

25.
7.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
-------------	-------	--------

2006-0506

Communication

In Committee

Director of Development communication requesting authorization for reorganization of the Department of Development.

Introduced: 8/1/2006

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Opposed

ACTION DATE:
AUG 07 2006

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak	✓			
		Czaplewski	✓			
		Dobrowski				
		Kopplin				
✓		Lajsic	✓			
		Narlock				
	✓	Reinke	✓			
		Sengstock				
		Vitale				
		Weigel	✓			
		TOTAL	5	0		

SIGNATURE OF COMMITTEE MEMBER

[Signature]
Chair

Vice-Chair

Member

COMMON COUNCIL ACTION **APPROVAL**

ACTION DATE:
SEP 05 2006

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
✓		Barczak	✓			
		Czaplewski	✓			
		Dobrowski	✓			
		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
	✓	Reinke	✓			
		Sengstock	✓			
		Vitale	✓			
		Weigel	✓			
		TOTAL	10	1		



CITY OF WEST ALLIS

WISCONSIN



Department of Development

JOHN F. STIBAL
Director

July 27, 2006

The Honorable Jeannette Bell and
Members of the Common Council
City Hall
West Allis, Wisconsin

RE: Reorganization of the Development Department

Dear Mayor Bell and Common Council Members:

The Department of Development is proposing a reorganization within the Planning Division and the Community Development Division. The reorganization will help the City achieve greater efficiency and specialization within the Planning Division. The goals of reorganization for the Community Development Division include reassignment of Beloit Road Senior Housing Complex duties, greater efficiency and a reduction in overtime.

Basically, the proposed reorganization will provide the following sufficient changes:

Planning Division

- 1) A Planner I (A-22) position will be upgraded or bolstered to a created Planner II (A-24) position. Responsibilities will include a specialization in comprehensive land-use planning, implementation of the City's Geographical Information System (GIS) software system, and provide analysis to prepare a revised City Zoning Ordinance. The position would oversee the activities of the Planner I position. The upgrade of the Planner I position to a Planner II will result in approximately \$3,000 budgetary increase funded in part by CDBG, general funds, and planning review fee revenues.

Community Development Division

- 1) With the retirement of the City's Real Estate Agent, the duties of Beloit Road Senior Housing Complex were absorbed by existing staffing positions. The filling of a Housing Specialist I (A-17) position through reclassification of the Housing Technician position will offer the Division an opportunity to reduce \$14,273 (FY 2005) in overtime through distribution of daily work. The Housing Specialist I will retain secretarial duties, but will have the ability to lease apartments at Beloit Road and process client information for the Section 8 Rent Assistance Program. The budgetary impact of the reclassification is \$3,937.40. Funding will be available through the federally funded Section 8 Rent Assistance operating budget and operating reserve.
- 2) The creation of the Housing Specialist I position will downsize the Housing Technician (A-14) position into a Secretary I (A-13) position and will remain unfilled. The change will provide

The Honorable Jeannette Bell and
Members of the Common Council
July 27, 2006
Page 2

\$1,060.80 savings. The downsize of the position is possible by reduced responsibilities and previous reassignment of job duties. The Community Development Division has plans to implement a new software system that offers great efficiency in the management of the Section 8 Rent Assistance program and Beloit Road Senior Housing Complex. The system utilizes various time saving template letters and programs - eliminating many manual activities now performed by the Housing Technician.

For your reference, attached is a copy of the Current Organization Chart and the Proposed Organization Chart. If you have questions or comments, please feel free to contact me at your earliest convenience.

Sincerely,



John F. Stibal
Director, Department of Development

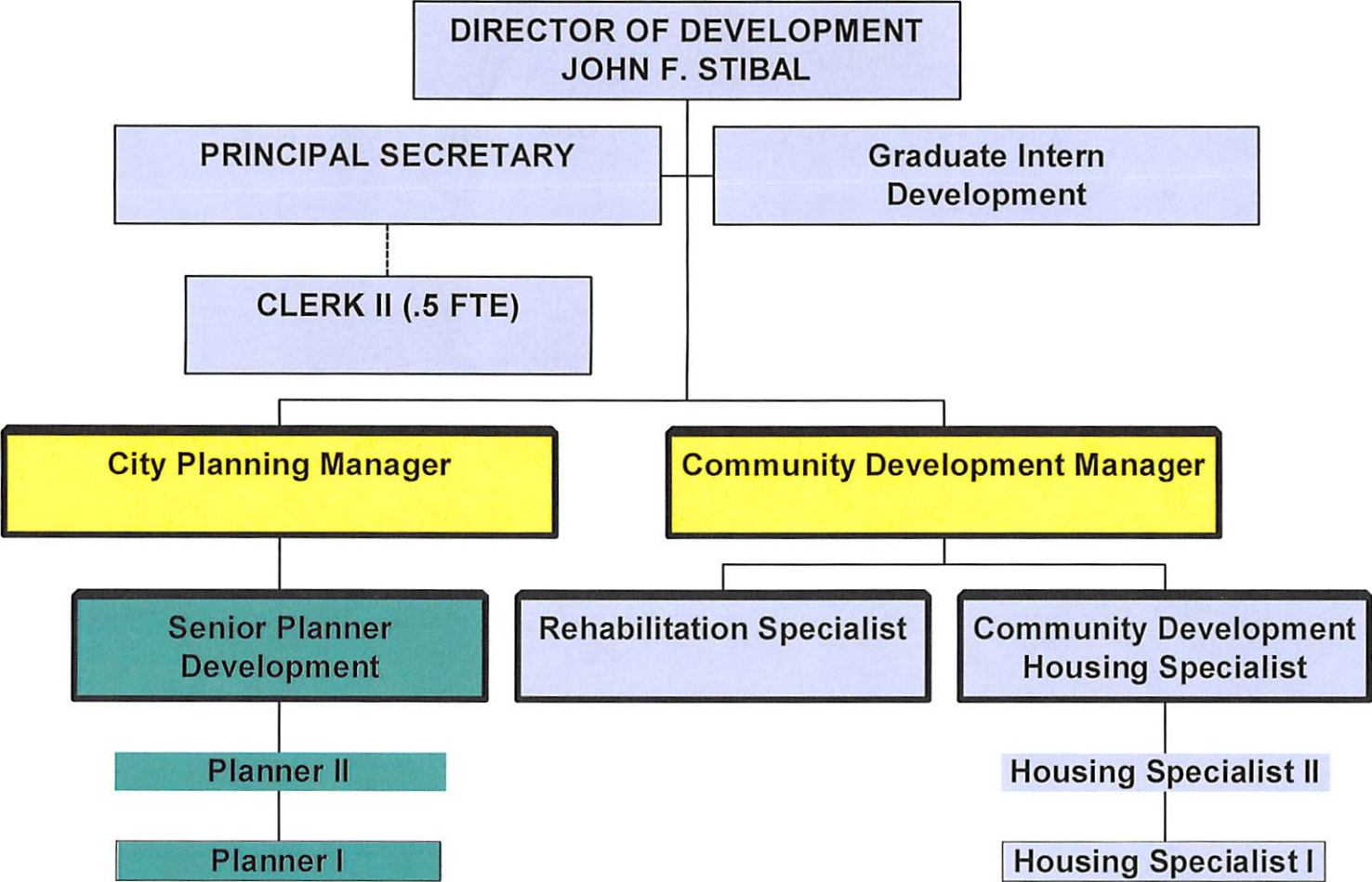
JFS:bjb

Enclosures

cc: Paul M. Ziehler, City Administrative Officer, Clerk/Treasurer
Audrey Key, Human Resources Manager
Steve J. Schaer, Manager, Planning & Zoning Division
Patrick Schloss, Community Development Manager

h\c-d-d-r

**ORGANIZATIONAL CHART
DEPARTMENT OF DEVELOPMENT
STAFFING CHART - Proposed**



ORGANIZATIONAL CHART
DEPARTMENT OF DEVELOPMENT
STAFFING CHART - Existing

