



City of West Allis
Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2003-0059	Resolution	In Committee
	Resolution Relative to the Transfer of \$6,000 from the Contingency Fund to the City Attorney's Office Salary Account (021-111.00) for the Staff Increase of the Part-Time Legal Secretary from Half-time to Three-Quarters Time.	
	Introduced: 02/18/2003	Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

MOVER: Reinke AYES 5 NOES 0
SECONDER: Lajszic EXCUSED _____
COMMITTEE ACTION DATE 2-18-03

SIGNATURES OF COMMITTEE MEMBERS

Chair

Vice-Chair

COMMON COUNCIL ACTION adoption

FINAL ACTION DATE 2-18-03

MOVER:

Czaplewski

SECONDER:

Barczak

	AYE	NO
1. Barczak	☒	☐
2. Czaplewski	☒	☐
3. Kopplin	☒	☐
4. Lajszic	☒	☐
5. Murphy	☒	☐
6. Narlock	☒	☐
7. Reinke	☒	☐
8. Sengstock	☒	☐
9. Trudell	☒	☐
10. Vitale	☒	☐
TOTAL	<u>10</u>	<u>0</u>

cc: Attorney
General
Department
Administration



City of West Allis

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West Allis, WI 53214

Resolution

File Number: R-2003-0059

Final Action:

2-18-03

Resolution Relative to the Transfer of \$6,000 from the Contingency Fund to the City Attorney's Office Salary Account (021-111.00) for the Staff Increase of the Part-Time Legal Secretary from Half-time to Three-Quarters Time.

WHEREAS, the City Attorney's Office has experienced increased productivity performing long neglected and never performed tasks; and

WHEREAS, said increase in production needs to be supported by additional secretarial staff; and,

WHEREAS, this production need can be met by an increase in staff authorization for the half-time Legal Secretary to the level of three-quarters time; and,

WHEREAS, the City Attorney's Office 2003 budget does not have sufficient budgeted salary amounts to fund this one-quarter Legal Secretary staff authorization increase; and,

WHEREAS, the City Attorney's Office 2003 budget was significantly under its 2002 budget.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the staff authorization for the half-time Legal Secretary position increase to three-quarters time is hereby approved.

BE IT FURTHER RESOLVED that \$6,000 is hereby approved for transfer from the City's Contingency Fund to the City Attorney's Office Salary Account (021-111.00).

ADM\ORDRES\ADMR213

ADOPTED

2/18/03

Paul M. Ziehler, Acting City Clerk/Treasurer

APPROVED

February 21, 2003

Jeannette Bell, Mayor



CITY OF WEST ALLIS

WISCONSIN



OFFICE OF THE CITY ATTORNEY

Scott E. Post
City Attorney

February 4, 2003

Administration and Finance Committee
City of West Allis

RE: Increased Hours for Part-Time Legal Secretary
From Half-Time to Three-Quarter-Time

Dear Committee Members:

Since October 2002 when this office was fully staffed with attorneys, there has been an increase in the productivity in this office such that the secretarial staff (1 ½ positions) is having a difficult time keeping up with the workload. After allowing several months to pass to determine if this was simply the initial burst of activity from a new staff, I have come to the conclusion that it is permanent in nature. The City Attorney's Office has begun to perform tasks that were long neglected and has also taken on tasks that were never performed by this office. It is anticipated that this will continue into the foreseeable future. Therefore, it is necessary that we have the secretarial staff to support those activities.

Therefore, I am asking that the part-time Legal Secretary be increased from one-half time to three-quarters time. To accomplish this, approximately \$6,000 would need to be transferred into the budget for the City Attorney's Office for the remainder of 2003. It is anticipated that this position would then remain a three-quarter-time position for the foreseeable future.

I look forward to discussing this request with you at an upcoming committee meeting.

Yours very truly,

Scott E. Post
City Attorney

SEP:da

Scott/Corr/Increase Time-KPalmer

cc: Mayor Jeannette Bell
Paul M. Ziehler