



COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION

Office of the Comptroller

**DATE:** November 16, 2016  
**TO:** Theo Lipscomb, Sr., Chairperson, County Board of Supervisors  
**FROM:** Scott B. Manske, Comptroller  
**SUBJECT:** Report of Contracts – September and October 2016 (Informational Only)

**Policy Issue**

Pursuant to County Ordinance Sections 44.09(e), 46.09(8), and 56.30(8), attached is a summary of contract notifications received by the Office of the Comptroller during September and October 2016. This report includes professional service, purchase of service, memorandum of understanding, lease, public works, and revenue contracts, but generally not contracts issued by the Procurement Division. This report does not include employment contracts.

Under Wisconsin Statutes Section 59.255(2)(e), the Comptroller is required to determine whether funds are available prior to contract execution. My office receives notifications from Departments prior to contract execution. This report is mostly based upon those notifications.

This report has five attachments:

- Attachment 1 – Exemptions – This section explains the coding system for contracts which are exempt from County Board review.
- 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 following section (Attachment 3).
- Attachment 3 – Main Contracts – This section summarizes main contracts including professional service, purchase of service, and most public works contracts.
- Attachment 4 – 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 5 – Revenue Contracts – This section summarizes contracts in which the County will receive revenue. Examples include grant, concession, vendor, and certain lease and use agreements.**

### **Committee Action**

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



**Scott B. Manske  
Comptroller**

### **Attachments**

**Cc: Supervisor Peggy A. West, Chairwoman, Finance and Audit Committee  
Chris Abele, County Executive  
Rick Norris, Director, Community Business Development Partners, Department of Administrative Services  
Finance and 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**