

6. 23.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2007-0511 Report In Committee

Communication from City Administrative Officer transmitting results of 2006 Priority Setting Session on City Services.

Introduced: 8/7/2007

Controlling Body: Committee of the Whole

*ACCEPT AND PLACE
CON FILE*

COMMITTEE RECOMMENDATION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>9/18/07</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Dobrowski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
		TOTAL		<u>10-0</u>			

SIGNATURE OF COMMITTEE MEMBER

Chair Vice-Chair _____ Member _____

COMMON COUNCIL ACTION **APPROVAL** *and* **PLACE ON FILE**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>SEP 19 2007</u>	<input type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Dobrowski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
		TOTAL		<u>10</u>			

UNANIMOUS



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

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August 2, 2007

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

Subject: City Services (Priority Setting Session of Committee of the Whole
on June 12, 2006)

Dear Mayor Bell and Common Council Members:

Attached to this letter is a summary of the ranking done by all eleven (11) of you following our Priority Setting Session of the Committee of the Whole last year on June 12, 2006. The list was divided into twenty-three (23) sections with sublistings under each. You were asked to rank them 3, 2, or 1, with 3 being the highest ranked service priority and 1 being the lowest ranked service priority. As a reminder, some of the services listed had an M or F noted with it, which meant "mandated" or "funded separately."

The results of the priority ranking of the City services can be summarized as follows:

- 1.) Most of the services were ranked "3," the highest service priority.
- 2.) A few were ranked as "2," a medium service priority.
- 3.) None were ranked as "1," the lowest service priority.

The conclusion I would make from these results is that all the City services are important to you, only a very few are somewhat important, and none are not important.

Based on this conclusion, I would suggest we end this process at this point at this time. If the results and conclusions would have been different, I may have recommended some further follow up exercise on our part. As it is, I think we should just accept the process as an exercise we tried to see if it were helpful in prioritizing City services and funding and tax support for those services. There is not enough "difference" in your prioritizing to use them to further the initial objective of possibly eliminating some services and their related expenses.

The Honorable Mayor Jeannette Bell
and Members of the Common Council
August 2, 2007
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Thank you for your cooperation and assistance in this regard. If you have any comments, questions, or further thoughts, do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul M. Ziehler". The signature is fluid and cursive, written over a white background.

Paul M. Ziehler,
City Administrative Officer
Clerk/Treasurer

PMZ:jfw

Attachment

cc: Department/Division Heads

ADM\ORDRES\MCC.2006 PriorityStngSessn

PRIORITY SETTING SESSION ON CITY SERVICES
Committee of the Whole
June 12, 2006

LIST OF CITY SERVICES

1. Common Council
 - a. Attend City meetings. (3)
 - b. Contact and response to citizens. (3)
 - c. Approve ordinances, resolutions, and policies. (M)(3)
 - d. Adopt annual City budget. (M)(3)
 - e. Participate in community events (public relations). (2)
 - f. Approve City positions with respect to state and federal legislation. (3)

2. Mayor
 - a. Supervisor department operations. (3)
 - b. Attend City meetings. (3)
 - c. Issue press releases. (2)
 - d. Participate in intergovernmental organizations. (3)
 - e. Contact and response to citizens. (3)
 - f. Participate in community events (public relations). (3)
 - g. Submit annual City budget. (M)(3)
 - h. Appoint citizen advisory committee members. (3)

3. Assessor
 - a. Revalue City real estate residential, commercial, and personal property every two years. (M)(3) ----(Every 5 years)
 - b. Conduct maintenance update of City property values in every other year. (M)(3)
 - c. Conduct all processing related to property valuation, including open book, Board of Review, appeals, etc. (M)(3)
 - d. Provide property data to realtors, appraisers, departments, and the public. (2)-- (Charges??)
 - e. Review values related to building activity. (2)
 - f. Determine eligibility for property exemptions. (M)(3)

4. Attorney
 - a. Provide legal advice and opinions. (3)
 - b. Draft ordinances and other legal documents. (3)
 - c. Provide representation in judicial and administrative proceedings. (M)(3)
 - d. Prosecute violation of City ordinances. (M)(3)
 - e. Process claims and lawsuits against the City. (3)
 - f. Collection of outstanding delinquent accounts. (2)
 - g. Provide real estate support, documentation, and advice. (2)
 - h. Provide redevelopment support, documentation, and advice. (3)
 - i. Review contracts, insurance, policies, and other legal documents. (3)
 - j. Provide training and loss prevention advice. (2)
 - k. Provide labor relations support and advice on negotiations, workers' compensation, and related human resources matters. (3)

5. Building Inspection & Zoning
 - a. Issue building permits and conducts inspections of work. (3)
 - b. Issue electrical permits and conducts inspections of work. (3)

- c. Issue plumbing permits and conducts inspections of work. (3)
- d. Issue heating, ventilation, air conditioning permits and conduct inspections of work. (3)
- e. Issue sign permits and conduct inspections of work. (3)
- f. Perform plan examination for issuance of residential and commercial building and HVAC permits. (3)
- g. Issue business occupancy permits after inspection approval. (3)
- h. Issue mobile home permits (new units, occupancy changes, additions). (3)
- i. Perform annual inspection of billboard signs and signs projecting into the City ROW. (2)
- j. Issue electrical contractor licenses. (3)
- k. Review and approve City licenses (from Clerk's office). (3)
- l. Review plans for Plan Commission (site, landscaping, architectural, sign, special use, etc.) (3)
- m. Manage Plan Commission landscaping/screening bonds, final inspection and site maintenance. (3)
- n. Provide zoning code enforcement. (3)
- o. Property maintenance code enforcement. (3)
- p. Abandoned vehicle enforcement. (3)
- q. Sign code enforcement. (2)
- r. Conduct exterior maintenance inspection programs in 1st and 2nd aldermanic districts. (F)(3)
- s. Provide administrative support for Board of Appeals. (3)
- t. Provide administrative support for Maintenance Code Board of Appeals. (3)
- u. Municipal Court case management. (3)
- v. Respond to citizen complaints regarding building and property maintenance. (3)
- w. Provide information to citizens and businesses on building techniques. (2)
- x. Maintain and update fee structure. (3)
- y. Issue house numbering. (2)

6. City Administrative Office/Administration & Finance

- a. Prepare annual City budget. (M)(3)
- b. Supervise Administration & Finance Dept. divisions. (3)
- c. Supervisor Clerk/Treasurer Office. (3)
- d. Assist Common Council and Mayor as requested. (3)
- e. Participate in state and federal legislative process. (2)
- f. Publication of City Newsletter. (2)—(Sell ads??)
- g. Conduct research reports as requested. (2)
- h. Provide risk management and insurance programs. (3)
- i. Participate in intergovernmental activities. (2)
- j. Participate in community events (public relations). (2)
- k. Maintain City Policies & Procedures Manual. (3)
- l. Supervise animal control program (MADACC). (2)
- m. Prepare Ten-Year Capital Improvement Program. (3)
- n. Provide administrative support to Administration & Finance Committee. (3)

7. Cable Communications

- a. Prepare training videos for City departments. (F)(2)
- b. Cablecast Common Council and other meetings. (F)(2)
- c. Prepare public service announcements. (F)(2)
- d. Produce specialized programs. (F)(2)*
- e. Provide oversight of public and educational access programs and operations. (F)(3)
- f. Provide for community bulletin board. (F)(2)

- g. Provide event promotion pieces. (F)(2)
- h. Provide monitoring and regulation of cable company. (F)(3)

8. Clerk/Treasurer's Office

- a. Maintain official records and corporate seal of City. (M)(3)
- b. Provide administrative support to the CC, Cmte of Whole, L&H, Advisory, Bd. of Review, Ethics Bd., and Administrative Appeals Review Board. (3)
- c. Prepare property tax bills and collection. (M)(3)
- d. Conduct licensing and related matters. (M)(3)
- e. Coordinate and oversee elections. (M)(3)
- f. Process, deposit, and record all receipts, including taxes, water, licenses, permits, insurance fees, etc. (3)
- g. Invest all funds. (3)
- h. Provide public information to community. (3)
- i. Initiate wires or ACH transfers for major payments, such as debt, payroll taxes, investments, sewer and water, insurance, and tax settlements. (3)
- j. Publish legal notices. (M)(3)
- k. Receive and process claims. (M)(3)

9. Finance

- a. Provide all aspects of payroll system. (3)
- b. Provide all aspects of benefit accounting. (3)
- c. Handle all accounts receivable. (3)
- d. Handle all accounts payable. (3)
- e. Conduct utility billing process. (M)(3)
- f. Provide centralized grant accounting. (3)
- g. Conduct annual City audit. (M)(3)
- h. Provide general accounting and financial reporting. (M)(3)
- i. Provide TIF accounting and financial support. (M)(3)
- j. Provide capital projects accounting. (M)(3)
- k. Provide special revenue and enterprise funds accounting. (M)(3)
- l. Issue and make debt payments. (3)
- m. Administer Section 125 pretax plan. (2)
- n. Process vouchers and check preparation. (3)
- o. Outline short-term and long-term investment strategies. (3)
- p. Conduct monthly bank reconciliations. (3)

10. Human Resources

- a. Conducts labor union negotiations for six (6) bargaining units. (M)(3)
- b. Addresses grievances/arbitrations, disciplinary actions, terminations for cause and related matters. (3)
- c. Conducts and coordinates employee training and educational programs related to all employment practices, safety, loss control, risk management, etc. (M)(3)
- d. Provides all aspects of benefit administration, including communication/ interpretation of benefits, guidance/counseling, billing, enrollment, new/exiting employee orientations, insurance claims liaison, change of status, etc. (M)(3)
- e. Administers and processes FMLA. (M)(3)
- f. Administers Affirmative Action/EEO programs. (M)(3)
- g. Agent for the Civil Service Commission. (3)
- h. Plans, directs and coordinates safety, loss prevention and risk management. (M)(3)

- i. Coordinates and maintains Material Safety Data Sheets for all products/materials used throughout the City. (M)(3)
- j. Coordinates City's medical surveillance program for employment and occupational health and safety compliance. (M)(3)
- k. Investigates property/traffic, citizen and employee injuries and accidents. (3)
- l. Conducts recruitment and selection of employees. (3)
- m. Provides employment verifications and reference checks for current/past employees. (3)
- n. Maintains position classifications. (3)
- o. Processes all personnel actions. (3)
- p. Maintains information and data (HRIS) systems. (3)
- q. Provides City-wide ID Card program. (2)
- r. Prepares and maintains City-wide organizational chart. (2)
- s. Provides for employee and supervisory counseling and referral (EAP). (3)
- t. Administers, processes, and coordinates workers' compensation program and claims. (M)(3)
- u. Administers and processes unemployment compensation claims. (M)(3)
- v. Coordinates and administers employee suggestion award program. (2)
- w. Coordinates employee recognition program. (2)
- x. Prepares and distributes employee newsletter. (2)
- y. Coordinates and conducts pre-retirement seminar. (2)
- z. Coordinates annual Combined Giving Campaign. (2)

11. Information Technology

- a. Provide personal computer support. (3)
- b. Provide network support. (3)
- c. Operate and support City web site. (3)
- d. Operate and support employee intranet site. (3)
- e. Operate and support geographic information system. (3)
- f. Provide system design, program, and maintenance. (3)
- g. Provide IT evaluation and training. (3)

12. Purchasing/Central Services

- a. Issue bids and requests for proposals. (M)(3)
- b. Operate and support requisition and purchase order system. (3)
- c. Issue contracts for supplies, equipment, and services. (3)
- d. Negotiate for reduced pricing/cost saving. (3)
- e. Lead agency for two commodities in V.A.L.U.E. consortium. (3)
- f. Provide travel arrangement services. (2)
- g. Operate and support the accounts payable process. (3)
- h. Conduct printing, copying, and binding operations. (2)
- i. Conduct mailroom (sorting and distribution). (2)
- j. Operate and support desktop publishing. (2)
- k. Operate and support internal and external telephone and telecommunications systems. (3)
- l. Operate and support radio communications system. (3)
- m. Provide administrative support to HIDTA. (2)

13. Development

- a. Conduct planning and development activities. (3)
- b. Create, administer, and implement tax increment finance districts. (3)
- c. Prepare redevelopment plan for areas of City. (3)

- d. Manager the Community Development Block Grant Programs. (F)(3)
- e. Provide support for Community Development Authority. (3)
- e. Conduct environmental studies and recommendations for Brownfield areas of City. (3)

14. Community Development

- a. Administer projects of the Community Development Block Grant programs. (F)(3)
- b. Operate housing voucher and rental assistance programs. (F)(3)
- c. Operate HOME program. (F)(3)
- d. Operate rental energy program. (F)(2)
- e. Provide administrative and technical support for the Downtown West Allis Business Improvement District. (F)(3)
- f. Conduct Fair Housing Program. (F)(3)
- g. Conduct Housing Rehabilitation Program. (F)(3)
- h. Administer Beloit Road Housing Project. (3)
- i. Operate economic development loan program. (F)(3)

15. Planning & Zoning

- a. Provide support for Plan Commission. (3)
- b. Provide support for Historical Commission. (2)
- c. Conduct development plan review. (3)
- d. Review, issue, and administer special use permits. (3)
- e. Review and administer rezoning requests. (M)(3)
- f. Review and administer site plans. (3)
- g. Review and administer landscape and screening and architectural review plans. (3)
- h. Prepare and update future land use plans. (M)(3)
- i. Prepare and implement new sign ordinance. (2)
- j. Prepare and implement bicycle route plans for City. (2)
- k. Review and administer certified survey maps. (3)
- l. Provide zoning administration. (3)

16. Engineering

- a. Design, contract, and inspect capital improvement projects, including streets, alleys, sanitary sewers, storm sewers, water mains, sidewalks, bridges, etc. (M) (F, in part) (3)
- b. Respond to citizen complaints regarding construction projects. (3)
- c. Provide technical information to contractors, consultants, and City departments. (3)
- d. Work with other governmental agencies, such as SEWRPC, MMSD, DNR, etc. (M)(3)
- e. Issue permits for driveway, parking, road cuts, private utility work, etc. (3)
- f. Process and administer special assessment bills. (3)
- g. Maintain official infrastructure records of City. (M)(3)
- h. Respond to citizen requests for information. (M)(3)
- i. Coordinate WIDOT sponsored projects, such as paving and bike trails. (M)(2)
- j. Provide engineering assistance on other construction projects by City departments. (3)
- k. Prepare annual one-year Capital Improvement Program. (3)
- l. Prepare annual five-year Street Paving Program. (3)
- m. Prepare documents by City surveyor. (3)
- n. Coordinate City projects with other governmental agencies on future plans and programs. (M)(3)
- o. Attend public and neighborhood meetings. (3)

17.

Fire

- a. Conduct fire fighting and fire suppression operations. (3)
- b. Conduct fire prevention and fire inspections activities. (3)
- c. Conduct fire rescue and emergency medical services. (3)
- d. Provide paramedic services. (3)
- e. Conduct training and safety programs. (2)
- f. Conduct citizen education and outreach programs, including survive alive, senior fire safety, blood pressure screening, and stroke risk assessment. (2)
- g. Operate Technical Response Team, including hazardous materials response, confined space rescue, ice rescue, tunnel rescue, chemical spills, etc. (3)
- h. Provide emergency government coordination and response, including FEMA, Homeland Security, fire hydrant testing, etc. (3)

18. Health

- a. Conduct community health assessments and develop community health improvement plans. (M)(3)
- b. Provide contracted health and inspection services to West Milwaukee. (F)(3)
- c. Provide for bioterrorism, emergency public health, and other homeland health response. (M)(3)
- d. Provide lead poisoning screening, investigation, assessment and prevention. (M)(3)
- e. Provide administration and support for the West Allis Board of Health. (3)

18.1 Health Administrative Services

- a. Maintain vital statistics and issue birth and death certificates. (3)
- b. Medicare/Medicaid processing and billing. (3)
- c. Environmental Licensing and Permitting processing and billing. (3)
- d. Farmer's Market contracts and billing. (2)
- e. Grants management. (3)
- f. Immunization record management. (3)
- g. Confidential medical records management. (3)
- h. Administrative and fiscal management. (3)

18.2 Community Health Services

- a. Provide school health screening and consultation services. (3)
- b. Communicable disease investigation, control, and prevention. (M)(3)
- c. Operate Women's, Infant, Children's (WIC) Program. (F)(3)
- d. Provide immunizations to public. (M)(3)
- e. Provide maternal child health services. (2)
- f. Conduct health screening programs and activities. (M)(3)
- g. Tuberculosis Control including investigation, isolation, identification of contacts and monitoring of medication compliance. (M)(3)
- h. Provide Employee Occupational Health Screening. (3)
- i. Provide health information and referrals. (M)(3)
- j. Investigate and control sexually transmitted diseases. (M)(3)
- k. Health Risk Appraisals and counseling to promote changes in health habits. (2)
- l. Children with Special Health Care Needs Services. (F)(3)
- m. Conduct a weight loss program for employees and Senior Center members. (2)
- n. Certified Prenatal Care Coordination (PNCC) provider. (2)

- o. Certified Child Care Coordination provider. (2)
- p. Home Safety Program. (F)(2)
- q. Wisconsin Well Woman Program. (F)(2)

18.3 Environmental Health & Consumer Protection

- a. Conduct licensing and inspection of food establishments. (3)
- b. Conduct licensing and inspection of swimming pools. (3)
- c. Conduct licensing and inspections of hotels/motels, rooming houses and bed & breakfast establishments. (3)
- d. Conduct licensing and inspections of tattoo and body piercing establishments. (3)
- e. Conduct licensing and inspections of mobile home parks. (3)
- f. Conduct licensing of vending machines. (2)
- g. Conduct weights and measures licensing and inspection program. (3)
- h. Supervise and administer Farmers' Market operations. (2)
- i. Conduct mosquito surveillance and control program. (3)
- j. Provide enforcement of all public health nuisances and human health hazard violations. (M)(3)
- k. Conduct rabies control program. (2)

18.4 Interdisciplinary Health Services

- a. Conduct dental health programs and activities. (2)
- b. Provide community health education programs. (2)
- c. Promote community health prevention services. (M)(3)
- d. Operate tobacco control activities. (2)

19. Senior Center

- a. Provide Older Adults access to nutritional programs – a congregate Senior Meal Program site (F); Stock box distribution site (F). (3)
- b. Provide recreational and educational classes and programs (F) and activities (utilizing volunteers). (2)
- c. Provide access to SeniorLAW Benefit Specialist. (F)(2)
- d. Provide facilitated support groups – Living Alone – (volunteer led), AA for the Older Adult (F) and You Are Not Alone (F). (2)
- e. Provide Fitness, Health & Wellness programs utilizing ongoing volunteer group leaders, guest speakers and on occasion fee-based instructors. (2)
- f. Conduct fundraising. (2)
- g. Publication of S.A.F.E. Book. (F)(2)
- h. Participate in Older Adult Community Programs and Events. (2)
- i. Provide Volunteer Training & Conduct Volunteer Recognition Program. (2)
- j. Prepare and distribute Quarterly Schedule. (2)
- k. Provide administration and support for West Allis Commission on Aging. (2)
- l. Conduct annual Membership Drive utilizing volunteer support staff. (2)
- m. Provide a referral program for Older Adults including those frail and homebound to access help with snow shoveling and yard work. (F)(3)
- n. Provides Information and Referral Services for older adult programs and services. [Interfaith (F); Legal Information (F); Homestead, SeniorCare and Medicare Part D (volunteers).] (3)
- o. Provide Computer Literacy instruction. (F)(2)

- p. Provide supervision of Volunteers (Senior Center Support Staff; Group Leaders, Class Instructors, Special Event Committees, Advisory Committee and Performing Groups). (2)

20. Library

- a. Provide popular materials for use by patrons. (3)
- b. Provide reference and educational materials. (3)
- c. Provide technical assistance to library users. (3)
- d. Provide special needs programs and activities. (3)
- e. Conduct programs for children. (3)
- f. Conduct programs for adults. (2)
- g. Provide access to personal computers, electronic information, and the intranet. (2)
- h. Provide community access to meeting rooms. (2)
- i. Provide cataloging services, including acquisition and processing. (3)
- j. Provide circulation processing. (3)
- k. Outreach library services for homebound and senior citizens. (2)
- l. Supplements library needs of WA-WM School District, as well as community parochial school students. (2)
- m. Community resource for the diverse citizenry of West Allis. (2)
- n. Provide complete services to non-residents under MCFLS agreement. (2)

21. Municipal Court

- a. Administration of municipal justice system. (M)(3)
- b. Enforce municipal court judgments. (M)(3)
- c. Maintain all official court records and processes. (M)(3)
- d. Prepare monthly and annual reports. (M)(3)

22. Police

- a. Provide police patrol of City and respond to all calls for police service. (3)
- b. Criminal Investigations Division: Conduct investigations into criminal activity. (3)
- c. Sensitive Crimes Unit: Investigations into sexual assaults and other sensitive issues such as child abuse. (3)
- d. Special Investigations Unit: Conduct investigations into illegal drug houses, gangs and drug activity in the neighborhoods. (3)
- e. Crime Prevention Bureau: conduct crime prevention programs and services. (F)(3)
- f. Training Bureau: Conduct training and safety programs. (3)
- g. Warrant Bureau: 2 officers assigned to arrest people for outstanding warrants and collect overdue fines. (3)
- h. Traffic Bureau: Provide traffic safety patrols (prevent accidents - through extra enforcement efforts - cruising patrols, radar squads etc) and investigate motor vehicle accidents. (3)
- i. Operate Communications Center. (3)
- j. Crisis Response Unit: Respond to high profile calls for service, such as hostage incidents, barricaded subjects, man with a gun in a house, etc. (3)
- k. Maintain all official police records and respond to citizen requests under the state Open Records law. (3)
- l. Provide crossing guards at various City locations. (2)
- m. Parking enforcement efforts (2 parking control operators and Patrol Officers on the midnight shift). (3)
- n. Work with community groups and other organizations to reduce/control crime. (3)
- o. Provide forensic and technical services. (3)
- p. Provide services to crime victims (crime victim advocate). (F)(3)

- q. Conduct Weed and Seed Program - reduce crime in neighborhoods. (F)(3)
- r. Operate Police School Liaison Program. (F)(3)
- s. Administer Asset Forfeiture Account. (F)(3)
- t. Conduct free Home Security Program. (F)(2)

23. Public Works

- (1) Administrative Office
 - a. Administer/direct public works operations and activities. (3)
 - b. Maintenance of official records. (3)
 - c. Coordination and planning for band concerts. (F)(2)

- (2) Building & Electrical Services
 - a. Operation, maintenance and repair for parking utility. (3)
 - b. Maintenance and replacement of all City signs. (3)
 - c. Painting of all City property. (3)
 - d. Carpentry and structural work of all City property. (3)
 - e. Plumbing work of all City property. (3)
 - f. HVAC work of all City property. (3)
 - g. Custodial services for City buildings. (3)
 - h. Install and maintain hardware associated with City computer network. (3)
 - i. Maintenance and repair of street lighting. (3)
 - j. Maintenance and repair of alley lighting. (3)
 - k. Maintenance and repair of traffic signals/controls. (3)
 - l. Maintenance and repair of emergency sirens. (3)
 - m. Maintenance of electrical systems in City buildings. (3)
 - n. Removal of graffiti. (3)
 - o. Maintenance and placement of City fencing. (3)
 - p. Marking of crosswalks and centerlines. (3)
 - q. Maintenance of playground equipment. (3)
 - r. Bridge and underpass maintenance. (3)
 - s. Install holiday decorations. (2)
 - t. Set up signage and barricades for special events. (2)

- (3) Equipment Repair
 - a. Acquisition of City vehicles and equipment. (3)
 - b. Conduct preventive maintenance on all City vehicles and equipment. (3)
 - c. Perform emergency repairs on all City vehicles and equipment. (3)

- (4) Forestry & Grounds
 - a. Maintenance of grounds at all City buildings. (3)
 - b. Planting and care of trees, shrubs, and flowers. (3)
 - c. Tree removal. (3)
 - d. Maintenance and care of parks and playgrounds. (3)
 - e. Maintenance and care of boulevards. (3)
 - f. Brush pick up and disposal. (3)
 - g. Tall grass and weed control. (3)

- (5) Inventory Services
 - a. Maintain all inventory records. (3)
 - b. Procurement, storage, and distribution of supplies, materials, parts, etc. (3)

- (6) Sanitation and Streets
- a. Collection and disposal of garbage and refuse. (3)
 - b. Collection and disposal of bulk items. (3)
 - c. Maintenance and repair of streets. (3)
 - d. Maintenance and repair of alleys. (3)
 - e. Maintenance of City sidewalks. (3)
 - f. Maintenance of City parking lots. (3)
 - g. Maintenance and repair of sanitary sewers. (3)
 - h. Maintenance and repair of storm sewers. (3)
 - i. Mosquito control program. (2)---(Health Dept?)
 - j. Storm sewer and catch basin cleaning. (3)
 - k. Street sweeping and cleaning. (3)
 - l. Alley sweeping and cleaning. (3)
 - m. Maintenance of ditches and culverts. (3)
 - n. Leaf collection and processing. (3)
 - o. Recyclables collection, processing, and disposal. (3)
 - p. Brush pickup and processing. (3)
 - q. Snow removal/plowing of streets. (3)
 - r. Snow removal/plowing of alleys. (3)
 - s. Snow removal/plowing of sidewalks and crosswalks. (2)
 - t. Salt and sand spreading for ice control. (3)
 - u. Sharps disposal program. (3)---(Health dept??)
 - v. Oil recovery program. (3)

- (7) Water
- a. Meter reading. (3)
 - b. Meter installation and repair. (3)
 - c. Water main maintenance and repair. (3)
 - d. Hydrant installation, maintenance, and repair. (3)
 - e. Water towers and reservoir cleaning, maintenance, and repair. (3)
 - f. Water towers and reservoir pumping, supply, distribution, and treatment. (3)