LEGISLATIVE SERVICES DIVISION

LEGISLATIVE PROCEDURE MANUAL

Office of the Milwaukee County Clerk
Milwaukee County Courthouse
901 North 9th Street, Room 105
Milwaukee, Wisconsin 53233

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INTRODUCTION

This Legislative Procedure Manual is intended to assist Milwaukee County departments in preparing matters for introduction and consideration by the Milwaukee County Board of Supervisors (County Board), and in following these matters as they progress through the legislative process.

Highlights include:

- The role of the Legislative Services Division
- An overview of the County Board
- A review of standing committee and County Board meeting procedures
- Information regarding the Passive Review Contract process
- Requirements for drafting and introducing legislation
- Ordinance and resolution form requirements
- The County Board's referral process
- Agenda Setting Meetings
- Frequently Asked Questions

The Office of the Milwaukee County Clerk (the Office) provides services to the County Board, County Executive, County departments, and the general public.

Additionally, the Legislative Services Division maintains all legislative files, reviews all reports, resolutions and ordinances, and fiscal notes as to standard form, staffs all standing committee and County Board meetings, records the Journal of Proceedings (minutes), updates existing ordinances, and publishes new ordinances.

Another responsibility of the Office is the maintenance of the County Legislative Information Center (CLIC), which provides online public access to legislative documents, meeting agendas and minutes, archived video, as well as live online streaming of standing committee and County Board meetings.

You may visit the Office's website here: Office of the Milwaukee County Clerk

Questions about the material in this manual can be directed to Janelle M. Jensen, Legislative Services Division Manager, at (414) 278-4228 or at janelle.jensen@milwaukeecountywi.gov

Definition of Terms

- The term "Clerk" shall mean the Milwaukee County Clerk.
- The term "CLIC" shall mean the County Legislative Information Center.
- The term "Code" shall mean the Milwaukee County Code of General Ordinances.
- The term "County" shall mean Milwaukee County.
- The term "County Board" shall mean the Milwaukee County Board of Supervisors.
- The term "OCC" shall mean the Office of Corporation Counsel.
- The term "Office" shall mean the Office of the Milwaukee County Clerk.
- The term "Statutes" shall mean Wisconsin State Statutes.

GRANICUS
Granicus is the vendor that owns and provides support for Milwaukee County's (the County) legislative information management system. This legislative information management system is comprised of two parts: Legistar, and the County Legislative Information Center (CLIC), which are explained in greater detail below.

LEGISTAR
Legistar is the *internal* software suite used by the Legislative Services Division, Office of the County Clerk (the Office), the Milwaukee County Board of Supervisors (County Board), County Executive, and all County departments to create legislative files, refer files to standing committees, create agendas, record standing committee and County Board meeting actions, and preserve the legislative activities of the County.

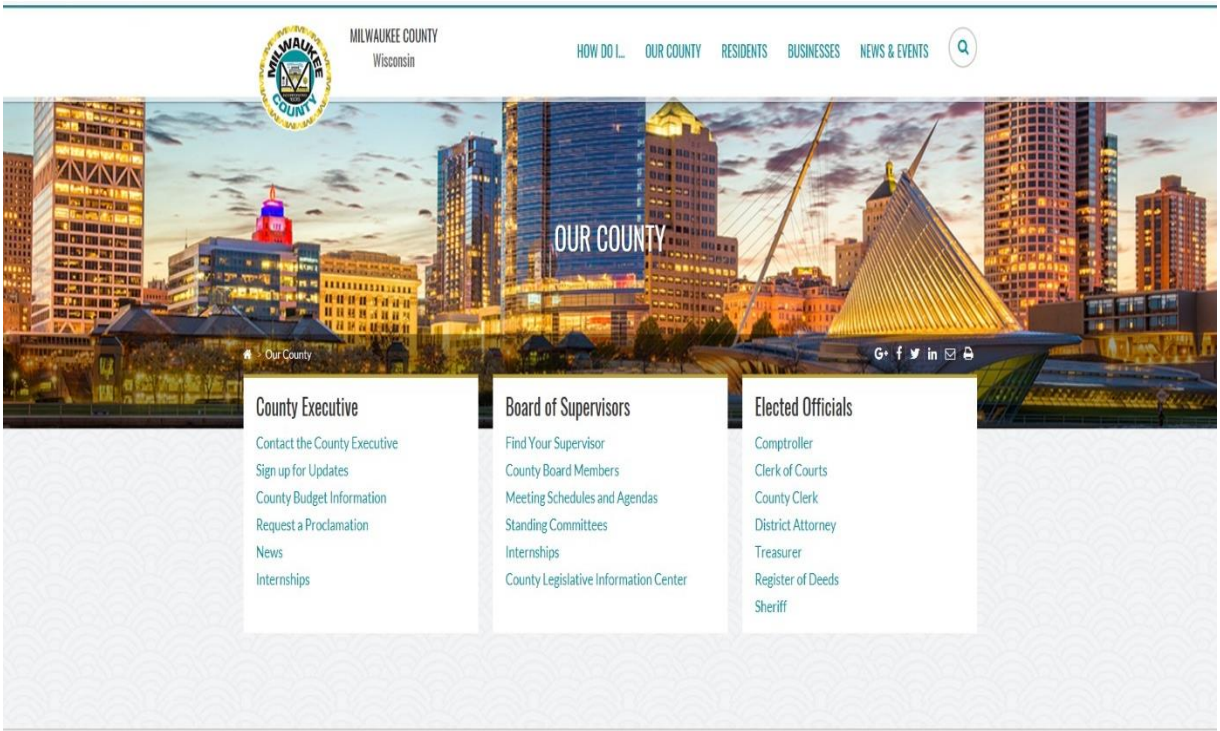
COUNTY LEGISLATIVE INFORMATION CENTER (CLIC)
CLIC is the *external* internet suite used by the general public and County departments to access legislative activities.

In 2011, CLIC began housing County legislative activity. CLIC features full search capability and users receive a filtered report based on the search criteria entered.

Legislative activity prior to 2011 is available on the Office's website, through OnBase software, and on microfilm.

If you need assistance with setting up a Legistar account or if you would like training for CLIC, OnBase software, or microfilm searches, please contact Dan Benson, Information Coordinator, at (414) 278-4281 or at daniel.benson@milwaukeecountywi.gov

How to access CLIC: County Legislative Information Center

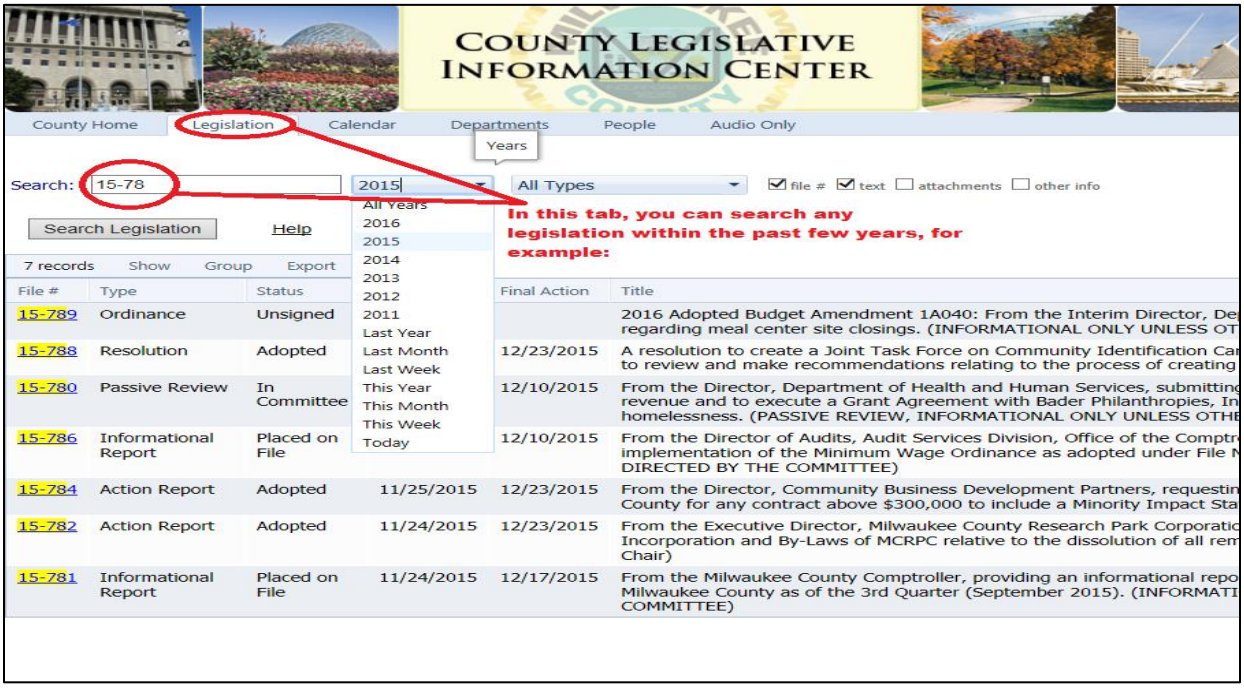


Under the "**Calendar**" tab, you will be able to view meeting details; agendas; minutes; access video of current meetings that are in progress; and view archived videos.

By adjusting the time frame next to the search box, you can filter your specific search requirements.

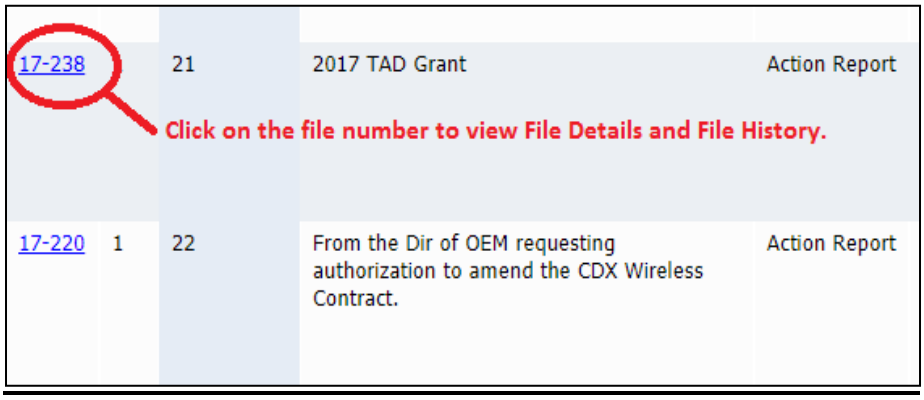
Under the "**Legislation**" tab, you will be able to search legislation dating back to 2011.

When conducting a search, it is not necessary to enter file numbers, key words, or a specific year into the search boxes, but doing so will help to narrow results.



You can also search legislation by entering a specific file type.

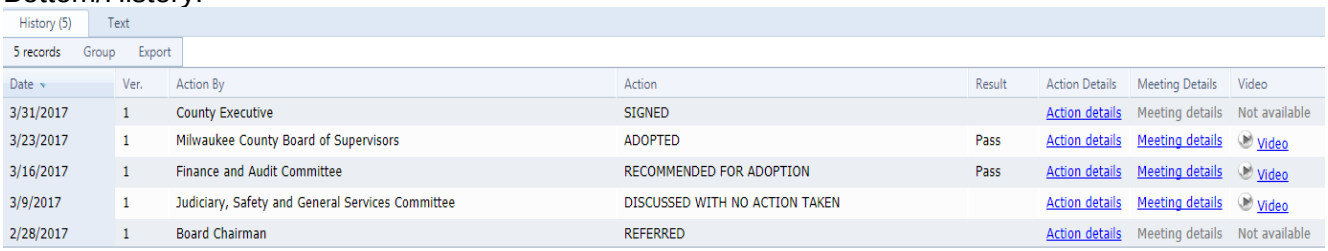
File History and Details can be viewed by clicking on the file number.



The top portion of the screen includes file “Details” and the bottom portion displays file “History.”

Top/Details:

Bottom/History:



AN OVERVIEW: THE MILWAUKEE COUNTY BOARD OF SUPERVISORS

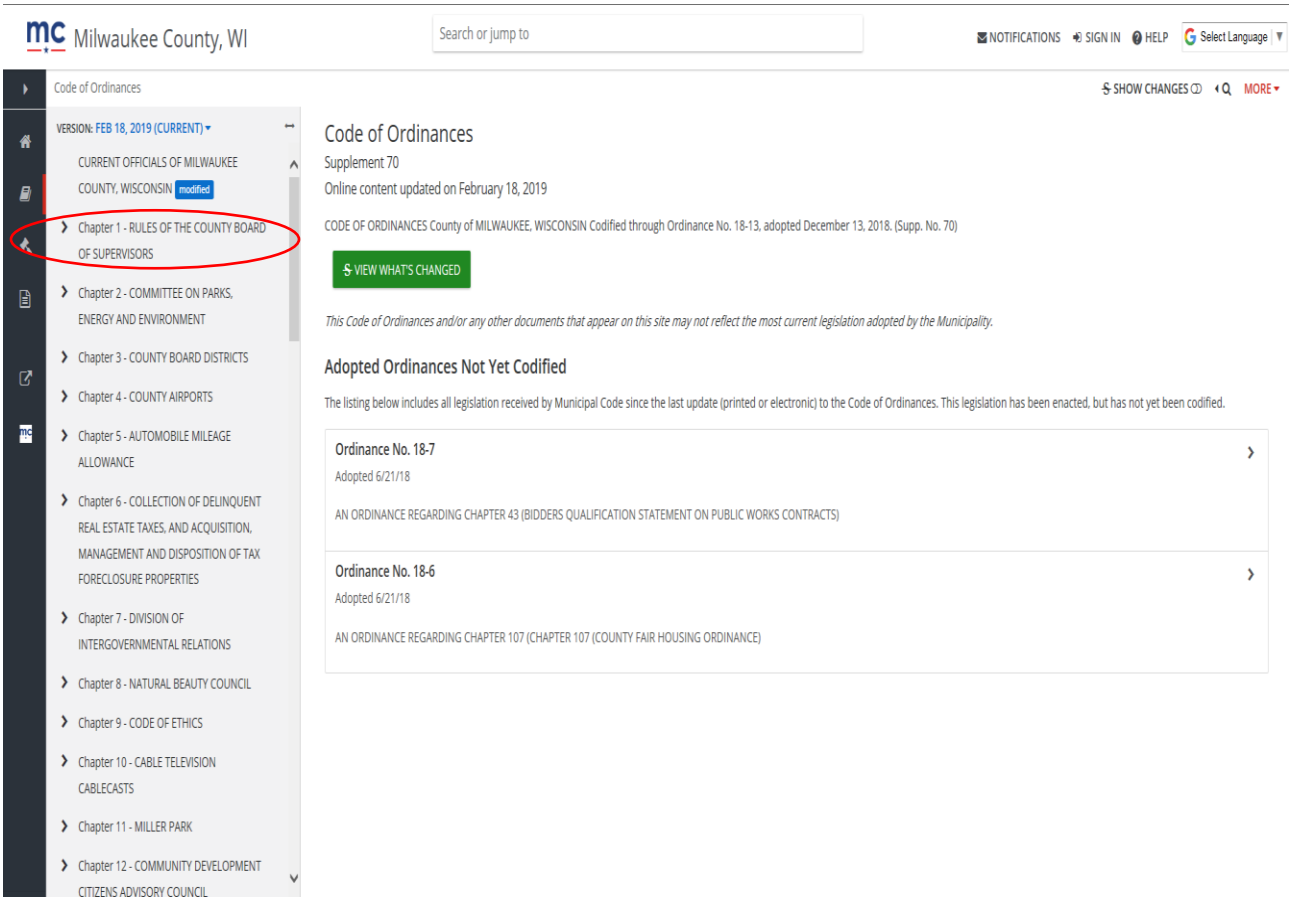
The County Board is a legislative body comprised of 18 members who are elected to two-year terms on a nonpartisan ballot in the Spring of even-numbered years.

Each supervisor represents approximately 53,000 people, across 18 supervisory districts located within the County.

One member is elected the County Board Chairperson by County Board members at the beginning of each two-year term.

You may visit the County Board's website here:
Milwaukee County Board of Supervisors

The County Board's procedures and rules are governed by Chapter 1 of the Milwaukee County Code of General Ordinances (the Code).
Chapter 1 of the Code



AN OVERVIEW: COUNTY BOARD STANDING COMMITTEES

The County Board Chairperson assigns members to the nine standing committees and designates the Chairpersons and Vice-Chairpersons. Most standing committees consist of five members. The Committee on Finance and Audit is comprised of seven members, and all 18 supervisors are members of the Committee of the Whole.

Regular and special meetings of standing committees shall be held and called to order promptly on the days, and at the hour specified by the standing committee Chairperson.

Standing committees do not meet on the following days:

- Election day for a County-wide election
- Special election for County Board Supervisor
- Election day for United States President

Standing committees do not usually meet in February or August.

See Section 1.11 of the Code pertaining to the County Board's standing committees:
Section 1.11 of the Code

Committee on Economic and Community Development (ECD)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **ECD Webpage**

ECD may consider the departmental policy of:

- Department of Administrative Services [Org. Unit 1151]
    - Community Business Development Partners
    - Land Information Office
    - Economic Development/Real Estate Services

The ECD Committee considers matters regarding:

- ✓ the disposition of excess surplus County lands, including but not limited to sale or lease of property and financing terms;
- ✓ the study and recommendation of plans, projects, and programs for fostering community development throughout the County including the Community Development Block Grant program and funds for County housing programs;
- ✓ overview of the administration of all Federal, State, and local housing programs at the County level;
- ✓ 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;
- ✓ veteran's housing; and
- ✓ all policy matters pertaining to Disadvantaged Business Enterprises.

Committee on Finance and Audit (F&A)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **F&A Webpage**

F&A may consider the departmental policy of:

- General Office of the County Board [Org. Unit 1000]
- General Office of the County Executive [Org. Unit 1011]
- Department of Administrative Services (DAS) [Org. Unit 1151]
    - Management
    - Central Business Office
    - Procurement
    - Performance, Strategy, and Budget
    - Information Management Services Division
    - Applications Development
    - Infrastructure Services
    - Support Services Organization
    - Mainframe
    - Managed Print Services
    - Technology Purchase Management
    - Cybersecurity
    - Risk Management
- County Treasurer [Org. Unit 3090]
    - Banking Services and Delinquent Property Tax Collection
    - Investment Management
- Office of the Comptroller [Org. Unit 3700]
    - Administration
    - Central Accounting
    - Central Payables
    - Central Capital
    - Central Payroll
    - Audit Services
    - Research Services
- General County Debt Service [Org. Unit 9960]

The F&A Committee considers matters regarding:

- ✓ the annual County budget; issuance of debt; taxation; insurance;
- ✓ need for additional positions; policies having a fiscal effect outside of the current budget;
- ✓ audit reports;
- ✓ all multi-year contracts and contracts with an aggregate value, which exceed $300,000; and
- ✓ acceptance of grant monies.

The F&A Committee has jurisdiction of Passive Review Contracts (with a value of at least $100,000, but not more than $300,000) under Section 59.52(31) of the Statutes.

The F&A Committee has the authority to review and approve, without County Board approval, departmental requested waivers of Section 9.05(3)(a) of the Code related to contractual services with former employees.

Committee on Health and Human Needs (HHN)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **HHN Webpage**

HHN may consider the departmental policy of:

- Veterans Services [Org. Unit 1021]
- Office on African American Affairs [Org. Unit 1090]
- Department of Administrative Services [Org. Unit 1151]
    - Office for Persons with Disabilities
- Office of Emergency Management [Org. Unit 4800]
    - Emergency Medical Services
- Department on Aging [Org. Unit 7900]
    - Administration
    - Aging Resource Center
    - Area Agency
    - Senior Meal Program
    - Senior Centers
- Department of Health and Human Services [Org. Unit 8000]
    - Director's Office and Management Services
    - Division of Youth and Family Services
    - Disabilities Services Division
    - Housing Division

The HHN Committee considers matters regarding:

- ✓ youth involved in the juvenile justice system;
- ✓ quality of life for individuals with physical, sensory, and developmental disabilities;
- ✓ accessibility for persons with disabilities;
- ✓ housing;
- ✓ senior dining and transportation services;
- ✓ long-term care services; and
- ✓ veteran's benefits.

Committee on Intergovernmental Relations (IGR)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **IGR Webpage**

IGR may consider the departmental policy of:

- Government Affairs [Org. Unit 1020]

The IGR Committee considers matters regarding:

- ✓ proposed Federal, State, or municipal legislation affecting County government.

IGR Committee members may appear before the United States Congress, the legislature, and government bodies of other municipalities, as may be necessary regarding pending legislation to support policies advocated by the County Board.

Committee on Judiciary, Safety, and General Services (JSGS)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **JSGS Webpage**

JSGS may consider the departmental policy of:

- Corporation Counsel [Org. Unit 1130]
- Combined Court Related Operations [Org. Unit 2000]
    - Administration
    - Criminal Court
    - Children's Court
    - Civil Court
    - Family Court
    - Probate
    - Family Drug Treatment Court
    - Permanency Plan Review
    - Self Help
- Child Support Services [Org. Unit 2430]
- Pretrial Services [Org. Unit 2900]
- County Clerk and Election Commission [Org. Unit 3270]
- Register of Deeds [Org. Unit 3400]
    - Administration
    - Real Estate Services
    - Vital Statistics
    - Document Examination and Cashier Services
    - Tax Listing Services
    - Land Records Modernization
- Sheriff [Org. Unit 4000]
    - Administration
    - Training Academy
    - County Jail
    - Expressway Patrol
    - Court Security
    - Airport Security/K9
    - Criminal Investigations
    - Civil Process/Warrants
    - County Grounds Security
    - Park/Targeted Enforcement Unit
    - Specialized Units
    - High Intensity Drug Trafficking Area
    - Building Security

JSGS continued
JSGS may consider the departmental policy of:

- House of Correction [Org. Unit 4300]
    - Administration
    - House of Correction
    - Inmate Medical and Mental Health
    - Inmate Programming
- District Attorney [Org. Unit 4500]
- Office of Emergency Management [Org. Unit 4800]
    - Director's Office
    - Emergency Management
    - 911 Communications
    - Radio Services
    - Emergency Medical Services
- Medical Examiner [Org. Unit 4900]

The JSGS Committee considers matters regarding:

- ✓ actions against the County; actions initiated by the County; intra-county actions;
- ✓ applications for licenses requiring action by the County Board;
- ✓ purchase of surety bonds; and
- ✓ action required by the Statutes.

The OCC is delegated authority to approve the payment of claims against the County where the payment is no more than $500, and to initiate claims or suits by the County against other persons or entities where the amount claimed is $10,000 or less, pursuant to Section 59.52(12)(b) of the Statutes.

On June 7, 2018, the OCC provided an informational report contained in Legistar File No. 18-472 regarding settlement authority of Wisconsin County Mutual Insurance Corporation (WCMIC) insured claims, where the County is in a defensive posture and attorney fees are implied. These types of claims related to settlements approved by WCMIC, are presented as informational reports to established Legistar Reference File No. 19-13.

Committee on Parks, Energy, and Environment (PE&E)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **PE&E Webpage**

PE&E may consider the departmental policy of:

- Department of Administrative Services [Org. Unit 1151]
    - Office of Sustainability
- Culturals [Org. Unit 1900]
    - Fund for the Arts (Cultural, Artistic, and Musical Programming Advisory Council)
    - Milwaukee County Historical Society
    - Federated Library System
    - Marcus Center for the Performing Arts
    - Milwaukee Public Museum
    - Charles Allis/Villa Terrace Art Museums
    - War Memorial Center
    - Milwaukee Art Museum
- Department of Parks, Recreation, and Culture [Org. Unit 9000]
    - Administration and Planning
    - Operations and Trades
    - Recreation and Business Services
- Zoo [Org. Unit 9500]
    - Administration, Finance, and Operations
    - Marketing and Communications
    - Maintenance and Facilities
    - Animal Management and Health
- University of Wisconsin-Milwaukee Cooperative Extension [Org. Unit 9910]

The PE&E Committee considers matters regarding:

- ✓ County parks and parkways;
- ✓ the War Memorial Center Board of Trustees;
- ✓ functions to be performed by a committee on extension education under the provisions of Section 59.56 of the Statutes;
- ✓ protection of the environment, including, but not limited to water pollution, noise pollution, insecticide control, lakeshore erosion, community beautification activities, land utilization; street tree replacement studies;
- ✓ conservation of all uses of energy, including, but not limited to oil, coal, wind, nuclear, and solar energy;
- ✓ plans and solutions relating to energy conservation in the County;
- ✓ review of energy-related matters being considered by the Public Service Commission;
- ✓ the conservation of air, water, energy, and all other resources; and
- ✓ consumer education and protection.

The PE&E Committee exercises the powers and duties of county land conservation committees as required by Section 92.06 of the Statutes.

Committee on Personnel (PER)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **PER Webpage**

PER may consider the departmental policy of:

- Personnel Review Board, Civil Service Commission, Ethics Board [Org. Unit 1120]
- Department of Human Resources (DHR) [Org. Unit 1140]
    - Director's Office
    - Compensation/Human Resources Information System
    - Employee Relations
    - Human Resources Operations and Talent Acquisition
    - Learning, Development, and Diversity
    - Benefits and Human Resources Metrics
    - Retirement Plan Services
- Employee and Retiree Fringe Benefits [Org. Unit 1950]

The PER Committee considers matters regarding:

- ✓ reclassification and compensation, hours, benefits, and conditions of employment of County offices and personnel;
- ✓ classification and pay of additional positions; and
- ✓ administration of the employee's award program.

The PER Committee may review changes to the Employees Retirement System: Chapter 201 of the Code.

Committee on Transportation, Public Works, and Transit (TPWT)
Meets on the day and at the hour designated in the notice of meeting by the Chairperson of the standing committee. **TPWT Webpage**

TPWT may consider the departmental policy of:

- Department of Administrative Services [Org. Unit 1151]
    - Architecture and Engineering
    - Environmental Services
    - Office of Sustainability
    - Facilities Operations and Maintenance
    - Water Distribution System
    - Community Business Development Partners
- Airport [Org. Unit 5040]
    - Mitchell International Airport
    - MKE Regional Business Park
    - Lawrence J. Timmerman General Aviation
- Transportation Services, Department of Transportation (DOT) [Org. Unit 5083]
- Highway Maintenance, DOT [Org. Unit 5100]
- Fleet Management, DOT [Org. Unit 5300]
- Transit, DOT [Org. Unit 5600]
    - Paratransit
    - Fixed Route (Milwaukee County Transit System)
- Director's Office, DOT [Org. Unit 5800]

The TPWT Committee reviews matters regarding:

- ✓ construction, maintenance, control, and operation of County airports;
- ✓ construction and maintenance of matters pertaining to highways and bridges;
- ✓ the vacation or opening of public streets, alleys, highways, or roads, for which the County has jurisdiction;
- ✓ railroad and public utilities in the County;
- ✓ the erection, major alterations, and repair of public buildings and structures;
- ✓ mass transit policies pertaining to the establishment of fares and other charges, standard of service, route locations, capital and service improvements; and
- ✓ all transportation matters pertaining to Disadvantaged Business Enterprises.

Committee of the Whole
Meets on the day and at the hour designated by the County Board Chairperson.
Committee of the Whole Webpage

Some matters coming before the County Board have a significant policy impact or a unique set of circumstances, which overlap specific standing committee jurisdiction.

One example is the closing of a major County facility.

On such occasions, the Committee of the Whole will meet at the call of the County Board Chairperson.

All 18 supervisors are members of the Committee of the Whole.

District	County Supervisor	Committee Assignments
1	Theodore Lipscomb, Sr.	Committee of the Whole (Chairman)
2	Sequanna Taylor	IGR (Chairwoman); F&A
3	Sheldon A. Wasserman	PE&E (Vice-Chairman); F&A; HHN
4	Marina Dimitrijevic	PER (Vice-Chairwoman); TPWT
5	Marcelia Nicholson	ECD (Chairwoman); PE&E
6	James “Luigi” Schmitt	F&A (Chairman); PER
7	Felesia Martin	HHN (Vice-Chairwoman); ECD; PE&E
8	Steven Shea	IGR (Vice-Chairman); JSGS; PE&E
9	Patti Logsdon	ECD (Vice-Chairwoman); TPWT; JSGS
10	Supreme Moore Omokunde	HHN (Chairman); F&A
11	Dan Sebring	TPWT (Vice-Chairman); PER; HHN
12	Sylvia Ortiz-Velez	JSGS (Vice-Chairwoman); TPWT; IGR
13	Willie Johnson, Jr.	F&A (Vice-Chairman); PER; IGR
14	Jason Haas	PE&E (Chairman); F&A
15	Eddie Cullen	PER (Chairman); F&A
16	John F. Weishan, Jr.	TPWT (Chairman); ECD
17	Anthony Staskunas	JSGS (Chairman); ECD
18	Deanna Alexander	JSGS; IGR; HHN

Economic and Community Development	ECD
Finance and Audit	F&A
Health and Human Needs	HHN
Intergovernmental Relations	IGR
Judiciary, Safety, and General Services	JSGS
Parks, Energy, and Environment	PE&E
Personnel	PER
Transportation, Public Works, and Transit	TPWT

COUNTY BOARD MEETINGS

The regular meeting of the County Board usually convenes on the 3rd or 4th Thursday of each month at 9:30 a.m. However, special meetings may be called at other times.

The County Board does not usually meet in August.

At its meetings, the County Board acts on the recommendations of the standing committees, matters presented under Suspension of the Rules, and introduces new business for referral to standing committees.

Between County Board meetings, each standing committee holds a regular meeting to conduct public hearings and make recommendations on files that have been referred by the County Board Chairperson and the County Board.

While County Board meetings are open to the public, they are not public hearings, and testimony is not accepted.

BUDGET MEETINGS

The County Board holds budget meetings annually from October through November. The following meetings are meetings of the County Board:

- Budget Public Hearing
- Annual Meeting/Budget Adoption
- Veto Meeting

The Committee on Finance and Audit-Budget considers supervisor-sponsored amendments to the Recommended Budget as part of their annual deliberations during October and November.

The County Board adopts the Budget annually in November.

AD HOC COMMITTEES/TASK FORCES

On occasion, the County Board may schedule special meetings for a particular purpose or establish *ad hoc* committees or task forces to investigate particular issues.

The Milwaukee County Task Force on the Mitchell Park Conservatory Domes, the Milwaukee Public Museum Task Force, and the Fair Deal for Milwaukee County Workgroup are recent examples of *ad hoc* committees and task forces.

The Legislative Services Division is able to provide general staffing assistance with *ad hoc* committees or task forces on a limited basis, and as schedules permit.

Any requests for staffing assistance can be directed to George L. Christenson, Milwaukee County Clerk, at (414) 278-4625 or at george.christenson@milwaukeecountywi.gov

RESEARCH SERVICES DIVISION

Drafting Services

The Research Services Division, Office of the Comptroller, drafts resolutions and ordinances at the request of any County Board Supervisor or County department. Research staff is familiar with all requirements pertaining to form and language.

Departments are encouraged to utilize the Research Services Division, whether drafting an initial document or reviewing final drafts prepared by County departments.

Ordinance Review

All ordinances that affect the printed Code can be submitted to the Research Services Division for initial preparation or for review of standard form.

Please note the specific form requirements for resolutions and ordinances on Pages 25 and 26.

If an ordinance is recommended for passage by a standing committee, it will be forwarded to the OCC for approval as to legal form prior to County Board consideration.

Requests for drafting and review can be directed to the Research Services Division:

Analyst	Standing Committee	Phone	@milwaukeecountywi.gov
Ken Smith	TPWT	278-4362	kenneth.smith
Steve Cady	PER	278-4347	stephen.cady
Lottie Maxwell-Mitchell	JSGS	278-3967	lottie.maxwell-mitchell
Ken Smith	IGR	278-4362	kenneth.smith
Ken Smith	ECD	278-4362	kenneth.smith
Emily Petersen	PE&E	278-4781	emily.petersen
Lottie Maxwell-Mitchell	HHN	278-3967	lottie.maxwell-mitchell
Steve Cady	F&A	278-4347	stephen.cady
Steve Cady	Committee of the Whole	278-4347	stephen.cady

Economic and Community Development	ECD
Finance and Audit	F&A
Health and Human Needs	HHN
Intergovernmental Relations	IGR
Judiciary, Safety, and General Services	JSGS
Parks, Energy, and Environment	PE&E
Personnel	PER
Transportation, Public Works, and Transit	TPWT

STANDING COMMITTEE DEADLINES

The County Board Chairperson establishes the file submission deadline dates for all standing committees.

Committee Coordinators distribute the standing committee calendars, which include the file submission deadline and any agenda setting meeting dates, in December of each year for the subsequent year, and are available upon request.

The agenda setting meeting process is outlined on Page 35.

Standing committee agendas clearly identify, at the end of the list of files to be considered, the specific deadline by which all files for standing committee consideration must be in the Committee Coordinator's (Legislative Services Division) possession for the next committee cycle. Deadlines are enforced and must be adhered to.

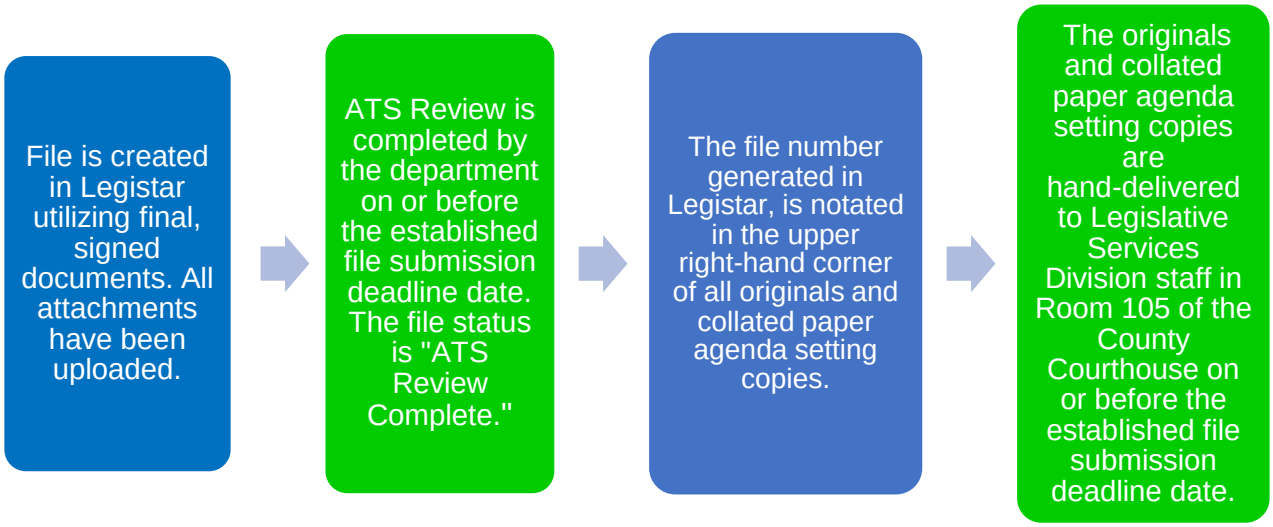
Departments must create Legistar files and have the Approval Tracking System (ATS) review complete by the established file submission deadline date.

The original documents (with wet signatures) and collated paper agenda setting copies must also be hand-delivered to Legislative Services Division staff in Room 105 of the County Courthouse on or before the established file submission deadline date.

All original documents are time-stamped upon receipt.

Please note the Office is open Monday through Friday, from 8:00 a.m. to **4:00 p.m.**

If a file is received after the established file submission deadline date, it will be processed for the subsequent meeting cycle. Upon referral by the County Board Chairperson or the County Board, the file will be scheduled at the discretion of the standing committee Chairperson.



PROFESSIONAL SERVICES
Chapter 56.30 of the Code

AND

PURCHASE OF CARE AND SERVICES BY THE COUNTY
Chapter 46.09 of the Code

Professional Services Contracts require the following approvals (signatures):

- Department Head or Designee
- Contractor
- Community Business Development Partners
- Risk Management
- Comptroller
- Corporation Counsel
- County Executive

Purchase of Care and Services Contracts require the following approvals (signatures):

- Department Head or Designee
- Contractor
- Comptroller
- Corporation Counsel
- County Executive

Professional Services and Purchase of Services contracts LESS than $100,000 may be fully executed without standing committee or County Board approval.

Contracts that Require County Board Approval
Professional Services and Purchase of Services contracts that require, or could potentially require, funds from more than one budget year, require County Board approval regardless of the contract value:

- Contracts spanning between two budget years.
- A single year contract with binding extensions into future years.
- A single year contract with non-binding extensions into future years with the same party for the same purpose may require County Board approval depending on the total contract value (total sum of each year).
- A series of single year contracts with the same party for the same purpose depending on the total contract value.

PASSIVE REVIEW CONTRACT PROCESS

SECTION 16. 59.52(31) of the Statutes reads:

59.52(31) PUBLIC CONTRACTS, populous counties.

(a) In this subsection, "county" means any county with a population of 750,000 or more.

(b) 1. Any contract with a value of at least $100,000, but not more than $300,000, to which a county is a party and which satisfies any other statutory requirements, may take effect only if the board's finance committee does not vote to approve or reject the contract within 14 days after the contract is signed or countersigned by the county executive, or as described in subd. 2.

2. If a board's finance committee votes to approve a contract described under subd. 1, the contract may take effect. If a board's finance committee votes to reject a contract described under subd. 1., the contract may take effect only if the contract is approved by a vote of the board within 30 days after the board's finance committee votes to reject the contract.

(c) Any single contract, or group of contracts between the same parties which generally relate to the same transaction, with a value or aggregate value of more than $300,000, to which a county is a party and which satisfies any other statutory requirements, may take effect only if it is approved by a vote of the board.

(d) With regard to any contract to which a county is a party and which is subject to review by the board or by a committee of the board under this subsection, the board's finance committee is the only committee which has jurisdiction over the contract.

Definition and Review Period of Passive Review Contracts

Professional Services and Purchase of Services contracts with a value of <u>at least $100,000, but not more than $300,000,</u> provide for a 14-day review period (Passive Review) by the Committee on Finance and Audit (F&A).

A Passive Review contract with a value of at least $100,000, but not more than $300,000, may take effect <u>only</u> upon one of the following scenarios:

- The 14-day review period expired with no action by the Committee on F&A.
- The Committee on F&A reviewed the contract and placed it on file within the 14-day review period.
- The Committee on F&A reviewed the contract and voted to approve it during the 14-day review period.
- The Committee on F&A reviewed the contract and voted to reject it within the 14-day review period, but within 30 days of the Committee on F&A's action, the County Board votes to approve it.

Introduction of Passive Review Contracts
Professional Services and Purchase of Services contracts must contain a Cover Letter, Memorandum, or Report, the executed Contract or executed Contract Amendment (or drafts), and signed Fiscal Note in order to be entered in Legistar.

The original Passive Review Contract packet and collated paper agenda setting copies must be hand-delivered to Legislative Services Division staff in Room 105 of the County Courthouse **ON the deadline** established by the County Board Chairperson, without exception.

Example:
1) Passive Review Contract (consisting of Cover Letter, Memorandum, or Report, executed Contract or executed Contract Amendment [or drafts], and signed Fiscal Note) is entered in Legistar by the department on Monday, May 6, 2019, which is the established deadline.

2) The original signed Passive Review Contract packet and collated paper agenda setting copies are hand-delivered to Legislative Services Division staff in Room 105 of the County Courthouse on Monday, May 6, 2019 (the established deadline), for consideration at the Thursday, May 16, 2019, meeting of the Committee on F&A.

3) The Passive Review Contract is added to the F&A "Matters Available for Scheduling" document and is discussed at the agenda setting meeting on Wednesday, May 8, 2019.

4) The Passive Review Contract is added to the final F&A agenda and discussed at the Thursday, May 16, 2019, meeting of the Committee on F&A. (Options are: No Action, Placed on File, Approved by the Committee on F&A, or Recommended for Rejection)

*The Passive Review Contract was entered in Legistar, and the original signed packet and collated paper agenda setting copies were received by the Legislative Services Division in Room 105 of the County Courthouse on Monday, May 6, 2019, therefore, Thursday, May 16, 2019, falls within the 14-day review period prescribed under Section 59.52(31) of the Statutes.

Amendments to Professional Services and Purchase of Services contracts resulting in a total contract value of at least $100,000, but not more than $300,000:
Professional Services and Purchase of Services contracts that were previously less than $100,000 and fully executed but are being amended with additional funds NOW require Passive Review, if the amended result is a total of at least $100,000, but not more than $300,000.

Professional Services and Purchase of Services contracts, which exceed $300,000:
All Professional Services and Purchase of Services contracts with a value, which exceeds $300,000 shall be submitted as regular action files and shall be reviewed during the regularly scheduled meetings of the Committee on F&A and County Board.

A contract with a value, which exceeds $300,000 is not fully executed until it is adopted by the County Board and subsequently signed by the County Executive and Corporation Counsel.

Amendments to Professional Services and Purchase of Services contracts resulting in a total contract value, which exceeds $300,000:
Contracts that were previously less than $300,000 and fully executed under the Passive Review Contract process but are being amended with additional funds NOW require County Board approval if the amended result is a total, which exceeds $300,000.

The following County staff members are familiar with the Passive Review Contract process:

Shanin R. Brown, Committee Coordinator
Legislative Services Division, Office of the Milwaukee County Clerk
(414) 278-4073

Steve Cady, Director of Research and Policy
Research Services Division, Office of the Comptroller
(414) 278-4347

Alexis Gassenhuber, Financial Analyst
Office of the Comptroller
(414) 278-4164

Janelle M. Jensen, Legislative Services Division Manager
Legislative Services Division, Office of the Milwaukee County Clerk
(414) 278-4228

Paul Kuglitsch, Deputy Corporation Counsel
Office of Corporation Counsel
(414) 278-4289

RESOLUTION AND ORDINANCE FORM REQUIREMENTS

Proper Form

County Board rules require that all files be submitted in proper form, as established by Section 1.09(a) of the Code.

Staff in the Research Services Division, Office of the Comptroller, are familiar with the required form and language. Departments are encouraged to utilize the Research Services Division.

Drafting requests can be submitted to Steve Cady, Director of Research and Policy, at (414) 278-4347 or at stephen.cady@milwaukeecountywi.gov

Resolution/Ordinance Review

All submitted resolutions and ordinances are reviewed by Legislative Services Division staff to ensure proper standard form.

All ordinances recommended for passage by a standing committee are forwarded to the OCC for approval as to legal form prior to County Board consideration.

Specific Form Requirements for Resolutions and Ordinances

The specific formatting requirements for resolutions and ordinances are as follows:

- Must be drafted and attached in Legistar in word format.
- All resolutions and ordinances must be formatted to 8.5" x 11" size paper.
- Page orientation must be portrait.
- Margins must be 1 inch on top and bottom, 1.5 inches on the left, and 0.5 inches on the right.
- Style must be normal.
- Line spacing must be single.
- Font must be Arial, Regular, and Size 12.
- File number must be listed on the first line, right justified. (File No. 19-XXX)
- Line numbering must be continuous utilizing the "Page Layout" tab.
- Use only page breaks (do NOT use section breaks).
- Do not include a page number on resolutions and ordinances that contain only one page.
- Include page numbers on the bottom and centered on resolutions and ordinances with numerous pages. Be sure to select "different first page" under "Options."
- All WHEREAS, clauses must be capitalized and indented 0.5".
- All BE IT RESOLVED, and BE IT FURTHER RESOLVED, clauses must be capitalized and indented 0.5".
- BE IT RESOLVED, and BE IT FURTHER RESOLVED, clauses must include fiscal and term information.

Do not use the Track Changes feature when drafting your resolution or ordinance. Files submitted in this format will be returned without exception.

Be It Resolved Clauses:
The “Be It Resolved” and “Be It Further Resolved” language is the most important language in a resolution or ordinance and must include relative fiscal and term information.

Example:
BE IT RESOLVED, the Superintendent, House of Correction, is hereby authorized to amend an existing contract with the Benedict Center by increasing it $198,045, from $254,999 to $453,044, for case management and re-entry services provided to female offenders, and to extend the contract to new a term effective January 1, 2019, through December 31, 2019.

Additional Form Requirements for Ordinances
As set forth in Section 1.09(c)(1) of the Code the section, subsection, or paragraph to be amended shall be printed in full, in which case the matter to be deleted shall be shown with a line drawn through the same (~~stricken~~).

The matter to be inserted or added shall be underscored (underscored).

Matters to be deleted should always precede matters to be inserted or added.

Please Note: The Office will return a file status to “Draft” in Legistar and require departments to make all necessary corrections to ordinances.

As set forth in Section 59.14(1) of the Statutes whenever a board enacts an ordinance under this chapter the clerk shall immediately publish the ordinance either in its entirety, as a class 1 notice, under Chapter 985 of the Statutes or as a notice, as described under Section 59.14(1m)(b) of the Statutes; and the clerk shall procure and distribute copies of the ordinance to the several town clerks, who shall file it in their respective offices.

The range of ordinance publication costs in 2016 was from $22.53 to $1,732.50.

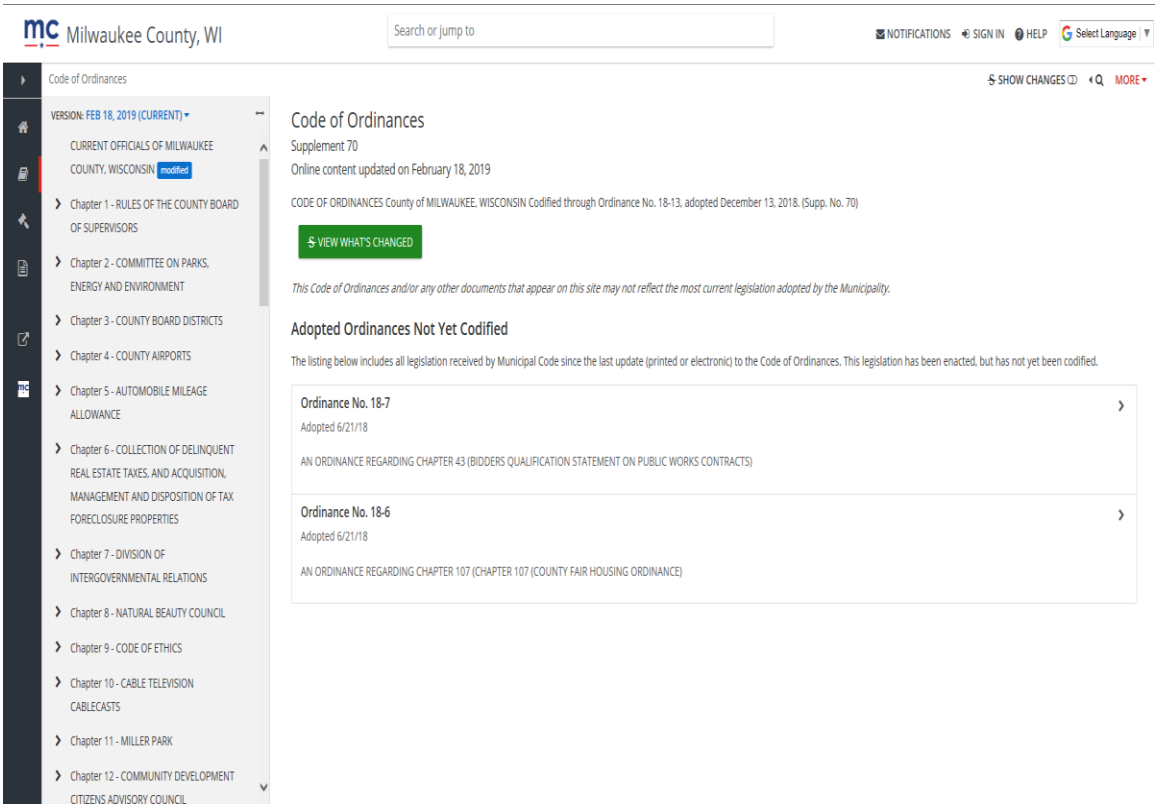
The overall average cost was $212.50 per ordinance. If ordinances are inadvertently published with departmental errors, the submitting department may be cross-charged for re-publication fees.

All ordinances are published in *The Daily Reporter*.

Amendments to Ordinances

When amending an existing ordinance, departments must use up-to-date existing official Code to be affected available on Municode at:

[Municode Milwaukee County, WI]



Do not use previous versions of ordinances when drafting new ordinance amendments or when repealing or creating any ordinance or section thereof. Previous versions may not be accurate.

RESOLUTION SAMPLE:

File No. 16-672

From the Director, Department of Transportation, requesting authorization to increase the flowage rates for aviation fuels from 6 cents to 10 cents, and oils from 5 cents to 10 cents per gallon, at Lawrence J. Timmerman Airport, in accordance with Section 4.06(1)(b) of the Milwaukee County Code of General Ordinances, by recommending adoption of the following:

A RESOLUTION

WHEREAS, Section 4.06 (1)(b), Milwaukee County Code of General Ordinances, authorizes the Milwaukee County Board of Supervisors to establish fuel flowage rates at Milwaukee County airports; and

WHEREAS, the fuel flowage rates at Lawrence J. Timmerman Airport (LJTA) currently are 6 cents for each gallon of fuel and 5 cents for each gallon of oil; and

WHEREAS, airport staff is in the process of negotiating a new agreement with a fixed base operator (FBO) at LJTA; and

WHEREAS, during contract negotiations with the FBO management company, it was agreed by both parties that gas and oil flowage rates needed an adjustment; and

WHEREAS, both parties agreed that flowage fees of 10 cents per gallon for fuel and 10 cents per gallon for oil were appropriate; and

WHEREAS, the Committee on Transportation, Public Works, and Transit, at its meeting of November 30, 2016, recommended adoption of File No. 16-672 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes the fuel flowage rates of 10 cents for each gallon of fuel and 10 cents for each gallon of oil at Lawrence J. Timmerman Airport (LJTA), effective as of the commencement date of a new agreement with a new fixed base operator at LJTA.

ORDINANCE SAMPLE:

File No. 16-132

From the Chief Judge, First Judicial District, Combined Court Related Operations, and the Clerk of Circuit Court, requesting authorization to amend Section 104.01 of the Milwaukee County Code of General Ordinances, to increase the juror transportation fee from $3 per day to $9 per day, by recommending adoption of the following:

A RESOLUTION/ORDINANCE

WHEREAS, juror pay is currently $16.00 per day with a $3.00 transportation fee; and

WHEREAS, total prior compensation in Milwaukee County (the County) ranks in the bottom 10 percent of all Wisconsin counties; and

WHEREAS, better compensation to jurors provides encouragement to all citizens of the County to perform their civic duty to act as jurors when summoned; and

WHEREAS, in 2003, the Milwaukee County Board of Supervisors changed the transportation fee from $2.00 to $3.00 in exchange for a fund transfer of $71,400, the related savings to the Milwaukee County Transit System, in order to fund a shuttle bus for jurors and employees from the free parking lot under the Marquette Interchange to the Courthouse; and

WHEREAS, the Committee on Judiciary, Safety, and General Services, at its meeting of March 3, 2016, recommended adoption of File No. 16-132 (vote 6-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby amends Section 104.01 of the Milwaukee County Code of General Ordinances by adopting the following:

AN ORDINANCE

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

SECTION 1. Section 104.01 of the Milwaukee County Code of General Ordinances is amended as follows:

104.01. – Compensation of jurors.

The compensation of grand, petit and coroner's jurors serving in the county is fixed at the sum of eight dollars ($8.00) per half day for each half day of attendance on juror duties, plus a daily sum in the amount of ~~two dollars ($2.00)~~ nine dollars ($9.00) determined by the county board to compensate a juror for mileage for either a full day or half-day involved.

SECTION 2. The provisions of this ordinance shall become effective upon passage and publication.

LEGISTAR - HELFPUL HINTS

Auto-Populated Legistar File Numbers

Legistar auto populates all file numbers. The file number must be notated in the upper right-hand corner of original documents and collated paper agenda setting copies delivered to Legislative Services Division staff in Room 105 of the County Courthouse.

Legistar File Types Include:

- Action Report (departments requesting action)
- Appointments (must include specific term dates)
- Informational Report (no action requested)
- Ordinance (always select when an ordinance is part of the resolution)
- Passive Review contracts (at least $100,000, but not more than $300,000)
- Presentation (normally used for simple PowerPoints or verbal updates)
- Reappointment (must include specific term dates)
- Resolution (only used for Supervisor or County Executive-sponsored action requests)

Legistar Text File Descriptions

Text file title descriptions must be specific and include key words that will assist the public and County departments when searching for files in Legistar and/or CLIC.

Standard Text File Formatting Examples:

From the Airport Director, Mitchell International Airport,
(Title) (Department)

From the Director, Retirement Plan Services Division, Department of Human Resources,
(Title) (Division) (Department)

requesting authorization to amend… (explain)
requesting authorization to accept…(explain)
requesting authorization to implement…(explain)
requesting authorization to execute…(explain)
requesting approval of…(explain)
providing an informational report regarding…(explain)
providing a status update regarding…(explain)
providing a presentation regarding…(explain)

When entering text file descriptions, please review the departmental report, resolution, and fiscal note being submitted to gather pertinent information.

Required Legistar File Attachments
All files created in Legistar will include:

- A signed Appointment Letter, Reappointment Letter, Cover Letter, Memorandum, or Report
- Resolution/Ordinance (properly formatted) in word format
- A signed Fiscal Note with Community Business Development Partners Review check box

  - Informational Reports do not require a Resolution or Fiscal Note.

  - Passive Review Contracts do not require a Resolution, but DO require a Cover Letter, Memorandum, or Report, executed Contract or executed Contract Amendment (or drafts), and signed Fiscal Note.

Fiscal Notes
Section 1.10(1) of the Code states in part the following:
"No resolution or ordinance from any county officer, board, or commission shall be considered by the County Board, or by any committee thereof to which it has been referred, unless it shall have attached as a note a reliable estimate of the fiscal effect which has been reviewed per the policies established by the comptroller. The fiscal note shall be prepared on a form approved by the committee on finance and audit and supplied by the comptroller…"

Supplemental Legistar File Attachments
File attachments may also include any of the following supplemental materials:

° Agreements
° Contracts
° Photographs
° Maps
° Amendments
° Leases
° PowerPoint Presentations (in pdf format)
° Hyperlinks (if files are large)

File Tracking Using Details Tab
It is the responsibility of the submitting department to track the status of file submissions utilizing the "Details" tab in Legistar. The "Details" tab will note any concerns identified as part of the standard file review process.

Public Documents
Only final, signed documents are attached in Legistar. Once the submitting department completes the Approval Tracking System (ATS) review process, they no longer have access to the file to make any revisions or add supplemental attachments.

If there are subsequent revisions or additions once a files status is "ATS Review Complete," see **File Revisions/Additions After ATS Review Has Been Completed** on page 35.

As soon as a file is referred to a standing committee by the County Board Chairperson, the file becomes a **public document**, available and searchable in CLIC.

Please ensure all submitted documents are in final form and are ready to be made public.

STEP-BY-STEP INSTRUCTIONS TO DRAFT A FILE IN LEGISTAR

1. Click "Files". (left side of screen)
2. Click "New". (top of screen, 3rd tab) (The following fields will populate themselves: File ID, Type, Status, File Created)
3. Select "Type" of file. (using dropdown box) ("Appointment", "Action Report", "Informational Report", "Ordinance", etc.)
4. Select "In Control" body. (use dropdown box to select the requesting Department)
5. Click "Edit". (middle of screen, below "Text File" tab) This will pull up Word '10.
6. Click the "Add Ins" tab. (top of screen, 2nd to last tab) This pulls up Word '10.
7. Select "Templates". (top left side of screen)
8. Use dropdown box to select "BASIC ITEM DEFAULT". (1st option)
9. Insert title (heading of report) in the word doc <u>underneath</u> "..Title". The information that says ["Enter agenda face sheet verbiage here, sans brackets]" can be deleted including the brackets and replace with title verbiage. **Do not** delete the "..Title" language.
10. Body –The information that says ["Enter body here"] can be deleted including the Brackets. **Do not** delete the "..Body" language.
11. While still in the "Add-Ins" tab (top of screen, 2nd to the last tab), click the save icon located at the very top left side. Click the white X to close.
12. Click "Yes" in the pop-up dialogue box.
13. Click the "Attachments" tab (middle of screen, 3rd tab) to attach the Report, Resolution, and Fiscal Note.
14. Click the "Attach" tab on the lower left side of screen.
15. Highlight the file from your drive, which you intend to import and click open. Your document should appear. Repeat steps 14 and 15 to attach additional documents. (To view/open your attachments, click "Launch" at bottom of screen, 2nd button or to delete/ remove an attachment, highlight the attachment and click "Remove," bottom of screen, 3nd button)
16. Once all attachments have been imported, use naming conventions REPORT, RESOLUTION, FISCAL NOTE and click "Update Attachment Details" to save your attachment names. (bottom of screen, 4th button)
17. Click the "Details" tab. (middle of screen, 5th tab)
18. Insert a "File Name". (1st box) where indicated (short or abbreviated version of original title)
19. Insert "Department" (2nd box) where indicated by selecting from the dropdown box.
20. "Entered by" (3rd box) will auto-fill with your name.
21. Insert any "Notes" (4th box) needed where indicated. **(unique to your Department)**
22. Select "Approval Tracking" tab. (middle of screen, 6th tab)
23. Select "Add Sequence." Select ATS Review-All Other Files, or ATS Review-Ordinances.
24. Focus on the right-hand side of the screen.
25. Fill in "Approver Name" (using the dropdown box) on the right-hand side of the screen.
26. Action Type: Leave at default "Approver."
27. Email Template: Leave at default "Individual Review Request."
28. Due Days: Leave at default "2."
29. Sequence 02 on the left side of screen will default to "Janelle Jensen, FYI, County Clerk's Office Review As To Form." Leave as is.
30. Sequence 03 on the left side of screen will default to "Kelly Bablitch, FYI, Formal Notice of Submission to County Board Chief of Staff." Leave as is.
31. Click "Start". (bottom of screen, 3rd button)
32. Click "Yes" in the pop-up dialogue box. (this sends email to selected approver and FYI's to Janelle Jensen, Legislative Services Division Manager, Office of the Milwaukee County Clerk and Kelly Bablitch, County Board Chief of Staff.

REQUIRED ORIGINAL DOCUMENTS AND PAPER AGENDA SETTING COPIES
In addition to creating files in Legistar and completing the Approval Tracking System review, departments must also hand-deliver original documents and collated paper agenda setting copies (with the Legistar file number notated in the upper right-hand corner) on or before the established file submission deadline dates.

Note: **Passive Review Contracts** are to be created in Legistar and the required originals and collated paper agenda setting copies are to be hand-delivered **ON** the established file submission date **without exception.**

The Office is open Monday through Friday, from 8:00 a.m. to **4:00 p.m.**

All original documents are time-stamped upon receipt.

Originals Documents
The original signed documents (and all supplemental materials)

- Action Reports
- Appropriation Transfer Packets
- Ordinances
- Presentations
- Reference File Reports
- Appointments
- Informational Reports
- Passive Review Contracts
- Reappointments
- Resolutions

Paper Agenda Setting Copies
Standing committee agenda setting copy requirements are as follows:

Committee Coordinator	Phone	Standing Committee	# of Copies
Kelsey A. Evans	278-4013	TPWT	4
Shanin R. Brown	278-4073	PER	4
Allyson R. Smith	278-4225	JSGS	4
Kelsey A. Evans	278-4013	IGR	4
Allyson R. Smith	278-4225	ECD	4
Kelsey A. Evans	278-4013	PE&E	4
Allyson R. Smith	278-4225	HHN	4
Shanin R. Brown	278-4073	F&A	4
Janelle M. Jensen	278-4228	Committee of the Whole	0

Economic and Community Development	ECD
Finance and Audit	F&A
Health and Human Needs	HHN
Intergovernmental Relations	IGR
Judiciary, Safety, and General Services	JSGS
Parks, Energy, and Environment	PE&E
Personnel	PER
Transportation, Public Works, and Transit	TPWT

In the instance of files that are dually referred by the County Board Chairperson to more than one standing committee, departments are required to provide additional sets of collated paper agenda setting copies at the request of Committee Coordinators.

FILE REFERRAL PROCESS

Section 1.09(b)(1) of the Code states " …the Chairperson may refer the resolution or ordinance to the appropriate standing committee(s) for a report. The date upon which the Chairperson refers the resolution or ordinance shall be deemed as the official referral date to the committee(s). Said action by the Chairperson shall be deemed as authorization to the appropriate standing committee Chairpersons to schedule the resolution or ordinance for review."

Files referred by the County Board Chairperson are scheduled at the discretion of the standing committee Chairpersons.

Some files require special review by other bodies, public hearings, or publication in the official newspaper before they can be considered by a standing committee.

Section 1.09(b)(1) of the Code further states "…If the chairperson does not refer the resolution or ordinance to the appropriate standing committee, that was submitted in compliance with the deadline and/or procedure established by the chairperson, that communication, report, or request shall automatically be placed on the agenda of the county board at the next meeting as an item not yet referred. Any member of the county board may make a non-debatable motion to refer a file not yet referred by the chairperson to a standing committee by a majority vote of members present.

Reference files are established annually relative to:
Files Referred to Standing Committees (Legistar Reference File No. 19-3), and
Files Not Referred to Standing Committees (Legistar Reference File No. 19-6)

Reference Files

The County Board Chairperson establishes reference files for matters that are frequently reported to standing committees by departments. Reports relative to an established reference file should not be created as new files in Legistar.

The relative reference file report must be emailed as follows:
To: Kelly Bablitch, Chief of Staff, County Board, at kelly.bablitch@milwaukeecountywi.gov
cc: Janelle M. Jensen, Legislative Services Division Manager, Office of the Milwaukee County Clerk, at janelle.jensen@milwaukeecountywi.gov

requesting that the report be appended to the existing established Reference File.

Appointments and Reappointments

New appointments by the County Board Chairperson and County Executive are referred to standing committees for consideration.

Reappointments bypass the standing committee process and advance directly to the County Board meeting for consideration.

Supervisory appointments bypass the standing committee process and advance directly to the County Board meeting for consideration.

Reappointments of Department Directors

A reappointment of a Department Director may be referred to a standing committee for review or may advance directly to the County Board meeting for consideration.

File Revisions/Additions After the Approval Tracking System (ATS) Review Has Been Completed

If revised documents are required, or if a department wishes to submit supplemental documents that were not part of the original Legistar file submission, said documents must be emailed with a request to append to the existing Legistar file as follows:

To: Kelly Bablitch, Chief of Staff, County Board, at kelly.bablitch@milwaukeecountywi.gov

cc: Janelle M. Jensen, Legislative Services Division Manager, Office of the Milwaukee County Clerk, at janelle.jensen@milwaukeecountywi.gov

- All revised documents must be clearly marked as "revised" with the date of the revision.
- All changes from the originally submitted documents must be highlighted or red-lined to provide clarity as to what exactly has changed.

Upon review and acceptance of the revised and/or supplemental documents by the Chief of Staff, County Board, said documents will be appended to the existing Legistar file by Legislative Services Division staff.

Original and collated paper agenda setting copies of all revised or supplemental documents must be hand-delivered to Legislative Services Division staff in Room 105 of the County Courthouse.

AGENDA SETTING MEETNGS/MATTERS AVAILABLE FOR SCHEDULING

The Committee Coordinator for each standing committee compiles an official “Matters Available for Scheduling” document that is distributed at each scheduled agenda setting meeting.

This document contains all files that have been referred to each respective standing committee, including files that may have been Laid Over to the Call of the Chairperson, files referred back to standing committee from a previous County Board meeting, and files that may have been referred to a standing committee but not scheduled by the standing committee Chairperson.

Departmental representatives are encouraged to attend scheduled agenda setting meetings to provide a summary of their submitted files, highlight any potential concerns, such as use of contingency or a change in vendor, and to answer questions.

If a departmental representative is not present at a scheduled agenda setting meeting, there is a chance that the file submission will not be scheduled by the standing committee Chairperson.

At the conclusion of the agenda setting meeting, the standing committee Chairperson communicates what files are to be included on the final agenda.

FINALIZED STANDING COMMITTEE AGENDAS

Agendas

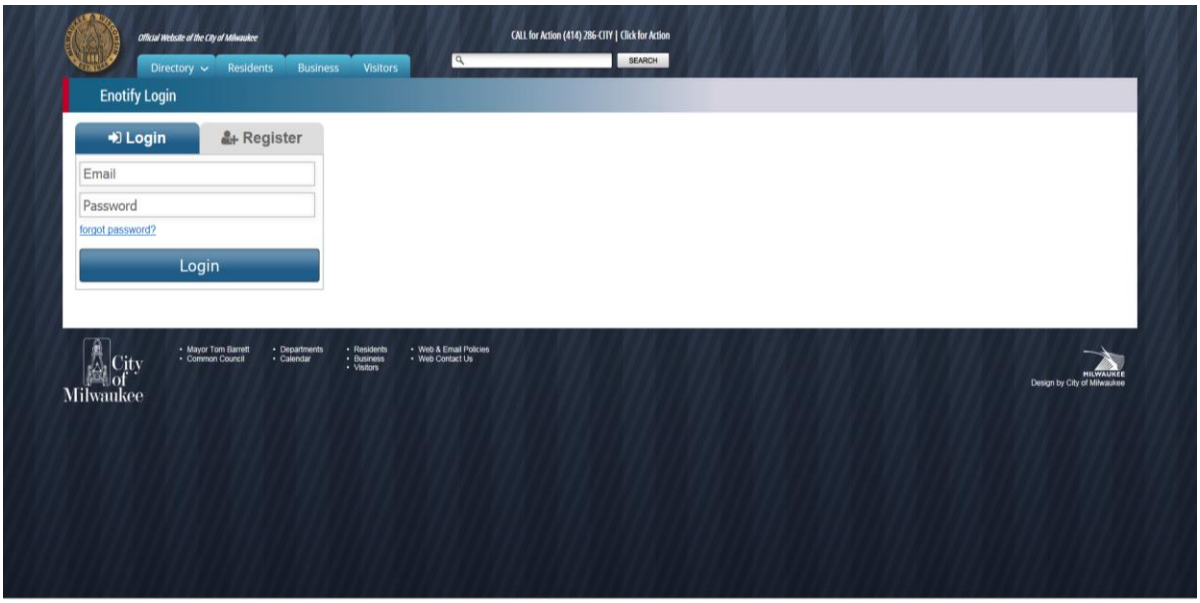
Agendas for standing committee meetings are finalized and published to CLIC, posted in the County Courthouse rotunda, and delivered to media mailboxes in Room 201 of the County Courthouse in compliance with Section 56.27 of the Code, and Section 19.84(3) of the Statutes, no less than 24-hours prior to actual meeting dates.

E-Notify

Standing committee agendas and Notices of Meeting Cancellations are sent to subscribers of the E-Notify system, which is hosted by the City of Milwaukee. There is no guarantee that notifications will be received no less than 24-hours prior to actual meetings.

Once the email notification leaves the City network, control passes to individual internet service providers. Email is typically reliable; however, once out of the City of Milwaukee's control, there are various reasons that an email notification may legitimately be delayed or not received.

To login or register for an E-Notify account, please go to:
City of Milwaukee Portal

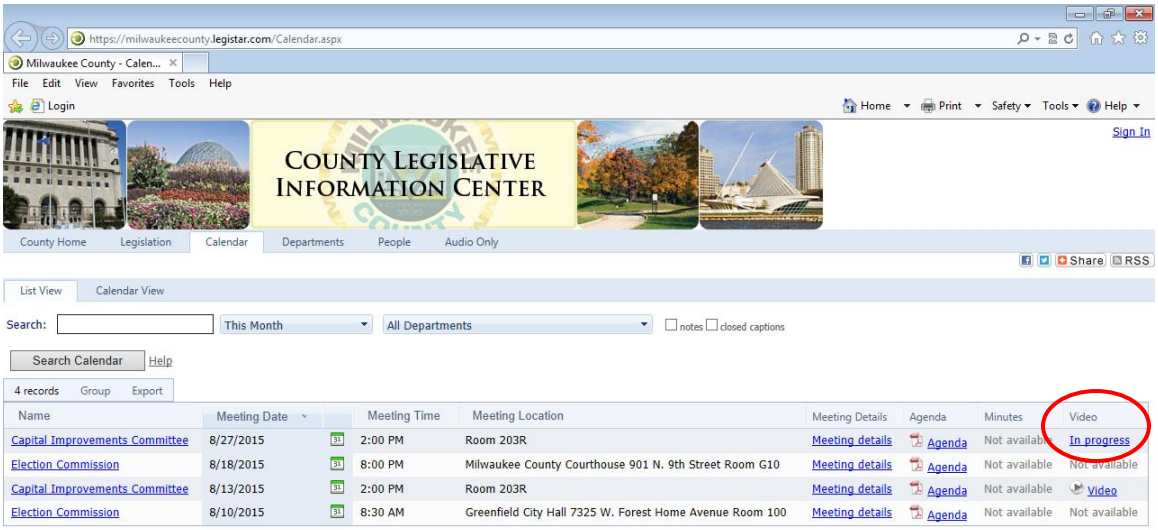


Revised agendas may be issued.

CLIC is the point of reference for final agendas, revisions, Notices of Meeting Cancellations, minutes, and video links.

STANDING COMMITTEE PROCEDURES

Standing committees usually meet in Rooms 201-B and 203-R, of the County Courthouse. Meetings are webcast live at Standing Committee Video



A majority of a standing committee constitutes the quorum necessary to conduct business. Standing committees with five members, require that three members are present, and standing committees with seven members, require that five members are present. If a quorum is not present, motions cannot be made.

A quorum is not necessary to consider a file that has been noticed as “informational only.”

Public Testimony

Persons wishing to speak on a legislative matter should complete a blue “Public Comment Card” and turn it in to the Committee Coordinator prior to the start of the standing committee meeting. One of the boxes at the bottom of the card must be checked as follows:

Speaking: In Favor, Against, or For Information Only
OR
Registering but not Speaking: In Favor or Against

Once acknowledged by the standing committee Chairperson, persons wishing to speak are required to sit at the testimony table, speak directly into the microphone, and introduce themselves to committee members:

- First and Last Name
- Title
- Department/Organization represented

Comments must be addressed to the standing committee Chairperson, not to individual committee members.

The standing committee Chairperson should be addressed as “Mr. Chairman” or “Madam Chairwoman.”

Distribution of Documents by Departments at Standing Committee Meetings
The distribution of documents by departments at standing committee meetings is discouraged. To continue the efforts of promoting transparency, the best practice is to include all documents (including any PowerPoint presentations) in the original file submission.

In rare and exceptional instances if a document is distributed at a standing committee meeting, a minimum of 15 copies must be provided to the assigned Committee Coordinator, for distribution to standing committee members, Legislative Services Division and Research Services Division staff, and the media.

An electronic copy of all documents distributed at a standing committee meeting must be provided by the department via email to the assigned Committee Coordinator. Please note that said documents are appended to the Legistar file and become part of the permanent record.

If your department has an electronic presentation, please include it as part of your original file submission. Additionally, you may email the presentation to Dan Benson, Information Coordinator at daniel.benson@milwaukeecountywi.gov, and it will be loaded and available on the laptop in the committee meeting room.

Distribution of Documents by the Public at Standing Committee Meetings
Any documents distributed by members of the public during a standing committee meeting are appended to the Legistar file and become part of the permanent record.

Committee Recommendations
Resolutions or ordinances referred to standing committees shall be reported at a succeeding County Board meeting with a recommendation to:

- Adopt
- Adopt as Amended
- Adopt as Substituted
- Refer to Standing Committee or Department
- Indefinite Postponement
- Place on File
- Reject

Once referred to a standing committee, files may be referred by the respective standing committee to County departments for additional drafting, fiscal impact statement preparation, a report, or recommendation.

Minutes and Video
Minutes and video from standing committee meetings are usually publicly available in CLIC within 24-hours of the conclusion of said meeting.

If votes or audio clips are needed regarding specific files prior to the minutes and video being available, please contact the assigned Committee Coordinator.

COUNTY BOARD ACTION ON FILES

Scheduling

All recommendations made by standing committees since the last meeting of the County Board are placed on the next County Board digest. County Board digests are divided into reports by the standing committees.

County Board Digest (meeting agenda)

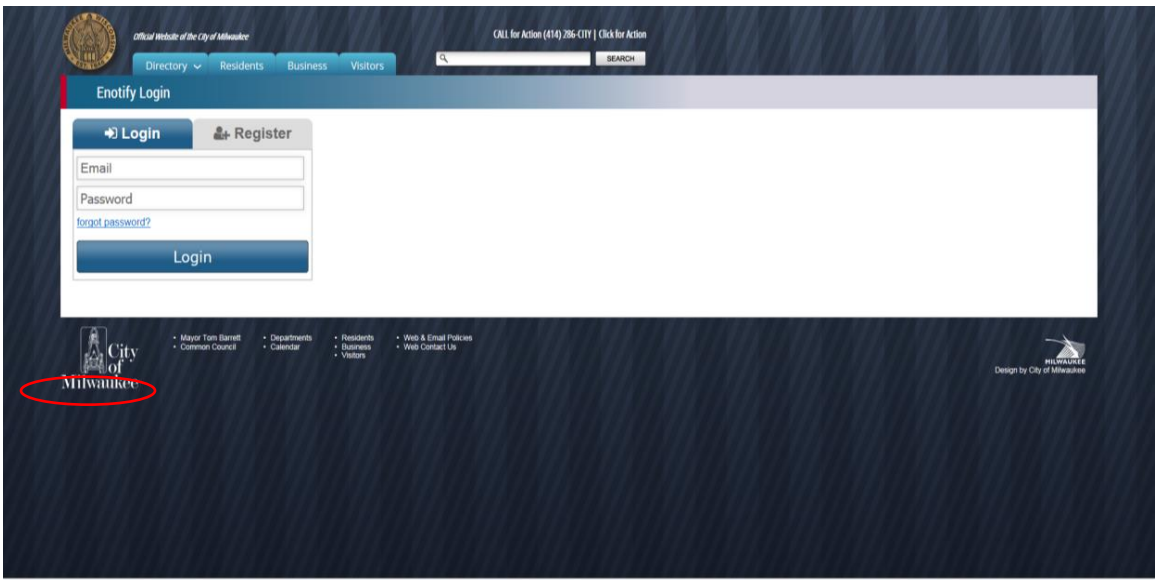
The Digest (meeting agenda) for the meeting of the County Board is finalized and published to CLIC, posted in the County Courthouse rotunda, and delivered to media mailboxes in Room 201 of the County Courthouse in compliance with Section 56.27 of the Code, and Section 19.84(3) of the Statutes, no less than 24-hours prior to the meeting date.

E-Notify

The County Board Digest and Notices of Meeting Cancellations are sent to subscribers of the E-Notify system. There is no guarantee that notifications will be received no less than 24-hours prior to actual meetings.

Once the email notification leaves the City network, control passes to individual internet service providers. Email is typically reliable; however, once out of the City of Milwaukee's control, there are various reasons that an email may legitimately be delayed or not received.

To login or register for an E-Notify account, please go to:
City of Milwaukee Portal



Revised Digests may be issued.

CLIC is the point of reference for final Digests, revisions, Notices of Meeting Cancellations, Journal of Proceedings, and video links.

County Board Meeting Procedures
The Milwaukee County Clerk (the Clerk) announces each committee report. The County Board Chairperson announces the number of items being considered under that committee report and calls for separate action requests by County Board members.

Except for files on which a separate vote is requested, one roll call is taken at the end of the committee report to adopt all the recommendations of the committee.

If a file is called out for separate action, it requires a separate vote. The Clerk reads the title of each separate action file along with each committee's recommended action.

Separate roll calls may be requested on any file, by any County Board member, and are also required under certain circumstances.

County Board Actions
As set forth in Section 1.09(b)(3) of the Code, resolutions or ordinances referred to standing committees shall be reported at a succeeding County Board meeting with a recommendation for adoption, amendment and adoption, indefinite postponement, to place on file, or to reject.

As set forth in Section 1.09(e) of the Code, any measure that fails adoption may not be reintroduced for 90 days, unless substantially revised.

Resolutions and Ordinances Presented Under Suspension of the Rules
Resolutions and ordinances may be presented for immediate adoption on the day they are introduced under Suspension of the Rules. A two-thirds vote is required to suspend the rules.

Journal of Proceedings (Minutes) and Video
All actions of the County Board meeting are recorded in the Journal of Proceedings that are published after each subsequent County Board meeting.

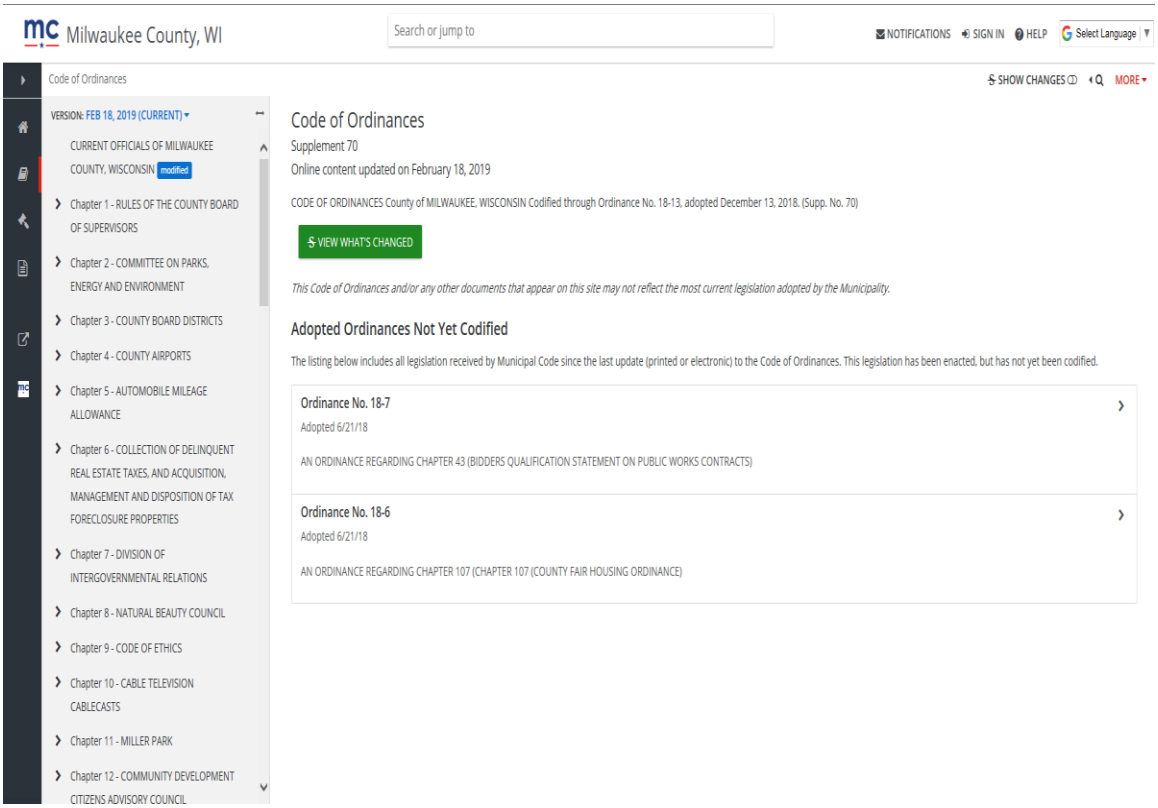
Minutes and video from County Board meetings are usually publicly available in CLIC within 24-hours of the conclusion of said meeting.

The final Journal of Proceedings are available in CLIC and draft Journal of Proceedings are available as attachments to Legistar Reference File No. 19-4.

If votes or audio clips are needed regarding specific files prior to the Journal of Proceedings and video being available, please contact Janelle M. Jensen, Legislative Services Division Manager, Office of the Milwaukee County Clerk, at (414)-278-4228 or at janelle.jensen@milwaukeecountywi.gov

Newspaper Publication of Ordinances
As set forth in Section 59.14(1) of the Statutes, whenever a board enacts an ordinance under this chapter the Clerk shall immediately publish the ordinance either in its entirety, as a class 1 notice, under Chapter 985 of the Statutes, or as a notice, as described under Section 59.14(1m)(b) of the Statutes; and the Clerk shall procure and distribute copies of the ordinance to the several town clerks, who shall file it in their respective offices.

Municode
Any ordinance that affects a printed section of the Code is published by the Office to Municode.
Municode Milwaukee County, WI



Certified Copies
Certified copies of files adopted by the County Board are available from the Office as soon as files are returned by the County Executive.

To obtain a certified copy of a particular file, please contact Dan Benson, Information Coordinator, at (414) 278-4281 or at daniel.benson@milwaukeecountywi.gov

COUNTY EXECUTIVE REVIEW OF FILES

After a County Board meeting, the Office presents all resolutions and ordinances adopted by the County Board to the County Executive.

As set forth in Section 59.17(6) of the Statutes, "…if any resolution or ordinance is not returned by the county executive to the board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to the county executive, it shall become effective unless the board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without the county executive's approval."

Matters Vetoed by the County Executive

Per Section 1.04(f) of the Code…"a resolution or ordinance, which has been vetoed by the County Executive and returned to the County Board shall be read by the Clerk, after which it shall be presented by the County Board Chairperson as follows:

> "Shall the foregoing ordinance (resolution) vetoed by his/her honor, the County Executive, be adopted? If you wish to override the veto, you vote "aye"; if you wish to sustain the veto, you vote "no."

After the presentation of the above question by the County Board Chairperson, the following motions are in order for non-budgetary vetoes only:

1. To lay over
2. To refer to Corporation Counsel
3. To refer to a committee

If the resolution or ordinance is referred to a committee, it shall be taken up at the next committee meeting and reported to the County Board at its next meeting. Further, it shall not be subject to amendment or change and on its return to the County Board, shall again be presented by the County Board Chairperson in the manner set forth above.

FREQUENTLY ASKED QUESTIONS

1: I am a new County employee. Is there a list I can add my name to, so I receive legislative notifications?
All legislative notifications are sent via the E-Notify system. You can login or register for an account at: City of Milwaukee Portal

2: My department created a Legistar file and delivered the required original documents and collated paper agenda setting copies to Legislative Services Division staff on or before the established file submission deadline date. The file does not appear in CLIC or on any distributed "Matters Available for Scheduling" document. What is the status?
Under Section 1.09(b)(1) of the Code files are referred to standing committees by the County Board Chairperson.

You may contact the County Board Chairperson by calling the County Board at (414) 278-4222.

3: My department created a Legistar file, but I do not see it in CLIC. Did I do something incorrectly?
Files will not appear in CLIC until they have been referred to a standing committee by the County Board Chairperson. Submitting departments can view their files using Legistar at any time.

4: My department created a Legistar file and it is viewable in CLIC, but the file is not listed on any final standing committee agenda. What happened?
Under Section 1.09(b)(1) of the Code files are referred to standing committees by the County Board Chairperson.

Once referred to a standing committee, a file is scheduled at the discretion of the standing committee Chairperson.

You may contact the standing committee Chairperson by calling the County Board at (414) 278-4222.

5: My department created a Legistar file and delivered the required original documents and collated paper agenda setting copies to Legislative Services Division staff after the established file submission deadline date. The Legistar status indicates "ATS Review Complete." Does this mean the file will still be referred to a standing committee this cycle?
All original documents are time-stamped upon receipt. Late files will be processed for the subsequent meeting cycle.

Under Section 1.09(b)(1) of the Code files are referred to standing committees by the County Board Chairperson and scheduled at the discretion of the standing committee Chairperson.

FREQUENTLY ASKED QUESTIONS

6: My department created a Legistar file and ATS Review was complete on or before the established file submission deadline date. However, the originals and collated paper agenda setting copies were delivered to Legislative Services Division staff late. Will the file still be referred to a standing committee this cycle?

Files must be complete in Legistar AND the required original documents and collated paper agenda setting copies must be in the possession of Legislative Services Division staff on or before the established file submission deadline date.

All original documents are time-stamped upon receipt. Under Section 1.09(b)(1) of the Code files are referred to standing committees by the County Board Chairperson.

You may contact the County Board Chairperson by calling the County Board at (414) 278-4222.

7: My department created a Legistar file with a request that it be considered by a specific standing committee. The file does not appear on the distributed "Matters Available for Scheduling" document. How can I get the file scheduled before a specific standing committee?

Under Section 1.09(b)(1) of the Code files are referred to standing committees by the County Board Chairperson.

You may contact the County Board Chairperson by calling the County Board at (414) 278-4222.

8: My department created a Legistar file and the status is "ATS Review Complete." I have been asked to revise the report and fiscal note, and to add a map, which was omitted during the original file submission. I am currently locked out of the file. How can I regain access?

See "File Revisions/Additions After ATS Review Has Been Completed" on Page 35.

9: My department created a Legistar file, but no longer wishes to proceed. How do I withdraw/remove the file from Legistar?

An email can be sent to Legislative Services Division staff with an official request to withdraw the file.

If the file has been referred to a standing committee by the County Board Chairperson, it cannot be withdrawn.

10: My department received a request from the Milwaukee County Board of Supervisors to prepare an informational report. How does the department respond to the request?

*A Legistar file has already been created establishing the request. Once the departmental response is final, it can be emailed with a request to append it to the existing Legistar file. A new Legistar file should **not** be created by the department.*

To: Kelly Bablitch, Chief of Staff, County Board, at kelly.bablitch@milwaukeecountywi.gov
cc: Janelle M. Jensen, Legislative Services Division Manager, Office of the Milwaukee County Clerk, at janelle.jensen@milwaukeecountywi.gov

FREQUENTLY ASKED QUESTIONS

11: My department has a file pending before a standing committee this cycle. Outside attorneys, out-of-town officials, City of Milwaukee representatives, and/or company executives will be in attendance. Can the file be considered at the start of the meeting?
This information can be relayed to the standing committee Chairperson at the agenda setting meeting. Files can be called in any order, at any time after the start of the meeting at the discretion of the standing committee Chairperson.

12: An adopted resolution contains a "Be It Resolved" clause, that directs my department to provide a follow-up report in three months. How does my department respond?
The responsive report is created by the department as a new Legistar file on or before the established file submission deadline date for the targeted month.

13: An adopted Budget Amendment directs my department to conduct a study and provide a written report summarizing the results for presentation in the September meeting cycle. How does my department respond?
The responsive report is created by the department as a new Legistar file on or before the established file submission deadline date for the targeted month.

14: What is a Reference File?
See "Reference Files" on Page 34.

15: How do I know when file submission deadline dates are?
Calendars are distributed in December of each year for the subsequent year. Please contact any staff member of the Legislative Services Division to obtain a copy.

16: How do I know when the Passive Review Contract file submission date is?
Calendars are distributed in December of each year for the subsequent year. Please contact any staff member of the Legislative Services Division to obtain a copy.

17: Which standing committees hold monthly agenda setting meetings?
Calendars are distributed in December of each year for the subsequent year. Please contact any staff member of the Legislative Services Division to obtain a copy.

18: When, where, and what time does a specific standing committee meet?
Calendars are distributed in December of each year for the subsequent year. Please contact any staff member of the Legislative Services Division to obtain a copy.

Standing committee meeting information is available in CLIC.

19: Is there a list of all County Board meetings scheduled for this year?
County Board meeting information is available in CLIC.

FREQUENTLY ASKED QUESTIONS

20: What is the process for creating a new position, outside of the Budget process?
Please see Section 17.05 of the Code

1) A report outlining the position request is prepared by the requesting department.

*2) The requesting department communicates their plan to the Office of Performance, Strategy, and Budget (OPSB), Department of Administrative Services (DAS), **AND** the Department of Human Resources (DHR).*

*3) OPSB-DAS prepares a DAS Report, DAS Resolution, and DAS Fiscal Note as to the need and appropriateness of the position request. The relative documents are provided **by OPSB-DAS** to the requesting department.*

4) The requesting department creates a Legistar file containing the following attachments:
Departmental Request
DAS Report
DAS Resolution
DAS Fiscal Note

*The departmental request to **create** the position is normally considered by the Committee on Finance and Audit.*

*5) DHR prepares a Report, Resolution, and Fiscal Note as to the appropriate classification and pay for the position. **DHR creates a separate Legistar file containing the following attachments:***
Report
Resolution
Fiscal Note

*The DHR **classification and pay recommendation** is normally considered by the Committee on Personnel.*

Both files must advance together in order for the file to reach the County Board floor. If the files are not submitted concurrently on or before the established file submission deadline date during the same meeting cycle, it WILL delay the process.

LEGISLATIVE SERVICES DIVISION PERSONNEL

Name	**Phone**	**@milwaukeecountywi.gov**
Shanin R. Brown, Committee Coordinator	278-4073	shanin.brown
Kelsey A. Evans, Committee Coordinator	278-4013	kelsey.evans
Janelle M. Jensen, Legislative Services Division Manager	278-4228	janelle.jensen
Allyson R. Smith, Committee Coordinator	278-4225	allyson.smith

03/15/19:jmj