

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** April 11, 2024

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** From the Director, Facilities Management Division, Department of Administrative Services, Requesting Authorization to Execute Multi-year Service Contracts for Countywide Furniture.

**FISCAL EFFECT:**

- |   |  |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact   | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required   | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input checked="" 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 (2024)</b>	<b>Subsequent Years (2025-2031)</b>
<b>Operating Budget</b>	Expenditure	Undefined/not determined	Undefined/not determined
	Revenue	\$0	\$0
	Net Cost	Undefined/not determined	Undefined/not determined
<b>Capital Improvement Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$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. <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.
  - A. Approval of this request will authorize the DAS-FMD to execute Service Contracts for Countywide Office Furniture services with Henrickson & Company, Inc. and CJ & Associates, Inc. for a base term of three years, and a total term of up to five years.
  - B. The total value of the contract is undefined, and will be determined on a project-by-project basis. Costs will be borne by the Departments directly receiving the services, or adopted capital projects which require the services. The costs for the contract over its base four-year term is as follows:
  - C. Sufficient funds are available for this request. Each department has sufficient funds in their approved 2024 operating budget or in adopted capital to cover the proposed cost of Furniture services. Source and sufficiency of funds will be determined on a project-by-project basis.
  - D. To provide continuation of service, it is assumed that each department shall provide sufficient budget to cover contract costs in subsequent years.

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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.

Department/Prepared By: Stuart Carron, Director, Facilities Management Division,  
Department of Administrative Services

Authorized Signature *Stuart Carron*

Did Fiscal Staff Review?  Yes  No

Did CBDP Review? <sup>2</sup>  Yes  No  Not Required

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