



Office of the City Clerk

**Jim Owczarski**  
City Clerk  
jowcza@milwaukee.gov

**Richard G. Pfaff**  
Deputy City Clerk  
rpfaff@milwaukee.gov

December 12, 2016

Shaleta Dunn  
8440 West Townsend Street  
Milwaukee, WI 53222

Dear Ms. Dunn:

The City Clerk's Office has been notified of your appointment to serve as a member of the Business Improvement District #8 (Historic King Drive) Board.

The City Charter requires that all persons appointed to any city office take the official oath of office within 10 days of this notification and before entering upon the duties of their office. This oath is then filed in the Office of the City Clerk. **Failure to take and file the oath within 10 days will result in the office being declared vacant.**

Please contact Debra Fowler, of this office, at 286-3219 to set a time convenient to you to take the oath of office. Limited parking for persons doing business in City Hall is available at reduced rates (2 hour limit) at the Milwaukee Center on the southwest corner of East Kilbourn and North Water Street. Parking tickets must be validated in the City Clerk's Office in Room 205, City Hall.

Sincerely,



James R. Owczarski  
City Clerk

cc: FN 160333

