



City Administrator  
Rebecca N. Grill

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February 25, 2016

The Honorable Mayor Dan Devine  
and Members of the Common Council  
7525 West Greenfield Avenue  
West Allis WI 53214

Mayor Devine and Common Council Members:

I have received notification from Mark Wyss, Finance Director/Comptroller/Treasurer, of his desire to resign from employment with the City of West Allis, effective April 4, 2016.

Initially, the desire is to temporarily appoint Kris Moen, Finance Supervisor, to the Finance Director positions. She has indicated her willingness to serve in this capacity. Additionally, explore the use of temporary employees and/or temporary realignment of existing staffs' duties and hours.

Long term plans for the position and the Finance Department would be to review the structure of the department for operational improvements, reorganization and restructuring. (The 2016 budget included reclassification for several employees of the department. Further, the Finance Director/Comptroller/Treasurer position was not reviewed after the Purchasing/Central Services Division was added to the Finance Department.) Then, a full recruitment for the position would be requested to ensure that the candidate would be the most qualified and best fit for the position and our organizational goals.

Please contact me if you have any questions. Thank you for your consideration and support.

Sincerely,

Rebecca N. Grill  
City Administrator

RNG:jfw

Attachment

cc: Department/Division Heads



DEPARTMENT OF ADMINISTRATION & FINANCE  
FINANCE DIVISION

**Mark D. Wyss**  
*Manager of Finance/Comptroller*  
mwys@westalliswi.gov  
**Kris Moen, CPA**  
*Finance Supervisor*  
kmoen@westalliswi.gov  
**Nicole O'Connor**  
*Senior Accountant*  
noconnor@westalliswi.gov  
**Shawn Hart**  
*Accountant*  
shart@westalliswi.gov

February 19, 2016

Rebecca Grill, City Administrator  
City of West Allis  
7525 W Greenfield Ave  
West Allis, WI 53214

Rebecca:

This is my formal notification that I am resigning from the City of West Allis as Finance Director/Treasurer/Comptroller. April 1, 2016 will be my last day of employment.

I appreciate the opportunities I have been given here, and wish you and the organization much success in the future. If I can be of assistance during the period of transition, please feel free to contact me.

Sincerely,

Mark D. Wyss  
Finance Director/Treasurer/Comptroller