



**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

Office of the Comptroller

DATE: April 29, 2016
TO: Theo Lipscomb, Sr., Chairperson, County Board of Supervisors
FROM: Scott B. Manske, Comptroller
SUBJECT: Report of Contracts – February and March 2016 (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 during February and March 2016. This report includes professional service, purchase of service, memorandum of understanding, lease, public works, annual, time and materials, and revenue contracts, but generally not contracts issued by the Procurement Division.

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 six attachments:

- Attachment 1 – Exemptions – This section explains the coding system for contracts which are exempt from County Board review. Exemption C has been updated as discussed in Attachment 6. Exemptions D and F have also been updated to reflect current statutory provisions.
- 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 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.
- Attachment 6 – Updated Contract Types Exempt from County Board Review – This memo dated March 23, 2016, explains revisions to Exemption C – County Executive jurisdiction on the list of contract types exempt from County Board review.

Committee Action

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



Scott B. Manske
Comptroller

Attachments

Cc: Supervisor Peggy A. West, Chairwoman, 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