

# Uploading Public Comment to Legistar

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## PROCESS OVERVIEW

COUNCIL OFFICE – MAY 2026

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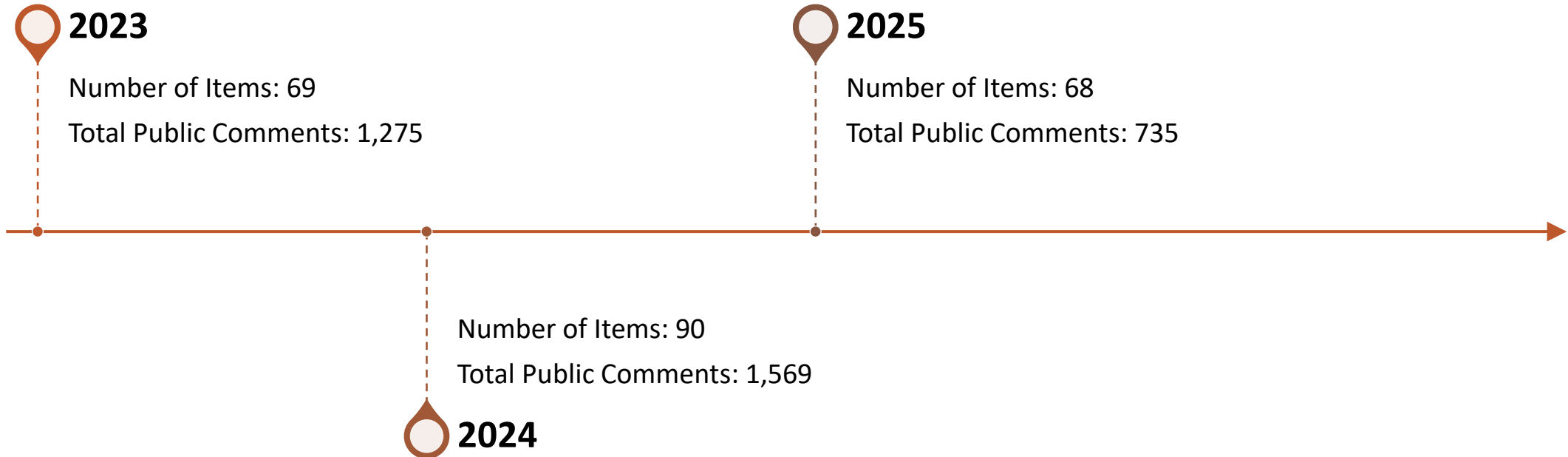
# Steps to Uploading Written Public Comment

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1. [Allalders@cityofmadison.com](mailto:Allalders@cityofmadison.com) receives an email on an item coming before Council
2. Identify item the written public comment is addressing
3. Save email as a pdf within folder for designated item
  - a) If there is not a preexisting folder for that item, create one
4. Repeat process as emails come in
5. When ready to upload, log into Legistar
6. Locate folder containing public comments. For items that have received more than one public comment, combine the files in Adobe Acrobat. Save item in the same folder. Use format of “MMDDYY-MMDDYY\_CC\_public\_comments” when saving.
7. Search for the applicable File # in Legistar.
  - a) If item is a resolution, upload the compiled public comments in the “Attachments” tab.
  - b) If item is an ordinance, email the compiled public comments to the Ordinance Revision Specialist in the Office of the City Attorney. They will then upload the compiled public comments to Legistar.
8. Repeat process for each item that has received public comments.

# Public Comment Statistics

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# Considerations

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**ACCURACY**

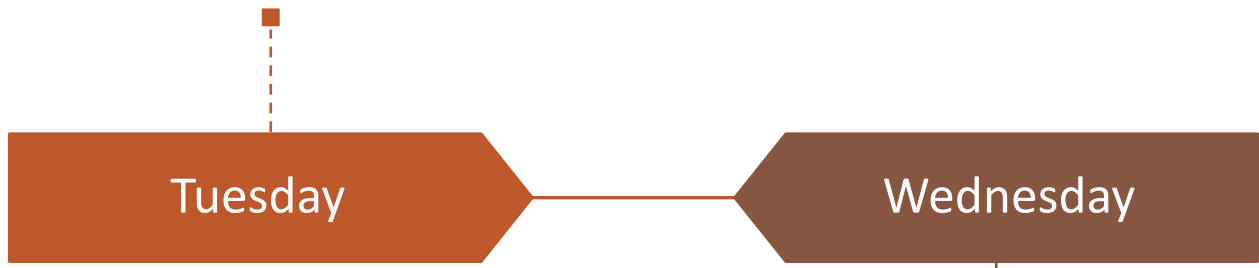


**CONSISTENCY**



**EFFICIENCY**

Afternoon of Council meeting days:  
Upload all public comments received  
for all items prior to leaving for the day

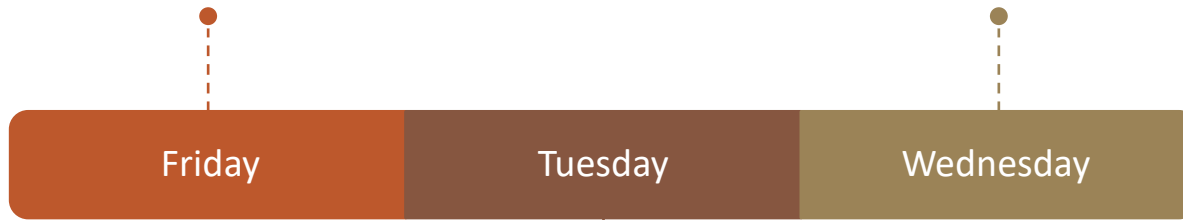


Morning following Council meeting:  
Upload all public comments received  
after leaving the previous evening,  
which includes public comments  
received during the Council meeting

# Existing Process

Afternoon prior to Council meeting:  
Upload all public comments received for  
all items prior to leaving for the day

Morning following Council meeting:  
Upload all public comments received  
after leaving the previous evening,  
which includes public comments  
received during the Council meeting



Afternoon prior to Council meeting:  
Upload all public comments received for  
all items received between the previous  
upload and prior to leaving for the day

# Testing Potential New Process