

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

DATE: December 20, 2024

TO: Chairwoman Marcelia Nicholson, County Board of Supervisors

FROM: Sean Hayes, Director, Architecture, Engineering and Environmental Services  
Section, Facilities Management Division, Department of Administrative Services

SUBJECT: A request from the Director, Department of Administrative Services (DAS)  
requesting authorization of project professional service use plan for adopted  
2025 capital projects.

File Type: Action Report

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**REQUEST**

The Director of Architecture, Engineering, and Environmental Services (AE&ES), Facilities Management Division, Department of Administrative Services, requests approval of the updated project delivery plan for the 2025 adopted capital projects.

To comply with Milwaukee County Professional Services Ordinance 56.30 (4)(a)(1), Table 1 identifies 2025 capital projects that may require professional services contracts exceeding \$20,000. Additionally, per Wisconsin Statute 59.52(31), Table 1 highlights projects involving county land zoned as parks where professional services contracts may exceed \$100,000 (requiring County Board passive review) or \$300,000 (requiring County Board approval).

Approval of this plan will also extend the 2024 authorization and reporting requirements established in County Board Resolution 24-111 to the 2025 projects listed in Table 1.

**POLICY**

- Milwaukee County Ordinance 56.30 (4)(a)(1) requires the Department of Administrative Services (DAS), Facilities Management Division (FMD), to provide an updated annual report in February to the Committee on Finance and the Committee on Community, Environment, and Economic Development. This report must identify public works capital projects requiring professional services contracts.
- Wisconsin Statute 59.52(31) governs professional services agreements for capital projects, requiring:
  - County Board review for contracts exceeding \$100,000 for projects involving county land zoned as parks.
  - County Board approval for contracts exceeding \$300,000 for projects involving county land zoned as parks.

## **PLAN APPROVAL & REPORTING REQUIREMENTS**

Approval of the 2025 project delivery plan:

- Grants signature authority to the departments identified in Table 1 to execute the listed projects.
- Grants DAS-FMD authority to enter into professional services agreements necessary to complete projects in Table 1.
- Requires the DAS-FMD Director to provide the County Board with progress reports for professional services contracts exceeding the thresholds outlined in Wisconsin Statute 59.52(31).

Additionally, in compliance with County Board Resolution 24-111, the following 2024 professional services contracts meet the reporting thresholds:

- WS014901 – Kitchen Upgrades – Clinton Rose Senior Center

Additional 2024 capital projects executed in 2025 that meet these thresholds will be reported in the next annual update.

## **ALIGNMENT TO STRATEGIC PLAN**

The 2025 Adopted Budget makes significant investments in Milwaukee County's shared vision to achieve racial equity and by doing so become the healthiest county in Wisconsin. This recommendation helps move the budget into reality.

## **FISCAL EFFECT**

There is no tax levy or budget impact associated with this request.

## **TERMS**

There are no proposed contracts or terms associated with this request. All professional service contracts for 2025 capital projects will meet DAS-FMD and Milwaukee County requirements. The signature authorities will remain in place for the duration of the projects to which they are assigned.

## **VIRTUAL MEETING INVITES**

Sean Hayes, Director, Department of Administrative Services, Facilities Management Division, Architecture, Engineering, and Environmental Services Section

## **PREPARED BY**

Sean Hayes, Director, Department of Administrative Services, Facilities Management Division, Architecture, Engineering, and Environmental Services Section

Chairwoman Marcelia Nicholson

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Date: December 20, 2024

**APPROVED BY**

***Stuart Carron***

Director, Department of Administrative Services, Facilities Management Division

**ATTACHMENTS**

Table 1: 2025 Project Delivery Plan

Attachment A: Progress reports for professional services contracts exceeding the thresholds outlined in Wisconsin Statute 59.52(31).

Resolution

Fiscal Note

Cc: David Crowley, Milwaukee County Executive  
Sup. Steven Shea Chair, Committee on Transportation and Transit  
Sup. Willie Johnson Jr., Chair, Finance Committee  
Sup. Sheldon A. Wasserman, Chair, Committee on Parks and Culture  
Mary Jo Myers, Chief of Staff, Office of the County Executive  
Kelly Bablitch, Chief of Staff, County Board  
Aaron Hertzberg, Director, Department of Administrative Services  
Pam Bryant, Capital Finance Manager, Office of the Comptroller  
Liz Sumner, Comptroller  
Pam Bryant, Capital Finance Manager, Office of the Comptroller  
Joseph Lamers, Fiscal & Budget Director, SPB  
Vince Masterson, Strategic Asset Coordinator, SPB  
Donna Brown-Martin, Director, MCDOT  
Jaci Bobo, Interim CIO, IMSD Division, DAS  
Guy Smith, Director, Parks Recreation and Culture