



City of Waukesha
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Committee: Ordinance & License Committee	Date: 5/13/2024
Common Council Item Number: ID#24-9793	Date: Click here to enter a date.
Submitted By: Anthony Brown, City Administrator	City Administrator Approval: Click here to enter text.
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Subject: Consideration and Possible Action on a Charter Ordinance Repealing Charter Ordinance 52-87, Regarding the Separation of the Offices of Clerk and Treasurer	

Details:
Since the resignation and last day of the previous City Clerk/Treasurer on Friday, March 8th, the City has been actively seeking a replacement while an interim Clerk/Treasurer has capably managed the department's operations. This transition period has provided an opportunity to evaluate the existing staffing and operational structures to ensure they align with the City's needs both in the short and long term.

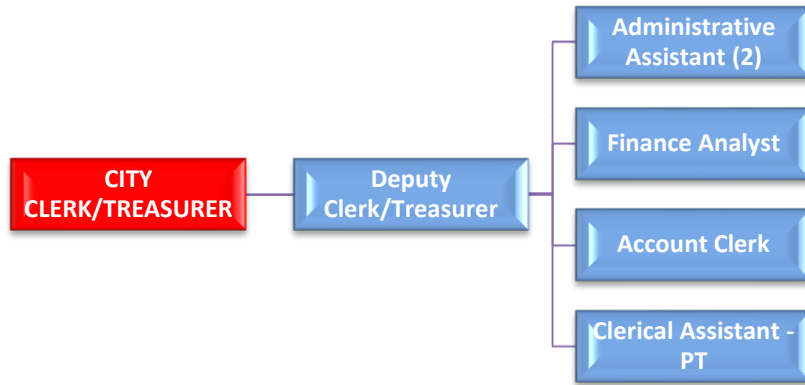
A concern emerged regarding the limited pool of candidates for this vital position, as only five of the top 20 municipalities in the State combine the roles of Clerk and Treasurer. Moreover, such combined positions are more common in Villages and Towns. Given the tight labor market and the lack of highly qualified candidates, the search for a suitable replacement has been challenging.

In response to this challenge, discussions began on restructuring the office to clarify the distinct functions of Clerk and Treasurer while ensuring the necessary collaboration between them remains, especially considering the seasonal variations in tasks. Ultimately, it was decided that splitting the Clerk/Treasurer position into two separate roles would be most beneficial for recruitment and operational purposes. This restructuring maintains the same number of full-time employees (FTEs) but replaces the Deputy Clerk/Treasurer position with a dedicated Treasurer role.

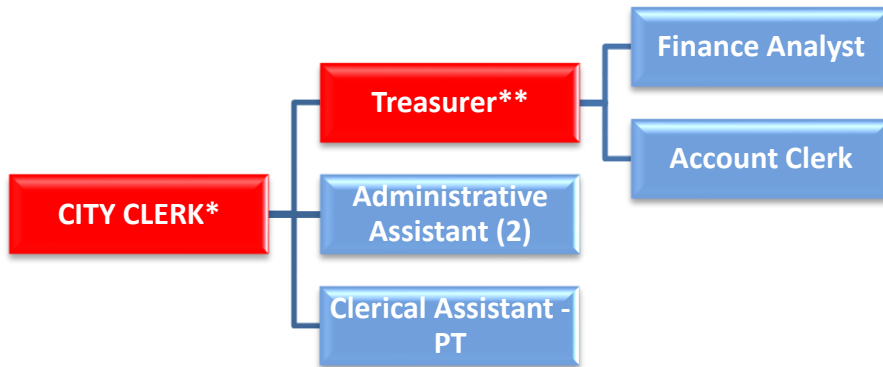
Under this plan, the Clerk position will remain at the department director level, overseeing the Treasurer, Administrative Assistant (2), and a part-time Clerical Assistant. Meanwhile, the Treasurer position will be a manager-level role, responsible for supervising a Finance Analyst and an Account Clerk. This modification of roles will allow the City to recruit leaders who are experts in their respective fields, which will enhance the level of service provided. Additionally, having a clear roadmap for the department provides stability for current departmental employees. This clarity enables them to continue important functions throughout the year and to start leveraging identified improvement opportunities.

As one component of this restructuring, a charter ordinance needs to be approved to separate the Clerk/Treasurer position. Staff are requesting the Committee and Council adopt this ordinance to continue moving forward with the outlined plan. This would require a supermajority, or 2/3rds, vote of the Council.

EXISTING CLERK/TREASURER DEPARTMENT



RESTRUCTURED CLERK DEPARTMENT



Options & Alternatives:

The existing departmental structure could remain in place. This would likely prolong the instability of the department while the recruitment for the Clerk/Treasurer position continues. If the status quo remained it would become increasingly concerning as the August and November election dates approach.

Financial Remarks:

No financial impact

Executive Recommendation:

Approve the Charter Ordinance Repealing Charter Ordinance 52-87, Regarding the Separation of the Offices of Clerk and Treasurer.

Recommended Motion: "I move to approve the Charter Ordinance Repealing Charter Ordinance 52-87, Regarding the Separation of the Offices of Clerk and Treasurer." OR "Move to accept staff's recommendation."