



Administrative Manual of Operating Procedures

Procedure #: 12.02	Procedure Title: DAS Legislative Report Submittal Process		Revision #: 1
Original Issue Date: 10/15/2019	Revised Issue Date: N/A	Next Review Date: 10/15/2020	Responsible Department: Department of Administrative Services
Statutory References: None		Ordinance References: MCO § 1.09(b)	
Appendices: Appendix A – Legislative Report Submittal Checklist Appendix B – 12.02 LMS Training PowerPoint Appendix C – 12.02 Flowchart Appendix D – FAQ - Legislative Report Submittal Process Appendix E – Legistar Procedure Manual Appendix F – DAS County Board Standing Committee Report Deadlines Schedule			Forms: None

1. OBJECTIVE:

To define the Department of Administrative Services (DAS) procedure for submitting legislative reports to the County Board. DAS divisions are responsible for managing certain steps in the legislative submittal process.

2. DEFINITIONS:

- A. County Legislative Information Center (CLIC). An online repository of meeting details for all legislative meetings to include the County Board of Supervisors, Standing Committees, Special Committees, and any public hearing. Details include the agenda, minutes and recorded video. meetings are typically available for live monitoring via this website.
- B. Files. The referred name of a submitted report after it has been entered in Legistar.
- C. Legislative Cycle. The pre-determined months in which a set of meetings are scheduled for the purpose of considering reports of the nine (9) Standing Committees.
- D. Legistar Administrator. Department administrators, or an appointed employee, who performs action including but not limited to entering reports into Legistar.
- E. Legistar. A software application linked to CLIC, the County Legislative Information Center, that allows Departments, County officials, and designees to upload and approve items contained therein.
- F. Reports. A written record of recommendations upon a matter referred to it by the County Board. When a resolution or ordinance has been referred, under MCO § [1.09\(b\)](#), to more than one (1) committee, the County Board may take action on such resolution or ordinance after the report from one (1) of such committees. There are two types of reports: informational or action.
 - i. Informational Report: A written record of “information” upon a matter requested by the County Board. This report is for informational purposes only and does not require action.
 - ii. Action Report: A written record of a request to perform or execute upon a matter requested by a Milwaukee County division that requires approval from the County Board for proceeding.

3. PROCEDURE:

- A. The DAS Division Leaders receive the DAS Standing Committee Report Deadline Schedule. This provides specific dates the division must abide by when considering submitting legislative reports for recommendation.

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- B. Division Leaders will upload reports into SharePoint by the designated deadline outlined in the DAS County Board Standing Committee Report Deadlines Schedule.
- C. DAS Division Leaders will email the DAS Director, DAS Sr. Executive Assistant, and their respective department [Legistar Administrator](#) that their report(s) have been uploaded into SharePoint.
- D. The DAS Director will review all uploaded [reports](#) and either:
 - i. Approve report for further proceeding, or
 - ii. Deny report and recommend submittal for the next or future cycle.
- E. If approval is granted by the DAS Director, a second approval is required by the County Executive (CEX) Office Chief of Staff. The DAS Director or DAS Sr. Executive Assistant will email a list of the reports, including the SharePoint links, for a thorough review.
- F. The CEX Office Chief of Staff will review the reports approved by the DAS Director and either:
 - i. Approve the report for further proceeding, or
 - ii. Deny report and recommend submittal for the next or future cycle.
- G. If approval is granted by the CEX Office Chief of Staff, an email will be sent to the DAS Director and the DAS Sr. Executive Assistant confirming approval.
- H. The DAS Sr. Executive Assistant informs Division Leaders and [Legistar Administrators](#), via email, of the approvals. This communication will suffice as an indication to proceed with entering the report(s) and any attachments into [Legistar](#).
- I. Division Leaders will print physical copies of the report(s) and attachments and apply wet signatures where applicable, then deliver to the Legistar Administrator.
 - i. If signatures are not provided, report(s) or attachments cannot be entered and will be delayed until the next [legislative cycle](#).
- J. The Legistar Administrator will scan all documents to their computer and enter the report(s) into Legistar. Refer to the Clerk of Courts Legistar Procedure Manual, page 32, for step-by-step instructions to enter the report(s) and attachments into Legistar.
- K. Once all reports and attachments have been entered into Legistar, the Legistar Administrator will email Division Leaders and the DAS Sr. Executive Assistant the assigned file number for each entered report along with the title of the report. The DAS Sr. Executive Assistant will record the file number and report title for reference purposes only.
- L. The DAS Sr. Executive Assistant will review newly created [files](#) in Legistar and either:
 - i. Email the DAS Director to approve within Legistar, or
 - ii. Instruct the Legistar Administrator to make necessary changes.
- M. Upon communication from the DAS Sr. Executive Assistant, the DAS Director approves all files within Legistar.
- N. The DAS Sr. Executive Assistant notifies Division Leaders and the Legistar Administrator of the approval of files in Legistar, via email.
- O. The Legistar Administrator shall print additional copies of the report(s) and attachments (i.e. the original and four (4) additional copies) and record the file number created through Legistar in the upper right-hand corner of the front page of each document.
- P. The Legistar Administrator will deliver hardcopies of the reports to the County Clerk's Office. The deadline for submittal is on or before 4 P.M. of the date outlined in the DAS County Board Standing Committee Report Deadlines Schedule.

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4. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
1	<ul style="list-style-type: none"> New procedure 	9/30/19	Quemesha Madison