



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

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(ITEM) From the Milwaukee County Comptroller, on behalf of the Capital Improvements Committee, requesting authorization to amend Chapter 36 of the Milwaukee County Code of General Ordinances to temporarily modify due dates for 2014 and 2015, permanently eliminate monitoring requirements of capital improvement projects, and permanently assign staffing responsibility to the Office of the Comptroller, by recommending adoption of the following:

AN ORDINANCE

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

Section 1. Section 36.03 of the General Ordinances of Milwaukee County, as amended to and including, is hereby amended as follows:

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) Secure supporting data and justification for proposed projects, establish cost estimates, and obtain from county departments, agencies and offices a projection of operating costs for each identified capital project;
- ~~(e) Monitor completion of the capital improvements program contained in each annual budget, as based on the five-year capital improvements plan.~~

Section 2. Section 36.04 of the General Ordinances of Milwaukee County, as amended to and including, is hereby amended as follows:

- (a) The capital improvements committee shall develop a five-year capital improvements plan. In 2014 and 2015, initially, by June 30 and in future years by April 15 of each year, department heads shall submit their five-year capital improvements plan requests to the appropriate standing committees of the county board, who shall then submit the plans, including their recommendations, to the capital improvements committee. Based on this review of projects submitted and of critical needs, the capital improvements committee shall submit a five-year capital improvements plan to the county board and the county executive by September 1 in 2014 and 2015 and in future years by May 15 of each year for adoption in conjunction with adoption of the annual budget;
- (b) Based on established criteria, by September 1 in 2014 and in 2015 and in future years by May 15 of each year, the capital improvements committee shall submit to

45 the department of administrative services ~~administration and fiscal affairs division~~,
46 on forms prescribed by the department, an evaluation of each and every capital
47 budget recommendation submitted by county departments, agencies and offices,
48 including ratings, prioritized rankings, financing, and how each project serves to
49 implement the five-year capital improvements plan; said report shall also be
50 provided to the county board of supervisors.

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52 **Section 3.** Section 36.05 of the General Ordinances of Milwaukee County, as amended to
53 and including, is hereby amended as follows:

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55 Effective July 31, 2014, Staff for the capital improvements committee shall be
56 responsible to perform all work duties and responsibilities related to the capital
57 improvement committee and shall be provided by the Office of the Comptroller
58 ~~department of administrative services administration and fiscal affairs division~~, and,
59 in this role, shall operate under the administrative direction of the committee. All
60 county departments, agencies and offices shall cooperate with the committee, and
61 the committee staff, including the department of administrative services-
62 administration and fiscal affairs division and provide assistance whenever the
63 committee so requests.

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65 **Section 4.** The provisions of this ordinance shall be effective upon passage.

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MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 04/24/14

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to Update Milwaukee County General Ordinances Chapter 36

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$0	
	Revenue	\$0	
	Net Cost	\$0	
Capital Improvement Budget	Expenditure	\$0	
	Revenue	\$0	
	Net Cost	\$0	

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

The Comptroller is requesting changes to Chapter 36 of the General Ordinance of Milwaukee County on behalf of the Capital Improvement Committee (CIC). These changes include a temporary modification to Chapter 36 of the Milwaukee Code of General Ordinances to the due dates cited in the ordinance as outlined below in addition to two other permanent 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.


¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

There is no fiscal impact to adopting the changes to the ordinance.

Department/Prepared By Molly Pahl

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required