



Rebecca Grill
City Administrator

February 5, 2025

Mayor Dan Devine
Members of the Common Council
City of West Allis

Subject: Request for Approval of the Appointment of Tracey Uttke as City Clerk

Dear Mayor Devine and Members of the Common Council,

I am pleased to submit for your consideration the appointment of Tracey Uttke to the position of City Clerk for the City of West Allis, effective February 24, 2025. Tracey has demonstrated exceptional leadership, attention to detail, and a deep commitment to public service. Her experience in municipal operations, election administration, and customer service positions her well to take on the responsibilities of City Clerk.

Attached is her resume, which highlights her qualifications, including her strong background in public administration, record management, and customer relations. Her role in overseeing licensing, tax collection processes, and election coordination has proven her capability to manage the vital functions of the City Clerk's office efficiently.

I respectfully request the approval of this appointment and look forward to your support in ensuring a seamless transition. Please let me know if you require any further information.

Sincerely,

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

Rebecca Grill
City Administrator & City Clerk
City of West Allis