



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Request to Fill Upcoming Vacant Position
DATE: March 1, 2017

I have received notification from Jim Jandovitz, Director of Information Technology, of his desire to resign from employment with the City of West Allis, effective September 1, 2017. Therefore, this is my request to fill the upcoming vacancy.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw
cc: Mayor
HR Dept.

ADM\Vacpos\VACPOSREQ IT Director.060617

To: **Rebecca Grille**
City Administrator
City of West Allis

From: **Jim Jandovitz**
Director of Information Technology
City of West Allis

Date: May 31, 2017

This letter is to inform you of my intention to retire as Director of Information Technology for the City of West Allis effective **September 1, 2017**. I am giving a 90-day notice to help facilitate a smooth transition and to provide time for the City to prepare accordingly to cover the current workload.



Jim Jandovitz
Director of Information Technology

Date: 5/31/2017