City of La Crosse Legislative Staff Report Policy

Effective January 1, 2022

Policy

It is policy that when submitting resolutions or ordinance to the Common Council, a legislative staff report be attached at the time it is entered into Legistar (legislative management software) and submitted for review and approval.

Purpose

The purpose of the legislative staff reports is to provide the reasoning and proposed outcome of the legislation as well as background information.

The legislative staff report is a summary of the legislation topic and an open and transparent effort to assist the council and the public understand the reason for the legislation, not only present time but in future years.

Guidelines

The legislative staff report should be completed by the requestor of the legislation; not the staff member tasked with entering the legislation in Legistar. If a council member is requesting legislation, they should prepare the staff report.

Staff reports are a summary and are limited to one page.

File ID and Caption – File ID number generated by Legistar and caption from legislation.*

Staff/Department Responsible for Legislation – contact person for the legislation; someone who has knowledge and can answer questions.*

Requestor – person requesting the legislation – mayor, council member, department.*

Location – if legislation pertains to a place, site, venue, etc.; provide address or general location.

Purpose – why is the legislation needed and what is it doing.*

Background – circumstances leading to the need for the legislation.*

Fiscal impact – if there are costs or funding necessary, provide amount and how it will be allocated.

Staff Recommendation – if staff has a recommendation, provide that information.

*Required fields.