



COMMUNITY DEVELOPMENT

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MEMO

To: Kevin Lahner, City Administrator
Peggy Kadrich, Interim Human Resources Director
Human Resources Committee

From: Jennifer Andrews, Community Development Director

Date: January 8, 2019

Re: Staff reclassification

Upon being notified that Sally Kahlfeldt, the Special Projects Coordinator, would be retiring Maria and I took a lean government approach to examining her position as written, how the department has been operating in terms of workload and responsibilities as well as the department's staffing needs. The outcome of this review is that I would like to reclassify the 4 positions listed below.

Special Projects Coordinator

Reclassify to Associate Planner with a focus on small business coordination

- This position has evolved over time. In the past 2 years much of Sally's efforts have been centered around working with and developing relationships with small businesses, being a liaison to the Waukesha Downtown Business Alliance, helping implement branding and marketing strategies including coordinating the events Riverside Rhythms and Wauktober Wine & Beer Walk. Her other responsibilities included staffing the Public Art Committee, assisting the department with website maintenance and working with Jeff Fortin as the main contact for the state program Connect Communities. The impact she has made in the business community and furthering public art in the community are very valuable. We believe those efforts can be continued by an Associate Planner that has these activities as part of their focus. The advantage to adding the planning skill set to this position is flexibility in assigning planning work that needs attention but was beyond Sally's skill set. An example is the day to day administration of the CDBG program. Currently, responsibility for the CDBG program is spread across 3 employees in the department because of workload constraints. We believe the centralizing the administration of the program with one employee would allow for a more effect and efficient program. The Department is also looking at major revisions to the zoning code and comprehensive plan in the next several years. An employee with a planning background would help the department do much of that work internally as opposed to hiring a consultant.

Senior Planner – Planning & Zoning

Reclassify to Principal Planner – 5% increase in salary

- Doug Koehler currently holds this position. Over the past year Doug has taken on more responsibility in terms of managing the planning approval process and mentoring and directing the work of other employees. He has worked closely over the last year with Engineering to clarify the application process and update fees. Doug has shown the skills necessary to manage the Associate Planners and the ability



to effectively manage the planning approval process. As Principal Planner Doug would manage the day to day operations of the Planning Division just as Kristin Stone, Chief Building Inspector, manages the day to day operations of the Building Inspection Division. This would allow Doug to be more focused on making improvements to the approval process as well as working with the Associate Planners on zoning code updates and comprehensive plan updates. In the planning profession Principal Planner is a term used to describe the supervising planner. The increase in salary is warranted because of the increased responsibilities of the position including supervising the Associate Planners and additional responsibilities related to managing Plan Commission workflow.

City Planner

Reclassify to Deputy Community Development Director – 5% increase in salary

- Maria Pandazi currently holds this position. Maria has been taking a deep dive into the internal operations of the department from accepting an application at the counter to the file retention after the final inspection. I have given her and the department very specific goals to make customer access to information quicker and easier and to implement a fully digital application and inspection process. These changes influence the workflow of every employee in the department and Maria has been leading this implementation. Reclassifying her position would relieve her of her day to day planning responsibilities and allow her to focus more on department wide operations and policies. In addition, she would be my representative when I am unavailable and assist the Chief Building Inspector and Principal Planner with issues related to personnel. Maria is already a resource to the Chief Building Inspector in personnel matters in my absence. This would formalize that role and responsibility. The focus of the position would be department wide instead of only on the Planning Division. The increase in salary is warranted because of the increased responsibilities that this position would hold including operational responsibility over both the Building Inspection Division and the Planning Division.

Plan & Permit Review Technician

Reclassify to Inspector – Property Maintenance – Salary Grade 9

- Angie Grover currently holds this position. Angie has taken on all the grass and weed inspections for the department. In 2018 this was 486 inspections. Angie has also taken on overflow property maintenance cases from the other property maintenance inspectors. In 2014 we completed a total of 485 property maintenance inspections. In 2018 we completed a total of 1614 property maintenance inspections. We could not have completed that many inspections in 2018 without Angie. I do not expect the number of code cases to decline therefore it is important that Angie's work as an inspector is reflected in her title and classification. We will not be able to sustain this level of code enforcement inspections without Angie's focus on code enforcement and I think it is important that we sustain our current levels. Angie is a licensed building inspector and holds the credentials necessary for the inspector position.

I believe we have made great strides in the last 4 years towards modernizing the department and making the department more accessible and easier to use. I believe these changes in staffing more accurately reflect how we are currently operating and also how I have refocused the staff to provide the best service we can to the community and customers. Waukesha faces big challenges in the years to come in terms of attracting development, workforce and redevelopment. This shift would realign the department into a posture I believe necessary to best address those challenges.

Please find attached a spreadsheet showing the budget impacts of the changes proposed. You will see that there is an overall cost savings with this reclassification. I am also including job descriptions for the positions that would be changing.