



Peter C. Daniels, P.E.
City Engineer
Engineering Department
pdaniels@westalliswi.gov
414.302.8360

MEMORANDUM

TO: Mayor Devine, Common Council Members

FROM: Peter Daniels, P.E., City Engineer

DATE: April 7, 2022

SUBJECT: Request for Reclassification of Administrative Support Assistant position to Civil Engineer position

Mayor and Council Members:

This communication is a request for your approval of the reclassification of our Administrative Support Assistant position to a Civil Engineer position, and for your approval to fill the reclassified position. Our Administrative Support Assistant position in Engineering is currently vacant after the resignation of Rebecca Fleming effective March 18, 2022.

In evaluating the current needs of the Engineering Department, we would suggest filling this position as a Civil Engineer instead of as an Administrative Support Assistant for the following reasons:

1. West Allis has one of the **smallest number of engineers** on staff among all the comparably sized cities in Wisconsin
2. The Engineering Dept. **workload has quadrupled** in recent years after the City's utilities turned 100 years old and we began replacing all the water main, sanitary sewer and storm sewer on our projects.
3. The Engineering Dept. anticipates a further increase in workload due to several large projects totaling **\$212 Million** that will be beginning soon including: State Trunk Highway 59, State Trunk Highway 181, I-94, new Washington Street, Bipartisan Infrastructure Law (BIL) program projects, replacement of all remaining lead water services, a new DPW garage, a new City Hall, and replacement of all the high voltage street lighting throughout the City.
4. The fiscal impact of this reclassification is a **\$14,190 net salary reduction** on the General Fund since the new Civil Engineer position will charge 70% of their time to the utilities.
5. This will allow the City to develop more engineering specialties in house such as **green infrastructure design and traffic engineering design**.

The City of West Allis has one of the smallest numbers of engineers on staff among all the comparably sized cities in Wisconsin. We currently have 6.5 engineers on staff (Leo Kos, our City Surveyor spends half the year inside as an Engineer and half the year outside as our City Surveyor). Comparable cities in Wisconsin like Kenosha, Janesville and Menomonee Falls all employ 7 engineers; Appleton employs 8, La Crosse employees 9 and Waukesha employees 10 engineers.



The Engineering Dept. workload has quadrupled in recent years after the City's utilities turned 100 years old and we began replacing all the water main, sanitary sewer and storm sewer on our projects. The City of West Allis has come of age and so over the last decade we have been rapidly accelerating the pace of replacing all our sewers and water main for the first time in our 100-year history. But we are not able to keep up with the current needs and the City is falling behind in the rate of replacement for streets and sewers and water main as a result. The City is not replacing our infrastructure at a sustainable rate

The Engineering Dept. anticipates a further increase in workload due to several large projects totaling **\$212 Million** that will be beginning soon. These major projects are over and above our normal workload and will require a substantial increase in staff:

1. State Trunk Highway 59 (Greenfield/National Ave.): 84th to 56th = \$34.5 Million
2. State Trunk Highway 59 (Greenfield Ave.): 124th to 106th = \$1.7 Million
3. State Trunk Highway 181: (84th St.): Schlinger to Greenfield = \$12.8 Million
4. New Washington Street from 60th to 70th = \$20 Million
5. Federal Bipartisan Infrastructure Law (BIL): National Ave. from 108th to 95th = \$10 Million
6. Replacement of lead water services = 7,000 services X \$5,000 each = \$35 Million
7. New DPW garage = \$50 Million
8. New City Hall = \$38 Million
9. Replacement of high voltage street lighting = \$10 Million

The fiscal impact of this reclassification is a **\$14,190 net salary reduction** on the General Fund since the new Civil Engineer position will charge 70% of their time to the utilities. Conversely the Administrative Support Assistant position only charged 18% of their salary to the utilities over the past year. So only **\$18,125** or 30% of the annual Civil Engineer salary (\$61,235.20) will be charged to the General Fund compared to \$32,316 or 82% of the Administrative Support Assistant salary (\$39,457.60).

The filling of this vacant position at the Civil Engineer level would also give us much more versatility in assigning tasks and allow the City to take on more engineering specialties in house such as green infrastructure design and traffic engineering design for which we currently have a lack of expertise in the Department.

Your favorable consideration of this request is appreciated given the timing and impact of the vacancy relating to the continuity of operations of the department.