

August 7, 2017

Common Council
City of West Allis

RE: Real Estate Agent

Dear Council Members:

Sharon Lesak, the City's Real Estate Agent, retired from her position effective June 23rd, 2006. Since that date, the City has been operating without a Real Estate Agent. Most of the Real Estate Agent's duties have gone unperformed during that time period. The position was $\frac{3}{4}$ Real Estate Agent and $\frac{1}{4}$ Housing Specialist. The Housing Specialist position has been returned to the Development Department for re-assignment within the Housing Division.

I have been holding off requesting permission to fill this position as the 2007 Budget was underway and the Real Estate Agent position was being discussed among the various departments. In addition, I have proposed in my 2007 Budget that the Real Estate Agent position be a $\frac{1}{2}$ time position. It was hoped that with the Real Estate Agent position being $\frac{1}{2}$ time the Development Department might be able to create a $\frac{1}{2}$ time planning position so that one full time position could be offered for employment. However, based on the immediate need to have some of the Real Estate Agent's functions performed, particularly by the Engineering Department, I believe that it is imperative that this position be filled as soon as possible. Therefore, I seek your permission to fill the Real Estate Agent position. At this time, I am requesting that it be advertised and filled as a $\frac{1}{2}$ time position.

Please feel free to contact me if you should have any questions or comments with regard to this matter.

Sincerely,

Scott E. Post
City Attorney

SEP:da

H/Scott/Corr/Real Estate Agent Position-CC

cc: Mayor Jeannette Bell
Paul M. Ziehler
John F. Stibal
Michael Lewis