



City Administrator
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The Honorable Mayor Dan Devine
and Members of the Common Council
7525 West Greenfield Avenue
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Mayor Devine and Common Council Members:

The Department of Communications' Executive Summary was presented to the Administration and Finance Committee at its meeting on January 11, 2016. The organizational structure included various operational changes to assist in the facilitation of the department's mission. The mission includes branding, marketing, promotional and image campaigns, and provides new and expanding service levels to further enhance and strengthen the City's communication methods and strategies. As such, the Department of Communications respectfully requests the following approvals:

- 1) To create an internship position for a Graphic Designer. (The City currently does not employ a graphic designer nor has it employed one in the past.) Please see the attachment for the position description. The funding for this non-benefited position would be covered by the Cable Communications Special Revenue Account.
- 2) Amend the position of Print Shop Technician from .5 FTE to .75 FTE. Increasing the hours will allow the continuation of the much-needed scanning of documents to allow for greater efficiencies and streamlining processes. (The incumbent of this position does not participate in the City's health plan.) This position's role as well as others in the department will be reviewed in the upcoming months.

Thank you for your consideration. I will be available at the February 2, 2016 Common Council meeting to answer any questions relative to the need to create and fill this position.

Sincerely,

Rebecca N. Grill
City Administrator