Mlada,  
Mayor

Dated this 22nd day of September, 2014.  
by: Susan L. Westerbeke, City Clerk

WVAXLP

WVAXLP

William F. Schanen IV, being duly sworn, says that he is the vice president of Port Publications, Inc., publishers of the Ozaukee Press, a public newspaper of general circulation, printed and published in the city of Port Washington and county of Ozaukee, Wisconsin; that a notice, of which the printed one hereto attached is a true copy, was published in the Ozaukee Press once each week for 1 weeks successively; that the first publication thereof was on the 25 day of September A.D. 20 14, and that the last publication thereof was on the 25 day of September A.D. 20 14.



Subscribed and sworn to before me this 25 day of Sept A.D. 20 14.

Notary Public, Ozaukee County, Wisconsin.

My commission expires 9/8/12