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(ITEM ) From the Capital Improvements Committee (CIC) Chairperson, requesting authorization to amend Chapter 36 of the Milwaukee County Code of General Ordinances to streamline the CIC requests process, by recommending adoption of the following:

**A RESOLUTION/ORDINANCE**

WHEREAS, as a result of the 2013 Adopted Budget and a subsequent ordinance amendment, Chapter 36 of the Milwaukee County Code of General Ordinances (hereinafter Chapter 36) was created which founded the Capital Improvements Committee (CIC) and established its duties and due dates; and

WHEREAS, in 2014, the Milwaukee County Board of Supervisors (County Board) and County Executive amended Chapter 36 to temporarily change the due dates (for 2014 and 2015) and make two permanent changes; and

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

- By April 15 of each year – Departments submit five-year capital improvements 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.

; and

WHEREAS, the CIC is requesting changes to Chapter 36 that will streamline the CIC process; and

WHEREAS, 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 Board/County Executive process; and

WHEREAS, the changes in this resolution would amend Chapter 36 by including the following:

- Departments will submit their capital requests to the CIC on the same date that they submit their capital requests to the County Executive. However, the requests must be submitted by July 30. The requests will be made available to the County Board and County Executive.

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- Departments will submit the same requests to the CIC and the County Executive. This will help to limit the variances between the CIC's 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 Committees refer the requests to the CIC.

; and

WHEREAS, the CIC, at its meeting of December 16, 2015, recommended approval of the CIC Chairperson's request as amended (vote 6-0); and

WHEREAS, the Committee on Finance, Personnel, and Audit, at its meeting of January 28, 2016, recommended adoption of the CIC Chairperson's request (vote 8-0); now, therefore,

BE IT RESOLVED, Chapter 36 of the Milwaukee County Code of General Ordinances (the Code) is hereby amended to reflect the changes described in this resolution; and

BE IT FURTHER RESOLVED, the Milwaukee County Board of Supervisors hereby amends Chapter 36 of the Code by adopting the following:

**AN ORDINANCE**

The County Board of Supervisors of the County of Milwaukee does ordain as follows:

**SECTION 1.** Chapter 36 is hereby amended as follows:

**Chapter 36 - CAPITAL IMPROVEMENTS COMMITTEE**

**36.03. - Duties.**

The committee shall:

- (a) Develop a prioritized five-year capital improvements plan based on anticipated maintenance and facility needs;
- (b) Establish criteria upon which a determination of the priority of each capital project included in the plan may be based;
- (c) Establish a priority for each project in the capital improvements plan based upon the established criteria;
- (d) Obtain from county departments, agencies and offices, Secure supporting data, and justification, cost estimates, and operating impacts for proposed

92 projects, establish cost estimates, and obtain from county departments,  
93 agencies and offices a projection of operating costs for each identified  
94 capital project.  
95

96 **36.04. - Reports.**

- 97 (a) The capital improvements committee shall develop a five-year capital  
98 improvements plan. In 2014 and 2015, by June 30 and in future years by April 15  
99 of each year, department heads shall submit their five-year capital  
100 improvements plan requests to the staff of the capital improvements committee  
101 at the same time as the requests are submitted to the department of  
102 administrative services. These requests shall be the same. appropriate standing  
103 committees of the county board, who shall then submit the plans, including their  
104 recommendations, to the capital improvements committee. The requests for the  
105 first year must include supporting data, justifications, cost estimates and  
106 operating impacts for proposed projects. The requests for the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>  
107 years must include department priority ranking. Based on this review of projects  
108 submitted and of critical needs, the capital improvements committee shall  
109 submit a five-year capital improvements plan to the county board and the county  
110 executive based on established criteria. The staff of the capital improvements  
111 committee will work with the Department of Administrative Services to establish  
112 the due dates for the requested capital improvement projects from departments  
113 and recommended five year capital improvement plan from the CIC to the County  
114 Board and County Executive. by September 1 in 2014 and 2015 and in future  
115 years by May 15 of each year for adoption in conjunction with adoption of the  
116 annual budget;  
117 (b) ~~Based on established criteria, by September 1 in 2014 and in 2015 and in future~~  
118 ~~years by May 15 of each year, the capital improvements committee shall submit~~  
119 ~~to the department of administrative services, on forms prescribed by the~~  
120 ~~department, an evaluation of each and every capital budget recommendation~~  
121 ~~submitted by county departments, agencies and offices, including ratings,~~  
122 ~~prioritized rankings, financing, and how each project serves to implement the~~  
123 ~~five-year capital improvements plan; said report shall also be provided to the~~  
124 ~~county board of supervisors.~~

125  
126 **36.05. - Staffing.**

127 Effective July 31, 2014, ~~s~~Staff for the capital improvements committee shall be  
128 responsible to perform all work duties and responsibilities related to the capital  
129 improvements committee and shall be provided by the Office of the Comptroller, and, in  
130 this role, shall operate under the administrative direction of the committee. All county  
131 departments, agencies and offices shall cooperate with the committee, and the  
132 committee staff, including the department of administrative services-performance,  
133 strategy and budget administration and fiscal affairs division and provide assistance  
134 whenever the committee so requests.  
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136 **SECTION 2.** The provisions of this ordinance shall become effective upon passage and  
137 publication.

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