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1.0 PURPOSE:

To describe the standard policies that is followed by the City Clerk/Treasurer's Office in a number of miscellaneous areas of responsibility.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the City Clerk/Treasurer's Office to follow a uniform policy in regard to the miscellaneous services described under 4.0 below.

4.0 REFERENCES:

LICENSE: Chapter IX, City of West Allis Revised Municipal Code.
Chapter 125, Wisconsin Statutes.
Common Council Resolutions Nos. 15942, 20276, and R-2013-0063.

BOARD OF REVIEW: Section 70.47, Wisconsin Statutes.

ADMINISTRATIVE APPEALS

REVIEW BOARD: Section 2.48, City of West Allis Revised Municipal Code.
Chapter 68, Wisconsin Statutes.

ETHICS BOARD Section 3.7, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 The City Clerk/Treasurer's Office shall administer the services described under Sections 5.2 through 5.6 below.

5.2 GENERAL POLICIES - LICENSE SUPPORT

5.2.1 The City Clerk/Treasurer shall devise appropriate license application forms in accordance with City ordinances, making revisions when required.

5.2.2 License application forms shall be available in the City Clerk/Treasurer's Office, with renewal forms being mailed to applicants at least ninety (90) days prior to the

expiration of licenses.

- 5.2.3 The City Clerk/Treasurer maintains a record of licenses applied for and/or issued by the Clerk/Treasurer, and administers the electronic business licensing module.
- 5.2.4 License applications filed with the City Clerk/Treasurer shall be referred to the Police Department, Fire Department, Health Department, and Department of Building Inspection and Neighborhood Services, as required by ordinance and/or Council. The City Clerk/Treasurer's Office checks applications for completeness.
- 5.2.5 Liquor and beer license applications are requested to be filed prior to April ~~15th~~ 30th for Common Council review by July 1st.
- 5.2.6 The City Clerk/Treasurer publishes a notice of application for alcohol beverage retail licenses in the legal notices section of the official newspaper prior to introduction to Council.
- 5.2.7 The City Clerk/Treasurer's Office shall check delinquent property tax in order to "tag" and withhold the issuance of a beer or liquor license until payment is received.

The City Clerk/Treasurer will "tag" beer and liquor applications on which notification has been received denoting delinquent liquor and/or beer invoices. The City Clerk/Treasurer will hold issuance of license for receipt of release.

The City Clerk/Treasurer will also hold issuance of licenses which the State has certified as being tax delinquent, until receipt of releases.
- 5.2.8 The City Clerk/Treasurer's Office will annually submit a report of alcohol beverage retail licenses to the Wisconsin Department of Revenue by July 15th.
- 5.2.9 The City Clerk/Treasurer shall maintain municipal quota information.

5.3 GENERAL POLICIES - BOARD OF REVIEW

- 5.3.1 The City Clerk/Treasurer assures the mandatory training requirement for the Board has been met, and electronically files the training affidavit with the Department of Revenue.
- 5.3.2 The City Clerk/Treasurer's Office provides filing forms for taxpayers wishing to appear before the Board of Review, and accepts the forms and reviews them for correctness.
- 5.3.3 The City Clerk/Treasurer posts and publishes notices of Board of Review meetings with notices mailed to Board members.
- 5.3.4 The City Clerk/Treasurer schedules appointments with persons filing objections, followed by letters containing time and place of hearing, with explanation of the Board of Review's function to all filers.
- 5.3.5 The City Clerk/Treasurer takes minutes of Board of Review meetings, with all minutes of hearings taken in a court-approved manner (court reporter, tape recorder, or other electronic format).

5.3.6 The City Clerk/Treasurer provides the objector, by mail or personal service, with a Notice of Determination.

5.3.7 The City Clerk/Treasurer shall prepare a Summary of Proceedings.

5.4 GENERAL POLICIES – ADMINISTRATIVE APPEALS REVIEW BOARD

5.4.1 The City Clerk/Treasurer receives an appeal duly filed, and sets the date for a hearing.

5.4.2 The City Clerk/Treasurer shall serve the appellant with the notice of hearing by mail or personal service.

5.4.3 The City Clerk/Treasurer shall forward the notice of appeal and record of proceedings to the members of the Administrative Appeal Review Board.

5.4.4 The City Clerk/Treasurer takes minutes of Board meetings, with all minutes of hearings taken in a court-approved manner (court reporter, tape recorder, or other electronic format).

5.4.5 The City Clerk/Treasurer shall mail or deliver to the appellant the written determination stating the reasons.

5.5 ETHICS BOARD

5.5.1 The City Clerk/Treasurer provides support services to the Board.

5.5.2 The City Clerk/Treasurer manages Economic Interest Statements filed by city officials.

5.6 GENERAL POLICIES - ADDITIONAL SERVICES

5.6.1 The City Clerk/Treasurer's Office acts as the information center of the City.

5.6.2 The City Clerk/Treasurer's Office provides notary public service for City purposes. Notary Public services shall not be provided to the general public for non-city matters.

5.6.3 The City Clerk/Treasurer's Office manages oaths for all city officials and ethics policy statements for citizen board members.

5.6.4 The City Clerk/Treasurer's Office manages website information for the Clerk/Treasurer's Office, City Government, and Legislative Information Center.

5.6.5 The City Clerk/Treasurer's Office receives claims filed against the City of West Allis

5.6.6 The City Clerk/Treasurer's Office receives and files Health Commissioner decisions on variance permits relative to excessive noise and vibration.

5.6.7 The City Clerk/Treasurer's Office receives complaints relative to Fair Housing Administrative Enforcement.

- 5.6.8 The City Clerk/Treasurer's Office manages city legal notice publications in the official city newspaper.
- 5.6.9 The City Clerk/Treasurer responds accordingly to open records requests.
- 5.6.10 The City Clerk/Treasurer shall have care and custody of the corporate seal of the city.
- 5.6.11 The City Clerk/Treasurer participates in the redistricting process.