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A resolution/ordinance by Supervisor Lipscomb, Sr., amending Chapter 1 of the Milwaukee County Code of General Ordinances to modernize the Milwaukee County Board of Supervisors’ referral provisions through the expanded use of the Granicus Legistar System and other file handling efficiencies, by recommending adoption of the following:

AN AMENDED RESOLUTION/ORDINANCE

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

WHEREAS, Section 1.09 of the Code outlines, among other things, how resolutions and ordinances are referred by the County Board Chairperson to standing committees and how such files are ultimately considered; and

WHEREAS, the current process for submitting a resolution/ordinance to the County Board involves different deadlines for each standing committee, entering the report (if applicable), resolution, and fiscal note into the Granicus Legistar system (Legistar), and submitting a hard copy of the documents to the County Board Chairperson to ensure the matters are reviewed and referred to the appropriate standing committee; and

WHEREAS, the current process is redundant in that a paper copy of the file must be filed with the County Board Chairperson to alert his office that a new file has been submitted in Legistar for his review and approval; and

WHEREAS, the County Clerk has identified a process in which the County Board Chairperson will be informed of newly submitted electronic files, negating the requirement that departmental staff drop off hard copies to the County Board Chairman’s Office; and

WHEREAS, the implementation of one deadline for all committees each meeting cycle, rather than unique deadlines for each standing committee, will make it easier for all staff and policy makers to submit files and prepare for legislative meetings; and

WHEREAS, the increased use of technology to assist in the referral of files will lead to a more modern and efficient legislative body, which has limited resources due to strict State of Wisconsin limits; and

WHEREAS, the Committee on Finance and Audit, at its meeting of January 26, 2017, recommended adoption of File No. 17-170 as amended (vote 5-0); now, therefore,

47 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby amends
48 Chapter 1 of the Milwaukee County Code of General Ordinances by adopting the
49 following:

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AN AMENDED ORDINANCE

53 The Milwaukee County Board of Supervisors does hereby ordain as follows:

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Section 1. Chapter 1.01(a) of the Milwaukee County Code of General Ordinances is amended as follows:

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1.01. - Meetings.

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(a) *Annual meeting.* The statutory or annual meeting of the county board shall be convened at ~~8:30 a.m.~~ on the Monday next succeeding the regularly scheduled monthly meeting on the first Thursday in November for the purpose of considering reports of the committee on finance and audit on new positions for the next fiscal year as well as recommendations for amendments to the executive's budget. ~~The county board shall reconvene no less than sixty (60) minutes following the noon lunch hour recess or by consensus of the county board.~~

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Section 2. Chapter 1.02(c) of the Milwaukee County Code of General Ordinances is amended as follows:

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(c) *Sergeant at arms; duties.*

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- (1) The chairperson of the county board shall designate for each meeting a staff member(s) to serve as sergeant at arms. The designated sergeant at arms shall attend meetings of the county board and, under direction of the chairperson, preserve order and decorum. The chairperson of the county board may request the sheriff to detail a deputy sheriff to act as sergeant at arms when, in the discretion of the chairperson, such action is deemed appropriate.
- (2) It shall be the duty of the sergeant at arms to exclude from within the bench of the county board room, during its sessions, all persons except the county clerk, county clerk staff, county board staff, corporation counsel, or designees of such persons, former members, and reporters, photographers and camera operators for the public press, radio and television, provided they observe general rules of decorum, unless such persons receive permission to be on the floor by the chairperson. However, none of those persons so designated shall have the privilege of the floor or the hall area immediately behind the county board room if registered as a lobbyist or directly or indirectly engaged in defeating or promoting any legislation before the county board. Sitting on the railing in the county board room or placing items on the railing is not permitted (except the placement of county board digests or other pertinent information as permitted by the county board staff chairperson) during county board meetings and any

92 persons engaging in such conduct shall be asked to cease such action or be
93 removed from the county board room by the sergeant at arms.

94
95 **Section 3. Chapter 1.03(c) of the Milwaukee County Code of General Ordinances**
96 **is amended as follows:**

97 1.03. - Opening of meeting.

98
99 (c) *Order of business.* The order of business shall be as follows:

- 100 (1) Roll call
101 (2) Presentations by supervisors
102 (3) Presentation of petitions and communications
103 (4) ~~Resolutions and ordinances~~ Files referred to standing committees
104 (5) Correction and approval of the Journal of Proceedings
105 (6) Unfinished business
106 (7) Reports of county officers
107 (8) Resolutions and ordinances by and from standing committees
108 (9) Resolutions and ordinances by and from select committees
109 (10) Transit system claims
110 (11) County board citations and certificates
111 (12) Resolutions and ordinances presented under suspension of the rules
112 (13) ~~Resolutions and ordinances~~ Files not referred to standing committees
113 (14) ~~4~~ Announcements and remarks under special privilege
114 (15) Adjournment

115
116 **Section 3. Chapter 1.04(f) of the Milwaukee County Code of General**
117 **Ordinances is amended as follows:**

- 118
119 (f) *Procedure on matters vetoed by county executive.* A resolution or ordinance which
120 has been vetoed by the county executive and returned to the county board shall be
121 read by the county clerk ~~along with the county executive's message~~, after which it
122 shall be presented by the chairperson as follows:
123 "Shall the foregoing ordinance (resolution) vetoed by his/her honor, the county
124 executive, be adopted? If you wish to override the veto, you vote 'aye'; if you wish to
125 sustain the veto, you vote 'no.' "

126
127 **Section 4. Chapter 1.09 of the Milwaukee County Code of General Ordinances is**
128 **amended as follows:**

129 1.09 Resolutions and ordinances

- 130
131
132 (a) *Presentation and form.* Every resolution or ordinance presented to the county board
133 shall be in writing, and shall have a title expressing the general subject of the
134 resolution or ordinance, and be assigned a unique file number. Every ordinance
135 presented to the county board, shall be approved as to legal form by the corporation
136 counsel prior to being considered by the county board. Resolutions which direct that

137 an action be taken shall specify by name and/or title the official(s) responsible for
138 taking such action.

139

140 (b) *Referral*~~ence~~ *to committees and withdrawal from committees.*

141 (1) All resolutions and ordinances other than those embodied in a committee
142 report, as defined in section 1.14(a) of the Code, shall be submitted to the
143 county board chairperson in accordance with any deadlines or procedure for
144 submission established by the chairperson. The chairperson ~~may shall, within~~
145 ~~five (5) days of receipt of the document,~~ refer the resolution or ordinance to the
146 appropriate standing committee(s) for a report. The date upon which the
147 chairperson refers the resolution or ordinance shall be deemed as the official
148 referral date to the committee(s). Said action by the chairperson shall be
149 deemed as authorization to the appropriate standing committee chairperson(s)
150 to schedule the resolution or ordinance for review. If the chairperson does not
151 refer the resolution or ordinance to the appropriate standing committee, that
152 was submitted in compliance with the deadline and/or procedure established by
153 the chairperson, within five (5) days after receipt, that communication, report or
154 request shall automatically be placed on the agenda of the county board at the
155 next meeting ~~for referral to the appropriate standing committee~~ as an item not
156 yet referred. Any member of the county board may make a non-debatable
157 motion to refer a file not yet referred by the chairperson to a standing committee
158 by a majority vote of members present.

159

160 (2) Each member of the county board shall receive a copy of a resolution or
161 ordinance submitted to the county board for adoption under suspension of the
162 rules. If suspension of rules is granted, the question on the passage of the
163 resolution or ordinance shall be put by the chairperson as a matter of course
164 without awaiting a motion from the floor.

165

166 (3) Resolutions or ordinances referred to committees shall be reported at a
167 succeeding meeting with a recommendation for adoption, or amendment and
168 adoption, or indefinite postponement, or to place on file, or to reject.

169

170 (4) Any member of the county board may give notice that he/she will move to
171 withdraw a matter from committee at the next succeeding meeting of the county
172 board and such motion, when made, may be adopted by a majority vote of the
173 members-elect. If notice is not served, a matter may be withdrawn from
174 committee by a two-thirds (2/3) vote of the members-elect.

175

176 (5) Except for those resolutions and ordinances which are introduced subsequent
177 to January 1 of an election year, all resolutions and ordinances pending before
178 a committee of the county board shall be considered to have been placed on
179 file at the end of the term of office of the county board. A listing of all such
180 resolutions and ordinances to be placed on file in this manner shall be
181 distributed to all county board supervisors by the county clerk chief committee
182 clerk in January of the final year of the term.

- 183 (c) *Form of amendatory ordinances.* Proposed amendments to the Code shall be
184 presented in writing. Any such proposed ordinance shall be presented by one (1) of
185 the following methods:
186
- 187 (1) The section, subsection or paragraph to be amended shall be printed in full, in
188 which case the matter to be deleted shall be shown with a line drawn through
189 the same. Matter to be inserted or added shall, be underscored and shall, when
190 printed in the proceedings, appear in bold type; when such ordinances are
191 officially published, the subject matter which was added shall be printed in bold
192 type.
193
- 194 (2) Where the method involved in subsection (c)(1) would be too involved, the
195 section may be repealed and recreated.
- 196 (d) *Repealer ordinances or resolutions.* All ordinances or resolutions, or sections,
197 subsections or paragraphs thereof, which are intended to be superseded or
198 repealed, shall be, so far as practicable, specifically referred to and expressly
199 repealed.
200
- 201 (e) *Limitation of reintroduction of measures.* Whenever any resolution or ordinance
202 shall have been introduced for the consideration of the county board, and failed of
203 adoption, or whenever any resolution or ordinance shall have been placed on file,
204 such resolution or ordinance (unless substantially changed) shall not be
205 reintroduced again until a lapse of at least ninety (90) days from the date of its
206 indefinite postponement, failure of adoption or having been placed on file.
207
- 208 (f) *Withdrawal of matters in possession of the county board.* Any member (but not a
209 committee) introducing a resolution or ordinance may withdraw it or may modify it in
210 writing without consent of the chairperson at any time prior to any action thereon or
211 reference to a committee. Such member may not withdraw or modify an ordinance
212 or resolution introduced by him/her if any action thereon, or reference to a
213 committee, has occurred.
214
- 215 (g) *Citations.*
- 216 (1) A supervisor may sponsor a citation on behalf of the county board to a
217 particular person, group, or organization or to commemorate a particular event
218 or occasion as specified in the citation.
- 219 (2) Citations may be used in place of resolutions for commendations,
220 congratulations, and condolences of persons, groups, or organizations or to
221 give recognition to unusual and important events or occasions, except that the
222 use of citations may not be abused. The chairperson of the board may more
223 specifically interpret this subsection.
224
- 225 (3) If desired by the issuing supervisor, a citation on behalf of the board may be
226 coauthored by one (1) or more other supervisors.
227

- 228 (4) A supervisor sponsoring a citation shall ~~secure a request for citation form from~~
229 ~~the county board~~ follow the procedure(s) outlined for citations by the
230 chairperson's office. ~~Such form shall be completed with the necessary facts,~~
231 ~~signed and delivered to the chairperson's office.~~
232
- 233 (5) The chairperson shall have prepared a list of citations, with sponsor(s) names,
234 for action at the next meeting of the board.
235
- 236 (6) Citations may not be used for procedural matters or in place of resolutions
237 memorializing congress, but only when appropriate to express the feelings of
238 the county board with reference to a person or event.
239

240 **Section 5. Chapter 1.11(7) of the Milwaukee County Code of General Ordinances**
241 **is amended as follows:**
242

- 243 (7) *Committee on economic and community development.*
244 1. All matters pertaining to economic development and the disposition of
245 excess or surplus county lands, including, but not limited to, sale or lease of
246 property and financing terms.
247
- 248 ~~2. All matters pertaining to the research park and airport business park.~~
249
- 250 ~~3.~~ 2. The study and recommendations of all plans, projects and programs for
251 fostering community development throughout the county, including the
252 ~~urban county~~ community development block grant program ~~and the survey~~
253 ~~of available improved and unimproved housing sites~~ and funds for county
254 housing purposes.
255
- 256 ~~4~~ 3. Overview the administration of all federal, state and local housing programs
257 at the county level.
258
- 259 ~~5.~~ 4. The study, review and recommendation of plans and solutions of housing
260 persons displaced from their dwellings by governmental actions of the
261 county or the municipalities which compose it, and the coordination and
262 implementation of relocation plans and procedures with federal, state and
263 local agencies and units of government within the county.
264
- 265 ~~6.~~ 5. Veteran's housing.
266
- 267 ~~7~~ 6. All policy matters pertaining to disadvantaged business enterprises.

268 **Section 6. Chapter 1.13(c) of the Milwaukee County Code of General Ordinances**
269 **is amended as follows:**

270

271 (c) *Committee general procedure.* All meetings of a committee shall be conducted in
272 accordance with the provisions of ss. 19.81—19.98, Wis. Stats. The attendance of a
273 majority of the members thereof shall be requisite for the transaction of business of
274 a committee. Without a majority in attendance, a committee may consider
275 informational items only. Committee agenda are to be prepared so that members of
276 the county board and other interested parties will receive the agenda by United
277 States, electronic or interoffice mail at least twenty-four (24) hours before the
278 scheduled committee meeting. ~~All matters to be placed on the agenda must be~~
279 ~~received prior to the agenda deadline as established by the respective committee~~
280 ~~chairperson.~~ A committee chairperson must schedule a county board properly
281 referred item within a maximum of two (2) regular county board committee cycles.
282 Once scheduled and publicly noticed, an item may only be withdrawn according to
283 the provisions of section 1.13(d)(8). If the item is withdrawn by sole action of the
284 committee chair pursuant to section 1.13(d)(8), the item must be placed on the
285 committee agenda for the next regularly scheduled meeting and may not be
286 withdrawn again.

287

288 The committee coordinator shall enter in appropriate files kept for that purpose, a
289 complete record of all such committee meetings, including attendance, appearances for
290 and against pending matters, and minutes of the proceedings, including all motions
291 made and by whom, how each member voted upon each matter considered, together
292 with the final action by the committee thereon. All actions taken by the committee shall
293 be by roll call vote. No action shall be taken on any proposed ordinance unless it be in
294 written form before the committee.

295

296 Except as herein provided and so far as applicable, the rules of procedure of the
297 county board shall apply to committee meetings. Minority rules shall not apply to
298 committee meetings.

299

300 After the conclusion of the committee meeting, the committee coordinator shall
301 prepare a separate, written report of the action of the committee upon those matters
302 considered by it which require county board approval, for submission to the county
303 board for action of that body. Such report shall be made up in such manner that the
304 county board may take action upon it as a whole, or may set aside any portion of it for
305 separate action. Any member of any committee may make a minority report of said
306 committee on any recommendation to the board contained in the committee report.
307 Such minority report must be presented when the matter is considered at the meeting of
308 the county board.

309

310 Except as provided in the preceding sentence, it is the duty of the committee to
311 make a report to the county board on matters referred to such committee with some
312 definite recommendation for disposition of such matters.

313

314 When members of a committee or joint committee present at any meeting thereof,
315 are, by recorded vote, evenly divided as to the disposition to be made of any subject
316 matter referred to and pending before such committee or joint committee, such subject
317 matter shall be returned to the next meeting of the county board without
318 recommendation and the committee or joint committee shall thereupon be deemed to
319 be discharged from consideration thereof.

320

321 **Section 7. Chapter 1.16(b) of the Milwaukee County Code of General Ordinances**
322 **is amended as follows:**

323

324 1.16. - Requests relating to personnel matters.

325

326 (b) *New positions.* Personnel requests relating to the creation of new positions, which
327 are required during a current fiscal year because of an urgent need, may be
328 submitted to the county board at any time during such year. ~~Personnel requests~~
329 ~~relating to the creation of new positions to become effective and to be included in~~
330 ~~the budget of the following fiscal year shall be submitted to the county executive by~~
331 ~~such date as determined by the county executive.~~ All requests for current year new
332 positions shall be referred to the committee on finance and audit, and the committee
333 on personnel, and must include a report from the department of human resources
334 and the department of administrative services. The department of administrative
335 services shall submit a recommendation regarding the necessity for the requested
336 positions to the committees on finance and audit and personnel, and the
337 department of human resources shall submit its recommendations regarding the
338 classification of new positions to be created during the current budget year as soon
339 as reasonably possible. The department of administrative services shall submit
340 recommendations regarding the necessity for new positions requested for the next
341 fiscal year to the county executive for consideration in the subsequent year's
342 executive budget. The committee on finance and audit shall review positions
343 recommended for creation by the county executive during its hearings on the
344 executive budget and report its recommendations to the county board on or before
345 the Monday next succeeding the regularly scheduled monthly meeting on the first
346 Thursday in November. The department of human resources shall submit its
347 recommendations to the committee on personnel regarding the classification and
348 pay for new positions for the next fiscal year recommended by the county executive
349 and/or committee on finance and audit, so the committee on personnel can report
350 its recommendations to the county board on or before the Monday next succeeding
351 the regularly scheduled monthly meeting on the first Thursday in November.

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353 **Section 8.** The provisions of this ordinance shall become effective upon passage and
354 publication.

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