



Office of the City Clerk

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

Dana J. Zelazny
Deputy City Clerk
d.zelazny@milwaukee.gov

June 10, 2026

Honorable Finance and Personnel Committee
Common Council
200 E. Wells St., Room 205
Milwaukee, WI 53202

Dear Committee Members:

Please accept this request from the Common Council – City Clerk’s Office to amend the Positions Ordinance to add six Auxiliary Executive Administrative Assistant positions outside of the budget process. This request has been submitted to and reviewed by the Budget Office, and we ask that it be heard at the Finance and Personnel Committee meeting on June 18, 2026.

The Common Council – City Clerk’s Office currently has six funded part-time non-exempt Executive Administrative Assistant I positions that serve as a fill-in pool to staff aldermanic offices when the Legislative Assistant serving that office is unavailable. In some situations, however, a Council Member may prefer that their office be staffed by a known quantity in lieu of a pool staffer. Such an individual may have in-depth knowledge of the district, and often has recent experience working with the aldermanic office in another capacity, including as a Legislative Services Aide, as a volunteer, or as a former Legislative Assistant. This is not a new model; until 2024, the City Clerk’s Office had five exempt Auxiliary Legislative Assistant positions to staff as needed.

As previously, the department will request that the additional positions be exempted, so that individuals may be brought on-board quickly, on a temporary, part-time basis, upon request. This arrangement will allow us to facilitate personalized office coverage when requested, and to provide general pool coverage otherwise. The costs associated with these six positions will be offset by reducing the pool staffing levels and through vacancies. We do not anticipate requesting funds in the future for these positions.

Please amend the 2026 Positions Ordinance as follows:

<u>Department/Organization/Unit/Position Title</u>	<u>Add</u>
Common Council/City Clerk	
<u>Central Administration Division</u>	
Auxiliary Executive Administrative Assistant	6



We are pleased to answer any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Jim R. Owczarski". The signature is written in a cursive style with a long horizontal flourish at the end.

Jim R. Owczarski
City Clerk