


Date: November 21, 2017  
To: Milwaukee County Department Heads  
From: Chairman Theodore Lipscomb, Sr.   
Subject: Legislative Referral Process  
Update for remainder of 2016-2018 term  
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. 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, this update on the referral process establishes deadlines and procedures for submission of legislative requests to the Chairman’s Office for the remainder of the 2016-2018 term. As I previously communicated, this revision 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.

Complete files submitted by the established deadline will be considered for referral. For example, files submitted on January 3, 2018, would be considered an early request for the March cycle. Similarly, files submitted on or by the



December 29, 2017, deadline that are incomplete<sup>1</sup> would be considered for my referral in the subsequent March cycle and listed in CLIC on the Not (Yet) Referred list of the February 1 Board meeting.

2018 Submission Deadlines		2018 Passive Review Acceptance	
<b>Resolutions, ordinances, informational reports</b>	<b>Regularly Scheduled Board Meeting</b>	<b>Passive Review Contract</b>	<b>Scheduled Finance &amp; Audit Committee</b>
Dec. 29	Feb. 1	Jan. 16 <sup>2</sup>	Jan. 25
Feb. 16	March 22	March 5	March 22

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<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.

<sup>2</sup> Monday, Jan. 15, is a Major Holiday.