

MILWAUKEE COUNTY FISCAL NOTE FORM**DATE:** 3/26/21Original Fiscal Note Substitute Fiscal Note **SUBJECT:** Fee Increase of Professional Services Agreement Exceeding \$100,000 for Capital Project WP686 –Mitchell Domes Annex HVAC**FISCAL EFFECT:**

- No Direct County Fiscal Impact Increase Capital Expenditures
- Existing Staff Time Required Decrease Capital Expenditures
- Increase Operating Expenditures
(If checked, check one of two boxes below) Increase Capital Revenues
- Absorbed Within Agency's Budget Decrease Capital Revenues
- Not Absorbed Within Agency's Budget
- Decrease Operating Expenditures Use of contingent funds
- Increase Operating Revenues
- 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.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	17,600.00	0
	Revenue	0	0
	Net Cost	17,600.00	0

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.¹ 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.
 - A. Implementation of 2013 Wisconsin Act 14 with regard to purchase of professional service agreements (under the Milwaukee General Ordinance Chapter 56) for Capital projects requires County Board passive review for award the initial agreement, or fee extension(s) to the original agreement, when the total contractual fee exceeds \$100,000 but is less than \$300,000.
 - B. A fee increase to an existing professional service agreement with Posko Engineering, Inc. to provide professional design services for the adopted 2018 Capital Project WP686 – Mitchell Domes Annex HVAC is being requested that would add \$17,600.00 to the current agreement resulting in a total agreement value of \$106,415.00. 50% of this fee increase will be refunded back to County by Grandview Management Inc. (aka “Zilli’s”) as Grandview Management and County agreed to split the entire project costs except County project management as County agreed to cover 100% costs of the County project management.
 - C. Additional expenditure authority may be required in the WP686 capital budget to award the requested fee increase to Posko Engineering, Inc. to perform the additional scope of work. A review of the project budget is being completed as part of the project close out. Additional funds will be requested for the project budget as needed.
 - D. None.

¹ 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.

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Approved by:



Karl Stave. P.E., Director
AE&ES Section, DAS-FM Division
Department of Administrative Services

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

² Community Business Development Partners' review is required on all professional service and public work construction contracts.