

11.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2009-0804 Appointment Introduced

Communication from Mayor Devine recommending the appointment of Michael Lewis to the new position of Director of Public Works/City Engineer.

Introduced: 12/15/2009

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approval*

ACTION DATE:
DEC 15 2009

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

TOTAL _____

SIGNATURE OF COMMITTEE MEMBER

Kurt E. Kopplin
Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

APPROVAL

ACTION DATE:
DEC 15 2009

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

TOTAL

10



MAYOR'S OFFICE

Dan Devine
Mayor

414/302-8290
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

ddevine@ci.west-allis.wi.us
www.ci.west-allis.wi.us

December 15, 2009

Honorable Members of the
West Allis Common Council
7525 W. Greenfield Ave.
West Allis WI 53214

Dear Honorable Members of the West Allis Common Council:

This letter is to inform you that I am recommending Mr. Michael Lewis for the Director of Public Works/City Engineer position. As you know, Mr. Lewis has served as City Engineer since June 19, 2000. During his tenure as City Engineer, his performance reviews reflect positive performance.

There are several reasons I feel Mr. Lewis is the best candidate for this position. In our discussions, he laid out several specific areas and ideas that would increase cooperation between Engineering and Public Works. These efforts will lead to the increased efficiency that I believe many members of the Council were aiming for when this merger was proposed. I also was impressed with Mr. Lewis' background. His work experience went beyond Engineering to include Public Works experience as well.

In our conversation, I also laid out some of my own ideas and expectations as our City moves forward. I mentioned my desire to look at and consider new technologies that are constantly being introduced to municipalities. As things become available, I feel the City should look at them and evaluate their feasibility.

While this merger of the two departments should benefit the City of West Allis and the taxpayers in the long run, a reorganization of this magnitude will not come without headaches. Mr. Lewis also expressed his interest in meeting with Council Members and other Department Heads upon his confirmation. I hope you will take him up on this offer.

For amplification of the above, please see the attached addendum.

I respectfully ask your confirmation of my recommended appointment. Please feel free to contact me with any questions or concerns as we move forward.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dan Devine".

Dan Devine,
Mayor

DD:jfw

cc: Mike Lewis
Paul M. Ziehler
Audrey Key

MYR\CORR\CC.LewisAppt 121509

ADDENDUM

Qualifications

- Mr. Lewis has a Bachelor's Degree as well as a Master's Degree in Civil Engineering.
- His experience includes:
 - Director of Public Works/City Engineer for Two Rivers, August 1990-June 2000
 - City Manager of Lake Mills, May 1986-August 1990
 - Director of Public Works/City Engineer for Platteville, February 1984-May 1986
- He has the license/certification for professional engineer in Wisconsin.
- His knowledge and skills include management, engineering, finance, personnel, construction, and municipal operations.

As reflected in the above qualifications, Mr. Lewis has the required degree, broad administrative experience, specific public works and engineering technical expertise, the required PE license, and broad-based knowledge and skills.

Reference Checks/Performance Reviews

The annual performance review conducted by the Mayors over the years 2000-2008 all reflect scores of 4 or higher. These performance reviews show very good reviews, outstanding performance, willingness to deal with difficult tasks and challenges, introduction of innovations, continuing management improvements, a well-run department, responsiveness to City officials and public requests, good communication, good follow-up and oversight, and good internal and external public relations techniques.

Goals, Objectives, Expectations

- Team approach to work effectively and efficiently.
- Smooth transition to new structure.
- Look for long-term savings.
- Cross training of staff.
- Service response time improvement.
- Operational efficiencies improvement:
 - Eliminating any potential public works/engineering conflicts.
 - Better coordination of scheduling projects.
 - Establishment of one set of priorities for both maintenance/operations and construction.
- Effectively manage projects.
- Have good relationship with elected officials, staff, and public.
- Deal effectively with problems and emergencies.
- Administer, manage, motivate, and supervise in a full and positive manner.
- Respond well to multiple demands, increased productivity, and creative innovations.
- Look long range to planning, financing, and building needs.
- Be a mentor and encourage training.
- Continue to seek new ways to operate, and the implementation of fresh, creative, and innovative approaches.



January 14, 2010

Mayor Devine
7525 W. Greenfield Ave.
West Allis, WI 53214

Dear Mayor Devine:

On December 15, 20⁰⁹10, Michael G. Lewis was appointed as a Director of Public Works.

On December 30, 2009, Michael G. Lewis filed his Oath of Office with the City Clerk/Treasurer's Office.

Very truly yours,

A handwritten signature in cursive script that reads "Paul M. Ziehler".

Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer

ljr

cc:
Mayor Dan Devine

STATE OF WISCONSIN
MILWAUKEE COUNTY

} ss.

I, the undersigned, who have been appointed
(elected or appointed)

to the office of Director of Public Works / City Engineer in and for the

CITY OF WEST ALLIS, in Milwaukee County, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. SO HELP ME GOD.

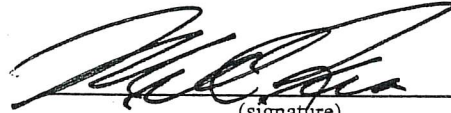
Subscribed and sworn to before me this
30 day of December, 2009

Monica Schultz

Notary Public

My commission expires 11-10-13

(Section 19.01 Wisconsin Statutes)



(signature)

Michael G. Lewis

(print name)

OATH OF

Michael G. Lewis

Director of Public Works /

as City Engineer

City of West Allis, Wisconsin

Milwaukee County, Wisconsin

Filed this 30 day of December, 2009

PNZ / JS
CITY CLERK/TREASURER