

Milwaukee County Board Chairman
County Supervisor, 1st District

Date: February 16, 2017
To: Milwaukee County Department Heads
From: Milwaukee County Board Chairman Theodore Lipscomb, Sr.
Subject: Legislative Referral Process
CC: Milwaukee County Board of Supervisors



Modernization of Legislative Referral Process

The Milwaukee County Board has modernized its rules with the unanimous adoption of File 17-170. The expanded use of Legistar under the new model will streamline the referral process, create system efficiencies and save departmental staff time. These changes also more realistically reflect the realities of a restructured legislative body with fewer resources due to state-mandated budget limits. In accordance with adopted policy, I provide this communication to establish deadlines and procedures for submission of legislative requests to the Chairman's Office for the rest of the calendar year. For transparency and future reference, this procedure and subsequent revisions will be appended to File 17-170 in Legistar and accessible to the public through CLIC (County Legislative Information Center).

[File No. 17-170](#)

File Delivery

An improved use of technology eliminates the requirement that hard copies of files (resolutions, ordinances, informational reports, and passive review contracts) be hand-delivered to the Office of the Chairperson. The new procedure is that resolutions, ordinances, and informational reports be submitted electronically through Legistar to the Board's Chief of Staff, Kelly Bablitch. Hard copies of requests for passive review of contracts will be accepted in the County Clerk's Office only on the second Monday before the scheduled Finance and Audit Committee. The dates for acceptance of passive review contract submissions to the Finance and Audit Committee are specified in the **pink table** on the attached page.

After initial review, either Kelly or I may reach out to the sponsor with policy questions about the file. As always, you are welcome to contact my office to request a meeting or phone call to discuss your submissions.

The County Clerk manages Legistar and maintains the official "green file" legislative records. Therefore, the Clerk will communicate how his office will support this new process, including how to use Legistar technology to transmit electronic submissions.



Deadlines and Procedures for Submission

Under this simplified process, there is one submission deadline each cycle for all resolutions, ordinances, and informational reports with the exception of passive review contracts.¹ **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 with the exception of passive review contracts are highlighted below in the **blue table**.

Complete files submitted by the established deadline will be considered for referral. For example, files submitted on March 21 would be considered early requests for the May cycle. Similarly, files submitted on or by the March 20 deadline that are incomplete² would be considered for my referral in the subsequent May cycle and listed in CLIC on the Not (Yet) Referred list for the April 20 Board meeting.

2017 Submission Deadlines	
Resolutions, ordinances, informational reports³	Regularly Scheduled Board Meeting
Feb. 21 ⁴	March 23
March 20	April 20
April 24	May 25
May 22	June 22
June 26	July 27
Aug. 28	Sept. 28
Oct. 2	Nov. 2
Nov. 13	Dec. 14

2017 Passive Review Acceptance	
Passive Review Contract	Scheduled Finance & Audit Committee
March 6	March 16
April 3	April 13
May 8	May 18
June 5	June 15
July 10	July 20
Sept. 11	Sept. 21
Oct. 16	Oct. 26
Nov. 27	Dec. 7

¹ Deadline mirrors ones previously set for Transportation Committee, about two weeks before start of meetings.

² The Senior Committee Coordinator 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.

³ All revisions and new attachments after submission must be emailed to Kelly.bablitch@milwaukeecountywi.gov for acceptance by Office of the Chairman along with a carbon copy to Janelle.jensen@milwaukeecountywi.gov.

⁴ I understand the County Executive's delay in return of this file will cause some confusion about the new streamlined process, so we will try to accommodate, within reason, urgent late legislative requests this cycle.