



Mayor Dan Devine
ddevine@westalliswi.gov

January 8, 2025

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

Regarding or Subject: Interim City Administrator Appointment

Common Council Members:

I am pleased to recommend the appointment of Richard Pfaff as Interim City Administrator. With nearly 25 years of municipal government experience, Richard has a record of progressively responsible public sector leadership and management roles, including over 20 years focused on guiding municipal operations and addressing legislative, fiscal, and policy matters.

Richard joined the City of West Allis in 2020 as the Assistant City Administrator and also serves as the Human Resources Director. Richard has successfully overseen the Human Resources department during a critical period of transition. His leadership has modernized HR processes, rebuilt teams following retirements and resignations, and facilitated cross-departmental collaboration to improve service delivery. Before joining West Allis, Richard served with distinction in various management roles with the City of Milwaukee, including Deputy City Clerk, Manager of the Legislative Reference Bureau, and Assistant Manager of the License Division. These positions required significant knowledge of municipal operations, legislative processes, and fiscal management. Richard directed the annual budget review for the Milwaukee Common Council, implemented process improvement initiatives, and provided leadership on policy development and operational enhancements.

Richard holds a bachelor's degree in Organizational Management from Viterbo University and a Master's in Urban Planning from UW-Milwaukee. He is a Wisconsin Certified Public Manager, a graduate of the Wisconsin Municipal Clerks Institute Program, and holds certifications in project management, team effectiveness, and labor relations. Additionally, he is Six Sigma Green Belt (Office Lean) and IPMA-CP certified. As a U.S. Navy veteran who served in both active duty and reserve capacities, Richard's academic credentials, professional certifications, and military experience underscore his strong foundation in leadership, process improvement, and organizational strategy.

Richard's familiarity with West Allis's operations and priorities uniquely positions him to step seamlessly into the role of Interim City Administrator. He will provide steady leadership during this transition and support the onboarding and acclimation of the next City Administrator.

I respectfully request approval of my recommendation. Please contact me if you have any questions.

Sincerely,

Mayor Dan Devine