



Rebecca Grill
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November 1, 2017

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

Mayor Devine and Common Council Members:

As you are aware, Director of Public Works/City Engineer Michael G. Lewis has announced his retirement effective January 2, 2018. Recent discussions before the Administration and Finance Committee and the Public Works Committee have provided consensus that the position held by Mr. Lewis should be split into two positions – Public Works Director and City Engineer. This is included in the 2018 Mayor's Recommended Budget.

In order to ensure continuity of services, successful transition, and appropriate staffing selection, I am requesting approval to file the two positions immediately on an interim basis for a period of about six (6) months. Approval of this request will allow for the interim appointees to take on the new roles while still having the support and resource of Mr. Lewis until he retires. Further, the 6-month interim appointment will demonstrate the staffing selections are in the best interest of the future operation of the City. Your consideration of this request is appreciated.

Special thanks to Mr. Lewis for his assistance and direction of the departments and the succession process.

I look forward to discussing the request with you on November 7, 2017.

Please let me know if you have any questions or need clarification on this matter.

Sincerely,

Rebecca N. Grill
City Administrator