



John F. Stibal
Director
Department of Development
414.302.8460
jstibal@westalliswi.gov

April 26, 2017

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 W. Greenfield Ave.
West Allis, WI 53214

Mayor Devine and Common Council Members:

The Department of Development would like to promote Bart Griepentrog from Planner II to Senior Planner, in recognition of his current work assignments and performance. Prior to his full-time hiring in 2010, Bart earned a Masters of Urban Planning Degree (MUP) and has since attained nationally recognized professional certifications from the Congress for New Urbanism (CNU-A) and the American Planning Association (AICP).

Bart's professional nature, experience, high-level thinking, work assignments and performance, and project management skills qualify him for this promotion. Bart has consistently over-performed in his duties as a Planner II to fulfill the needs of the Department. I would like to reward those efforts by re-organizing the Department to function with two Senior Planners of equal duties underneath the City Planner. Ultimately, this arrangement is more reflective of its actual current operations.

Bart has filled various needs of the Department of Development allowing for internal flexibility and increased project depth. Beyond his day-to-day operations, he has drafted both Tax Incremental Financing and Redevelopment Plans, including financial analysis of project options. He took the project lead throughout the site selection, design and implementation of the skate park. Last year he worked with the Mayor to spearhead the City's first large scale public art mural, which gained great attention and positive response from the greater community. He authored and implemented a Bike Infrastructure grant that added bike lanes, shared markings and bike racks throughout the city. He continues to work with members of the IT Department on improving and streamlining the City's efforts to make permitting available online.

His projects have gone a far way at increasing the image of the City both within our own neighborhoods and throughout the region. His attention to detail, timeliness and comprehension of projects have become invaluable to the Department.

He willingly contributes to group discussions and is never discouraged from offering to help his coworkers on their assignments. Bart's collaborative work ethic, desire for professional development and attention to detail helps the Department of Development stay on track of both daily functions and special projects.

Thank you for your consideration of this request. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "John F. Stibal".

John F. Stibal
Director of Development

cc: Rebecca N. Grill, City Administrator
Audrey Key, Director of Human Resources



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.



Department/Division: Development Position Title: Senior Planner

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: ____/____/20____

Person Replaced: _____

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 5 / 02 / 20 17



Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
This position would satisfy the Department of Development's desire to reward current work performance and maintain much-needed project assignment flexibility, by allowing the promotion of current staff to a position reflective of existing practice and performance.

What will be the impacts on service functions to the public if the position is not filled? _____
If not created, the public would lose the benefits of having an additional high-level, professional planner on staff to provide top quality insight; response time, creativity and quality would be lost.

What will be the impacts on service to city staff if the position is not filled? _____
If not created, current staff would need to take on the additional high-level projects that are currently being assigned and carried out by this staff member. This would diminish the Department's ability to undertake special projects aligned with the City's Strategic Plan.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
This reorganization is being proposed in recognition of existing work performance and assignments. It will allow the Department of Development to continue to receive the benefits of high level performance.

How has this vacancy/need been covered so far? _____
This vacancy has been covered by existing staff being willing to out-perform its current job description.

How many other similar positions exist in this department? 1.0



Requestor Information

Please Print: John Stibal Director Development

Name Title Department

Signature/Date: *John Stibal* 4 / 26 / 17

Attached: Memorandum Current Position Description

CLASS TITLE: Senior Planner (Development)

DEFINITION: Under general supervision within the Department of Development; performs work of moderate difficulty in the implementation of the City's planning including redevelopment activities; performs related work as assigned.

EXAMPLES OF DUTIES: Responsible for preparation of land for redevelopment activities as related to the planning function of implementing current, long range planning projects and community revitalization activities; provides staff support to various boards, committees, and commissions as needed; directly involved with project management activities including the organization and review of development proposals throughout the municipal approval process; assistance with the preparation of purchase and sale agreements; assists in the drafting of new ordinances and amendments; develops and maintains computerized database; assists in completing special studies and projects including consultant activities; assists in the development, review, and approval process; collects, analyzes and interprets a wide range of community and urban planning information; performs architectural review of projects; may supervise other planner positions.

Assists in the investigation, analysis and recommendation of development opportunities with the City including, review of market studies, developer proformas, and development agreements; assists in the investigation, analysis and recommendation of long term planning efforts; provides input in the formulation of Planning agendas and budgets; analysis and recommendation of development opportunities with the City; assists in the investigation, analysis and recommendation of long term planning efforts including redevelopment, projected growth and development; assembles and analyzes data for local and regional planning studies; participates in meetings with land developers, architects, building contractors and representatives of other City departments to resolve problems within the limits of responsibility delegated; may assist with professional research and administrative work for state and federal programs, including grant submission and reporting requirements; conducts planning and redevelopment studies; assists in the formulation of planning and redevelopment policies.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree in Urban/Regional Planning, Architecture, Geography, Civil Engineering, or Public Administration; three to five years of recent work experience in regional or urban planning; one year of recent training and work experience with MS Excel, CAD and GIS operations.

Master's Degree and AICP preferred.

A valid Wisconsin Driver's License.

Knowledge and Skills: Considerable knowledge of the principles and practices of city or regional planning; considerable knowledge of local, state and federal laws pertaining to community planning, industrial and commercial development, historic preservation, community conservation and environmental analysis; good knowledge of project economics and project management; expertise with financial planning and implementation controls; good knowledge of supervision principles and techniques; good skill in supervising and inspecting the work of subordinate employees; good skill in the application of the principles and practices of municipal planning, urban design, site and landscaping, architectural review, redevelopment and community conservation; considerable knowledge of MS Excel, GIS systems, AutoCAD or Intergraph systems and other automated applications; considerable knowledge of local, state and federal laws governing urban planning and redevelopment. Ability to use Windows, Microsoft Office, Photoshop, Civic Plus, BP Logix, and InDesign applications at an advanced level, excellent verbal and written communications, ability to exercise sound judgment and decision making to consider potential actions and choose the best solution, and act as a positive team member while demonstrating continuous improvement, innovation and excellence.

CITY OF WEST ALLIS

Revised April 2017

Approved _____
Department Head Date

Approved _____
Division Head Date

Approved _____
Employee Date