

**COUNTY OF MILWAUKEE**  
**Interoffice Memorandum**

DATE: September 23, 2011

TO: All County Board Members  
Department Heads and Interested Parties

FROM: Supervisor Johnny L. Thomas, Chairman, Committee on Finance and Audit

SUBJECT: **Finance and Audit Committee Consideration of County Executive's 2012 Recommended Budget**

Attached for your information is the schedule for the Committee on Finance and Audit hearings on the 2012 Recommended Budget. Any revisions to this schedule will be sent out to concerned parties as soon as finalized. Updated schedules will also be posted to the Committee on Finance and Audit's County website. The web address is:  
[www.county.milwaukee.gov/CountyBudgetHearings](http://www.county.milwaukee.gov/CountyBudgetHearings).

Please take note of the following items:

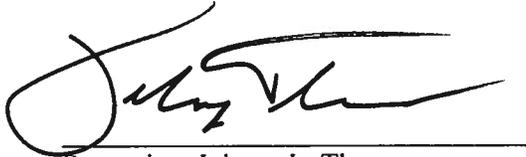
- County Ordinances specify that at least one week must elapse after the County Executive delivers his budget before the Committee on Finance and Audit can commence hearings on the Budget. The County Board Research staff utilizes that time to conduct an in-depth review of the budget and to prepare a thorough overview of fiscal issues, new initiatives, historical trends and problem areas. All Supervisors are requested to refrain from requesting amendments and other related assistance from Research staff until the overview has been completed. The County Board staff overview will be distributed on or before Friday, October 7.
- The Committee on Finance and Audit will begin its budget review process on Monday, October 10. The Committee will consider and vote on each organizational unit and each capital project contained in the budget. *Supervisors are urged to submit amendments for specific departments or divisions during the budget hearing at which that department or division is scheduled.*
- Supervisors are encouraged to identify offsetting cuts or viable sources of additional revenue for any budget amendments that provide for new or increased expenditures. County Board staff will assist in the review of the feasibility of revenue sources. A brief outline of the budget amendment process is attached to this memo.
- The Committee on Finance and Audit will conduct open public hearings on all budgets prior to the statutorily required public hearing before the full County Board, which is scheduled for Monday, October 31, at 7:00 PM at the Washington Park Senior Center.

The following is a summary of the schedule for this year's budget review process.

<b>Thursday, September 29</b>	Presentation of the County Executive's Budget Message to the County Board. 2012 Recommended Budget delivered to County Board and public. Regularly scheduled County Board meeting to follow.
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- September 29 – October 7** Review and analysis of the budget by County Board staff with distribution of the staff budget overview report on or before Friday, October 7.
- Monday, October 10** Initial meeting of Finance and Audit Committee for presentation of staff budget overview report and commencement of consideration of departmental budgets.
- October 10 – October 27** Finance and Audit Committee review of the 2012 budget (see attached schedule of meetings). Committee meetings will include consideration of budget amendments by members of the Committee as well as other Supervisors. The process for Supervisor amendments is outlined in Section 1.25(4) of the Milwaukee County Code of Ordinances and is described briefly in an attachment to this memo.
- Monday, October 31** County Board Public Hearing on the budget at 7:00 PM at the Washington Park Senior Center. ADA accommodations will be available.
- Tuesday, November 1** Any additional Supervisor budget amendments resulting from the Public Hearing must be submitted to the Chief Committee Clerk, Carol Mueller, by 3:00 PM to allow sufficient time to compile the amendments.
- Wednesday, November 2** Final Finance and Audit Committee meeting to consider any amendments submitted as a result of the Public Hearing. All amendments approved by the Committee will be submitted to the County Board in a single roll-up document, as customary.
- Thursday, November 3** Regularly scheduled County Board meeting.
- Monday, November 7** County Board Annual Meeting to adopt the budget beginning at 8:30 a.m., as provided in County Ordinances. At this time, the Board will act on the roll-up report of amendments as recommended by the Finance and Audit Committee, any Supervisor amendments which failed during the budget hearings and which the sponsor wishes to submit to the full Board, and any new amendments submitted under suspension of the rules. The Board then will vote on the total property tax levy and the budget as a whole.
- Wednesday, November 16** The County Board will reconvene at 1:30 p.m., if necessary, to consider any vetoes by the County Executive.

Questions regarding any of the above should be directed to me or Steve Cady, County Board Fiscal and Budget Analyst.

A handwritten signature in black ink, appearing to read 'Johnny L. Thomas', written over a horizontal line.

Supervisor Johnny L. Thomas

Attachments