



Rebecca Grill
City Administrator/Clerk
clerk@westalliswi.gov

December 18, 2024

To: Office of the City Clerk
Mayor Dan Devine
Members of the Common Council

Subject: Appointment of Tracey Uttke as the Deputy City Clerk

As City Clerk, I am officially appointing Tracey Uttke as the Deputy City Clerk for the City of West Allis. In this capacity, Tracey Uttke is authorized to act as the City Clerk in the event of my absence or in the case of a vacancy in the Clerk's position.

This appointment will be effective December 18, 2024, ensuring continuity of essential functions, including all duties and responsibilities required of the City Clerk's Office, in compliance with applicable statutes and city policies.

I am confident that Tracey Uttke will serve in this role with diligence, professionalism, and dedication. If you have any questions regarding this appointment, please feel free to contact me directly.

Sincerely,

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

Rebecca Grill
City Administrator/City Clerk
City of West Allis

CC: Corinne Zurad, Tracey Uttke, Jenny Slivka