



## Office of the City Attorney

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### Memorandum

To: Human Resources Committee  
From: Brian Running  
Re: Making Assistant City Attorney Position Full-Time

Assistant City Attorney Julie Gay is retiring on November 1. She has been a City employee for almost 33 years, and her knowledge and experience have been extremely valuable for the City. Our department's work load is such that we cannot consider not replacing her. We will begin our search for her successor immediately.

Julie's position is not full-time, it is 0.625 FTE. This was possible because Julie maintained a private practice on the side.

It will be very difficult to find a replacement who is in a similar situation and is willing to take a part-time job. Being able to offer only a part-time position with no benefits will severely limit the pool of available candidates for the position. I am requesting that the position be increased to full time before we begin the search for Julie's replacement.

The issue of succession planning is becoming important in my department, because Anne Iselin will retire before long, and even our youngest assistant attorney, Miles Eastman, is reaching the age where he will be considering his retirement options soon. Because of that, I want to hire someone to replace Julie that has at least a few years' experience in municipal court prosecutions, so he or she can step in when Anne leaves. That's one function of this office that can't have any interruptions or reduction in service. Getting a candidate with 3 to 5 years of experience in prosecutions will require a competitive compensation package, and a part-time position with no benefits will not be appealing to prospective hires.

The proposed operating budget, as it stands right now, has the position increased to full-time, so the budget is there for an increase from 0.625 to 1.0.

Thank you for considering this request.