

Milwaukee County Board Chairman  
County Supervisor, 1st District

Date: March 22, 2018  
To: Milwaukee County Department Heads  
CC: Milwaukee County Board of Supervisors  
From: Chairman Theodore Lipscomb, Sr.  
Subject: **Legislative Referral Process: Update for the May 2018 Board cycle**

**Modernization of Legislative Referral Process**

The Milwaukee County Board modernized its rules with the unanimous adoption of File 17-170. The expanded use of Legistar under the new model has streamlined the referral process and created efficiencies.

This update responds to inquiries received from County departments about the submission deadline for the May 2018 Board cycle. Consistent with prior practice and in accordance with adopted policy, this memo establishes the deadlines and procedures for submission of legislative requests to the Office of the Board Chair.

As always, this update to the referral process will be added to File 17-170 in Legistar and accessible to the public through the County Legislative Information Center (CLIC) for transparency. A supplemental memo with 2018 legislative deadlines will follow the April release of the Board calendar.

**Deadlines and Procedures for Submission**

Under the simplified process, there is one submission deadline each cycle for all informational reports, ordinances, and resolutions (except for passive review contracts). **In rare and exceptional instances an exigent file may be accepted after the deadline.** Please contact the Board’s Chief of Staff to request an exception on a case by case basis. The submission deadlines for all files (except for passive review contracts) are highlighted below in the blue table. Hard copies of requests for passive review of contracts will be accepted in the County Clerk’s Office on the dates specified in the pink table on the attached page. Complete files submitted by the established deadline will be considered for referral.

For example, files submitted on April 23 would be considered an early request for the June 2018 cycle. Similarly, incomplete files submitted on or by the April 20, 2018, deadline would be considered for referral in the subsequent cycle and listed in CLIC on the Not (Yet) Referred list of the June 21, 2018, Board meeting.

2018 Submission Deadlines	
Resolutions, ordinances, informational reports	County Board Meeting
April 20	May 24

2018 Passive Review Acceptance	
Passive Review Contract	Finance & Audit Committee
May 7	May 17

<sup>1</sup> The Legislative Services Division Manager and the Chief of Staff will review files for completion to form. Some examples of incomplete files might be: still marked as DRAFT; unsigned report; missing attachments; insufficient fiscal note (MCGO 1.10); lack of Corporation Counsel review of ordinances (MCGO 1.09a); and lack of specificity of recommended action. A notation will be added in Legistar under the details tab in the notebbox to reflect these errors when identified, and the file will be flagged as incomplete. ATS approvers are encouraged to track their own submissions and check for written comments in the Legistar record.

