



December 8, 2022

Honorable Mayor Dan Devine and Common Council Members
City of West Allis

Re: Adjustment of Engineering Department Positions

With the recent departure of City Engineer, Peter Daniels, and other vacancies in the Engineering Department, we have taken the opportunity to review the overall structure and responsibilities of the department. The need to be a competitive employer, increased workload, current and future initiatives, and adherence to additional federal, state and local requirements necessitate the adjustment of the organizational structure.

Based on the review, there are two recommended changes:

- 1) One Civil Engineer position is changed to an Assistant City Engineer position, Salary Grade N (Exempt).
- 2) Adjust the City Engineer Position to Salary Grade R (Exempt).

The overall number of positions in the department will remain the same. The additional costs for 2023 will be absorbed by the savings from the vacancies of the City Engineer and other positions which will remain vacant for some of 2023. The salaries in the Engineering Department are funded by Water, Sanitary and Storm funds in addition to the General Fund which helps to mitigate the impact as it relates to the levy limit.

These changes will allow for greater shared knowledge of department activities and continuity of service delivery in both times of transition as well as when all positions are filled with experienced employees.

Please see attached current and proposed organizational charts for reference.

In addition to the adjustments of positions, I am requesting the authority to promote Rob Hutter to the position of Assistant City Engineer as we continue our outside recruitment for the City Engineer position.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Grill".

Rebecca Grill
City Administrator/City Clerk
City of West Allis

cc: Richard Pfaff
Jason Kaczmarek