



**MAYOR'S OFFICE**

**Dan Devine**  
Mayor

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December 15, 2014

Honorable Members of the  
West Allis Common Council  
7525 W. Greenfield Ave.  
West Allis WI 53214

Dear Honorable Members of the West Allis Common Council:

This letter is to inform you that I am recommending the appointment of Mr. Ed Lisinski as the Director of Building Inspections and Neighborhood Services. As you know, Mr. Lisinski has served as Assistant Director of this Department for three years. During his tenure with the City of West Allis, his performance reviews reflect positive performance.

There are several reasons I feel Mr. Lisinski would be a good fit for this position. In his time as Assistant and Interim Director of the Department, he has made many positive changes. These include moving inspectors into a more paperless direction by promoting and issuing iPads for field personnel; instrumental in the BP Logix software purchase and working to bring permits online; streamlined the sign permit application process between BINS and Development to make it easier for contractors; performs building plan reviews for West Allis as a delegated municipality, which brings in thousands of dollars and saves contractors and owners weeks of time and thousands of dollars in state plan review fees per project; moved West Allis into performing plumbing plan reviews, which brings in thousands of dollars for the City and saves weeks of time and thousands of dollars in state fees for contractors and owners per project; has rewritten and updated countless handouts, applications, and forms, and assisted in computerizing the Department's license and sign approval programs.

In addition to his record of implementing positive changes, Mr. Lisinski has the required experience and education needed to fill this position. He has worked for the City of West Allis since 2005, and during that time, has successfully assisted with the management of the Department and with the hiring and supervision of Department staff.

I respectfully ask your approval of my recommended appointment. Please feel free to contact me if you have any questions or need further information or clarification

Respectfully submitted,

A handwritten signature in black ink that reads "Dan Devine".

Dan Devine,  
Mayor

DD:jfw

cc: Ed Lisinski  
Audrey Key  
Ald. Lajsic

# Edward J. Lisinski

[REDACTED]  
West Allis, Wisconsin 53227  
[REDACTED]  
[REDACTED]

## QUALIFICATIONS:

In my current position as Assistant Director for the City of West Allis, I have numerous managerial and administrative responsibilities. I am responsible for the day to day operation of 8 inspectors and staff. I review and process all plans that come through the office for code compliance and write most of the building permits. I am the primary contact person for most other departments. I am a State of Wisconsin licensed Professional Engineer, and have commercial and residential building inspection certifications. I am active in my community, having previously served on the West Allis Plan Commission and Historical Preservation Commission, and I am currently the Vice President of the West Allis Historical Society Board of Directors, Vice President of the Rookie Division for the Little League of West Allis, Vice President of the West Allis Old Timer's Baseball Association, serve on the West Allis Community Dinner/Dance Committee, and serve as the manager of my son's Little League team.

## EDUCATION:

Bachelor of Science in Architectural Engineering, Milwaukee School of Engineering  
Diploma, West Allis Central High School

## EMPLOYMENT:

- 8/2005-Present Plan Reviewer/Assistant Director, City of West Allis  
My responsibilities include managing a team of 8 building inspectors; reviewing building plans for local, state and national building codes; writing building permits; meeting with contractors, architects and home owners to discuss projects; being the primary contact for other departments in City Hall; write municipal codes and ordinances; manage and update department handouts, applications, policies and procedures.
- 3/2000-8/2005 Architectural Designer, Anderson Ashton, Inc.  
My responsibilities included drafting building plans, creating 3D models and renderings, drafting structural systems for buildings, preparing all construction documents, drawings, and structural calculations, and performing code reviews.
- 9/2003-5/2006 Adjunct Instructor, ITT Technical Institute, Greenfield Campus  
My responsibilities included teaching classes such as: Architectural Drafting I & II, Engineering Graphics I, Digital Information Management, Physical & Computer Aided 3D Modeling, and aid students in their design projects.
- 1994-2000 Laborer, Leppin Services, Inc.  
My responsibilities included work in the construction field installing drywall, insulation, and steel and wood studs.

## CERTIFICATIONS AND LICENSES:

Professional Engineer, State of Wisconsin No. 41154

Commercial and Residential Building Inspector, No. 997556

Pre-Supervisory Certification, Cities and Villages Mutual Insurance Company, December 2011

Gold Certificate in Supervision, Cities and Villages Mutual Insurance Company, August 2013

Silver Certificate in Management, Cities and Villages Mutual Insurance Company, December 2013