



COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION

Office of the Comptroller

**DATE:** October 20, 2015  
**TO:** Theo Lipscomb, Sr., Chairperson, County Board of Supervisors  
**FROM:** Scott B. Manske, Comptroller  
**SUBJECT:** **Report of Contracts - January to September 2015 (Informational Only)**

**Policy Issue**

Pursuant to County Ordinance 56.30(8), attached is a summary of contract notifications received by the Office of the Comptroller from January 1, 2015, through September 30, 2015. This report includes any contract sent to my office to determine whether funds are available. It does not include contracts issued by the Procurement Division.

The last report that was issued was for the final quarter of 2014. My office previously compiled this report based upon contract notices received by the Accounts Payable Division in order to process payments which is the final step in the contracting process. Under Wisconsin Statutes Section 59.255(2)(e), the Comptroller is required to determine whether funds are available prior to contract execution. This has resulted in a change in the contracting process and the Comptroller now receives notifications from Departments prior to contract execution. The report will now be based upon those notifications and contains any contract sent to the Office of the Comptroller for verification of available funds. It is my intention to produce a monthly report in the future.

This version of the report now includes professional service, purchase of service, MOU, lease, annual, time and materials, and revenue contracts. As we receive and compile additional contract notifications, those will appear in future reports.

This report now has four attachments:

- Attachment 1 – Main Contracts – This section summarizes main contracts including professional service, purchase of service, and public works contracts.
- Attachment 2 – Accounts Charged – For most contracts, the department must identify an account to which it will charge the expenditure. This

section summarizes the accounts which frequently appear in the preceding section (Attachment 1).

- Attachment 3 – No Immediate \$ Impact – This section summarizes contracts that initially do not have a specific guaranteed dollar amount or contracts that do not involve an exchange of money. Examples include annual, time and materials, and educational agreements.
- Attachment 4 – Revenue Contracts – This section summarizes contracts in which the County will receive revenue. Examples include grant, use, lease, concession, and vendor agreements.

### **Committee Action**

This is an informational report only. The report should be referred to and reviewed by the Committee on Finance, Personnel, and Audit.



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Scott B. Manske  
Comptroller

### **Attachments**

Cc: Supervisor Willie Johnson, Jr., Co-Chairman, Finance, Personnel & Audit Committee  
Supervisor Jim Schmitt, Co-Chairman, Finance, Personnel & Audit Committee  
Chris Abele, County Executive  
Rick Norris, Director, Community Business Development Partners, Department of  
Administrative Services  
Finance, Personnel & Audit Committee  
Kelly Bablitch, Chief of Staff, County Board  
Raisa Koltun, Chief of Staff, Office of the County Executive  
Teig Whaley-Smith, Director, Department of Administrative Services  
Steve Cady, Research & Policy Director, Research Services Division, Office of the  
Comptroller  
Janelle Jensen, Senior Committee Coordinator, Office of the County Clerk