

- ① with "1" = can be delegated to another
- ② 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 ① Review of Milwaukee County Board and Committee agendas; refer matters to appropriate staff.
- 2 ① Review of MMSD monthly meeting agendas and refer matters to appropriate staff.
- 2 ① 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.
- 1 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).
- 1 ① Federal Energy Asst. contact for EEBG.
  - Aurora WA Medical Center monthly meetings; review of Hospital monthly financial information from Aurora.
  - LGPIF claims processing.
- 1 ① School District Safety Cmte. (City representative – attend quarterly meetings).
- 2 ① Deferred Comp Program (contact for ICMA and MetLife).
- 1 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 ① CVMIC – insurance application renewals, policies, meetings, Certif. of Insurance (summer meeting in mid-July, annual meeting in early October).
- 2 ① CIP Committee (Aug-1 yr., Jan-5 yr., May-10 yr.)
- 1 ① Advisory Committee support (bi-weekly at Council meetings).
- 2 ① 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.
- 1 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.
- 1 Ⓞ Supervise the conduct of the Annual UPAF Campaign.
- 1 Ⓞ Review Council materials; sign all resolutions and ordinances; presents documents to Mayor for his/her action, answers any questions.
- 1 Ⓞ Review and sign public hearing notices.
  - Attend oath taking ceremonies.
  - Approve purchase orders and requisitions.
- 1 Ⓞ Provide support for Ethics Board.
- 1 Ⓞ Receives claims filed against the City.
- 2 Ⓞ Once every 10 years, coordinates Complete Count Program.
- 1 Ⓞ 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 Ⓞ Supervise TPA renewals; review and approve TPA contracts and other related documents (NCD's, SPD's, Plan Agreements).
- 2 Ⓞ Review and approve EAP contract.
  - Coordinate CMS reimbursement program with RDS Services; review and approve contracts.
- 2 Ⓞ Review and approve health/dental insurance consulting contracts (Willis - regular, claim, dependent, etc.).
- 2 Ⓞ Oversee departmental requests to fill vacant positions.
  - Review and determine "exceptions" regarding policies (e.g., vacation, carryovers, off-time donation, insurance enrollment, etc).
- 2 Ⓞ Review and monitor the monthly CVMIC liability and WC medical costs.
- 2 Ⓞ Review and make decisions on appeal of late tax payments based on "unique circumstances."

## Monthly Work Activities

### January

- Budget and Tax Memorandum.
- 2 ☉ 10 yr. CIP memo out to Departments.
- 2 ☉ 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 ☉ Emcee Employee Recognition Award Dinner Program.
- 2 ☉ Supervise Health and Dental Insurance Programs Renewals.

### February

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

### March

- Performance Allowances.
- 2 ☉ 10 yr. CIP to Council.
- 2 ☉ Annual self-insurance renewal with WIDWD (Linda Huske takes the lead).
- 2 ☉ 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./4<sup>th</sup> of July (BSA – Dave Losen and School District Ken McMonagle).
- 1 ☉ 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

- 1 ☉ West Allis Ala Carte – 1<sup>st</sup> 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)
- Prepare 6 individual budgets (Mayor, Council, CAO, ClkTrs, P&FComm., MunCt.)

## August

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

## September

- Finish Mayor's Recommended Budget (early-mid month).
- 2 (C) CVMIC insurance program renewals (assisted by JW & LH).
- 2 (C) 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.
- 1 (C) Annual fire dues registration.
- Performance Appraisals.

## November

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

## December

- Tax bill calculation and processing (1<sup>st</sup> 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 (C) 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.