



December 30, 2014

**DEPARTMENT OF BUILDING INSPECTIONS &  
NEIGHBORHOOD SERVICES**

414/302-8400  
414/302-8402 (Fax)

Honorable Mayor Dan Devine & Common Council Members  
West Allis, Wisconsin

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

[www.westalliswi.gov](http://www.westalliswi.gov)

Subject: Reorganization and Staffing Needs for BINS

Dear Mayor and Council Members:

This communication is a request for your approval for a minor reorganization and to fill two vacant positions in the Department of Building Inspections & Neighborhood Services. Due to 2 key retirements in 2014 and subsequent promotions within the department, I am requesting your approval for the following items:

- Eliminate the Assistant Director position
- Recreate and fill a Plan Reviewer position
- Fill a vacant 0.5 FTE Clerk I position
- Create a Lead Neighborhood Services/Building Inspector position

The Assistant Director position was created and the Plan Reviewer position eliminated when Ted Atkinson was nearing retirement. This was mostly done for succession planning purposes. Now that Mr. Atkinson has retired, the position may be eliminated. The office ran most efficiently with a full time Plan Reviewer position.

A vacancy occurred when our current Clerk I was promoted to a full-time position within the department due to the retirement of our Office Supervisor. This position is part-time (0.5 FTE) and is 90% funded by CDBG Funds.

Our current Lead Neighborhood Services Inspector has proven that he is ready to take on new challenges in the department. As a result of an increase in construction activity, the Building Inspectors are extremely busy. I am proposing to create a hybrid position where the Lead Neighborhood Services Inspector can still manage the Code Inspection Program, but will also perform some residential building inspections to take some of the load off of the inspectors. This will give him additional skills and on-site training he will need to transition into a Building Inspector position in the future.

I will be available at the next Common Council/Administration and Finance Committee meeting to answer any questions. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ed Lisinski".

Ed Lisinski, Interim Director  
Dept. of Bldg. Insp. & Neighborhood Services  
City of West Allis  
phone: (414)302-8414  
email: [elisinski@westalliswi.com](mailto:elisinski@westalliswi.com)

**REVIEW BY CITY ADMINISTRATIVE OFFICER  
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when requesting that a position vacancy be filled. Responses to the questions noted below are sufficient for review purposes.

Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Plan Reviewer
2. Department/Division: BINS
3. Vacancy Date: 1/1/15
4. Vacancy Reason: Reorganization/Promotion
5.
  - a. What are the specific work responsibilities of the position?
    - Review construction plans for compliance with code requirements
    - Write and issue building and HVAC permits
    - Provide support to the front counter and to inspectors in the field
  - b. How many other such positions exist in this Department?  
None
6. What are the reasons why the position must be filled?
  - This position writes the permits and reviews the plans in the office, freeing the inspectors to do more inspections.
  - Provides support all day for the front counter and phone calls so customers can get answers quicker.
  - Has a vast knowledge of all codes and is a resource for inspectors and other departments.
  - Provides consistency with permits and code reviews of plans.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.
    - Timeliness of permits and plan reviews would be delayed
    - Quality of services would be inconsistent.
    - Customers would need to call back several times for answers to questions.
  - b. Service to staff.
    - Inspectors will have to spend more time in the office reviewing plans and writing permits.
    - Inspectors will be overburdened by the phone calls during their office hours.
    - Inspectors will have inconsistent plan reviews leading to more corrections in the field.
8. What is the fiscal impact related to filling this vacancy?

The position is at the A-27 pay scale, which will start out at \$64,022.40 for a resident. The elimination of the Assistant Director position that was budgeted for 2015 will actually make for a financial savings for the city.
9. Remarks/Comments:

This position is critical for the success of the Department. This position needs to be filled as quickly as possible before the very busy spring construction season hits. This position was recommended by a consultant hired by the city in 2000 as the most efficient way to streamline the permitting process and eliminate roadblocks.

Signature: \_\_\_\_\_

Ed Lisinski

Date: 12/30/14

Title: Interim Director, Building Inspection & Neighborhood Services

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1. Position Title: Clerk I (0.5 FTE)
2. Department/Division: BINS
3. Vacancy Date: 9/1/14
4. Vacancy Reason: Promotion
5.
  - a. What are the specific work responsibilities of the position?
    - Typing correspondence for the Exterior Property Maintenance Program
    - Scanning documents
    - Assisting Clerical with phone calls, issuing permits, keeping records
  - b. How many other such positions exist in this Department?
    - Currently 2 full time clerical positions, however this position works specifically with the Exterior Property Maintenance Program
6. What are the reasons why the position must be filled?
  - Workload in the Department is such that other clerical positions within the Department would be overburdened with additional responsibilities and unable to complete their necessary work functions.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.
    - Timeliness of services would be delayed
    - Quality of services would be reduced
  - b. Service to staff.
    - Inspectors will not get correspondence prepared and in the property files on time
    - There will be delays in compliance time for the Exterior Maintenance Program
8. What is the fiscal impact related to filling this vacancy?

The position is 90% funded by CDBG funds, so the city impact is much less than other Clerk I positions. The starting pay for the position is \$16,328.00 annually, of which the city pays only \$1,633.80 for a resident.
9. Remarks/Comments:

With a busy construction year coming up and Mayor Devine's ongoing efforts to clean up neighborhoods, this position is critical to ensure a timely and efficient Exterior Property Maintenance Program.

Signature: \_\_\_\_\_

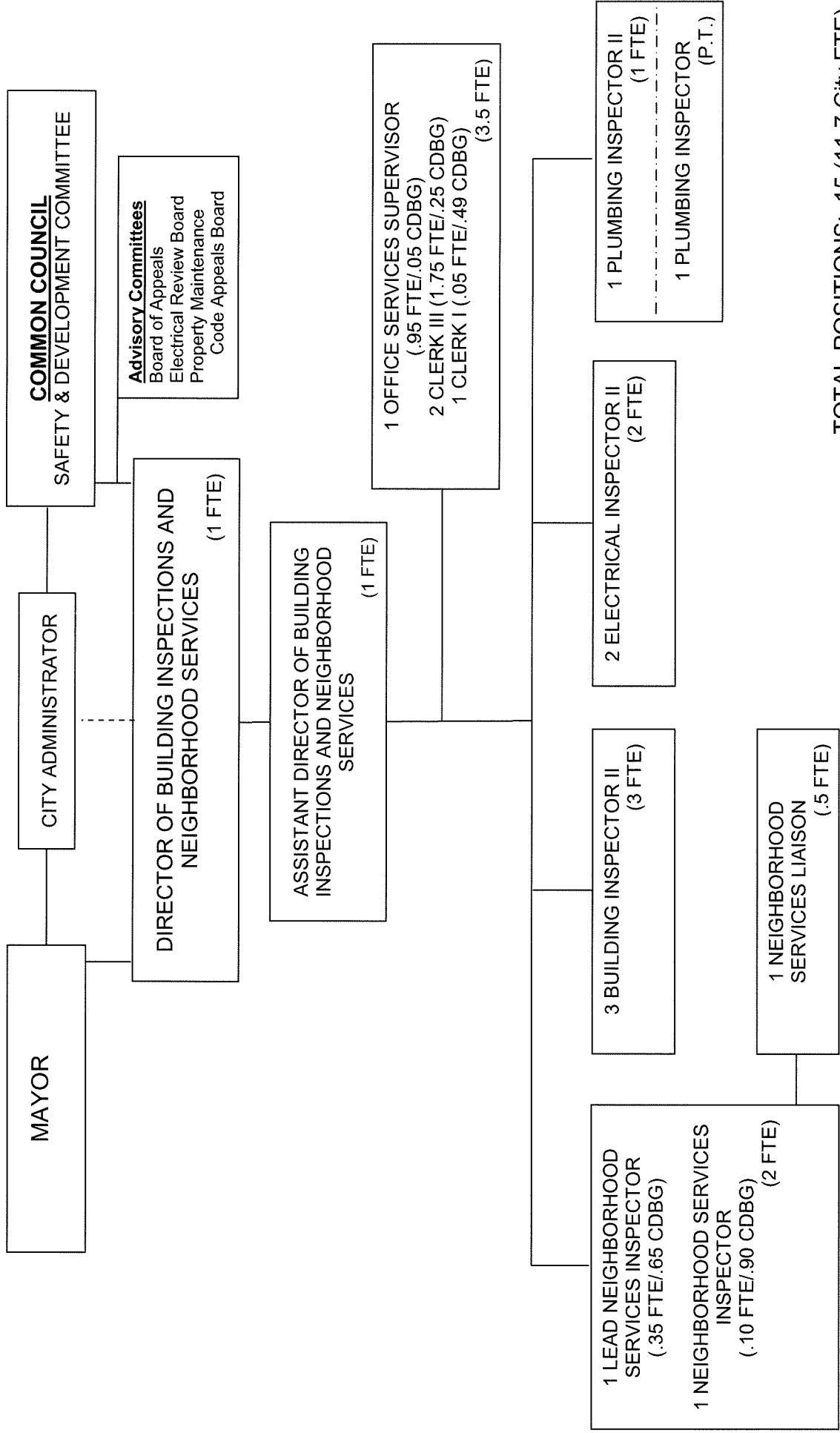
Ed Lisinski

Date: \_\_\_\_\_

12/30/14

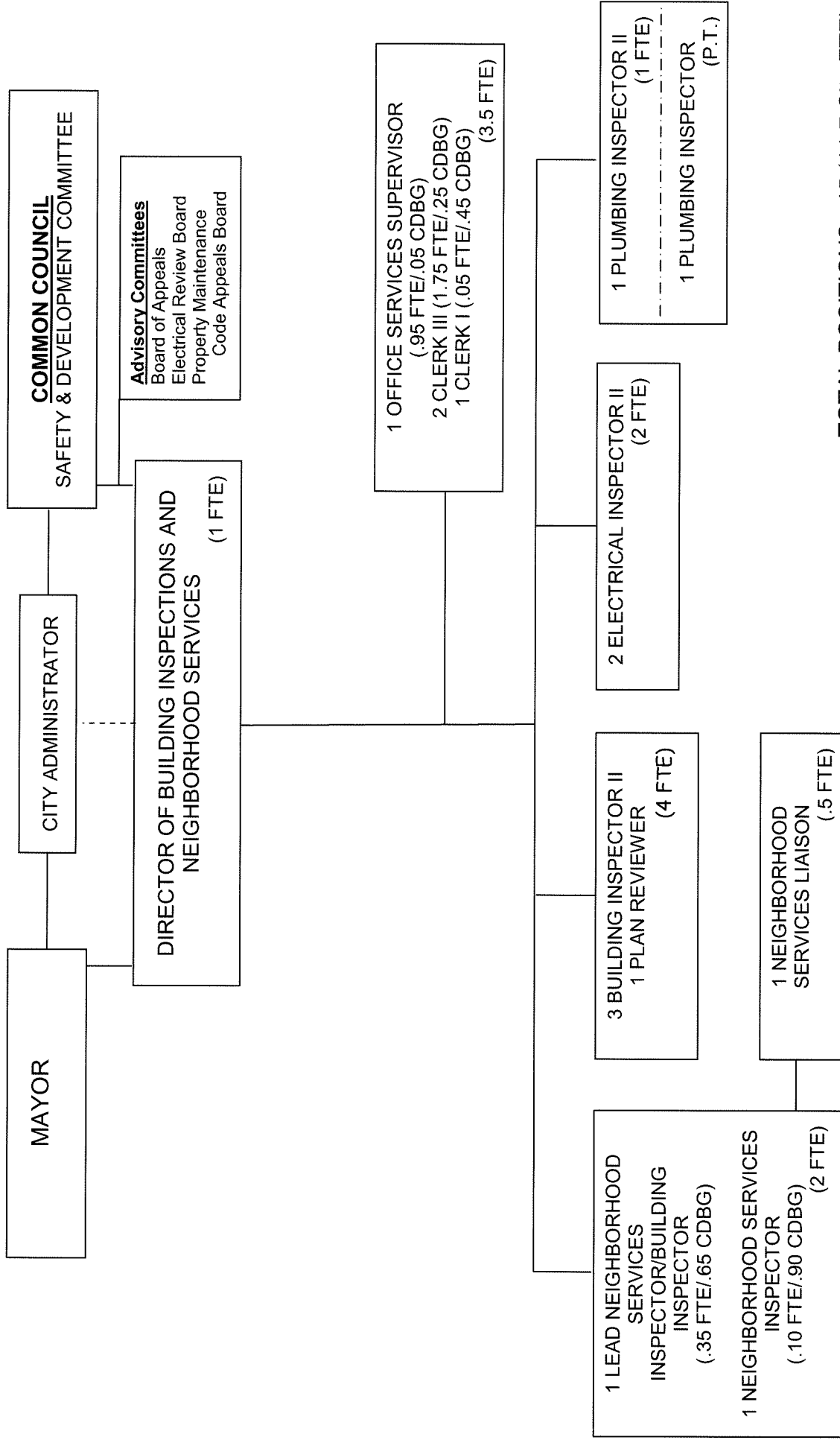
Title: Interim Director, Building Inspection & Neighborhood Services

**CURRENT ORGANIZATIONAL CHART  
BUILDING INSPECTIONS AND NEIGHBORHOOD SERVICES**



TOTAL POSITIONS: 15 (11.7 City FTE)

**PROPOSED ORGANIZATIONAL CHART  
BUILDING INSPECTIONS AND NEIGHBORHOOD SERVICES**



**TOTAL POSITIONS: 15 (11.7 City FTE)**