



Peggy Steeno
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MEMORANDUM

TO: Rebecca Grill,
City Administrator

FROM: Peggy Steeno,
Finance Director

DATE: August 30, 2017

RE: Request for an exception to the City's Moving/Relocation Policy

As you know, I am preparing to move myself and my family to the City of West Allis, as was strongly recommended in my employment agreement. To that end, I am requesting a variation from the established Moving/Relocation Expense Policy in order to enable me to begin my move at this time.

By way of details, in July of 2017, I purchased a lot in the City, so I am once again a West Allis property owner. In addition, we are very close to having a contract with a builder to begin building our new home in West Allis. In fact, the plan is to have our construction plans in to the Building Inspection Department, for consideration, in the next thirty days, with a completed home in early 2018. The problem, however, comes in the timing; my family needs to be completely out of our existing home, in Oshkosh, in September. While we do have a place to stay while our house is being built, we do not have space to store all of our household belongings during that time.

According to the established policy, 'It is the policy of the City of West Allis to reimburse certain groups of employees (specifically Department Heads) for expenses associated with relocation to West Allis.' Since I am moving to the City, although a little delayed from when I need to vacate my current home, I am asking that the Council make an exception to reimburse me for the move, at this time, when I need to move all of my belongings into storage, in West Allis. Then, once my new home is complete in early 2018, I will move all of my belongings from my storage unit to my new home.

And, although I do not expect anything to cause me to deviate from this plan/timeline, I would suggest that if the Council is willing to approve this request at this time, it make the approval subject to repayment if I do not reside in the City per the established timeline.

Please let me know if you have questions or need further information regarding this request.

Thank you for your consideration.