

**-COUNTY OF MILWAUKEE-  
INTEROFFICE COMMUNICATION**

DATE: January 27, 2014  
TO: Constitutional Officers and Department Heads  
FROM: Innovation Fund Workgroup  
**SUBJECT: 2014 Innovation Fund Project Application**

The 2014 Adopted Budget includes a process by which County offices and departments may apply for funding for one-time projects that, "... will enhance operational efficiencies, reduce ongoing operating or debt service costs, and improve service delivery and the County's long term fiscal sustainability".

The parameters of this initiative are as follows:

- Departments may submit more than one project of any size.

The project may be "operating" or "capital" in nature, including the purchase of capital equipment or assets. However, the project should generally not be replacement or repair of an existing capital asset that would normally be included in the Capital Budget, unless the replacement or repair would significantly reduce ongoing operating costs or increase revenues. Alternatively, the project may be of smaller scale, such as items or services that would normally be funded by the operating budget, such as training. There is no limitation on per-unit costs.

- The project should generally be "one-time" in nature, unless the funding that would be provided could leverage verifiable outside revenues on an ongoing basis. It should be assumed that no additional funding or expenditure authority would continue in future years after the project is complete.

The idea may utilize outside service providers, or may fund overtime expenditures for existing employees to complete the project. No new full-time positions may be created.

Projects that would fund start-up costs for software applications that may have ongoing licensing/support fees are eligible.

- Priority consideration will be given to ideas that are submitted jointly by multiple departments or offices; or with other units of government.

Please note that whether any projects are funded depends on the availability of funding, other needs, the case made in the request, and the overall sustainability of the County. This request does not necessarily mean that a project will be funded.