

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : January 5, 2011
TO : Michael Mayo Sr., Chairman, County Board of Supervisors
FROM : Lisa Marks, Director, Department of Child Support Enforcement
SUBJECT : Authority to Pay Contract for Joxel Group LLC.

Policy

Section 56.30(9), of the Milwaukee County Ordinances, states that no work shall be performed by any professional service contractor until a written contract has been executed and signed by all appropriate officials.

Background

Joxel Group LLC, was contacted to provide designing and coordinating services needed to create a DVD for Milwaukee County Child Support payers incarcerated in the Wisconsin Prison System. DVDs will be distributed to facilities throughout Wisconsin to provide information to inmates with a Milwaukee County Child Support case. Verbal approval was received by all officials, but due to scheduling conflicts, signatures were not obtained before work began.

The video contains clips of incarcerated child support payers who have successfully managed their case in conjunction with the Milwaukee County Department of Child Support. Coordinating filming of those individuals was dependent on the scheduling of the Warden of their current facility. These clips are a key ingredient for an effective product.

Recommendation

The Department recommends that 56.30 (9) be waived and payment approved for the services performed by Joxel Group LLC.

Fiscal Note

Sufficient funds are available and were included in the 2010 budget for the \$49,825 payment to Joxel Group LLC.



Lisa Marks
Director

cc: Lee Holloway, County Executive
Supervisor Willie Johnson Jr., Chairman, Judiciary Committee
Terrence Cooley, Chief of Staff
Renee Booker, Director, Department of Administrative Services
Rick Ceschin, Analyst, County Board
Linda Durham, Committee Clerk, County Board

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/11/2011

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Payment of Professional Service Contracts

FISCAL EFFECT:

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

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
	Revenue		
	Net Cost		0
Capital Improvement Budget	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.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.

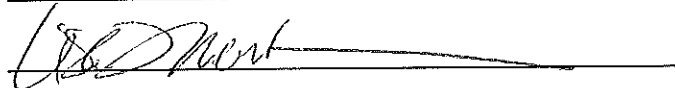
A. The County Board is being requested to authorize, by resolution, the payment of an invoice for a professional service contract for Joxel Group LLC. In accordance with 56.30(9), the invoices are not being paid because contract work was performed prior to the contract being signed by all parties approved. The ordinance does allow for payment, if the board authorizes payment by resolution.

B. Approval of this resolution will authorize the department to pay for the contract work of \$49,825 from 2010 available funds. This is a one-time cost for payment of the contract work.

C. There is no budgetary impact associated with this contract.

Department/Prepared By Lisa Jo Marks, Director

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

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.

A RESOLUTION

WHEREAS, Section 56.30(9) of the Milwaukee County Ordinances provides that no vendor shall begin work until all officials sign the executed contract; and

WHEREAS, the Department of Administrative Services is not permitted by Ordinance to exempt departments from Section 56.30(9) but is able to make payments following authorization of the Milwaukee County Board of Supervisors; and

WHEREAS, the Department of Child Support Enforcement needed to complete production of a bilingual - Spanish information DVD for Milwaukee County Child Support Payers incarcerated in the Wisconsin Prison System; and

WHEREAS, scheduling conflicts created a necessity to perform work; and

WHEREAS, work was performed by Joxel Group, LLC, prior to all officials signing the executed contract; and

BE IT RESOLVED, that the Milwaukee County Board of Supervisors does hereby authorize Child Support Enforcement and the Department of Administrative Service to pay invoice submitted by Joxel Group, LLC.