

Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Discussion on Organizational Chart

Date: August 1, 2013

Attached is a proposed updated Organizational Chart (1) to replace the old one that is in our personnel manual (2).

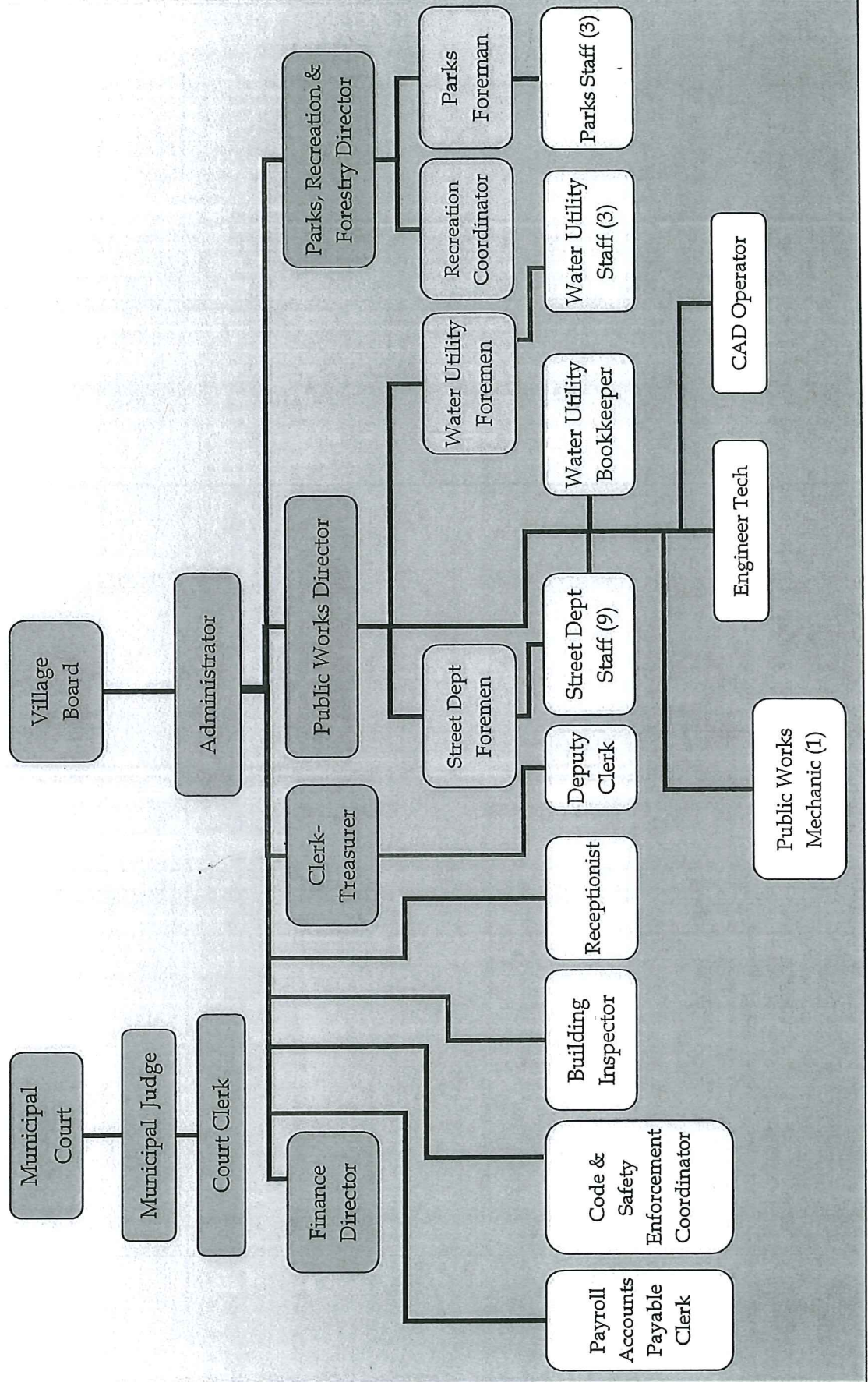
Upon discussion with staff I have received several comments in regard to the proposed updated chart. They include the following:

- 1) The inclusion of seasonal staff in chart
- 2) How independent contractors are handled (for example Building Inspector, Fire/police services, animal control, weights and measures, assessor)
- 3) Placement of various staff members – specifically payroll/accounts payable position

The Village President and I have also discussed the organizational chart and he has some suggestions on creating a team work group for the clerical staff members and having a department head serve as the team work group leader. Steve will elaborate more on this at the meeting.

Any suggestions on the revision of the organizational chart are welcome.

Table of Organization Village of Allouez



#1

Appendix B – Organizational Chart

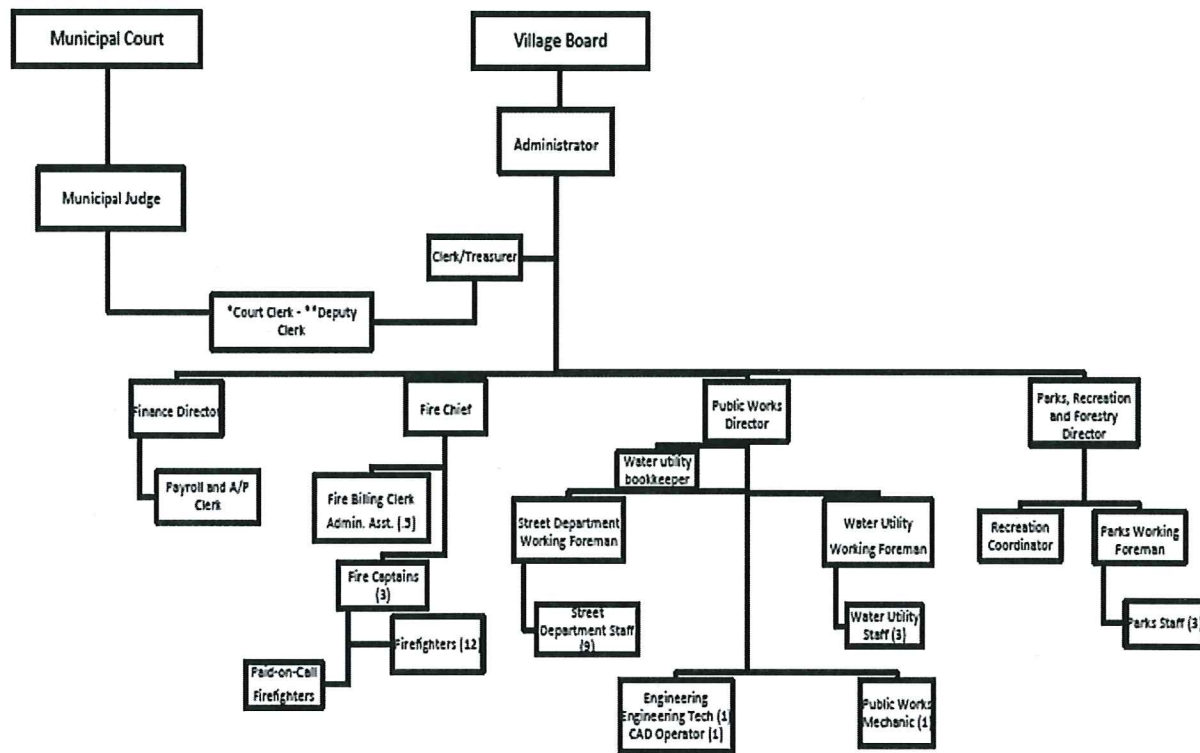


Chart B: Proposed Organizational Structure

***Footnote:** The Court Clerk/Deputy Clerk is a half time shared position. The position is a direct report to the Municipal Judge for Municipal Court work and is a direct report to the Clerk Treasurer for Deputy Clerk work.

****** Based on ICMA benchmarking a ½ time Deputy Clerk is appropriate for a community of Allouez's population