



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

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May 19, 2014

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 West Greenfield Avenue
West Allis WI 53214

Subject: Final Decisions on the Delegation of City Administrative Officer, Clerk/Treasurer
Duties and Responsibilities

Dear Mayor Devine and Common Council Members:

Attached is the report on the final recommendations in regard to the delegation of certain City Administrative Officer, Clerk/Treasurer duties and responsibilities to others as a result of the recent administrative reorganization. The report shows both those items that “can” be delegated and some that “may” be delegated. Also noted are the initials of the individuals to whom the items are being delegated. In general, most items being delegated are to Monica Schultz as she becomes the new City Clerk. A few items are delegated to others, while most of the other possible delegated possibilities are recommended to be retained with the new City Administrator.

If you have any questions or need further information or clarification, please contact me. Thank you for your attention to these recommendations.

Sincerely,

Paul M. Ziehler,
City Administrative Officer
Clerk/Treasurer

PMZ:jfw
Attachment

cc: Audrey Key
Monica Schultz
Jeanette Wardinski

ADM\ORDRES\MCC.DelegDuties CAO.052014

- ⊙ with "1" = can be delegated to another
- ⊙ with "2" = may be delegated to another

List of CAO/Clerk-Treasurer Duties & Responsibilities
and Monthly Work Activities
 (also see P&P Manual Policy No. 403)

General/Ongoing

- Appointment and Supervision of Clerk, HR, IT, Finance, and Assessor.
- 2 ⊙ CA Review of Milwaukee County Board and Committee agendas; refer matters to appropriate staff.
- 2 ⊙ CA Review of MMSD monthly meeting agendas and refer matters to appropriate staff.
- 2 ⊙ CA Monthly decision on City Hall Employee of the Month.
 - Review and send to Finance (Fire Dept. salary letters).
 - Review and sign off on pink copy of Personnel Action Form in Finance.
 - WACIF monthly finance reports and balance checking and savings account.
 - Attend Chamber of Commerce After 5 meetings.
 - Legislative Committee work (review bills, meeting preparation, minutes, referrals, follow up, etc.).
 - Dept/Div Head Meeting Agendas (bi-weekly); take notes for distribution.
- 2W 1 ⊙ West Allis Ala Carte (attend monthly meetings, plus coordinate event details).
 - WACIF deposits and checks (as needed monthly); serves as Foundation Treasurer.
 - Review draft of A&F Agenda, add any necessary items, staff meetings.
 - Executive Safety Cmte. (chair quarterly meetings and letters to Council).
- New OA/SC 1 ⊙ Federal Energy Asst. contact for EEBG.
 - Aurora WA Medical Center monthly meetings; review of Hospital monthly financial information from Aurora.
 - LGPIF claims processing.
- P/F/PO/H 1 ⊙ X School District Safety Cmte. (City representative – attend quarterly meetings).
- 2 ⊙ CA Deferred Comp Program (contact for ICMA and MetLife).
- P/H/CL/Tx 1 ⊙ MADACC monthly meetings – treasurer duties; Budget Subcommittee.
 - Coordination of Clerk responsibilities with A&F.
 - Coordination of City operations and departments.
 - Assist the Mayor/coordinate with Council.
 - Assist the Council/coordinate with Mayor.
 - Review and send to Finance (Nicole) for follow up all the Police Dept. accident reports involving City property, etc.
 - Election responsibilities (guidance, support, and coordination with City Clerk).
 - Insurance waivers (one of 3 signers with City Attorney and Dept. Head).
- 2 ⊙ CA CVMIC – insurance application renewals, policies, meetings, Certif. of Insurance (summer meeting in mid-July, annual meeting in early October).
- 2 ⊙ CA CIP Committee (Aug-1 yr., Jan-5 yr., May-10 yr.)
- MS 1 ⊙ (CA) Advisory Committee support (bi-weekly at Council meetings).
- 2 ⊙ CA WRS/ETF Agreement – sign off on all documents, monitor web site for employer bulletins.
 - Administrative Task Force Agenda (bi-weekly); take notes for distribution.
 - Attend meetings (Common Council, Police & Fire Commission, Community Development Authority, Civil Service Commission).
 - Maintain and control Motor Vehicles Listing and Titles.
- MS 1 ⊙ Coordinate processes and meetings of AARB.

General/Ongoing (Cont'd.)

- Direct Departmental operations analyses and sustainability programs.
- Manage and review performance of Mediation Center.
- Update to "Officials Only" list and "Interim Successors" list.
- Coordinate Inauguration every four (4) years; orientation/training for any new alderpersons; Elected Officials Dinner and Award Program.
- Updates for Service Directory (at least after each Common Council election).
- Quarterly review and editing of City Newsletter.
- Responsibility for and updates to City Policies & Procedures Manual.
- 8W MS 1 ⓪ Supervise the conduct of the Annual UPAF Campaign.
- MS 1 ⓪ Review Council materials; sign all resolutions and ordinances; presents documents to Mayor for his/her action, answers any questions.
- MS 1 ⓪ Review and sign public hearing notices.
 - Attend oath taking ceremonies.
 - Approve purchase orders and requisitions.
- MS 1 ⓪ Provide support for Ethics Board.
- MS 1 ⓪ Receives claims filed against the City.
- AS 2 ⓪ CA Once every 10 years, coordinates Complete Count Program.
- AS 1 ⓪ Once every 10 years, coordinates redistricting process.
 - Review departmental recommendations for appropriate levels of salary anniversary adjustments.
 - Supervise work activities and projects of Administrative Intern.
 - Participate in meetings and award programs of Suggestion Award Committee.
 - Review and approve job evaluation reports; calculates salary ranges related to them.
- 2 ⓪ CA Supervise TPA renewals; review and approve TPA contracts and other related documents (NCD's, SPD's, Plan Agreements).
- 2 ⓪ CD Review and approve EAP contract.
 - Coordinate CMS reimbursement program with RDS Services; review and approve contracts.
- 2 ⓪ CA Review and approve health/dental insurance consulting contracts (Willis - regular, claim, dependent, etc.).
- 2 ⓪ CA Oversee departmental requests to fill vacant positions.
 - Review and determine "exceptions" regarding policies (e.g., vacation, carryovers, off-time donation, insurance enrollment, etc).
- 2 ⓪ CD Review and monitor the monthly CVMIC liability and WC medical costs.
- 2 ⓪ CD Review and make decisions on appeal of late tax payments based on "unique circumstances."

Monthly Work Activities

January

- Budget and Tax Memorandum.
- 2 (C) (CA) 10 yr. CIP memo out to Departments.
- 2 (C) (CA) Distribute CVMIC auto ID cards to Public Works, Police, Fire, Library (Dec.).
 - Every other year (odd number year), prepare City's legislative package.
 - Request and process vehicle list updates from Police, Fire and Public Works.
- 2 (C) (CA) Emcee Employee Recognition Award Dinner Program.
- 2 (C) (CA) Supervise Health and Dental Insurance Programs Renewals.

February

- MW 1 (C) Department carryover amounts to Council (Mark Wyss takes lead).
 - LGPIF renewal by 2/22 (4th Friday) for June 1 renewal.
- MS 1 (C) Primary Election support.
 - CDA Public Officials Liability Insurance renewal (2/8) – Dec./Jan.

March

- Performance Allowances.
- 2 (C) (CA) 10 yr. CIP to Council.
- 2 (C) (CA) Annual self-insurance renewal with WIDWD (Linda Huske takes the lead).
- 2 (C) (CA) WC self-insured renewal to WIDWD by 3/31.
 - Financial responsibilities for WACIF Annual Dinner/Dance.

April

- ERP budget worksheet (4/1 – 4/30).
- Contacts for Celebration Cmte./4th of July (BSA – Dave Losen and School District Ken McMonagle).
- MS 1 (C) General Election support.
 - Emcee Citizen Service Award Dinner Program.

May

- WACIF annual tax reports Form 990EZ (5/1 – 5/15).
- Prepare budget memo for next year (last week).
- F.I.R.E. Insurance renewal (5/2) – March/April preparation.
- Ambulance Insurance renewal (5/1) – March/April preparation.

June

- 3W 1 (C) West Allis Ala Carte – 1st Sunday (all day); coordinate City Hall Plaza program and overall with BID.
 - June 30 – WI Dept. of Safety & Prof. Services financial report for WACIF (6/20-28).
 - Annual Report for WACIF for NonStock Corp. to WI Dept. of Financial Institutions (\$10 and form – due June 30).

July

- Renewal of license for WACIF - \$54 due July 31 of ea. year (7/15).
- Independence Day Celebration:
 - Parade & Post Parade: 6-7-9 pm (7/2)
 - Breakfast: 8 am (7/3)
 - Grandstand Show, Fireworks: 6-10 pm (7/4)
- ① Prepare 6 individual budgets (Mayor, Council, CAO, ClkTrs, P&FComm., MunCt.)

August

- Budget meetings with Mayor and Departments.
- ① Primary Election support.

September

- Finish Mayor's Recommended Budget (early-mid month).
- 2 ① CA CVMIC insurance program renewals (assisted by JW & LH).
- 2 ① CA Recommend changes to health and dental plans to Administration & Finance Committee/ Common Council, including analysis of health/dental insurance benefit levels.

October

- Budget review with A&F Cmte.
- MS 1 ① Annual fire dues registration.
- Performance Appraisals.

November

- Public hearing on budget (1st Council meeting).
- Tax bill preparation (end of month).
- MS 1 ① General Election support.
- Financial responsibilities for WACIF Annual Thanksgiving Breakfast; also Emcee event.

December

- Tax bill calculation and processing (1st week).
- Statement of Taxes (third week).
- Tax levy limit worksheet (12/15).
- Beloit Road Insurance renewal – (Sept./Oct.).
- Non-Union salary updates.
- Process Performance Allowances and rewards.
- Christmas Celebration (first Saturday in December):
 - COTA/Christmas Tree Lighting: 12 Noon-6 pm
- Update and Renewal of State Fair Park contracts & MOU.
- Update and Renewal of West Milwaukee Agreements (Health and IT).
- Update and Renewal of Mediation Center Agreement.
- 2 ① CA Review organizational chart update for next year.
- Review Departmental performance appraisals for recommendations to and implementation of the regular city-wide staff across-the-board annual salary increases.