



**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

Office of the Comptroller

DATE : April 24, 2014
TO : Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors
FROM : Scott B. Manske, Comptroller
SUBJECT: Request to Update Milwaukee County General Ordinances Chapter 36

Policy Issue

As a part of the 2013 Adopted Budget, Chapter 36 of the Milwaukee County General Ordinances was created which founded the Capital Improvement Committee (CIC) and established its duties and due dates. At its meeting on March 24, 2014 the CIC discussed an alternative process based on the experience of the 2014 capital budget process. The CIC is requesting a temporary modification to the due dates cited in the ordinance as outlined below in addition to two other permanent changes.

Current Ordinance

Chapter 36 established the CIC and its related duties which include:

- the development of a prioritized five-year capital improvement plan,
- the establishment of criteria upon which to determine the priority of each capital project,
- establish a priority for each project based upon the criteria
- secure supporting data and justification for the projects
- establish cost estimates
- obtain a projection of operating cost for each identified project
- monitor completion of the capital improvement program

Chapter 36 also currently requires the following due dates:

- By April 15 of each year – departments submit five year capital improvement plan requests
- By May 15 of each year – the CIC provides a five year capital improvements plan to the County Board and County Executive
- By May15 of each year – the CIC submits an evaluation of each capital budget recommendation

In addition, Chapter 36 establishes that the staffing of the CIC shall be provided by Department of Administrative Services.

Chapter 36 Recommended Changes

Under the list of the duties, it is the recommendation of the CIC to eliminate the monitoring requirement of the capital improvement projects as this function is already being performed by the Capital Finance staff of the Office of the Comptroller.

Under the list of due dates, is the recommendation of the CIC to establish the following **temporary** due dates for 2014 and 2015 due dates to better align with the annual budget process.

- By June 30 of each year – departments submit five year capital improvement plan requests
- By September 1 of each year – the CIC provides a five year capital improvements plan to the County Board and County Executive
- By September 1 of each year – the CIC submits an evaluation of each capital budget recommendation.

Finally, the CIC requests a change in the staffing from the DAS to the Office of the Comptroller as the Comptroller has both a Capital Finance unit and a Fiscal Analysis unit who should be able to provide adequate staffing for the CIC from existing funding.

Committee Action

Approval of the attached ordinance changes are requested by the Comptroller on behalf of the CIC to modify the workings of the CIC to better align with the annual budget process and staffing.



Scott B. Manske
Comptroller

cc: Chris Abele, County Executive
Supervisor Willie Johnson, Jr., Co-Chairman, Finance, Audit and Personnel
Committee
Supervisor David Cullen, Co-Chairman, Finance, Audit and Personnel Committee

Don Tyler, Director, Department of Administrative Services
Stephen Cady, Fiscal and Budget Analyst, County Board

