

**CITY OF WEST ALLIS  
RESOLUTION R-2025-2770**

**RESOLUTION AUTHORIZING TRANSFERS OF SALARY AND BENEFIT  
APPROPRIATIONS AND APPROVING AN ORGANIZATIONAL RESTRUCTURE  
IN THE CITY CLERK'S OFFICE**

**WHEREAS**, periodic budget adjustments are necessary within the City's approved budget to accurately reflect departmental salary and benefit expenditures resulting from operational changes and personnel reassignments; and

**WHEREAS**, prior to these changes, the City Administrator also served as City Clerk, with a Deputy City Clerk who split time between the Clerk's Office and the Customer Service Center, and a Deputy City Clerk – Elections position; and

**WHEREAS**, following the City Administrator's departure for employment outside the City, the Deputy City Clerk was promoted to City Clerk, the Deputy City Clerk – Elections separated from employment and was replaced in part with an Assistant City Attorney, a staff member from Human Resources was promoted to Deputy City Clerk, and the Human Resources Director, who also served as Assistant City Administrator, was moved to serve as Interim City Administrator and provide additional support to the City Clerk's Office as well as the Marketing & Engagement department given the vacancy of the department head; and

**WHEREAS**, these personnel changes necessitate transfers of budgeted salary and benefit appropriations from the Marketing & Engagement and Human Resources departments to the City Attorney, City Clerk, and City Administration departments, as well as an organizational restructure in the City Clerk's Office, all of which are detailed in Exhibit A attached hereto, based on calculations and analysis provided by the Finance Department; and

**WHEREAS**, these adjustments supplement changes previously authorized by the Common Council under Resolutions R-2025-0020 and R-2025-1412;

**NOW THEREFORE**, BE IT RESOLVED, by the Common Council of the City:

1. That the budget adjustments detailed in Exhibit A are hereby approved, authorizing the transfer of salary and benefit appropriations from the Marketing & Engagement and Human Resources departments to the City Attorney, City Clerk, and City Administration departments, as specified therein, resulting in a net zero impact to the overall 2025 budget by reallocating existing funds to align with current staffing needs; and
2. That the organizational restructure in the City Clerk's Office, as detailed in Exhibit A, is hereby approved, establishing the revised FTE structure consisting of City Clerk, Deputy City Clerk, and partial Deputy City Clerk – Elections; and
3. That the Finance Director is authorized and directed to implement these budgetary and organizational adjustments, make the necessary accounting entries, and update position control

records to reflect these changes.

**SECTION 1:**        **ADOPTION** “R-2025-2770” of the City Of West Allis  
Municipal Resolutions is hereby *added* as follows:

**ADOPTION**

R-2025-2770(*Added*)

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COMMON COUNCIL

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	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Ald. Ray Turner	_____	_____	_____	_____
Ald. Kimberlee Grob	_____	_____	_____	_____
Ald. Chad Halvorsen	_____	_____	_____	_____
Ald. Marissa Nowling	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Patty Novak	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Tracey Uttke, City Clerk, City Of  
West Allis

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Dan Devine, Mayor, City Of West  
Allis