

Date: April 23, 2018
To: Milwaukee County Department Heads
From: Chairman Theodore Lipscomb, Sr. 
Subject: Legislative Referral Process
Update for 2018
CC: Milwaukee County Board of Supervisors

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 system efficiencies.

Consistent with prior practice and in accordance with adopted policy, this memo establishes the deadlines and procedures for submission of legislative requests in 2018 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.

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.

¹ 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 notepad 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.



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, files submitted on or by the April 20, 2018, deadline that are incomplete¹ 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		2018 Passive Review Acceptance	
Resolutions, ordinances, informational reports	County Board Meeting	Passive Review Contract	Finance & Audit Committee
April 20	May 24	May 7	May 17
May 18	June 21	June 4	June 14
June 22	July 26	July 9	July 19
August 17	September 20	August 31	September 13
September 28	November 1	October 19	October 29
November 16	December 13	November 26	December 6
December 28	February 8, 2019		

