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July 31, 2020

Mayor Devine and Members of the Common Council
7525 W. Greenfield Avenue
West Allis, WI 53214

Honorable Mayor and Common Council Members:

Depending upon the decision regarding O-2020-0032 "Ordinance to separate the City Treasurer and City Comptroller positions and eliminate the Finance Director Position", I respectfully request approval of one of the following:

- 1) Request to fill both the Comptroller and Treasurer positions and authorizing the City Administrator to appoint Kris Moen to Interim Comptroller with compensation in Salary Grade R and Interim Appointment of Corinne Zurad to the position of Treasurer with an increase in compensation in her current Salary Grade J in the performance zone.

If option one is selected there will be an external recruitment for the Comptroller positions with a target hiring date of January 2021 and recommended appointment of Corinne Zurad to the position of treasurer contingent upon successful job performance.

OR

- 2) Request to fill the Finance Director/Comptroller/Treasurer position.
If option two is selected, the external recruitment for the Finance Director/Comptroller/Treasurer positions will begin shortly with a target hiring date in January 2021.

Funding for both options is available in the 2020 Finance Department Budget and will be requested in the 2021 Budget Process.

Thank you for your consideration and please let me know if you have any questions.

Respectfully,

Rebecca Grill
City Administrator