

17.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
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2013-0661 Request Introduced

Communication from City Administrative Officer regarding request to fill the vacant position of Municipal Library Janitor at the Public Library.

Introduced: 11/19/2013

Controlling Body: Administration & Finance Committee

### COMMITTEE RECOMMENDATION

*APPROVAL + FILE*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<i>11-19-13</i>	<input type="checkbox"/>	<input type="checkbox"/>	Barczak				
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	May	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Probst	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke				
	<input type="checkbox"/>	<input type="checkbox"/>	Roadt				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel				
		TOTAL		<i>5</i>	<i>0</i>		

### SIGNATURE OF COMMITTEE MEMBER

*[Signature]*

Chair

Vice-Chair

Member

### COMMON COUNCIL ACTION

*APPROVAL PLACE ON FILE*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<i>NOV 19 2013</i>	<input type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	May	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Probst	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Roadt	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
		TOTAL		<i>10</i>			



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
*Clerk/Treasurer*


414/302-8294  
414/302-8207 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

[pziehler@westalliswi.gov](mailto:pziehler@westalliswi.gov)  
[www.westalliswi.gov](http://www.westalliswi.gov)

**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: November 14, 2013

Attached is Mike Koszalka's request to fill the vacant position of Municipal Library Janitor at the Public Library.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw  
cc: Mayor  
HR Division  
Mike Koszalka

ADM\CORR\VACPOSREQ LibJanitor 1113





**PUBLIC LIBRARY**  
7421 West National Avenue  
West Allis, Wisconsin 53214-4699

November 12, 2013

Paul Ziehler  
City Administrative Officer  
City Hall  
West Allis, Wisconsin 53214

Dear Mr. Ziehler:

I respectfully request that the Administration and Finance Committee give its approval to fill a Municipal Library Janitor position at the Public Library. This budgeted position became vacant on November 5, 2013 when Peter Mwana-Bute's employment terminated after one month of full-time service at the Library.

Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka".

Michael Koszalka  
Library Director

JN

RECEIVED  
NOV 14 2013  
CITY OF WEST ALLIS  
CAO

**REVIEW BY CITY ADMINISTRATIVE OFFICER  
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: MUNICIPAL LIBRARY JANITOR
2. Department/Division: Library
3. Vacancy Date: November 5, 2013
4. Vacancy Reason: Termination of employment
5. a. What are the specific work responsibilities of the position?  
**Duties include: vacuums carpeting; mops floors; dusts; cleans rest rooms; washes sinks and drinking fountains; collects and disposes of trash and waste paper; replaces lights, soap, toilet paper, towels; performs grounds maintenance including shoveling snow, picking up debris, cleaning and salting walkways. Assists in the set-up of public meeting rooms. Makes deliveries to City Hall, the Post Office, STARS participants (Service to Adult Readers with Special Needs), etc. Secures the building at closing.**  
b. How many other such positions exist in this Department?  
**This is the only Municipal Library Janitor position (only janitorial position). Currently, the library also has 1 Custodian III position and 600 hours of part-time Custodian help.**

What are the reasons why the position must be filled?

**If this position is not filled, we will not be able to maintain our facility at its current level. We would experience a noticeable decline in the overall appearance and cleanliness of the building (restrooms, children's area, grounds, etc.). Most weeks, the public library is open to the public 7 days/64 hours. This is a heavily used public facility with over 7,500 patron visits each week. This position is responsible for closing and securing the building every evening (Monday-Friday) — works a 3 p.m.-11 p.m. shift.**

7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
**We would not be able to maintain the building at the present level. We would not be able to have custodial staff on duty during the hours the library is open to the public. We would no longer have the ability to quickly "clean-up" unplanned spills, accidents, etc., allowing us to keep all public areas of the building available.**
  - b. Service to staff.  
**Staffing patterns would be affected-possibility of split shifts and long periods without any custodial help. Reassignment of duties that would result in the remaining custodial staff being forced to postpone or cancel some of their own duties.**
8. What is the fiscal impact related to filling this vacancy?  
**Salary was budgeted for 2013 at Level L-12, 95%, R-rate, (\$1,657.60 bi-weekly).  
New hire would be at Level L-12, Step A, R-rate, (\$1,600.80 bi-weekly).**

9. Remarks/Comments:

Signature: Michael Kozzella

Date: 11-13-2013

Title: Library Director

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CITY OF WEST ALLIS  
CAO