

MEMORANDUM

TO: Ald. José G. Pérez

FROM: Tea B. Norfolk, Legislative Reference Bureau

DATE: January 5, 2024

RE: Special Deputies

This memo is in response to your request for information relating to special deputies and parity among City departments.

The 2024 Adopted Budget provides position authority for a variety of positions that are second-in-command for approximately half of the departments. Those positions, however, are not necessarily authorized to perform all of the duties of a department head in the event of a department head's absence or inability to perform his or her duties. That authority must be provided in the Milwaukee Code of Ordinances (the Code). This authority, however, is not provided in the Code for all departments, which can have the effect of leaving some departments without direction in the event of an emergency absence of the department head (either temporary, such as illness, or permanent, such as discharge).

If a department is left without a head, the Common Council may need to act quickly to fill the vacant seat without enough time to fully consider a proposed candidate's fit for the position. With a special deputy performing those duties, the Council is afforded more time to thoroughly consider the qualifications of proposed candidates.

Providing codified special deputy authority for all departments would achieve parity among departments.

Position authority and code provisions are provided in the following table below:

Department	Head (Title)	Deputy (Title in the Budget)	Code Provision
Dept. of Administration	Director	Deputy	None
Assessor	Commissioner	None	None
Dept. of City Development	Commissioner	Deputy Commissioner	s. 308-1-6-b
City Clerk	City Clerk	Deputy City Clerk	s. 3-26.5
Election Commission	Commissioner	Executive Director	s. 302-3-1.5
Emergency Communications	Director	Deputy	None
Employee Relations	Director	None	s. 340-7-2
Fire and Police Commission	Director	Deputy	None
Health	Commissioner	None	s. 17-04.5
Library	Director	Deputy Library Director	State Statute
Municipal Court	Chief Court Administrator	Deputy Court Administrator	State Statute
Dept. of Neighborhood Services	Commissioner	None	None
Port of Milwaukee	Director	None	None
Dept. of Public Works	Commissioner	None	s. 7-08

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