

Paul Ziehler

From: Paul Ziehler
Sent: Tuesday, December 17, 2013 4:09 PM
To: Alderpersons
Cc: Dan Devine; City Hall Administration & Finance Managers; Dept/Div. Heads
Subject: FW: Revised Report on Possible Changes to the Organizational Structure and CA)/CI.Tr. Position and Responsibilities
Attachments: 20131217151414549.pdf

To All Alderpersons: Attached is the revised report on Possible Changes to the Organizational Structure and the CAO/CI.Tr. Position and Responsibilities. You will recall that the at the Comm. of the Whole meeting on Monday, December 9th, my initial draft on this subject was distributed and discussed. The Committee had several questions and comments as did some staff. The Committee asked that some additional research be done to answer the questions and to address the concerns. This report (which is item no. 14 on tonight's CC agenda), is the revision to the first document. The revised report primarily addresses a better, more complete description of what the CA position would be. It also changes the supervision component of the previous Dept. of Adm. & Fin. divisions from none, back to direct supervision that currently exists. Finally, this revised report adds the title of Communications to the IT Dept. name, to convey the consolidation of the electronic, telephonic, cable and printed communications. The report does not change the original recommendation in regards to the Treasury function for the reasons as noted in Notes (1) & (2) in that section of the revised report.

Thank you for your attention to this revised report. Needless to say, I will be happy to answer any further questions you have and provide additional clarification either before, during or after the Comm. of the Whole meeting tonight. pz

-----Original Message-----

From: admin425@ci.west-allis.wi.us [mailto:admin425@ci.west-allis.wi.us]
Sent: Tuesday, December 17, 2013 2:14 PM
To: Paul Ziehler
Subject:

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Scan Date: 12.17.2013 15:14:14 (-0500)
Queries to: admin425@ci.west-allis.wi.us

Revised Report on Possible Changes to Organizational Structure and
City Administrative Officer, Clerk/Treasurer Position and Responsibilities

1. Change City Administrative Officer, Clerk/Treasurer to City Administrator (CA)
(Recruit for CA).
 - Maintain direct appointment and supervision of HR, IT with Cable, Finance with Purchasing, and Clerk as departments.
 - Continue assisting the Mayor and Common Council in the daily direction and operation of the City as described in Policy No. 403 (see attached for further information on this aspect).

2. Make HR, IT, and Finance separate departments.
 - Human Resources Director - Audrey Key.
 - Information Technology Director - Jim Jandovitz.
 - Add Communications to name of department.
 - Place Cable under IT as Office – Jerry Musial.
 - Place Print Shop under IT as Office – Paul Bodshaug.
 - Finance Director – Mark Wyss.

3. Place Purchasing under Finance as Office:
 - When Gene Baietto retires in late 2014, not fill position.
 - Make Senior Buyer position Purchasing Office Supvr. – Robert Barwick.
 - Merge Accts. Payable functions – possible combination of duties and reduction in FTEs.
 - Other staff modifications may be needed.

4. Make Treasurer part of Finance Department.
 - City Treasurer – also Mark Wyss.

Notes:

 - (1) A majority of similar sized cities in Wisconsin have Treasury as a part of Finance.
 - (2) City Auditor Tom Karman has indicated no problem with Treasury being a part of Finance as long as current internal controls are maintained.

5. Make Clerk separate department.
 - City Clerk – Monica Schultz.

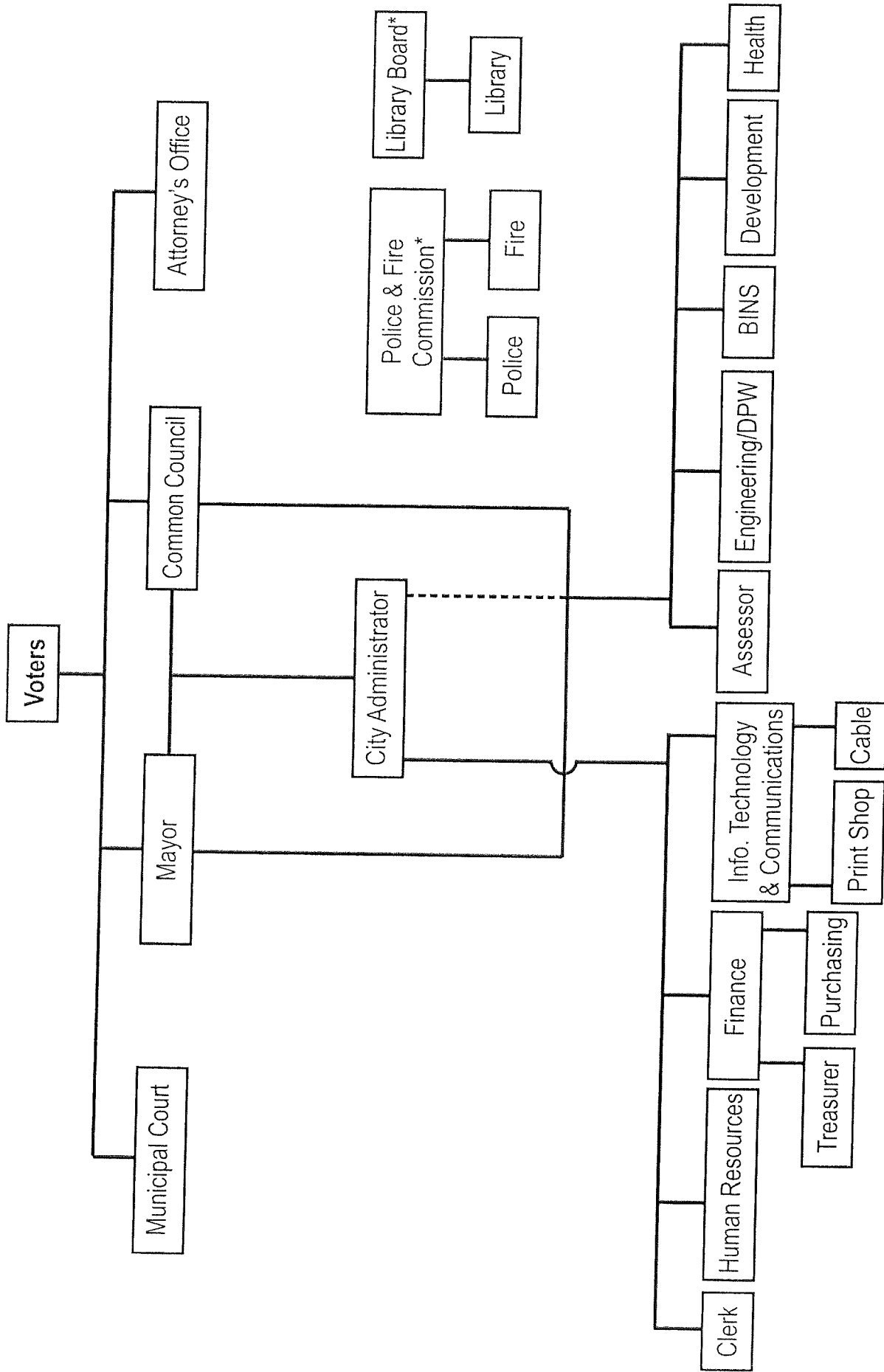
Additional Information on Organizational Structure and
City Administrative Officer/City Administrator Position and Responsibilities

What the City Administrator position would be:

1. Collaborator, coordinator, mediator, resource, liaison, oversight, guidance, direction, central focus, city-wide consistency.
2. Provide guidance and direction on operational, administrative, and financial matters (as specified by the Council); Mayor provides guidance and direction on policy matters (as adopted by the Council).
3. Selects and recommends to the Council for approval the appointment of four Department Heads (Clerk, HR, Finance, IT/Communications); Mayor selects and recommends to the Council for approval the appointment of five Department Heads (Assessor, PW/Engineering, BINS, Development, Health); the Police & Fire Commission appoints the Police Chief and Fire Chief; the Library Board appoints the Library Director.
4. Unresolvable, complex, and controversial issues and problems will be decided by the Council.

What the City Administrator position would not be:

1. Not a micromanager.
2. Not “running” departments.



*Appointed by the Mayor and confirmed by the Common Council with policy responsibility

Note: Solid lines indicate direct lines of authority; dashed lines indicate indirect lines of administration.