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
7	
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
16	
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
29	MULEBEAG AND A GO OF LOUIS AND A COMPANY OF THE STATE OF
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
34	WILEBEAS the Sounds Clark is readily a green within his office to be este the
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

to the review and approval of the County Board Chairperson; now, therefore,

39 40 BE IT RESOLVED, that the following positions are transferred from Org. Unit 1000 – County Board to Org. Unit 3270 - County Clerk to provide Committee Clerk and support staff related functions for the County Board effective August 4, 2013:

Org Unit 1000 - County Board

Org. Unit 3270 - County Clerk

	<u>litle</u>	<u>Title Code</u>	# of Positions
Transfer In:	Chief Committee Clerk	86551	1
	Assist. Chief Committee Clerk	84600	1
	Committee Clerk	86505	1
	Support Services	84765	1

; and

BE IT FURTHER RESOLVED, that upon the transfer of the aforementioned staff, the County Clerk shall be responsible for the day-to-day supervision and management of committee clerk staff and related functions, such as the operation of the Legistar legislative tracking components, to fulfill his duties as outlined in State Statute 59.23(2)(a) to serve the County Board of Supervisors; and

BE IT FURTHER RESOLVED, that the Milwaukee County Board of Supervisors hereby amends the Milwaukee County Code of General Ordinances by adopting the following:

AN ORDINANCE

^{*}The prefix to the title of these positions is "Administrative Secretary" which may require retitling by the Department of Human Resources.

82 83	The Milwaukee County Board of Supervisors ordains as follows:			
84	SECTION 1 Section 1 00(b)(1) and (E) of the Conoral Ordinances of Milwaukee			
85	SECTION 1. Section 1.09(b)(1)and(5) of the General Ordinances of Milwaukee			
86	County is hereby amended as follows:			
87	(b)			
88	Reference to committees and withdrawal from committees.			
89	(1)			
90	All resolutions and ordinances other than those embodied in a			
91	committee report, as defined in section 1.14(a) of the Code, shall be			
92	submitted to the county board chairperson, with a copy to the			
93	county board chief committee clerk. The chairperson shall, within			
94	five (5) days of receipt of the document, refer the resolution or			
95	ordinance to the appropriate standing committee(s) for a report.			
96	The date upon which the chairperson refers the resolution or			
97	ordinance shall be deemed as the official referral date to the			
98	committee(s). Said action by the chairperson shall be deemed as			
99	authorization to the appropriate standing committee chairperson(s)			
100	to schedule the resolution or ordinance for review. If the			
101	chairperson does not refer the resolution or ordinance to the			
102	appropriate standing committee within five (5) days after receipt,			
103	that communication, report or request shall automatically be placed			
104	on the agenda of the county board at the next meeting for referral			
105	to the appropriate standing committee.			
106	(5)			
107	Except for those resolutions and ordinances which are introduced			
108	subsequent to January 1 of an election year, all resolutions and			
109	ordinances pending before a committee of the county board shall			
110	be considered to have been placed on file at the end of the term of			
111	office of the county board. A listing of all such resolutions and			
112	ordinances to be placed on file in this manner shall be distributed			
113	to all county board supervisors by the county board <u>county clerk</u>			
14	chief committee clerk in January of the final year of the term.			
115				
16	SECTION 2. Section 14.07(2) of the General Ordinances of Milwaukee County is			
17	hereby amended as follows:			
18				
119	14.07 Duties of the county clerk.			
120				
121	(2)			

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

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