

12.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2009-0272 Resolution Introduced

Resolution approving the amended Employment Contract with the City Engineer to include responsibilities of the Director of Public Works.

Introduced: 12/15/2009

Controlling Body: Administration & Finance Committee

Sponsor(s): Administration & Finance Committee

COMMITTEE RECOMMENDATION *adopt*

ACTION DATE:
DEC 15 2009

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak				
		Czaplewski				
		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
X		Reinke	✓			
		Roadt				
		Sengstock				
	X	Vitale	✓			
		Weigel				
TOTAL			5			

SIGNATURE OF COMMITTEE MEMBER

Kurt E. Kopplin

Chair Vice-Chair Member

COMMON COUNCIL ACTION **ADOPT**

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak	✓			
		Czaplewski	✓			
		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
		Reinke	✓			
		Roadt	✓			
		Sengstock	✓			
	✓	Vitale	✓			
		Weigel	✓			
TOTAL			10			



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2009-0272

Final Action:

Sponsor(s): Administration & Finance Committee

DEC 15 2009

Resolution approving the amended Employment Contract with the City Engineer, Michael G. Lewis, to include responsibilities of Director of Public Works.

WHEREAS, the Common Council of the City of West Allis has recommended the establishment of the new position of Director of Public Works/City Engineer; and,

WHEREAS, Mayor Dan Devine has recommended the appointment of Mr. Michael G. Lewis of West Allis, Wisconsin (currently the City Engineer) to the position of Director of Public Works/City Engineer; and,

WHEREAS, the Common Council of the City of West Allis has confirmed Mayor Devine's appointment of Mr. Lewis to said position; and,

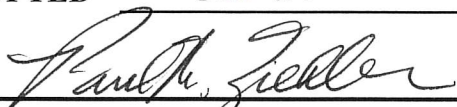
WHEREAS, Mr. Michael G. Lewis has indicated his willingness to accept said position.


NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the recommendation of Mayor Devine and the Administration & Finance Committee regarding the appointment of Mr. Michael G. Lewis to the position of Director of Public Works/City Engineer be and is hereby confirmed.

BE IT FURTHER RESOLVED that the amendments to the Employment Contract for the position of City Engineer of the City of West Allis, relative to the employment of Mr. Michael G. Lewis, be and the same hereby is approved to include the additional responsibilities of Director of Public Works, effective December 16, 2009.

BE IT FURTHER RESOLVED that the proper City officials are hereby authorized and directed to execute the amended Employment Contract on behalf of the Common Council and City of West Allis.

ADM\ORDRES\ADMR383

ADOPTED DEC 15 2009

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED 12/21/09

Dan Devine, Mayor

**AMENDMENT OF EMPLOYMENT CONTRACT
TO INCLUDE RESPONSIBILITIES OF
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
OF CITY OF WEST ALLIS**

This amendment, made and entered into by and between the City of West Allis, a municipal corporation organized and existing by virtue of the laws of the State of Wisconsin, and Mr. Michael G. Lewis, currently residing at 9425 West Harrison Avenue, West Allis, Wisconsin 53227.

WITNESSETH:

WHEREAS, the Common Council has established the position of Director of Public Works/City Engineer in the unclassified service of the City; and,

WHEREAS, the current City Engineer, Michael G. Lewis, is being appointed by the Mayor and confirmed by and responsible to the Common Council for the performance of the Director of Public Works/City Engineer duties; and,

WHEREAS, Mayor Dan Devine has recommended the appointment of Mr. Michael G. Lewis to the position of Director of Public Works/City Engineer, and Mr. Lewis has indicated his willingness to accept said appointment; and,

WHEREAS, the Common Council of the City of West Allis has confirmed Mayor Devine's appointment of Mr. Lewis to said position.

NOW, THEREFORE, it is hereby agreed by and between the Common Council of the City of West Allis (hereinafter "City") and Mr. Michael G. Lewis (hereinafter "DPW/CE") that the City does hereby amend the Employment Contract of Mr. Michael G. Lewis, dated May 18, 2000, for the position of City Engineer, to also employ Mr. Lewis as DPW/CE in the position of Director of Public Works/City Engineer for the City of West Allis, effective December 16, 2009.

OATH: Before entering upon the duties of his office, the DPW/CE shall file with the City Clerk an oath for the faithful performance of his duties as DPW/CE.

RESPONSIBILITIES: The DPW/CE agrees to perform the additional responsibilities as specified in Section 2.29 Powers, Duties, and Responsibilities (of DPW/CE).

This addition constitutes a formal, written amendment between the parties hereto and no verbal statement shall supersede any of its provisions.

Dated this _____ day of _____, 2009.

CITY OF WEST ALLIS

By: Dan Devine
Dan Devine, Mayor

By: James Sengstock
James Sengstock, President
West Allis Common Council

By: Paul M. Ziehler
Paul M. Ziehler,
City Administrative Officer, Clerk/Treasurer

I hereby accept this amendment as stated in this Contract and agree to abide by its provisions, effective December 16, 2009.

_____ Dated: _____, 2009
Michael G. Lewis

Countersigned this _____ day of _____, 2009, and I hereby certify that provision has been made to pay the liability that will accrue under this Contract between the City of West Allis and Mr. Michael G. Lewis.

(Name) _____
(Title) _____ (Comptroller)

Approved as to form this _____ day
of _____, 2009

Scott E. Post, City Attorney

ADMMISC\EMPCONT-AMENDED.MLEWIS

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TO INCLUDE RESPONSIBILITIES OF
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
OF CITY OF WEST ALLIS**

This amendment, made and entered into by and between the City of West Allis, a municipal corporation organized and existing by virtue of the laws of the State of Wisconsin, and Mr. Michael G. Lewis, currently residing at 9425 West Harrison Avenue, West Allis, Wisconsin 53227.

WITNESSETH:

WHEREAS, the Common Council has established the position of Director of Public Works/City Engineer in the unclassified service of the City; and,

WHEREAS, the current City Engineer, Michael G. Lewis, is being appointed by the Mayor and confirmed by and responsible to the Common Council for the performance of the Director of Public Works/City Engineer duties; and,

WHEREAS, Mayor Dan Devine has recommended the appointment of Mr. Michael G. Lewis to the position of Director of Public Works/City Engineer, and Mr. Lewis has indicated his willingness to accept said appointment; and,

WHEREAS, the Common Council of the City of West Allis has confirmed Mayor Devine's appointment of Mr. Lewis to said position.

NOW, THEREFORE, it is hereby agreed by and between the Common Council of the City of West Allis (hereinafter "City") and Mr. Michael G. Lewis (hereinafter "DPW/CE") that the City does hereby amend the Employment Contract of Mr. Michael G. Lewis, dated May 18, 2000, for the position of City Engineer, to also employ Mr. Lewis as DPW/CE in the position of Director of Public Works/City Engineer for the City of West Allis, effective December 16, 2009.

OATH: Before entering upon the duties of his office, the DPW/CE shall file with the City Clerk an oath for the faithful performance of his duties as DPW/CE.

RESPONSIBILITIES: The DPW/CE agrees to perform the additional responsibilities as specified in Section 2.29 Powers, Duties, and Responsibilities (of DPW/CE).

This addition constitutes a formal, written amendment between the parties hereto and no verbal statement shall supersede any of its provisions.

Dated this 21st day of December, 2009.

CITY OF WEST ALLIS

By: Dan Devine
Dan Devine, Mayor

By: James Sengstock
James Sengstock, President
West Allis Common Council

By: Paul M. Ziehler
Paul M. Ziehler,
City Administrative Officer, Clerk/Treasurer

I hereby accept this amendment as stated in this Contract and agree to abide by its provisions, effective December 16, 2009.

Michael G. Lewis
Michael G. Lewis

Dated: 12/22, 2009

Countersigned this 23 day of Dec, 2009, and I hereby certify that provision has been made to pay the liability that will accrue under this Contract between the City of West Allis and Mr. Michael G. Lewis.

Gregory Schimzo
(Name) Gregory Schimzo
(Title) comptroller (Comptroller)

Approved as to form this 22 day
of Dec., 2009

Scott E. Post
Scott E. Post, City Attorney

CLASS TITLE: Director of Public Works/City Engineer

DEFINITION: Under administrative direction; performs work of unusual difficulty in directing, planning and coordinating the Public Works and Engineering operations; performs related work as assigned.

EXAMPLES OF DUTIES: Supervises the management and operation of the two branches in the Department of Public Works Operations which comprises Public Works and Engineering, including all engineering and public works operations, maintenance and construction; defines and delegates authority and responsibilities to subordinate managers and supervisors; makes decisions or recommendations regarding the expenditure of available resources; coordinates the work of the branches supervised with associated activities, with other departments and where appropriate, with the public; plans, establishes and supervises emergency service systems; develops short and long range plans.

Formulates, initiates, and executes programs, policies and procedures; develops and maintains a comprehensive program for organizational, procedural and administrative planning; determines, prepares and administers budget, personnel and other program requirements; prepares and/or directs the preparation of technical and financial reports; procures grants; reviews and evaluates existing programs; plans and administers a program for the technical and professional development of department staff; represents the Department to the Mayor, Common Council, Boards, Commissions and the public concerning all Public Works and Engineering matters; represents management in labor relations and negotiations; researches new techniques and developments in the field of Public Works and Engineering; represents the City at various meetings, conferences, and hearings when required to do so.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelors Degree in Civil Engineering and ten (10) years of recent, progressively responsible, professional Engineering and/or Public Works work experience with six (6) years of progressively responsible supervisory/managerial and administrative work experience.

Masters Degree in Public Administration, Business Administration or Public Works Administration highly desirable.

Proficient in the use of office computers including Microsoft Office Suite (Windows, PowerPoint, Word, Excel, Outlook and Calendaring).

Licenses and Certifications: Possession of OR eligibility for (within 12 months of appointment) a Professional Engineer's License in the State of Wisconsin. Possession of a valid Wisconsin Driver's License.

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Page 2

Knowledge and Skills: Considerable knowledge of the principles and practices of modern management; considerable knowledge of the principles and practices of civil, structural, hydraulic and flood control engineering related to municipal surveys, plans and public works design; considerable knowledge of field engineering, public works construction and maintenance methods, materials and equipment; solid knowledge of principles and practices of business administration as applied to accounting, budgeting, personnel and management services; knowledge of municipal government structure and organization; knowledge of computerized public works and engineering applications; considerable knowledge of state and local codes and ordinances relative to civil engineering and construction work; ability to present facts and recommendations in clear, concise and logical terms both verbally and in writing; considerable skill in preparing clear, comprehensive technical reports and evaluations.

Considerable skill in providing leadership to a major municipal function; ability to exercise administrative control and supervision over subordinates; ability to plan, organize and coordinate work in situations where numerous diverse demands are involved; ability to analyze broad and complex organization and management problems and make judgments about them; ability to foresee the consequences and effects of major organizational changes; skill in the use of interviewing, observing and reporting techniques for management analysis and improvement purposes; considerable skill in communicating clearly and concisely in oral or written form; ability to deal with key management personnel on controversial problems in such a manner as to inspire respect for and confidence in the final decision; ability to establish and maintain effective work relationships with staff, City officials, public and civil groups, consultants and other governmental agencies.

CITY OF WEST ALLIS

Revised December 2009

Approved _____
Department Head

Approved _____
Employee

*Per Paul Z.
Signed copies are
in HR. Jacket
will not get
a signed copy.*

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CITY OF WEST ALLIS

Revised December 2009

Approved _____
Department Head

Date

Approved _____
Employee

Date