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3 **Sub No. 1 to 2016 OA-1**

4 AMENDING CHAPTER 7 OF THE DANE COUNTY CODE OF ORDINANCES,
5 REVISION OF COUNTY BOARD RULES

6 The County Board of Supervisors of the County of Dane does ordain as follows:
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8 ARTICLE 1. Unless otherwise expressly stated herein, all references to section
9 and chapter numbers are to those of the Dane County Code of Ordinances.
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11 ARTICLE 2. Section 7.03(2) is amended to read as follows:

12 (2) The chairperson shall appoint each supervisor to only one standing
13 committee of the board, other than the executive committee, and shall also
14 appoint members to other committees or commissions as directed by the board.
15 In accordance with s. 7.11(10), ~~the~~ chairperson shall consider the
16 recommendations of the UW Extension Committee in the appointment of ~~two~~
17 youth members to ~~each~~ standing committees, except for the executive
18 committee.
19

20 ARTICLE 3. Section 7.11(10) is amended to read as follows:

21 (10) Except for the executive committee, the chairperson, with consideration of
22 the recommendations of the UW Extension Committee, shall appoint ~~two~~ twelve
23 to eighteen youth members ~~and one alternate youth member to each~~ standing
24 committees for a one-year term from June to May.

25 (a) Youth members must be Dane County residents in grades 9 - 12 and make
26 application to serve through the Dane County Extension Department.

27 (b) Youth members shall have a non-binding advisory vote on standing
28 committees, and committee minutes should record their votes separately as
29 advisory. Youth members shall be given the same opportunities for committee
30 participation and involvement as elected county supervisors.

31 (c) Committee closed sessions may not include youth members.

32 (d) Youth members shall not be counted for purpose of quorum.

33 ~~(e) If one of the youth member positions becomes vacant during a term, the~~
34 ~~alternate member may be appointed by the board chair to fill the vacancy.~~
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36 ARTICLE 4. Sections 7.13(1) and (4) are amended to read as follows:

37 **7.13 THE EXECUTIVE COMMITTEE. (intro.)** The executive committee shall
38 have the duty and responsibility to:

39 (1) Act as the supervisory committee for the county board office and the Office
40 for Equity and Inclusion, and as the budgetary and policy oversight committee for
41 the offices of the county clerk and county executive, including all divisions in the
42 county executive's office.

43 ~~(4) Focus on long range planning with respect to taxation, revenue projections,~~
44 ~~spending and borrowing.~~
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46

47 | ARTICLE 5. Section 7.14 is amended to read as follows:
48 | **7.14 THE PERSONNEL & FINANCE COMMITTEE. (intro.)** The personnel &
49 | finance committee shall have the duty and responsibility to:
50 | (1) Act as the supervisory committee for the department of administration.
51 | (2) Act as the policy oversight committee for the office of the county treasurer,
52 | the Dane County Library Board, the equal opportunity commission and the civil
53 | service commission.
54 | (3) Concern itself with matters relating to questions of wages, benefits, hours
55 | and conditions of employment for all county employees and other matters which
56 | are subject to [the Employee Handbook or](#) collective bargaining, and to make
57 | recommendations to the county board for final approval.
58 | (4) Act as the principal policy arm of the county board during the formulation of
59 | the county's annual budget. Consider and make recommendations to the county
60 | board on matters relating to county finances including the annual county budget,
61 | capital projects and borrowing relating to capital projects, resolutions for fund
62 | transfers, contracts and land acquisitions, and on all resolutions and requests for
63 | additional personnel, requests for reclassification requiring general fund transfers
64 | and for all new positions for all county departments and agencies.
65 | (5) Consider the fiscal impacts of all requests for additional personnel, new
66 | positions and reclassifications.
67 | (6) With the cooperation and approval of the county executive, approve or deny
68 | all requests for capital outlay line item transfers in accordance with sec.
69 | 65.90(5)(b), Wis. Stats.
70 | (7) Concern itself with matters relating to banks, bonds, the collection of
71 | delinquent taxes and the sale of tax-deeded properties and to make reports to
72 | the county board.
73 | (8) Examine and settle the accounts of all county departments, to ensure that
74 | the expenditures of all officers and departments are limited to the amount
75 | appropriated.
76 | (9) Examine, audit and approve for payment all current accounts of the county
77 | where the amount does not exceed appropriated funds in the current budget
78 | except that the committee may refer any current account to the county board for
79 | board consideration; and audit and approve for payment all expenses in
80 | accordance with and under chapter 20, D.C. Ords.
81 | (10) Develop guidelines for and review and accept by motion recorded in its
82 | minutes proposed in-kind donations valued at over \$300, and report to the board
83 | on all proposals involving cash donations.
84 | (11) Exercise oversight over all matters relating to the care, inventory and
85 | disposition of the county's movable property.
86 | (12) Oversee the administration of chapter 18, D.C. Ords. (the civil service
87 | system), [the Employee Handbook](#), various collective bargaining agreements, the
88 | unemployment compensation insurance program and the workers' compensation
89 | insurance program.
90 | (13) Monitor safety programs for Dane County employees.
91 | (14) Prior to the commencement of bargaining with labor organizations, establish
92 | parameters in the negotiation of wages and benefits.

93 (15) By March 15th, at the latest of even numbered years, consider and make
94 recommendations to the full board on a compensation package for all county
95 elected officials except county executive and county board supervisors. In
96 making such recommendations, the committee shall utilize the job evaluation
97 methodology then in effect for managerial and professional employees, and use
98 the results of the methodology as one factor in their recommendation. The
99 recommendation will be for a fixed and specific annual amount, for each year of
100 the respective upcoming term of office.

101 (16) Prior to November 1 of the year preceding a year in which an election for
102 the position of county executive is to be conducted, consider and make
103 recommendations to the full board on a compensation package for that office,
104 utilizing the job evaluation methodology then in effect for managerial and
105 professional employees and use the results of the methodology as one factor in
106 their recommendation.

107 (17) Consider and make recommendations to the full board on compensation for
108 nonrepresented employees.

109 (18) Prior to November 15 of odd numbered years, consider and make
110 recommendations to the full board on a compensation package for the county
111 board supervisors to be elected at the succeeding spring election.

112 (19) The committee shall review and periodically make recommendations to the
113 county board on information technologies needs and shall provide an updated
114 information technology strategic plan to the county board annually by June 1st.

115 (20) Focus on long range planning with respect to taxation, revenue projections,
116 spending and borrowing.

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119 ARTICLE 6. Section 7.20 is amended to read as follows:

120 **7.20 OTHER COMMITTEES OF THE COUNTY BOARD. (intro.)** The following
121 are constituted as continuing committees of the county board:

122 (21) City-County Liaison Committee. County members of this committee shall
123 be four (4) in number: three supervisor members appointed by the county board
124 chairperson; and the county executive. The county executive may appoint one of
125 his or her executive assistants to serve as a designee on the committee with full
126 voting rights. The committee shall concern itself with matters of mutual interest
127 to the City of Madison and the County of Dane.

128 (a) The City-County Liaison Committee shall have two chairs, one representing
129 the City of Madison and one representing Dane County. Only county members
130 may vote for the election of the county co-chair and only city members may vote
131 for the election of the city co-chair.

132 (62) Land Conservation Committee. The land conservation committee shall be
133 composed of at least five (5), but no more than seven (7), supervisor members
134 appointed by the county board chairperson. Together with the chair-person of
135 the farm services agency county committee or his or her designee, the
136 committee shall function as the land conservation committee in accordance with
137 chapter 92, Wis. Stats. The committee shall have the powers set forth in sec.
138 92.07, Wis. Stats., and shall coordinate all matters relating to agriculture and soil

139 and water use and conservation in the county, in cooperation with any interested
140 governmental agency.

141 **(73)** University Extension Committee. The university extension committee shall
142 be composed of at least five (5), but no more than seven (7), supervisor
143 members appointed by the county board chairperson. The committee shall
144 function as the agriculture and extension education committee in accordance
145 with sec. 59.87, Wis. Stats., and within the limits of funding appropriated by the
146 county board, shall have the powers set forth in said statute. The committee
147 shall be the oversight committee for the Dane County Fair Association and shall
148 review dog claims under chapter 174, Wis. Stats., and on behalf of the county,
149 approve, approve in part or deny such claims according to the standards set forth
150 in the statutes except that approved claims over the amount of \$1,500 shall be
151 brought to the full board before payment.

152

153 ARTICLE 7. Section 7.22(6)(c) is created to read as follows:

154 (c) A committee chair may place any resolution or ordinance amendment on the
155 committee agenda, even if the item has not been referred to the committee by
156 the Board chair. The vote on such an item shall be considered advisory and is
157 not required to return the item to the full County Board for consideration.

158

159 ARTICLE 8. Section 7.22(12) is created to read as follows:

160 (12) In order to encourage civic participation, meetings of County Board
161 committees shall not be scheduled on holidays or on the day of any general
162 election. The County Board chair shall consider holidays when developing the
163 annual schedule of County Board meetings and shall annually issue a
164 memorandum delineating days and times on which meetings should not be
165 scheduled.

166

167 ARTICLE 9. Section 7.225(2) is amended to read as follows:

168 (2) If necessary at a particular meeting to ensure public comment is received
169 from all those interested in testifying and the committee has sufficient time to
170 conduct all scheduled business, the chairperson may limit the time for each
171 speaker to 53 minutes, exclusive of time allotted to questioning by committee
172 members.

173

174 ARTICLE 10. Section 7.24 is amended to read as follows:

175 **7.24 BUDGETARY REVIEWS. (1)** Each committee shall consider and make
176 recommendations on the proposed budgets of each department, agency and
177 office under its supervision or for which it has policy oversight functions.

178 **(2)** At least one full committee meeting shall be scheduled to consider such
179 proposed budgets, with the public invited to attend.

180 (3) Budget amendments that have been drafted and provided to committee staff
181 prior to the posting of the committee agenda will be included in a packet of
182 amendments as an attachment to the operating or capital budget resolution. The
183 committee may, pursuant to a suspension of the rules, consider budget
184 amendments drafted after the agenda has posted. The sponsor of the

185 amendment that has not been included in the amendment packet attached to the
186 posted agenda shall bring copies of the amendment to the committee meeting for
187 distribution to committee members and the public prior to any action on the
188 amendment.

189 ~~(3)~~**(4)** Each committee shall have an obligation to monitor the current year's
190 budget of each department, agency or office for which it has responsibilities to
191 assure compliance with budgetary limitations.

192
193 ARTICLE 11. Section 7.51(6) is amended to read as follows:

194 ~~(6)(a) The Dane County Board or any committee thereof shall respect the needs~~
195 ~~of the public, its members, and County staff by not scheduling meetings on or~~
196 ~~during religious or other holidays that would limit the public's participation in the~~
197 ~~governance of Dane County.~~

198 ~~(b) The Dane County Board or any committee thereof shall not meet on the day~~
199 ~~of any general election for local, state or national offices, or referenda.~~

200 In order to encourage civic participation, meetings of the County Board shall not
201 take place on holidays or on the day of any general election. The County Board
202 chair shall consider holidays when developing the annual schedule of County
203 Board meetings.

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205 ARTICLE 12. Section 7.53(2) is amended to read as follows:

206 ~~(2) If a resolution has been approved by any board or commission prior to its~~
207 ~~introduction to the county board, and such approval is recorded in the minutes of~~
208 ~~the commission or board and is noted on the face of the resolution itself, the~~
209 ~~chairperson need not refer such a resolution to the commission or board which~~
210 ~~has already approved it. Except as authorized by state law, no board or~~
211 ~~commission may consider a resolution or ordinance amendment prior to its~~
212 ~~introduction to the county board.~~

213
214 ARTICLE 13. Section 7.57(2) is amended to read as follows:

215 **(2)** After a committee(s) has made a recommendation to the county board on a
216 resolution, the question before the county board shall be the recommendation of
217 the first standing committee to which an item was formally referred to make a
218 recommendation, other than "no recommendation."

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220 *[EXPLANATION: This amendment revises the County Board's rules of*
221 *procedure.]*