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A resolution by Supervisor Nicholson, modifying the method of voting for certain motions and creating a separate Committee on Audit by amending Chapters 1, 9, 15, 17, 32, 34, 36, 44, 46, 56, 73, 201, and 203 of the Milwaukee County Code of General Ordinances, by recommending adoption of the following:

A RESOLUTION/ORDINANCE

WHEREAS, Chapter 1 of the Milwaukee County Code of General Ordinances (the Code) defines the rules of the Milwaukee County Board of Supervisors (County Board); and

WHEREAS, the start of a new legislative term provides the opportunity to review Chapter 1 of the Code, and make updates to facilitate the functions of the County Board; and

WHEREAS, voting on a motion to receive and place file does not require a roll call vote, unless requested, and can be conducted through a voice vote without objection; and

WHEREAS, due to changes resulting from the passage of 2013 Wisconsin Act 14, many contracts now require review by the Committee on Finance and Audit (F&A), often resulting in lengthy agendas and making it difficult to conduct in-depth review of audit reports and follow-up status reports; and

WHEREAS, a separate Committee on Audit will allow more in-depth analysis of audit reports, recommendations, and follow-ups; and

WHEREAS, it is the purview of the County Board to provide oversight to Milwaukee County departments, functions, and operations; and

WHEREAS, the Code makes several references to County Board standing committees and require updating to reflect the changes to the Committee on F&A; and

WHEREAS, the Committee of the Whole, at its meeting of May 14, 2020, recommended adoption of File No. 20-369 (vote 18-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby amends Chapters 1, 9, 15, 17, 32, 34, 36, 44, 46, 56, 73, 201, and 203 of the Milwaukee County Code of General Ordinances through the adoption of the following:

43 **AN ORDINANCE**

44 The Milwaukee County Board of Supervisors does ordain as follows:

45 **Section 1.** The specified sections of Chapter 1 of the Milwaukee County Code of
46 General Ordinances is hereby amended as follows:

47 **Section 1.01. – Meetings.**

- 48 (a) *Annual meeting.* The statutory or annual meeting of the county board shall be
49 convened on the Monday next succeeding the regularly scheduled monthly
50 meeting on the first Thursday in November for the purpose of considering reports
51 of the committee on finance and audit on new positions for the next fiscal year as
52 well as recommendations for amendments to the executive’s budget.

53 **Section 1.04. – Voting.**

- 54 (a) *Quorum.* A majority of the supervisors entitled to a seat in the county board shall
55 constitute a quorum for the transaction of business. All questions shall be
56 determined by a majority of the supervisors present, unless otherwise provided
57 by statute or this chapter.
- 58 (b) *Abstain from voting.* No member shall abstain from voting on a question when
59 put, except by specific notice of that supervisor. Any member wishing to abstain
60 from voting is expected to make a brief verbal statement of the reason for
61 abstaining.
- 62 (c) *Roll call votes obligatory; when.* When a roll call is ordered by the chairperson,
63 the county clerk shall call the roll in alphabetical order, with the chairperson
64 voting last, and give to the chairperson the final number of those voting on each
65 side. Debate shall be closed with the commencement of the roll call and no
66 motion shall be received until after the result of the voting is announced by the
67 chairperson. All members shall be in the board room when voting. A roll call vote
68 must be taken on:
69 (1) Each committee report, and any proposed amendment(s) thereto. A
70 motion to place on file may be by voice vote by unanimous consent;
71 (2) Any action under suspension of the rules;
72 (3) Any action to suspend the rules, unless unanimous consent be granted;
73 (4) Elections to offices and positions to be filled by the county board unless
74 otherwise provided by law.

75 **Section 1.08. – Specific motions.**

- 76 (g) *Motion to reject or place on file.* A motion to reject or place on file shall be
77 treated as a motion to postpone indefinitely and shall be applicable to main
78 questions only. A negative vote on such motions cannot be reconsidered and
79 cannot be renewed as to the same main question at the same meeting. A
80 motion to place on file may be taken by voice vote without objection.

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90 **Section 1.10. – Fiscal notes.**

91

- 92 (1) No resolution or ordinance from any county officer, board or commission shall be
93 considered by the county board, or by any committee thereof to which is has
94 been referred, unless it shall have attached as a note a reliable estimate of the
95 fiscal effect which has been reviewed per the policies established by the
96 comptroller. The fiscal note shall be prepared on a form approved by the
97 committee on finance ~~and audit~~ and supplied by the comptroller. With respect to
98 any collective bargaining agreement, any amendment to chapter 17 of the
99 general ordinances affecting wages and benefits, or any other action affecting
100 the wages or benefits of county employes, the fiscal note should include as much
101 information as is practicable under the circumstances about the fiscal impact
102 upon each department affected by the action. In addition, at minimum, the fiscal
103 note shall set forth details of the projected annual countywide fiscal impact
104 projected for each year of the collective bargaining agreement or, in the case of
105 any other action effecting the wages or benefits of county employes, shall contain
106 information regarding the projected fiscal impact at least five (5) years into the
107 future. When necessary, affected agencies may assist the author in the
108 preparation of the fiscal note.
- 109 (2) The requirement of this section shall apply to original measures or submissions,
110 substitute amendments and minority reports only, and not to, amendments.

111

112 **Section 1.11. – Standing committees.**

113

- 114 (a) As soon as practical, after his/her election, the following standing committees
115 shall be appointed by the chairperson of the county board. Each committee shall
116 consist of five (5) members except as herein otherwise specifically designated.
- 117 (1) Committee on personnel.
118 (2) Committee on finance ~~and audit~~. (Seven (7) members.)
119 (3) Committee on audit. (Six (6) members.)
120 ~~(3) (4) Committee on health and human needs.~~
121 ~~(4) (5) Committee on judiciary, safety and general services.~~
122 ~~(5) (6) Committee on parks, energy and environment.~~
123 ~~(6) (7) Committee on transportation, public works and transit.~~
124 ~~(7) (8) Committee on economic and community development.~~
125 ~~(8) (9) Committee on intergovernmental relations.~~
126 ~~(9) (10) Committee of the whole (Eighteen (18) members, chairperson being the~~
127 ~~chairperson of the county board and vice-chairperson being the first vice-~~
128 ~~chairperson of the county board.)~~
- 129 (b) The chairperson of the board shall make written announcement of his/her
130 appointments to said committees and shall designate a chairperson and vice
131 chairperson of each of said committees. The order of members' names in the
132 chairperson's written announcement of appointment shall denote seniority on the
133 county board. In case of a vacancy in any committee, the same shall be filled by
134 written appointment by the chairperson of the board. The chairperson of the

135 board may, at his/her discretion, change the composition of said committees
136 including the designation of the chairperson and vice chairperson. In the event of
137 a vacancy in the office of the county board chairperson and a successor is
138 elected, such successor may, after his/her election and in the manner
139 hereinabove provided, make any changes in committee appointments.

140 (c) The duties of such committees shall be to have charge of the several matters
141 hereinafter designated but such enumeration shall not be exclusive:

142 (1) Committee on personnel. All matters affecting reclassification and
143 compensation, hours, benefits and conditions of employment of county
144 offices and employe personnel, and the classification and pay of
145 additional positions; departmental policy of the civil service commission;
146 administration of employes' award program. (The chairperson of the
147 committee on personnel may appoint an advisory committee consisting of
148 the county executive or designee, the corporation counsel or designee,
149 the director of the department of administrative services or designee, the
150 director of human resources or designee, and a member of the
151 committee to assist in the administration of the employes' award
152 program.)

153 Departmental policy of the department of human resources and divisions
154 of employe benefits and labor relations.

155
156 (2) Committee on finance and audit.

- 157 1. Departmental policy of: the general office of the county executive,
158 general office of the county board, department of administrative
159 services (divisions of administration and fiscal affairs, information
160 management services, procurement, and risk management), office
161 of the comptroller, and county treasurer.
- 162 2. County budget matters.
- 163 3. Issuance of debt.
- 164 4. Taxation matters.
- 165 5. Insurance matters.
- 166 6. Need for additional positions.
- 167 7. Policy matters having a fiscal effect outside the current budget.
- 168 ~~8. Review the audit reports of the office of the comptroller to ensure~~
169 ~~that departments implement the many program improvements and~~
170 ~~cost saving recommendations so that the county board can provide~~
171 ~~the best service at the lowest possible cost to the taxpayer. (The~~
172 ~~chairperson of the committee on finance and audit may appoint a~~
173 ~~special audit implementing subcommittee to spearhead the~~
174 ~~implementation of audit report recommendations.)~~
- 175 ~~9~~ 8. Other financial matters of concern to the county.
- 176 ~~10~~ 9. The committee shall have the authority to review and approve,
177 without county board approval, departmental requested waivers of
178 section 9.05(3)(a) of county ordinances related to contractual
179 services with former employees.
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(3) Committee on audit.

1. Review the audit reports of the office of the comptroller to ensure that departments implement the many program improvements and cost saving recommendations so that the county board can provide the best service at the lowest possible cost to the taxpayer.
2. The chairperson of the committee on audit may appoint a special audit implementation subcommittee to spearhead the implementation of audit report recommendations.

~~(3)~~ (4) Committee on health and human needs.

1. Departmental policy of the department of health and human services, including the divisions of behavioral health, housing, economic support, delinquency and court services, disabilities services, management services, and director's office.
2. All policy matters related to the office for persons with disabilities in the department of administrative services.
3. All matters pertaining to the department on aging.
4. All matters pertaining to the department of family care.
5. All matters pertaining to the county executive's veterans service office.

~~(4)~~ (5) Committee on judiciary, safety and general services.

1. Departmental policy of: county funded state court services, family court commissioner, jury commission, register in probate, election commission, county clerk, register of deeds, sheriff, medical examiner, legal resource center, district attorney, department of child support services, and corporation counsel.
2. (a) *Actions against the county.* The committee, subject to full board approval, shall review and approve all matters pertaining to suits or claims against the county, including, but not limited to, those for personal injuries and property damage. The committee has the authority to approve the payment of claims against the county in an amount not to exceed ten thousand dollars (\$10,000.00) and to recommend to the board approval or denial of claims and settlements in excess of that amount.
- (b) *Actions initiated by the county.* The committee, subject to full board approval, shall approve the initiation of all suits or claims by the county against other persons or entities where the amount claimed exceeds ten thousand dollars (\$10,000.00) or where the rights sought to be declared have a potential fiscal effect on the county in excess of ten thousand dollars (\$10,000.00), except when the county executive approves the initiation of an action on an emergency basis to preserve property, to protect the life, health or welfare of persons, or to obtain an injunction on the grounds set forth in ch. 813, Wis. Stats. In the event the

227 county executive authorizes corporation counsel to file an action
 228 under this exception, corporation counsel shall provide a report to the
 229 committee members and the county board chair immediately upon
 230 receiving the county executive's authorization of such action.

231 (c) *Intracounty actions.* The committee shall consider and make its
 232 recommendation thereon to the full board, subject to its approval,
 233 the initiation of all actions for declaratory, injunctive, or other
 234 extraordinary relief or remedy seeking to preserve, enforce, and
 235 defend the legal rights and status of the board in relation to other
 236 branches of county government or elected county officials. The
 237 committee, subject to full board approval, may delegate authority
 238 to the board chairperson, as head of the department of the county
 239 board, to initiate such an action on behalf of the board.

240 (d) Corporation counsel is delegated authority to approve the
 241 payment of claims against the county where the payment is no
 242 more than five hundred dollars (\$500.00), pursuant to s.
 243 59.52(12)(b), Wis. Stats. Corporation counsel is authorized to
 244 initiate claims or suits by the county against other persons or
 245 entities where the amount claimed is ten thousand dollars
 246 (\$10,000.00) or less.

247 (e) The committee shall be afforded confidential access to privileged
 248 attorney-client communication and to attorney work product in any
 249 matter where Milwaukee County or a Milwaukee County officer or
 250 employe is named as a part in an action or proceeding arising
 251 from the commission of official duties.

252 3. Applications for licenses requiring action by the county board.
 253 4. Purchase of surety bonds.
 254 5. Actions required by state statute.

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256 ~~(5)~~ (6) *Committee on parks, energy and environment.*

257 1. Departmental policy of department of parks, recreation and culture,
 258 zoological gardens, public museums, cultural activities (including
 259 funds for the arts), university extension service and the
 260 environmental section of the department of administrative services.
 261 2. County parks and parkways.
 262 3. Matters pertaining to war memorial board of trustees.
 263 4. All functions to be performed by a committee on extension education
 264 under the provisions of s. 59.56, Wis. Stats.
 265 5. All matter pertaining to protection of environment including, but not
 266 limited to, water pollution, noise pollution, insecticide control,
 267 lakeshore erosion, community beautification activities, land utilization,
 268 street tree replacement studies and other environmental control
 269 oriented programs over which the county has authority to exercise
 270 control or in relation to which the county has an interest requiring the
 271 expression of policy. The term "environment" also encompasses the
 272 concept of home environment as well as natural environment.

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6. All matters relating to the conservation of all uses of energy, including, but not limited to, oil, coal, wind, nuclear and solar energy by all county programs and departments; the study, review and recommendation of plans and solutions relating to energy conservation in the county which may be submitted by citizens or county employes; and the review of energy-related matters being considered by the public service commission, which will have a substantial effect on the county. The term “energy” also encompasses residential energy as well as industrial and commercial energy.
7. All matters relating to the conservation of air, water, energy and all other resources.
8. All matters pertaining to consumer education and protection, particularly in the area of public service providers.
9. This committee shall exercise the powers and duties of county land conservation committees required by ch. 92, Wis. Stats., and the county board shall appoint the chairperson of the county agricultural stabilization and conservation committee created under 16 USC 590h(b), or a member of such committee designated by him/her, to the land conservation committee of the county.

~~(6)~~ (7) *Committee on transportation, public works and transit.*

1. Departmental policy of: department of transportation airport, transportation services, highway, fleet management, county transit/paratransit system, administration; and department of administrative services facilities management division, including architectural, engineering and environmental services and sustainability section.
2. All policy matter pertaining to the construction, maintenance, control and operation of county airports.
3. All policy matters pertaining to the construction and maintenance of highways and bridges, the vacation or opening of public streets, alleys, highways or roads, for which the county has jurisdiction.
4. All powers and duties authorized to be performed by the highway committee except those duties which are authorized to be performed by the highway commissioner as prescribed in state statutes.
5. All policy matters under its jurisdiction pertaining to railroads and public utilities in the county.
6. All policy matters relating to erection, major alterations and repair of public buildings and structures.
7. All mass transit policy matters pertaining to the establishment of fares and other charges, standard of service, route locations, capital improvements, and service improvements.
8. Approves all facility and land leases that are not referred to other standing committees.

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9. All transportation matters pertaining to disadvantaged business enterprises.

~~(7)~~ (8) *Committee on economic and community development.*

1. All matters pertaining to economic development and the disposition of excess or surplus county lands, including, but not limited to, sale or lease of property and financing terms.
2. The study and recommendations of all plans, projects and programs for fostering community development throughout the county, including the community development block grant program and funds for county housing purposes.
3. Overview the administration of all federal, state and local housing programs at the county level.
4. The study, review and recommendation of plans and solutions of housing persons displaced from their dwellings by governmental actions of the county or the municipalities which compose it, and the coordination and implementation of relocation plans and procedures with federal, state and local agencies and units of government within the county.
5. Veterans' housing.
6. All policy matters pertaining to disadvantaged business enterprises.

~~(8)~~ (9) *Committee on intergovernmental relations.* Proposed federal, state or municipal legislation affecting the county government. The committee shall consider such proposed legislation and make its recommendation thereon to the county board. Such recommendations until altered by the county board, shall guide the legislative representative of the county board in his/her work before legislative bodies. The committee may appear before the congress, the legislature and the government bodies of other municipalities, as may be necessary on pending legislation to support policies advocated by the county board.

~~(9)~~ (10) *Committee of the whole.* Subject to the call of the county board chairperson to review matters and files to be acted upon by the county board.

1.13. – Committee meetings.

(d) *Committee motions and voting procedure.*

- (1) If an item is on the agenda “for information only unless otherwise directed by the committee,” a motion to place on file is not needed. The committee will just receive the item. However, if a motion is made and a roll-call vote is taken, said item will be reported to the board.
- (2) If a motion to adopt an item fails, it will be reported to the board with a recommendation to reject.

- 364 (3) To take any other action on an item after it has been rejected, a motion to
365 reconsider must be made and passed. Only a supervisor who voted on the
366 prevailing side of the rejection action can make the motion to reconsider.
367 (4) If a motion to place on file or to reject fails, the matter is still before the
368 committee and another motion shall be in order.
369 (5) If a motion to adopt, postpone indefinitely, place on file or reject receives a
370 tie vote in committee, the matter shall be reported to the county board
371 without recommendation.
372 (6) If a motion to refer, lay over or amend receives a tie vote, said motion fails
373 and another motion is in order.
374 (7) No motions, or debate on motions, shall be made from the chairperson. If
375 the chairperson wishes to make, or to speak at any length on, a motion,
376 the chairperson shall turn over the gavel to the vice chairperson or next
377 senior member for the remainder of the item. This provision shall not
378 prevent a chairperson from questioning a witness concerning testimony
379 being presented to the committee.
380 (8) Once a committee comes to order, an attendance is taken to establish a
381 quorum, any item on the agenda can only be removed by concurrence of
382 a majority of the committee. Prior to the committee coming to order, an
383 item can be removed by the chairperson.
384 (9) Supervisors wishing to add their names as co-sponsors of resolutions or
385 ordinances introduced by supervisors, shall, prior to a committee's final
386 vote on said resolution or ordinance, obtain the permission of the primary
387 sponsor, and be added if there is no objection from a member of the
388 committee. If there is objection, a vote of the committee shall be taken
389 regarding adding the co-sponsor(s).

390
391 **1.14. – Committee reports.**

- 392
393 (b) *Committee report laid over on request.* Action on the report of any committee as
394 defined in subsection (a) of this section, when it first makes its report, shall be
395 deferred until the next meeting of the county board if one-third (1/3) of the
396 members present and voting so request. If the report of said committee is re-
397 referred to said committee or any other committee and thereafter the subject
398 matter is again returned to the county board, action thereon shall not be deferred
399 except as provided by section 1.15 or by a majority vote of the members present.

400
401 The above rules shall not apply to the report of the committee on finance ~~and~~
402 ~~audit~~ on the executive budget, including resolutions proposing tax levies and
403 recommendations on new positions to become effective in and included in the budget
404 for the following fiscal year. The rule shall also not apply to passive review public
405 contracts subject to s. 59.52(31)(b)(1) and (2), Wis. Stats., or county executive
406 appointment confirmations subject to s. 59.17(2)(b)(1), Wis. Stats.

407

408 **1.15. – Referring resolution, ordinance or report for legal opinion.**
409

410 With affirmative vote of one-third (1/3) of the members present and voting at any
411 meeting of the county board, any resolution, ordinance or report shall be referred to the
412 corporation counsel and the written opinion of the latter secured as to the legality of the
413 resolution or ordinance offered, or the recommendation made in any report presented to
414 the county board for adoption. Such opinion shall be rendered to the county board at its
415 next meeting held not less than forty-eight (48) hours after the referral, and copies
416 distributed to all members. The resolution, ordinance or report, shall not be referred
417 again to the corporation counsel for a legal opinion except by a majority vote of the
418 members present.
419

420 The above rule shall not apply to:

- 421 (1) The report of the committee on finance ~~and audit~~ on the executive budget.
- 422 (2) Resolutions proposing amendments to the executive budget.
- 423 (3) Resolutions proposing tax levies.
- 424 (4) Recommendations of the committee on finance ~~and audit~~ on new
425 positions to become effective in, and to be included in, the budget for the
426 following fiscal year.
- 427 (5) Passive review public contracts subject to s. 59.52(31)(b)(1) and (2), Wis.
428 Stats.
- 429 (6) County executive appointment confirmations subject to s. 59.17(2)(b)(1)
430 Wis. Stats.

431
432 **1.16. – Requests relating to personnel matters.**
433

434 (b) *New positions.* Personnel requests relating to the creation of new positions,
435 which are required during a current fiscal year because of an urgent need, may
436 be submitted to the county board at any time during such year. All requests for
437 current year new positions shall be referred to the committee on finance ~~and~~
438 ~~audit~~, and the committee on personnel, and must include a report from the
439 department of human resources and the department of administrative services.
440 The department of administrative services shall submit a recommendation
441 regarding the necessity for the requested positions to the committees on
442 finance ~~and audit~~ and personnel, and the department of human resources shall
443 submit its recommendations regarding the classification of new positions to be
444 created during the current budget year as soon as reasonably possible. The
445 department of administrative services shall submit recommendations regarding
446 the necessity for new positions requested for the next fiscal year to the county
447 executive for consideration in the subsequent year's executive budget. The
448 committee on finance ~~and audit~~ shall review positions recommended for
449 creation by the county executive during its hearings on the executive budget
450 and report its recommendations to the county board on or before the Monday
451 next succeeding the regularly scheduled monthly meeting on the first Thursday
452 in November. The department of human resources shall submit its
453 recommendations to the committee on personnel regarding the classification

454 and pay for new positions for the next fiscal year recommended by the county
455 executive and/or committee on finance ~~and audit~~, so the committee on
456 personnel can report its recommendations to the county board on or before the
457 Monday next succeeding the regularly scheduled monthly meeting on the first
458 Thursday in November.

459 (c) *Review by county board staff.* If the personnel request is for new positions in
460 the department of administrative services, it shall also be reviewed by the
461 county board staff and a recommendation regarding the necessity for the
462 requested positions submitted to the committee on finance ~~and audit~~. If the
463 request relates to reclassifications, reallocations, appointments at an advanced
464 step of the pay range and advancements within the pay range in the
465 department of human resources, it shall be reviewed by the county board staff
466 and processed in a manner consistent with the authority granted to the director
467 of human resources under chapter 17 of the Code.
468

469 **1.19. – Reference of request for appropriation transfers to county executive.**
470

471 All requests for appropriation transfers between principal objects of
472 expenditures or from the contingent fund shall be transferred to the county executive.
473 He/she shall promptly consider same and report his/her recommendation thereon to
474 the committee on finance ~~and audit~~ of the county board. If the county executive fails to
475 make a recommendation within ten (10) days after the submission of a request for
476 transfer, the committee on finance ~~and audit~~ may act upon such request without
477 his/her recommendation.
478

479 **1.24. – Budgetary procedure.**
480

481 (3) *Committee on finance ~~and audit~~ hearings.*

482 (a) The committee on finance ~~and audit~~ shall not commence its review of the
483 executive budget until at least seven (7) days succeeding the official
484 receipt of the executive budget, in order to allow finance ~~and audit~~
485 members and county board staff sufficient time to review the budget,
486 meet with departmental personnel and develop suggested amendments
487 to the budget. It is also intended that this period will be utilized by other
488 supervisors not on the committee to familiarize themselves with the
489 budget and to begin preparation of budget amendments so as to allow
490 for introduction of those amendments during the time the committee is
491 conducting hearings.
492

493 **Section 2.** The specified sections of Chapter 9 of the Milwaukee County Code of
494 General Ordinances are hereby amended as follows:
495

496 **9.05. – Standards of conduct.**
497

498 (3) *Limits on contact:*

499 (a) *Limits on contact with former county associates:* No former county public
500 official or employee, for twelve (12) months following the date on which
501 he/she ceases to be a county public official or employee, shall, for
502 compensation, on behalf of any person other than a governmental entity,
503 provide any contractual services to the county. Nor shall the former
504 county public official or employee make any formal or informal
505 appearance before or try to settle or arrange a matter by calling, writing,
506 or conferring with, any county public official, officer or employee of the
507 department with which he/she was associated as a county public official
508 or employee. The county board committee on finance ~~and audit~~ may
509 waive the contractual services prohibition provision of this section, first
510 effective for county public officials or employees that separate service
511 after April 1, 2016, upon the petition of the administrator seeking services
512 with the former public official or employee that the need is critical to
513 county operations.

514 (b) *Limits on contact with judicial or quasi-judicial proceedings:* No former
515 county public official or employee for twelve (12) months following the
516 date on which he/she ceases to be a county public official or employee,
517 shall for compensation on behalf of himself/herself or any person other
518 than a governmental entity, make any formal or informal appearance
519 before, or try to settle or arrange a matter by calling, writing, or
520 conferring with, any county public official, officer or employee of a
521 department in connection with any judicial or quasi-judicial proceeding,
522 application, contract, claim, or charge which was under the former public
523 official's or employee's responsibility as a county public official or
524 employee.

525 (c) *Limits on contacts with judicial or quasi-judicial proceedings where*
526 *personally participated:* No former county public official or employee
527 shall, whether for compensation or not, act on behalf of any party other
528 than the county in connection with any judicial or quasi-judicial
529 proceeding, application, contract, claim, or charge in which the former
530 public official or employee participated substantially as a public official or
531 employee.

532 (d) *Consideration of exemptions:* The ethics board shall accept and review
533 written requests by former appointed officials for an exemption from the
534 prohibitions of (3), except that only the committee on finance ~~and audit~~
535 shall consider exemptions to the contractual services prohibition. Such
536 exemption requests must be heard and deliberated during a properly
537 convened open session of an ethics board meeting and must be included
538 in a written ethics board opinion stating the reason(s) that the former

539 appointed official should be exempt from the otherwise prohibited
540 conduct.

541

542 **Section 3.** The specified sections of Chapter 15 of the Milwaukee County Code of
543 General Ordinances are hereby amended as follows:

544

545 **15.215. – Investment of county funds.**

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547 (2) It is the policy of the county board to invest county funds, not immediately
548 needed, in accordance with state statutes in order to obtain interest revenue for
549 the county. To effectuate such policy, the county treasurer and/or appropriate
550 designee, therefore, is authorized and directed to purchase, redeem, sell,
551 exchange, invest or otherwise obtain or dispose of investments and securities
552 as are authorized by statute, on a noncompetitive basis. The county treasurer
553 shall submit on a quarterly basis, for review by the county board finance and
554 audit committee, a report on the investment policies and practices, the
555 investment activities and the investment performance of the monies under the
556 jurisdiction of the county treasurer.

557

558 **15.23. – Payments to the county.**

559

560 (2) *Protested payments.* If a check tendered to make any payment to the county is
561 not paid by the bank on which it is drawn, or if a demand for payment under a
562 debit or credit card transaction is not paid by the bank upon which demand is
563 made, the person by whom the check has been tendered or the person entering
564 into the debit or credit card transaction shall remain liable for the payment of the
565 amount for which the check was tendered or the amount agreed to be paid by
566 debit or credit card and for all legal penalties, additions, bank charges and a
567 charge for administrative costs of twenty-five to fifty-five dollars (\$25.00 to
568 \$55.00), to be set by the treasurer. The treasurer shall notify the committee on
569 finance and audit within ten (10) days of changing the administrative fee to any
570 amount within the aforementioned range. In addition, the department
571 administrator to whom the check was tendered or to whom the debit or credit
572 card was presented may, if there is a probable cause to believe a crime has
573 been committed, provide any information or evidence relating to the crime to
574 the district attorney for prosecution as provided by law. If any license has been
575 granted upon any such check or any such debit or credit card transaction, the
576 license shall be subject to cancellation for the nonpayment of the check or
577 failure of the bank to honor the demand for payment authorized by debit or
578 credit card.

579

580 **Section 4.** The specified sections of Chapter 17 of the Milwaukee County Code of
581 General Ordinances are hereby amended as follows:

582

583 **17.05. – Determination of appropriate classification of position.**

584

585 The following procedure shall be utilized to ensure that all county positions are
586 appropriately classified based upon the duties assigned to and performed by the
587 incumbents of the position:

588 (1) *Creation of additional positions.* Each department is limited to the total number
589 of positions or staffing authorized in the adopted annual budget unless an
590 increase or decrease in the number of authorized positions or staffing is
591 approved by the county board, subject to the review of the county executive,
592 during the year. After adoption of the annual budget, the number of authorized
593 positions or staffing may be increased or decreased in accordance with the
594 following procedure:

595 (a) A request to increase or decrease the number of authorized positions
596 within a department shall be forwarded to the county board chairperson
597 by the appropriate department head with copies provided to the director
598 of human resources and director of the department of administration.
599 Such request shall include information with respect to the reason for the
600 change as well as the qualifications, duties, title and compensation
601 expected for any additional positions. All information shall be provided in
602 the format designated by the director of human resources and director of
603 the department of administration and included in the administrative
604 manual.

605 (b) The director of the department of administrative services shall review
606 each request with respect to need and appropriateness and file a report
607 with the committee on finance ~~and audit~~. The committee on finance ~~and~~
608 ~~audit~~ shall report its recommendation to the county board.

609 (c) The director of human resources shall review all requests for new
610 positions or additional staffing to determine the appropriate classification
611 and pay and file a report with the committee on personnel. The
612 committee on personnel shall report its recommendation with respect to
613 classification and pay to the county board.

614

615 **Section 5.** The specified sections of Chapter 32 of the Milwaukee County Code of
616 General Ordinances are hereby amended as follows:

617

618 **32.01. – Creation and general organization.**

619

620 There is hereby created pursuant to s. 59.035(1), Wis. Stats., an independent
621 "department of administration" for the county which shall include the following major
622 divisions:

623 (a) Division of procurement.

624 (b) Division of administrative services.

625 (c) Division of fiscal affairs.

626 The departmental policies will be subject to the jurisdiction of the county board
627 through its committee on ~~financial and audit~~ finance.

628
629 **32.25. – Purchasing and contracting procedure.**

630
631 (8) *Exceptions.*

632 (a) Competitive bidding requirements of this chapter shall apply, except as
633 follows:

- 634 (1) When, after soliciting sealed bids, it is determined by the
635 procurement director or his or her designee, and verified by the
636 purchasing standardization committee, that no valid bids have
637 been received, the purchasing standardization committee may
638 authorize procurement without competition.
- 639 (2) Purchases from a single source which, by their nature, are not
640 adapted to award by competitive bidding as determined by the
641 procurement director or his or her designee and approved by the
642 purchasing standardization committee.
- 643 (3) Purchases from any federal, state or local governmental unit or
644 agency of surplus materials, supplies, commodities or
645 equipment, as approved by the committee on finance, ~~personnel~~
646 ~~and audit~~ of the county board, and otherwise when expressly
647 authorized by the county board.
- 648 (4) Discretionary purchase of ten thousand dollars (\$10,000.00) or
649 less as authorized in subsection 32.25(2) of this section.
- 650 (5) Any contract for a public works construction project where the
651 director of the appropriate department or the department of
652 administrative services or his/her designee has recommended,
653 and the procurement director or his or her designee has agreed
654 in writing, that the procurement director or his or her designee
655 shall negotiate for the purpose of services, supplies, materials or
656 equipment needed for such project.

657
658 (10) Comptroller responsibility.

- 659 (a) All contracts issued by the division shall be reported to and
660 countersigned by the comptroller, under policies established by the
661 comptroller, if he or she determines that the county has, or will have, the
662 necessary funds to pay the liability that the county may incur under the
663 contract. No contract is valid until so countersigned.
- 664 (b) The comptroller shall, on a monthly basis, summarize the reports
665 received from the division concerning blanket contracts and provide one
666 (1) copy to the committee on finance, ~~personnel and audit~~ and one (1)
667 copy to the county executive.
- 668 (c) The comptroller shall deny payment for any payment request submitted
669 by a vendor to an administrator if all conditions of this chapter have not
670 been met. The comptroller shall report such denials and the reason for
671 denial to the committee on finance, ~~personnel and audit~~ along with the

672 monthly report. In such cases, the administrator may appeal the decision
673 to the committee on finance, ~~personnel and audit.~~

674

675 **32.81. – Budget Preparation.**

676

- 677 (1) Discharge all of the following duties in connection with the preparation of the
678 county's annual budget, including those imposed by s. 59.84, Wis. Stats.:
- 679 (a) Develop procedures and format for the departments' submission of
680 budget estimate for the county's fiscal year, including revenues,
681 expenditures and capital improvement requirements.
 - 682 (b) Compile county departmental estimate along with principal and interest
683 requirements, cash appropriations for capital improvements, proposed
684 new bond obligations, including interest and principal that would become
685 due in the budget year, contingency requirements and an estimate of all
686 revenues, including any surplus and the required tax levy, and transmit
687 the report to the county executive and the county board.
 - 688 (c) Assist the county executive in preparing the executive budget by:
 - 689 (1) Developing a hearing schedule, and notifying county
690 departments and other interested persons
 - 691 (2) Reviewing budget requests and recommending areas where
692 changes may be considered.
 - 693 (3) Compiling the executive budget for transmittal to the county
694 board.
 - 695 (4) Distributing a professionally printed copy of the executive
696 budget to each Milwaukee County Supervisor, any other elected
697 county official who requests a copy, the committee coordinator
698 for the committee on finance ~~and audit~~, and the staff of the
699 research division of the comptroller's office. Budget documents
700 will continue to be available on the county website for public
701 access and historical purposes.
 - 702 (d) Assist county board staff and the committee on finance ~~and audit~~ in
703 publishing the executive budget.
 - 704 (e) Assist the county executive and committee on finance ~~and audit~~ during
705 the committee's budget hearing, including the preparation of
706 amendments to the executive budget.
 - 707 (f) Compile the adopted budget, including the preparation of the necessary
708 resolutions for adoption by the county board.
 - 709 (g) Distributing a professionally printed copy of the adopted budget to each
710 Milwaukee County Supervisor, any other elected county official who
711 requests a copy, the committee coordinator for the committee on finance
712 ~~and audit~~, and the staff of the research division of the comptroller's
713 office. Budget documents will continue to be available on the county
714 website for public access and historical purposes.
 - 715 (h) Make recommendations to improve procedures for developing and
716 controlling the budget.
- 717

718 **32.91. – Carryover of Appropriations.**

719

720 Every appropriation excepting an appropriation for a capital expenditure, or a
721 major repair (operating 8500 accounting series), shall lapse at the close of the fiscal
722 year to the extent that it has not been expended or encumbered. An appropriation for
723 a capital expenditure or a major repair shall continue in force until the purpose for
724 which it was made has been accomplished or abandoned. The purpose of such
725 appropriation for any capital expenditure or a major repair shall be considered
726 abandoned if three (3) years pass without any expenditure from, or encumbrance of,
727 the appropriation concerned. A final comprehensive annual list of capital projects and
728 major repairs identified as completed and/or recommended to be abandoned shall be
729 submitted to the committee on finance ~~and audit~~ of the county board by the
730 department of administrative services division of fiscal affairs no later than May 1st of
731 each year. The committee shall review this report and submit its recommendations to
732 the county board. Failure of the county board to take action prior to June 1 shall be
733 deemed approval of the department of administrative services recommendations.
734

735 **Section 6.** The specified sections of Chapter 34 of the Milwaukee County Code of
736 General Ordinances are hereby amended as follows:

737

738 **34.01. – Creation and general organization.**

739

740 There is hereby created pursuant to s. 59.255, Wis. Stats., an independent
741 "office of the comptroller" for the county. The standing board committees that the
742 comptroller shall report to is are the committee on finance and the committee on audit.
743

744 **Section 7.** The specified sections of Chapter 36 of the Milwaukee County Code of
745 General Ordinances are hereby amended as follows:

746

747 **36.02. – Composition.**

748

749 The committee shall be comprised of:

750

(a) The director of the department of transportation, or alternate;

751

(b) The fiscal and budget administrator, or alternate;

752

(c) The comptroller, or alternate;

753

(d) The chair of the committee on transportation, public works and transit,
or alternate;

754

(e) The chair and vice-chair of the committee on finance ~~and audit~~, or
alternates;

755

756

(f) Two (2) appointments of the county executive who shall be mayors or
village board presidents of municipalities located in Milwaukee
County, or alternates;

757

758

759

(g) The chair of the county board shall appoint the chair of the
committee.

760

761

762

763 **Section 8.** The specified sections of Chapter 44 of the Milwaukee County Code of
764 General Ordinances are hereby amended as follows:

765

766 **44.09. – Bid withdrawal, correction and contract award.**

767

768 (e) *Comptroller responsibility.*

769 (1) The comptroller shall, on a monthly basis, summarize the reports
770 received from the division concerning public works contracts and provide
771 one (1) copy to the committee on finance ~~and audit~~ and one (1) copy to
772 the county executive.

773 (2) The comptroller shall deny payment for any payment request submitted
774 by a contractor to an administrator if all conditions of this chapter have
775 not been met. The comptroller shall report such denials and the reason
776 for denial to the committee on finance ~~and audit~~ along with the monthly
777 report. In such cases, the administrator may appeal the decision to the
778 committee on finance ~~and audit~~.

779

780 **Section 9.** The specified sections of Chapter 46 of the Milwaukee County Code of
781 General Ordinances are hereby amended as follows:

782

783 **46.03. – Imprest fund for emergency aid.**

784

785 An imprest fund of three thousand five hundred dollars (\$3,500.00) is established
786 for the use of the department of human services in issuing aid checks in emergency
787 cases where it is impossible to make aid payments in the regular manner. Examples of
788 this condition are, but not limited to, client waiting for a replacement, payments where
789 a computerized bookkeeping machine check cannot be prepared either because of
790 insufficient information or computer inability, checks needed to cover transportation
791 costs for medical treatment, or for special handling where a computerized check would
792 be produced too late, although all computer edit checks are met.

793

794 The department shall obtain reimbursement for all such payments drawn on such
795 imprest fund by including the items disbursed with a succeeding day's regular aid roll.
796 The amount of deposit in the foregoing imprest fund, together with all unvouchered
797 grants, shall at all times equal three thousand five hundred dollars (\$3,500.00). If
798 payments exceed three thousand five hundred dollars (\$3,500.00), the director of the
799 department shall notify the director of audits of the situation, giving the reasons this
800 limit had to be exceeded. The comptroller shall notify the committee on finance ~~and~~
801 ~~audit~~ and the director of human services of necessary corrective action if he/she
802 deems it necessary.

803

804 The director of the department of human services is authorized to sign checks
805 drawn on this imprest fund and is also authorized to delegate his/her authority to sign
806 checks to incumbents of the following positions in the department: deputy director I,
807 accounting manager and business office supervisor. U.S. Bank is hereby designated
808 as the depository for such imprest fund.

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46.09. – Purchase of care and services by the county.

(8) Comptroller Responsibility.

- (1) The comptroller shall, on a monthly basis, summarize the reports received from the division concerning purchase of service contracts and provide one (1) copy to the committee on finance ~~and audit~~ and one (1) copy to the county executive.
- (2) The comptroller shall deny payment for any payment request submitted by a contractor to an administrator if all conditions of this chapter have not been met. The comptroller shall report such denials and the reason for denial to the committee on finance ~~and audit~~ along with the monthly report. In such cases, the administrator may appeal the decision to the committee on finance ~~and audit~~.

Section 10. The specified sections of Chapter 56 of the Milwaukee County Code of General Ordinances are hereby amended as follows:

56.02. – Actions resulting in reduction of revenue.

- (1) Each person in charge of any county office, department, agency, or any nondepartmental account shall submit a written report to the county executive, the committee on finance ~~and audit~~ of the county board, the office of the comptroller and the department of administrative services whenever such person has reason to know or believe that a deficit of seventy-five thousand dollars (\$75,000.00) or more in any revenue account will occur for the division of county government under the supervision of that person. The report shall be submitted as soon as practicable, but shall not exceed ten (10) working days from the earliest date that such person first has reason to believe or know of the reduction of anticipated revenue. Such report shall include the reasons for the anticipated revenue deficit, as well as a recommended plan of action or alternatives to offset such deficit.
- (2) The office of the comptroller shall report on a monthly basis on the financial condition of the county, which report shall identify all major variances from the adopted budget on a department-by-department basis, including any revenue deficits reported under section 56.02(1) and shall include the condition of each of the county's funds and the claims payable from the funds and shall also include an estimate of the receipts and disbursements for the current fiscal year.
- (3) The county executive is authorized to request and develop a corrective action plan to address any such reported deficits if it is determined that timely action is necessary. If such a situation should occur, the corrective action plan shall be reported to the committee on finance ~~and audit~~ and the county board in time for their next regularly scheduled meetings for approval prior to implementation.

- 854 (4) The department of administration, with assistance from the office of the
855 comptroller, shall monitor, on a timely basis, all departmental operating
856 statements during the fiscal year, for the purpose of identifying potential fiscal
857 problems including projected revenue deficits. The department shall report all
858 potential fiscal problems to the responsible department administrator.
- 859 (5) After the close of each fiscal year, the office of the comptroller shall prepare a
860 report regarding the surplus/deficit from operations for the county, including a
861 detail breakdown showing the surplus/deficit in both appropriations and
862 revenues for each county department. Such report shall be submitted to the
863 county executive, county board, and to all responsible department
864 administrators. After receipt of the report, those responsible department
865 administrators indicated as incurring a revenue deficit of seventy-five thousand
866 dollars (\$75,000.00) or more shall, within ten (10) working days, respond in
867 writing to the county executive, committee on finance ~~and audit~~ and the
868 department as to why the revenue deficit occurred. However, in those cases
869 where an appropriation surplus offsets the revenue deficit, department
870 administrators are not required to respond regarding the revenue deficit.

871

872 **56.03. – Appropriation transfer procedures.**

873

- 874 (1) Departmental requests for appropriation transfers shall be submitted by the
875 administrator of the department concerned to the department of administrative
876 services. Such requests shall be made on forms and in the manner prescribed
877 by the department and shall contain an explanation and justification for the
878 need of the transfers requested, pursuant to the provision of s. 59.84(8), (9),
879 Wis. Stats. Department administrators are prohibited from requesting
880 contingency appropriation transfers in the form of a resolution or ordinance
881 submitted to the county board.
- 882 (2) Except as noted in subsection (3), the county board shall not adopt any
883 resolution or ordinance directing the department of administrative services to
884 transfer contingency appropriations without having an appropriate appropriation
885 transfer reviewed by the department, county executive, and the committee on
886 finance ~~and audit~~.
- 887 (3) Any resolution or ordinance directing the department of administrative services
888 to transfer contingency appropriations shall have committee on finance ~~and~~
889 ~~audit~~ review and recommendation prior to county board consideration. If such
890 resolutions or ordinances directing contingency transfers have not been
891 reviewed by the department and the county executive, the fiscal note of the
892 resolution/ordinance must include an explanation and justification as to why the
893 matter was not or could not be processed through the established appropriation
894 transfer procedure.
- 895 (4) County departments and divisions under the jurisdiction of the same
896 department administrator such as the director of the department of human
897 services, the director of parks, recreation and culture, etc. shall be considered
898 as a single unit with reference to transfers of appropriations within the group.

899

900 **56.12. – Architectural and engineering planning revolving funds.**

901

902 (1) *Funds established.* There is hereby established a revolving fund of one hundred
903 thousand dollars (\$100,000.00) to be used for architectural and engineering
904 planning for public works projects under the jurisdiction of the department of
905 administrative services and a revolving fund of fifty thousand dollars
906 (\$50,000.00) to be used for architectural and engineering planning for projects
907 under the jurisdiction of the county department of parks, recreation and culture.

908 (2) *Restrictions.* No expenditures shall be made from these funds unless the
909 director of administrative services has certified that he/she is unable to provide
910 the engineering or architectural services required, and that the employment of
911 an outside architect or consultant is approved.

912 (3) *Responsibilities of director of administrative services.* It shall be the
913 responsibility of the director of administrative services to supervise the use of
914 these funds and to coordinate and to give general inspection to all public works
915 projects undertaken by any department or agency of the county government.

916 (4) *Restoration of funds.* The revolving funds created by this section shall be
917 restored by credits transferring costs to the public works projects for which the
918 services were specifically provided. If subsequent to the preliminary planning
919 and engineering, a project is abandoned or the county board does not
920 appropriate funds for the project, the county board's committee on finance ~~and~~
921 ~~audit~~ may recommend an appropriation sufficient to restore the fund to its
922 original amount.

923

924 **56.22. – Assignment criteria, garaging and usage of county-owned automobiles.**

925

926 (3) Applications for changes to the assignment of county passenger cars shall be
927 made to, and reviewed by, the department of administrative services during the
928 annual budget review process. All departments/employees having use of a
929 passenger car shall annually submit a report to the department of
930 administrative services no later than July 31 which shall specify, for the
931 previous twelve (12) months operation, the number and garaging location of
932 vehicles assigned to the department, their use (whether by an employe or as a
933 pool vehicle) and, if assigned to an employe, the title of that employe, their job
934 function and the use of the vehicle, including personal and business mileage
935 traveled with the vehicle. The department of administrative services will
936 recommend any changes or additions to approved vehicle assignments to the
937 committee on finance ~~and audit~~. Assignment of all passenger cars shall be
938 subject to the approval of the county board upon the recommendation of the
939 committee.

940 (4) A department administrator may request seasonal twenty-four-hour
941 assignment of a vehicle to an employe if:

- 942 (a) The employe's job duties include seasonal programs or activities; and
943 (b) The duties of the assignment meet at least two (2) of the criteria listed in
944 section (1) above; and

- 945 (c) Documentation is available to support the minimum of four (4) overnight
946 calls per month for the same period of the prior year; and
947 (d) A "pool" vehicle already assigned to the department is available for the
948 employe to use overnight on a seasonal basis.
- 949 (5) A department administrator may authorize an employe to use a departmental
950 assigned vehicle on a temporary basis beyond normal work hours to address
951 extraordinary or emergency situations that may rise, however,
952 (a) The authorization is limited to a total of ten (10) working days; and
953 (b) The department administrator must advise the committee on finance ~~and~~
954 ~~audit~~ chairperson and the department of administrative services of the
955 necessity for such assignment within three (3) days of the assignment.
- 956 (6) Except upon county board authorization, county-owned passenger cars shall
957 not be used for other than county purposes. When an employe uses a county
958 vehicle as authorized for personal use, the county shall be reimbursed by the
959 employe at the rate established by the Internal Revenue Service for tax
960 deduction purposes, which rate shall automatically be adjusted to reflect the
961 changed effective dates. No reimbursement to the county shall be required
962 from members of the sheriff's department, or from investigators on the district
963 attorney's staff, as law enforcement offers are exempted by federal
964 regulations from this requirement. Such payment usage shall be reported on
965 forms and in conformance with procedures approved by the county board's
966 committee on finance ~~and audit~~. "Personal use" shall be all mileage not
967 eligible for reimbursement under the county's automobile mileage allowance
968 rules, as defined in section 5.05 of this Code of General Ordinances. Personal
969 use of a county vehicle shall be defined as the use of the vehicle between the
970 employe's home and his/her work location. Any other such use is prohibited.

971
972 **56.30. – Professional services.**

973
974 (2) *Policy.*

- 975 (a) *General policy statement.* All county departments and institution
976 administrators are responsible for procuring professional services and for
977 soliciting, negotiating and entering into contracts as defined in
978 accordance with the provisions of this section. However, the office of the
979 county executive and the county board shall be exempt from the
980 provisions contained herein with the exception of subsections (6)(a) and
981 (6)(i) as shall be the department of administration with the exception of
982 subsections (6)(a) and (6)(i) for the purpose of securing credit rating
983 services related to debt issuance and administration.
- 984 (b) All county departments and institution administrators are responsible for
985 procuring professional services and for soliciting, negotiating and
986 entering into contracts as defined in accordance with the provisions of
987 chapter 42 of these ordinances. Annual percentage goals for Target
988 Enterprise participation on professional services contracts will be
989 established as set forth by chapter 42 of these ordinances.

- 990 (c) *Fiscal constraint statement.* Notwithstanding any other provisions of
991 section 56.30, during a period of fiscal constraint the county board may,
992 by resolution, adopt a procedure which requires the committee on
993 finance, ~~personnel and audit~~ review and county board approval of all
994 professional services expenditures prior to execution of said contracts.
995 (d) *Justification for using professional services.* Contract administrators must
996 document in the contract file the justification for utilizing a professional
997 service contract as opposed to completing the work using county staff.
998 This justification may or may not employ a formal cost benefit analysis,
999 depending on the circumstances.
- 1000 (3) *Availability of appropriations.* It is the responsibility of the administrator who will
1001 sign a professional services contract to insure that monies are available in the
1002 appropriate budget account for the expenditures required by the contract.
- 1003 (4) *Professional services procedures.* It shall be the responsibility of the
1004 administrator to conform with the following provisions when entering into a
1005 professional services contract and expending budgeted funds:
- 1006 (a) *Professional services—Capital improvements.* The following conditions
1007 shall apply to all capital projects.
- 1008 (1) During its annual budget process, departments shall provide a list
1009 to the county board of which capital projects contained in the
1010 recommended budget are intended to require the assistance of a
1011 professional services consultant. Departments are authorized to
1012 enter into contractual services or professional services
1013 agreements as may be required for specific capital improvement
1014 projects which have been approved by the county board through
1015 the budget process. Expenditures shall only be for those projects
1016 and professional services specifically identified in the budget
1017 write-up reviewed by the committee on finance ~~and audit~~ during
1018 the budget review process and approved by the county board, or
1019 for those projects approved by action of the county board. The
1020 budget write-up shall contain specific information as to the scope
1021 of the project, professional services required and estimated cost of
1022 the professional services work to be performed. The appropriate
1023 department of transportation or the department of administrative
1024 services shall provide in February of each year to the committee
1025 on finance ~~and audit~~ and the committee on transportation, public
1026 works and transit an updated report on public works capital
1027 projects requiring the use of a professional services contract. Any
1028 professional services work costing more than twenty thousand
1029 dollars (\$20,000.00) which is not identified in the February report
1030 shall require county board approval.
- 1031 (2) All contracts in excess of twenty thousand dollars (\$20,000.00)
1032 shall be solicited following a request for proposal process as
1033 outlined further in this ordinance.
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(8) Comptroller responsibility.

- (a) The comptroller shall, on a monthly basis, summarize the reports received from department administrators concerning professional services contracts and send one (1) copy to the committee on finance ~~and audit~~ and one (1) copy to the county executive and one (1) copy to CBDP.
- (b) The comptroller shall deny payment for any payment request for professional services submitted by a contractor to an administrator if all conditions of this chapter have not been met. The comptroller shall report such denials and the reason for denial to the committee on finance ~~and audit~~ along with the monthly report. In such cases, the administrator may appeal the decision to the committee on finance ~~and audit~~.

Section 11. The specified sections of Chapter 73 of the Milwaukee County Code of General Ordinances are hereby amended as follows:

73.09. – Powers, duties.

The powers and the duties of the commission shall be as follows:

- (8) The commission shall have the power to receive funds from both public and private sources and to disburse the same for programs relating to handicapped and disabled persons, subject to approval of the committee on finance ~~and audit~~ of the county board.

73.12. – Expenditures of local, state or federal monies.

- (1) All recommendations of the commission which would require the expenditure of local or substitute donor monies or of state or federal monies must be submitted initially to the committee on health and human needs for appropriate review and recommendation. No expenditure of local monies, substitute donor monies, or of state or federal monies shall take effect until approved by resolution of the county board after considering the recommendation thereon by the committee on health and human needs as well as the committee on finance ~~and audit~~, nor until the county board has fixed a date for the commencement and maximum duration, not to exceed one (1) year, of said expenditure. The county board, by resolution, may authorize the commission to contract in its own name for care or services for handicapped and disabled persons with an appropriate nongovernmental agency, provided that all such contracts shall be reduced to writing and shall comply with the applicable provisions of the Code relative to purchase of care and service by the county.

1076 **Section 12.** The specified sections of Chapter 201 of the Milwaukee County Code of
1077 General Ordinances are hereby amended as follows:

1078

1079 **3.1. – County contributions.**

1080

1081 (1) *Budget year contributions.* The pension board shall furnish to the county
1082 executive, prior to June 1 of each year:

1083

1084 (a) An estimated budget contribution required by the county, including
1085 contributions required under section 3.3, to pay the following year's cost
1086 and to amortize the amount of unfunded obligation of the county over
1087 such period of years as determined from time to time by the county
1088 board; and

1088

1089 (b) The established actuarial assumptions supporting said required amount.
1090 The county executive shall submit an informational report to the
1091 committees on finance ~~and audit~~ and personnel for consideration during
1092 the June committee cycle, providing for an estimated contribution
1093 amount for the next year's budget and shall include this pension
1094 contribution amount in the executive budget as transmitted to the county
1095 board. The final amount appropriated in the adopted budget by the
1096 county board shall be the estimated contribution to be expensed in the
1097 budget year.

1097

1098 (2) *Current year contribution.* The pension board shall furnish to the committees on
1099 finance ~~and audit~~ and personnel of the county board, annually, in time for the
1100 first county board committee cycle after the summer recess, a statement of the
1101 actual contribution required for the current year compared with the amount
1102 provided in the budget. The amount appropriated in the adopted budget shall
1103 be paid to the system, regardless of whether such amount is more or less than
1104 the actual amount required for that year, as determined by the final calculations
1105 prepared by the actuary retained by the system. Any overpayment or shortfall in
1106 the amount actually provided to the system for a given year shall be amortized
1107 over a five-year period, commencing with the contribution estimate prepared by
1108 the system's actuary for inclusion in the budget for the following year.

1109

1110 **8.23. – Notification of voluntary correction program submissions.**

1111

1112 The county corporation counsel, human resources director, and director of
1113 retirement plan services, jointly or separately, shall notify the county executive and
1114 county board within five (5) business days of any voluntary correction program (VCP)
1115 filing with the Internal Revenue Service related to errors in the administration of the
1116 retirement system. A written report shall be submitted as a file to the county board
1117 chairman for referral to the committee on finance ~~and audit~~ so that the public is
1118 informed.

1119

1120 **Section 13.** The specified section of Chapter 203 of the Milwaukee County Code of
1121 General Ordinances are hereby amended as follows:

1122

1123 **3.1. – Budget year contribution.**

1124

1125 The board shall furnish to the county executive, prior to June 1 of each year:

1126 (a) An estimated budget contribution required by the county, including contributions
1127 required under section 3.3, to pay the following year's cost and to amortize the
1128 amount of unfunded obligation of the county over such period of years as
1129 determined from time to time by the county board (e.g., in 1992, estimate the
1130 cost to be incurred in 1993, which will be payable in 1994); and

1131 (b) The established actuarial assumptions supporting the required amount
1132 determined under paragraph (a). The county executive shall submit an
1133 informational report to the committees on finance ~~and audit~~ and personnel for
1134 consideration during the June committee cycle, providing for an estimated
1135 contribution amount for the next year's budget and shall include this pension
1136 contribution amount in the executive budget as transmitted to the county board.
1137 The final amount appropriated in the adopted budget by the county board shall
1138 be the estimated contribution to be expensed in the budget year, but paid to the
1139 system in the next following budget year (e.g., in 1992, an estimate will be
1140 made in the amount to be expensed in 1993 but paid in 1994).

1141

1142 **3.2. – Current year contribution.**

1143

1144 The board shall furnish to the committees on finance ~~and audit~~ and personnel
1145 of the county board, annually (beginning in June of 1992), in time for the first county
1146 board committee cycle after the summer recess, a statement of the actual contribution
1147 required for the current year compared with that amount, if any, provided in the
1148 budget. Any necessary corrections or adjustments may be addressed by the
1149 committees at that time. In order to meet the requirements of this chapter, the county
1150 board is authorized to levy a tax, annually, which tax shall be in addition to all other
1151 taxes such county board has been authorized to levy upon all taxable property, real
1152 and personal. Such tax shall be levied and collected at the same time and in the same
1153 manner as other county taxes are levied and collected according to the law.

1154

1155 **Section 14.** The provisions of this ordinance shall become effective upon passage
1156 and publication.

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