


MEMORANDUM

FROM: GROVER C. ROBINSON, IV, MAYOR 

TO: WILLIAM D. WELLS

RE: REASSIGNMENT – CITY ATTORNEY OFFICE RESTRUCTURING

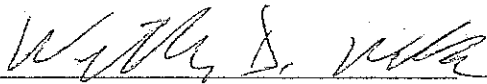
DATE: January 4, 2019

The purpose of this memorandum is to document and implement your position in the City Attorney's Office in anticipation of the appointment and approval of Susan Woolf as the Incoming City Attorney.

The City Attorney Office restructuring will result in your assignment to the classification of Assistant City Attorney, CO-5. In addition to the range of functions required of an Assistant City Attorney, you will have the title of Deputy City Attorney and the responsibility of serving in place of the City Attorney when she is absent or unavailable to discharge her responsibility. In addition, you will perform such other functions as may be required at the direction of the City Attorney or the Mayor or his designee. You will be provided an office and appropriate resources in the City Attorney's Office, and your compensation will be \$118,000 per annum effective with the pay period beginning January 14, 2019.

I trust that you will find the course of action proposed here to be of benefit to you and if so, please acknowledge and execute your agreement to it.

Acknowledged and accepted this 4th day of January, 2019.


William D. Wells