

FREQUENTLY ASKED QUESTIONS

Legislative Report Submittal Process

WHY?

Q: Why are reports submitted?

A: The purpose is to obtain approval from the County Board on requested department action on behalf of Milwaukee County.



WHO?

Q: Who is responsible for report entry into Legistar?

A: Division Admins will hold the responsibility of entering reports and all supporting attachments into Legistar. If a division does not hold an admin, the Division Leader will appoint an employee to take on these duties.

Q: Whose signature is required on reports?

A: The signature of the individual requesting the action should sign all report(s) and applicable supporting documentation. This is usually the Division Leader. It is at the discretion of the requesting party to delegate the signing authority to other parties if necessary.

Q: Who are reports presented to?

A: Post Legistar entry, reports are reviewed by the County Board chair and recommended to one or more of the 8 standing committees based on the relevance of the requested actions.

Q: Who is responsible for composing the reports? Fiscal Notes, Resolutions, and other attachments?

A: Historically, this responsibility has been performed by the Division Leader. However, it can be completed by any knowledgeable party of the requested action. It is highly recommended that thorough training be given before report and resolution writing, and fiscal note completion is granted.

WHAT?

Q: What are the formats/expectations/standards for reports, etc.?

A: All reports and documents MUST be in PDF format, **except** for Resolutions, which MUST be entered into Legistar in Word Doc format.

Q: What committee should I submit to?

A: Divisions are unable to submit to a specific committee. The County Board Chairman recommends each report to one or more committee's based on the requested actions.

When?

Q: When are reports due to Sharepoint and Legistar?

A: See the DAS County Board Standing Committee Report Deadlines Schedule document. The due dates for Sharepoint and Legistar are outlined there.

Where?

Q: Where can I find information on the DAS Legislative Report Submittal process?

A: For individuals with access, the process can be found in Sharepoint. For those without Sharepoint access, it can be found on the DAS intranet page. It can also be provided upon request.

Q: Where should the report(s) be submitted for approval?

A: All report(s) and supporting documentation should be uploaded to the appropriate Sharepoint folder. This action can only be performed by those who have been granted permission to the site.

How?

Q: How are reports entered/submitted?

A: Legistar is the software used to submit legislative reports. Training on this software is required prior to granting access for use and is provided by the County Clerk's Office.

Q: How do I get the status of my report after it has been submitted?

A: Status of submitted reports can be obtained during agenda setting. Please refer to the Committee Schedule for dates, times, and locations of these meetings. Report status can also be obtained by reaching out to the Committee Coordinator's, and/or the Legislative Services Division Manager. See contact information below.

Committee	Coordinator	Phone	Email
<ul style="list-style-type: none">● Personnel (PER)● Finance & Audit (F&A)	Shanin R. Brown	414-278-4073	Shanin.brown@milwaukeecountywi.gov
<ul style="list-style-type: none">● Judiciary, Safety, and General Services (JSGS)● Economic and Community Development (ECD)	Allyson R. Smith	414-278-4225	Allyson.smith@milwaukeecountywi.gov
<ul style="list-style-type: none">● Transportation, Public Works, and Transit (TPWT)	Kelsey A. Evans	414-278-4013	Kelsey.evans@milwaukeecountywi.gov
<ul style="list-style-type: none">● Legistar	Daniel Benson	414-278-4281	Daniel.benson@milwaukeecountywi.gov