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A RESOLUTION

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7 to create one additional position of Committee Coordinator in the Office of the County
8 Clerk, beginning June 11, 2023, and authorizing the transfer of \$32,550 from Agency
9 194-1945 – Appropriation for Contingencies to Agency 327 - County Clerk for salary
10 and social security costs to provide additional capacity to service legislative meetings
11 and other bodies created by the County Board

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WHEREAS, the County Clerk is independently elected and, among other duties, 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; and

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WHEREAS, the County Clerk's Office oversees and maintains the legislative workflow software Legistar, its public-facing counterpart, the Milwaukee County Legislative Information Center (CLIC) and the hardware and software that accompanies it; and

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WHEREAS, these duties are primarily performed by the Legislative Services Division of the Office of the County Clerk, which includes three positions of Committee Coordinator and one position of Manager of Legislative Services; and

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WHEREAS, in addition to its Standing Committees and full Board meetings, the County Board on occasion creates commissions, task forces or other bodies that are subject to Wisconsin Open Meeting laws and would benefit from the services of the Legislative Services Division; and

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WHEREAS, the 2023 Adopted Budget created the Milwaukee County Transit System (MCTS) Safety Task Force and the Paratransit Taxi Task Force, both which were created to provide more robust feedback from stakeholders and the public to inform policy decisions; and

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WHEREAS, an additional committee coordinator position could provide administrative support for these task forces and permit the County Board to create similar entities in the future; and

41 WHEREAS, the County Clerk is not obligated to provide staff support to such
42 commissions, task forces or other bodies but has historically agreed to do so, providing
43 staff support to seven such bodies that met 44 times in 2021-2022; and
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45 WHEREAS, the County Clerk projects providing staff support to a minimum of
46 ten such bodies meeting at least 56 times in 2023 alone, notwithstanding the creation of
47 additional such bodies; and
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49 WHEREAS, the Office of the County Clerk, Legislative Services Division has
50 reached its capacity to provide staffing services to additional such bodies without
51 additional staff; and
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53 WHEREAS, the creation of an additional position of Committee Coordinator
54 would allow the County Clerk to recruit a candidate that can be deployed as schedules
55 permit to fulfill staffing requests that otherwise could not be provided; and
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57 WHEREAS, it is important to provide the County Clerk with the resources
58 required to successfully administer and record the proceedings of the County Board of
59 Supervisors and ensure full and transparent access to its proceedings by the public;
60 and
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62 WHEREAS, the Committee on Personnel, at its meeting of May 9, 2023,
63 recommended adoption of File No. 23-551 (vote 4-0); and
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65 WHEREAS, the Committee on Finance, at its meeting of May 18, 2023,
66 recommended adoption of File No. 23-551 (vote 4-3); now, therefore,
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68 BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby
69 authorizes the creation of the following position for the Office of the County Clerk,
70 effective pay period 13, beginning June 11, 2023:
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<u>Title</u>	<u># of Positions</u>	<u>Pay Grade</u>
Committee Coordinator	1	23M

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78 BE IT FURTHER RESOLVED, the Office of Strategy, Budget and Performance,
79 working in conjunction with the Office of the Comptroller, is authorized to process an
80 appropriation transfer of \$32,550 from Agency 194-1945 – Appropriation for
81 Contingencies to the appropriate salary and social security accounts in Agency 327 -
82 County Clerk to fund the position for the remainder of 2023.

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85 05/18/2023

86 \\F\01\wpch\comclerk\$\Committees\2023\May\FINANCE\Resolutions\23-551 Committee Coordinator Position - no

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