



GEORGE L. CHRISTENSON
MILWAUKEE COUNTY CLERK

MEMO

Date: April 21, 2022

From: George L. Christenson, Milwaukee County Clerk

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

Subject: From the Milwaukee County Clerk George L. Christenson submitting an informational report providing an overview of the Milwaukee County Clerk's Office

File Type: Informational Report

REQUEST

County Board Chairwoman Marcelia Nicholson requested an informational report that includes information about the functions of the County Clerk's Office. This information will empower district offices with resources and information that allows elected officials to best serve their constituents.

REQUESTED INFORMATION

The mission of the Milwaukee County Clerk's Office is to support the activities of the Milwaukee County Board of Supervisors, the election activities of the Milwaukee County Election Commission, the general operations of County government, and to provide the highest quality services to the public at the lowest cost to the taxpayers.

The independently elected County Clerk administers and records the proceedings of the County Board of Supervisors, maintains all legislative files, staffs County Board meetings and committees, updates existing ordinances and publishes new ordinances online. The County Clerk's Office runs and maintains the legislative workflow software Legistar, its public-facing counterpart, the Milwaukee County Legislative Information Center (CLIC) and all the hardware and software that accompanies it.

The County Clerk issues marriage licenses and domestic partnership terminations, registers all lobbyists and lobbying principals, and reports lobbying registrations and expenditures to the County Board, County Executive, and the public. The Office of the County Clerk serves as an information clearing house by: receiving and processing claims, court summons and complaints naming Milwaukee County; maintaining the central file of county deeds, contracts, insurance policies, agreements, leases, easements, and certificates of title for all

county-owned vehicles; administering oaths of office and maintaining record of such oaths; and maintaining a file of qualified public improvement contractors. The County Clerk accepts and processes passport applications, sells Milwaukee County Transit System tickets and Wisconsin Department of Natural Resources licenses and permits; processes lien notices and actions against contractors performing County public improvements. The County Clerk serves as Executive Director of the Milwaukee County Election Commission; and provides support services to the Election Commission (Org Unit 3010).

FISCAL EFFECT

This report is informational only and has no fiscal effect.

VIRTUAL MEETING INVITES

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PREPARED BY:

George Christenson, Milwaukee County Clerk

APPROVED BY:

George Christenson, Milwaukee County Clerk

ATTACHMENTS:

PowerPoint Presentation-County Clerk's Office