

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

**DATE:** December 10, 2015

**TO:** Capital Improvements Committee  
Supervisor Theodore Lipscomb, Sr., Chairman, County Board of Supervisors

**FROM:** Scott B. Manske, Comptroller/Capital Improvements Committee Chair

**SUBJECT: Request to Update Milwaukee County General Ordinances Chapter 36**

**REQUEST**

The staff of the Capital Improvements Committee (CIC) requests changes to Chapter 36 of the Milwaukee County Code of Ordinances. These requests seek to streamline the CIC requests process and to have the requests that are submitted to the CIC be the same as the requests that are submitted to the County Executive.

**BACKGROUND**

As a part of the 2013 Adopted Budget, Chapter 36 of the Milwaukee County General Ordinances (Chapter 36) was created which founded the Capital Improvements Committee (CIC) and established its duties and due dates.

In 2014, Chapter 36 was amended by the County Board and County Executive that temporarily changed the due dates (for 2014 and 2015) and made two permanent changes. The two permanent changes included the elimination of the monitoring requirement of the capital improvement projects by the CIC and the change in staffing for the CIC from the Department of Administrative Services (DAS) to the Office of the Comptroller.

**Current Ordinance**

Chapter 36 currently (for 2016 and in future years) requires the following due dates:

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

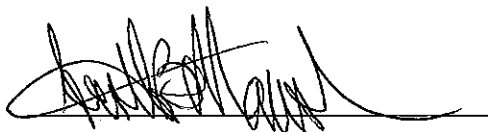
### Chapter 36 Recommended Changes

The recommended changes are being proposed to streamline the CIC request process. The changes if adopted in their totality, will allow Departments to submit a single set of capital improvement requests to both the CIC and through the normal County Executive/County Board process.

- Departments will submit their requests to the CIC on the same date that they submit their budget requests to the County Executive. However, requests must be submitted to the CIC no later than July 30.
- Departments will submit the same requests to the CIC and the County Executive. This will help to limit the variances between the CIC recommended budget and the budget ultimately adopted by policymakers.
- The CIC will provide its recommendations to the County Board and County Executive by September 15.
- Departments will submit requests directly to the staff of the CIC instead of submitting requests to Standing Committees and then having the Standing Committee refer the requests to the CIC.

### RECOMMENDATION

It is recommended that the Capital Improvements Committee approve the attached resolution/ordinance that amends Chapter 36 of the Milwaukee County Code of Ordinances. Following CIC action, it would be proper for the Committee on Finance, Personnel and Audit to consider this proposal.



Scott B. Manske  
Comptroller

Attachment

pc: Chris Abele, County Executive  
Supervisor Willie Johnson, Jr., Co-Chairman, Finance, Personnel and Audit Committee  
James "Luigi" Schmitt, Co-Chairman, Finance, Personnel and Audit Committee  
Raisa Koltun, Chief of Staff  
Kelly Bablitch, Chief of Staff, County Board  
Teig Whaley-Smith, Director- DAS  
Steven Kreklow, Director -DAS PSB  
Stephen Cady, Research Director