

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 11/21/11

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** REQUEST AUTHORIZATION TO AMEND A PROFESSIONAL SERVICES CONTRACT BETWEEN the SECURITY MICROIMAGING CORPORATION AND THE INFORMATION MANAGEMENT SERVICES DIVISION (IMSD) FOR 2012 IMPLEMENTATION SERVICES RELATED TO CAPITAL PROJECT WO205 – FISCAL AUTOMATION PROGRAM

**FISCAL EFFECT:**

- |  |   |
|--|---|
| <input type="checkbox"/> No Direct County Fiscal Impact  | <input checked="" type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures            |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues                |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues                |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |   |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds                  |
| <input type="checkbox"/> Increase Operating Revenues   |   |
| <input type="checkbox"/> Decrease Operating Revenues   |   |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

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<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

- A. Approval of the requested amendment to extend the professional services contract between Security Microimaging Corp (SMI) and the Information Management Services Division (IMSD) of Milwaukee County is budgeted in Capital Improvements Project WO205 Fiscal Automation Program and will result in an increased cost of \$195,000 bringing the value of the current contract to \$244,500.
- B. The cost related to the proposed contract amendment is an additional \$195,000 for the 2012 programming and support needs as well as the acquisition of software modules to complete several County-wide initiatives of a broader project. The initiatives include Automation of the Accounts Payable Invoicing Process (Phase I), Documenting paper images to electronic for the Medical Examiner's Office, Converting Green Files and Marriage Licenses for the County Clerk's office, and automating the Statement of Economic Interest Process for the Ethics Board. These projects will provide more efficient, effective and timely access to information, automate business processes and reduce overall paper consumption.
- C. Sufficient Funds are budgeted in the 2012 Capital Project W0205 – Fiscal Automation Program to offset the cost of the requested action.
- D. It is assumed that the overall project (Fiscal Automation Program) will require future budget appropriation requests to complete.

Department/Prepared By Laurie Panella, Interim Chief Information Officer

Authorized Signature  \_\_\_\_\_

Did DAS-Fiscal Staff Review?  Yes  No