



DEPARTMENT OF DEVELOPMENT

John F. Stibal
Director

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December 16, 2010

The Honorable Dan Devine and
Members of the Common Council
City Hall
West Allis, Wisconsin

RE: Reorganization of the Development Department

Dear Mayor Devine and Common Council Members:

The Department of Development is proposing reorganization within the Community Development and Planning Divisions. The reorganization will help the City achieve greater efficiency, capture additional federal resources, and develop creative programs to assist with job creation and development within the community. The reorganization is reflective of changes in the economy and the receipt of a substantial amount of federal resources. Further, the reorganization would support steps necessary to pursue additional federal and state resources that are instrumental in supporting redevelopment costs and fostering job creation concepts.

The goals of reorganization for the Community Development and Planning Division include creating a Community Development Supervisor position that will work in conjunction with the Community Development Manager under the direction of the Director of Development. The Planning Division would convert a Planner I position that is currently filled on a temporary basis to a permanent position. The Planner II position will remain vacant.

The new Community Development Supervisor position will assist in the coordination of federal grant requirements, manage various aspects of City projects including development projects, creation of redevelopment plans and tax increment financing plans, coordination of consultants, participate in developer negotiations, assist in the marketing and promotion of the City, supervise staff associated in the delivery of housing programs such as Section 8 Housing Choice Voucher Program, HOME and Community Development Grant (CDBG) Housing Rehabilitation programs, and the Beloit Road Senior Housing Complex.

The proposed reorganization was budgeted for FY 2011. The Community Development Supervisor position would be supported with federal grant funds such as Community Development Block Grant funds, Neighborhood Stabilization Funds, and Section 8 Housing Choice Voucher. In addition, administration funds budgeted within Tax Increment Financing Districts would be utilized to support the reorganization. The Planner I would be supported with budgeted general City funds and Community Development Block Grant funds.

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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

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

Community Development Division

