



**MAYOR'S OFFICE**

**Dan Devine**  
Mayor

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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. Ziebler  
Audrey Key

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## 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.