



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2004-0109	Communication	In Committee
Communication from City Assessor regarding reorganization plan for Assessor's office.		
Introduced: 2/18/2004		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Approved

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 18 2004	<input checked="" type="checkbox"/>		Barczak	<input checked="" type="checkbox"/>			
			Czaplewski	<input checked="" type="checkbox"/>			
			Kopplin	<input checked="" type="checkbox"/>			
		<input checked="" type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input checked="" type="checkbox"/>		Narlock				
			Reinke	<input checked="" type="checkbox"/>			
			Sengstock				
			Trudell				
			Vitale				
			Weigel				
			TOTAL	5	1		

SIGNATURE OF COMMITTEE MEMBER (RECORDER)

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 18 2004	<input checked="" type="checkbox"/>		Barczak	<input checked="" type="checkbox"/>			
			Czaplewski	<input checked="" type="checkbox"/>			
			Kopplin	<input checked="" type="checkbox"/>			
			Lajsic	<input checked="" type="checkbox"/>			
		<input checked="" type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
			Reinke	<input checked="" type="checkbox"/>			
			Sengstock	<input checked="" type="checkbox"/>			
			Trudell	<input checked="" type="checkbox"/>			
			Vitale	<input checked="" type="checkbox"/>			
			Weigel	<input checked="" type="checkbox"/>			
			TOTAL	10	1		



CITY OF WEST ALLIS

WISCONSIN



CITY ASSESSOR

February 12, 2004

Mayor Jeannette Bell and the City of West Allis Common Council

RE: Assessor's Office Reorganization

Recently, Mary Hennen an Appraiser II (3/4 time) resigned her position to accept an offer with the City of Milwaukee. This event has led to our need for a minor reorganization in our office. I am requesting that the Appraiser II (3/4 time) position be replaced with an Appraiser I (full time) employee. This position would be filled by promotion of a current staff member. I am seeking to promote an Assessment Clerk I (full time) to this newly created position of Appraiser I. This employee meets all the requirements and certifications for this position.

This promotion will then open up the Assessment Clerk I position. I am requesting that this position be adjusted from full time to 3/4 time. This decrease in hours for the Assessment Clerk I position is made possible by the startup of the Webmap / Assessor's internet site. The potential savings to the City by this reorganization plan would be between \$3,000 and \$4,000.

I am hereby requesting Council approval of this reorganization plan for the City Assessor's Office.

Respectfully Submitted,

Charles F. Ruud
City Assessor