



July 13, 2016

Ms. Jamie Vallejo  
1952 S. 95<sup>th</sup> St.  
West Allis, WI 53227

Dear Ms. Vallejo:

Your appointment as a member of the West Allis Administrative Appeals Review Board has received approval by the West Allis Common Council and Notice of Appointment is enclosed.

You are required by State Law to file an oath of office with the City Clerk within ten days of receipt of the notice.

Enclosed is the City's Code of Ethics and the Ordinance Relating to Requiring Attendance of the Board, Commission and Committee Members. Please read the booklet, and return the completed Acknowledgement form to the City Clerk's Office.

Yours very truly,

A handwritten signature in black ink that reads "Monica Schultz".

Monica Schultz  
City Clerk

ljr  
Enclosure

## **NOTICE OF APPOINTMENT**

**Office of the Clerk, City of West Allis**

**TO: Ms. Jamie Vallejo:**

**You are hereby notified that at a meeting of the Common Council in  
and for the City of West Allis in the County of Milwaukee, Wisconsin, on the  
21st day of June, 2016, you were duly appointed to the office of:**

**West Allis Administrative Appeals Review Board**

**Dated this 13th day of July, 2016.**

*Monica Schultz*

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**Monica Schultz  
City Clerk**



December 12, 2016

Mayor Dan Devine  
7525 W. Greenfield Ave.  
West Allis, WI 53214

Dear Mayor Devine:

On June 21, 2016, Jamie Vallejo was appointed as a member of the West Allis Administrative Appeals Review Board. Her term expires June 30, 2018.

On October 28, 2016, Jamie Vallejo filed her Oath of Office and Code of Ethics Acknowledgement with the City Clerk's Office and is eligible to serve as a member of the above said Committee.

Very truly yours,

*Monica Schultz*

Monica Schultz  
City Clerk

ljr



STATE OF WISCONSIN }  
MILWAUKEE COUNTY }

ss.

I, the undersigned, who have been appointed

(elected or appointed)

to the office of Administrative Appeals Review Board in and for the

**CITY OF WEST ALLIS**, in Milwaukee County, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. SO HELP ME GOD.

Subscribed and sworn to before me this

28th day of October, 2016

Laura J. Kamsak

Notary Public

My commission expires 3-12-19

(Section 19.01 Wisconsin Statutes)

Jamie Vallejo

(signature)

Jamie Vallejo

(print name)

**OATH OF**

Jamie Vallejo

\*\*\*\*\*

as Member of the West Allis  
Administrative Appeals Review  
Board  
City of West Allis, Wisconsin  
Milwaukee County, Wisconsin

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Filed this 28th day of OCTOBER, 2016

MS/ljr  
CITY CLERK/TREASURER