



Rebecca Grill
City Administrator
414.302.8294
rgrill@westalliswi.gov

December 5, 2017

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

Mayor Devine and Common Council Members:

I have received notification from Monica Schultz, City Clerk, of her desire to resign from employment with the City of West Allis, effective February 9, 2018.

Initially, a current employee will be appointed as Interim City Clerk, and we will explore the use of temporary employees and/or temporary realignment of existing staffs' duties and hours.

Long-term plans for the position include a full recruitment for the position 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.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca N. Grill".

Rebecca N. Grill
City Administrator

RNG:jfw
Attachment
cc: Department/Division Heads

ADM\ORDRES\2017\MCC.ClerkR.121917



Monica Schultz
City Clerk
City Clerk's Office
414.302.8220
mschultz@westalliswi.gov

December 4, 2017

City Administrator Rebecca Grill
City of West Allis

Dear Ms. Grill:

Please accept this letter as my official notice of resignation as City Clerk for the City of West Allis. My last day of employment will be February 9, 2018.

I would like to extend my appreciation to the Mayor and members of the Common Council for all of their support, trust, and encouragement. I am genuinely grateful for the opportunities I have experienced over these past nineteen years. It has been an honor and privilege to have served the residents and business owners of the community and to have worked with such highly qualified and talented people in the Clerk's Office and throughout the City.

During these next two months, I will be available to offer any assistance needed in order to provide for the smoothest transition possible.

Sincerely,

Monica Schultz
City Clerk

cc: West Allis Common Council
Human Resources Department

*rec'd 12/4/17
@ 4pm
J*