



Ed Lisinski
Director
Department of Building Inspections & Neighborhood Services
414.302.8400
elisinski@westalliswi.gov

August 21, 2018

Common Council
Administration and Finance Committee
West Allis, WI

RE: Extension of Hours for Neighborhood Services Liaison

Dear Committee Members,

I would like to request a temporary one-time increase of hours for Lisa Franzen, the Neighborhood Services Liaison, for the rest of 2018. Lisa was hired earlier this year to her current position of Neighborhood Services Liaison, which is a 0.5 FTE position. Recently, there was a member of the BINS Neighborhood Services staff (Zoning Inspector) who took a position in the Development Department. The Zoning Inspector position will take some time to refill, so there will be some cost savings to the City from unpaid salary, but that will also result in additional workload for the rest of the Neighborhood Services staff. Currently, Ms. Franzen's hours would expire on or around November 21st this year at her current 0.5 FTE rate. I am requesting permission from the Common Council to use some of the funds saved to keep Ms. Franzen with BINS full time until the end of 2018.

Ms. Franzen has been a huge benefit to the department since coming over from DPW. She has handled the majority of the tall grass and weed complaints this summer. In her role for the rest of the year, I would like her to provide additional inspection services to the rest of the Neighborhood Services staff who will have additional workload with the Zoning Inspector departure. She will also be able to help the Department at the start of this coming winter, as we transition into the snow and ice removal inspections. Keeping her on through the end of the year will help us to maintain a high level of property maintenance inspection response time, and will provide assistance during the transition to a new Zoning Inspector.

I request permission to expand Ms. Franzen's hours temporarily in 2018 only to assist in covering the work load during this time, using funds that will not be used as a part of this positional vacancy. I welcome any questions you may have.

Sincerely,

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

Ed Lisinski, P.E.
Director, Building Inspections and Neighborhood Services
7525 W. Greenfield Avenue
West Allis, WI 53214
elisinski@westalliswi.gov