

1 By Supervisor Dimitrijevic  
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4 **A RESOLUTION/ORDINANCE**

5 to transfer County Board Committee Clerk staff and related functions to the Office of the  
6 County Clerk  
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8 WHEREAS, Resolution File No. 13-397, adopted April 25, 2013 (Vote 15-3),  
9 outlined a series of changes to reform and define the roles and the responsibilities of  
10 the Milwaukee County Board of Supervisors as the policy-making body and the  
11 administrative duties of the County Executive, as determined locally; and  
12

13 WHEREAS, the recommendations included the County Clerk assuming "control of  
14 all Committee clerk and Committee support staff functions and all related expenditures  
15 as it relates to recording and maintaining County Board proceedings and meetings;" and  
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17 WHEREAS, the transition of the aforementioned staff and duties was to occur  
18 January 1, 2014, per Resolution File No. 13-397, however, the County Clerk and County  
19 Board Chairperson agree that this transition should occur sooner so as to avoid any  
20 disruption in recording the official proceedings of the Board; and  
21

22 WHEREAS, State Statute 59.23(2)(a) outlines some of the duties of the County  
23 Clerk, which include: "Act as clerk of the board at all of the meetings thereof; keep and  
24 record in a book therefor true minutes of all the proceedings of the board; make regular  
25 entries of the board's resolutions and decisions upon all questions; record the vote of  
26 each supervisor on any question submitted to the board, if required by any member  
27 present; and perform all duties prescribed by law or required by the board in connection  
28 with its meetings and transactions;" and  
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30 WHEREAS, Milwaukee County General Ordinances contain a few references to  
31 County Board Committee Clerk staff that should be updated to reflect that these  
32 positions and duties shall be under the day-to-day management and supervision of the  
33 County Clerk; and  
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35 WHEREAS, the County Clerk is readying space within his office to locate the  
36 Committee Clerk related staff and functions which will require minor preparation for  
37 information technology and electrical wiring, the costs of which shall be paid within  
38 existing 2013 Adopted Budget appropriations of Org. Unit 1000 – County Board, subject  
39 to the review and approval of the County Board Chairperson; now, therefore,  
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41 BE IT RESOLVED, that the following positions are transferred from Org. Unit 1000  
 42 – County Board to Org. Unit 3270 - County Clerk to provide Committee Clerk and  
 43 support staff related functions for the County Board effective August 4, 2013:  
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 46 **Org Unit 1000 – County Board**

	<u>Title*</u>	<u>Title Code</u>	<u># of Positions</u>
47			
48			
49	<b>Transfer Out:</b>		
50	1	Chief Committee Clerk	86551
51		Assist. Chief Committee Clerk	84600
52		Committee Clerk	86505
53		Support Services	84765
54			

55 **Org. Unit 3270 – County Clerk**

	<u>Title</u>	<u>Title Code</u>	<u># of Positions</u>
56			
57			
58			
59	<b>Transfer In:</b>		
60	Chief Committee Clerk	86551	1
61	Assist. Chief Committee Clerk	84600	1
62	Committee Clerk	86505	1
63	Support Services	84765	1
64			

65 \*The prefix to the title of these positions is "Administrative Secretary" which may require retitling by the  
 66 Department of Human Resources.

67  
 68 ; and

69  
 70 BE IT FURTHER RESOLVED, that upon the transfer of the aforementioned staff, the  
 71 County Clerk shall be responsible for the day-to-day supervision and management of  
 72 committee clerk staff and related functions, such as the operation of the Legistar  
 73 legislative tracking components, to fulfill his duties as outlined in State Statute  
 74 59.23(2)(a) to serve the County Board of Supervisors; and  
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76 BE IT FURTHER RESOLVED, that the Milwaukee County Board of Supervisors  
 77 hereby amends the Milwaukee County Code of General Ordinances by adopting the  
 78 following:  
 79

80 **AN ORDINANCE**

81

82 The Milwaukee County Board of Supervisors ordains as follows:

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84 SECTION 1. Section 1.09(b)(1)and(5) of the General Ordinances of Milwaukee  
85 County is hereby amended as follows:

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87 (b)

88 *Reference to committees and withdrawal from committees.*

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(1)

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(5)

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SECTION 2. Section 14.07(2) of the General Ordinances of Milwaukee County is hereby amended as follows:

14.07. - Duties of the county clerk.

(2)

122 All information contained in reports required to be filed under the  
123 provisions of this chapter shall be compiled by the county clerk, as soon as  
124 practicable with respect to which information is filed. A listing of registered  
125 lobbyists and principals, and the matters to which the lobbying activities of  
126 the principal and lobbyist relate shall be forwarded on a quarterly basis to  
127 the county executive, and each member of the county board, ~~and the~~  
128 ~~county board chief committee clerk.~~

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130 SECTION 3. This ordinance shall become effective upon passage and publication or  
131 August 4, 2013, whichever is later.