



Building Inspection and  
Neighborhood Services  
bldginspect@westalliswi.gov  
414.302.8400

August 27, 2020

Common Council  
Administration and Finance Committee  
City of West Allis, WI

RE: Request to Fill Upcoming Vacant Neighborhood Services Inspector Position

Dear Committee Members:

In the coming weeks there will be a vacant Neighborhood Services Inspector position in the Department of Building Inspection and Neighborhood Services. Per Policy 1402, Section 5, because the position is a budgeted position, the City Administrator may ordinarily approve me to fill it. However, I am requesting that the Common Council allow me to fill this position due to the hiring freeze put into place to help mitigate the fiscal impacts of COVID-19 on the city.

My intention is to fill this vacant position with an internal promotional candidate, leaving that person's part-time position open. I am proposing to leave that open position unfilled for the remainder of 2020. With our new MyGovernmentOnline software coming on board later this year, I am hopeful that will help to streamline processes and automate procedures in the Neighborhood Services division. Due to this, I want to wait on refilling that part-time position at this time until we fully realize the value and benefits of that program. At that time, I can reevaluate departmental needs and see if this position is still necessary.

I also would like to fill this position immediately, so that the newly promoted employee will have two weeks with the departing employee to learn about the open cases in that section of the city and do some additional job shadowing. The employee being promoted has been doing some job shadowing and filling in during employee absences already, but additional time with the departing employee would be very beneficial to learn more about particular properties in that area.

I feel that this proposal will be very beneficial to the City in the long run, and will prepare the department for the upcoming winter season. If you have any questions, please feel free to reach out to me at any time.

Sincerely,

Edward Lisinski, P.E.  
Director, Department of Building Inspection and Neighborhood Services  
City of West Allis  
(414)302-8414  
[elisinski@westalliswi.gov](mailto:elisinski@westalliswi.gov)