



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
*Clerk/Treasurer*


414/302-8294  
414/302-8207 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

pziehler@westalliswi.gov  
www.westalliswi.gov

**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: September 30, 2013

Attached is Mike Lewis' request to fill a vacant Arborist position in the Department of Public Works, Forestry Division.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw

cc: Mayor  
HR Division  
Mike Lewis  
Dave Wepking  
Mike Rushmer

ADM\Vacpos\VACPOSREQ ArboristForDiv 093013



DEPARTMENT OF PUBLIC WORKS

**Michael G. Lewis**  
*Director*

**Dave Wepking**  
*Assistant Director*

414/302-8832  
414/302-8889 (Fax)

Municipal Yards  
6300 West McGeoch Avenue  
West Allis, Wisconsin 53219

[www.westalliswi.gov](http://www.westalliswi.gov)

## MEMORANDUM

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To: Paul Ziehler, City Administrative Officer

From: Mike Lewis, Director of Public Works/City Engineer

Date: September 23, 2013

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Forestry Division. The position of Arborist will be vacated effective September 30, 2013 when the incumbent, Michael Matthews, retires after more than 33 years with the City.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Forestry Superintendent Mike Rushmer or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking  
Mike Rushmer  
Audrey Key

h:\my documents\personnel\misc\matthews.vac

A large, stylized handwritten signature in black ink, likely belonging to Mike Lewis, is written over the bottom right portion of the page.

**REVIEW BY CITY ADMINISTRATIVE OFFICER  
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

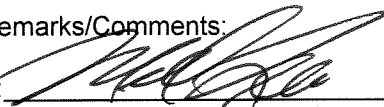
1. Position Title: Arborist
  2. Department/Division: Public Works/Forestry Division
  3. Vacancy Date: September 30, 2013
  4. Vacancy Reason: retirement
  5. a. What are the specific work responsibilities of the position?
    - plants, trims, repairs, and maintains trees
    - plants and maintains landscape beds on boulevards and at city owned buildings
    - maintains turf on all city owned properties including buildings, boulevards and parks
  - b. How many other such positions exist in this Department?

ten
  6. What are the reasons why the position must be filled?

The City has focused increased attention on upgrading its efforts in beautifying its streets through street tree plantings and landscaping of its boulevards. A reduction in staff would translate to reduced quality and quantity. In addition, the City's urban forest is maturing, requiring additional maintenance.
  7. What will be the impacts on service functions if the position were not filled?
    - a. Service to the public.

failure of the City to properly maintain its plant material may result in a similar reduction in residential property maintenance
    - b. Service to staff.

increased complaints
  8. What is the fiscal impact related to filling this vacancy?

2013 Arborist salary range \$21.69/hour to \$23.41/hour (schedule R)
  9. Remarks/Comments:
- Signature:  Date: September 23, 2013  
Director of Public Works/City Engineer