

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 08/15/2017

Original Fiscal Note X

Substitute Fiscal Note

SUBJECT: Request by the Sheriff to execute a non-professional service contract to provide civil process paper service in Milwaukee County.

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 |
| X Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| X 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.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$78,333	\$235,000
	Revenue	0	0
	Net Cost	0	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.

The Sheriff is requesting to execute a non-professional service contract to provide civil process paper service in Milwaukee County. The previous five (5) year contract expired on March 18, 2017 and an interim contract expires on August 31, 2017. Wisconsin State Statute 56.27(4) requires the Sheriff to execute all service of civil process papers in Milwaukee County that need to be executed on a timely basis in accordance with State Statute Chapters 801 & 847 depending upon the paper type. Request for Proposal # 98170007 was published on April 28, 2017 and State Process Service Inc. was awarded the contract based upon the responses and scoring of the evaluation committee.

The contract period will be for a three (3) year and four (4) month period beginning September 1, 2017 and ending December 31, 2020 with two (2) additional one-year options. The first year of the contract is a sixteen (16) month period to align the contract with the Milwaukee County accounting calendar and alleviate proration of expenses at yearend. The initial four (4) month period of the requested contract in 2017 requires an amount not to exceed of \$78,333 that is in the budget for 2017. Each remaining three (3) twelve (12) month periods contain not-to-exceed expense caps of \$235,000. The contract will automatically renew unless the Sheriff notifies the Contractor of intent not to renew the contract 90 days prior to the December 31st expiration date.

The previous five (5) year contract expired on March 18, 2017 and on March 19, 2017 the Sheriff entered into a short term contract with State Process Service Inc. to continue to provide seamless civil process paper services in Milwaukee County until the results of the

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.

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

RFP were received, results were evaluated and a contract awarded. Due to the legislative cycle of Milwaukee County having no Committee and Board meetings in the month of August and the need to continue the civil process paper service after August 31, 2017 State Process Service Inc. has been requested to maintain this service until the contract can be approved. Sufficient funds exist in the 2017 Civil Process budget to reimburse the vendor.

The Sheriff is also requesting the waiver of provisions of Milwaukee County Code of General Ordinances Section 56.30(9) that authorizes the Comptroller to pay for any services rendered by State Process Service, Inc. prior to the contract being signed and executed. The adoption of this resolution will not require the expenditure of any County tax levy not previously authorized in the 2017 Adopted Budget.

Department/Prepared By

William R. Lethlean, Public Safety Fiscal Administrator

Authorized Signature



Did DAS-Fiscal Staff Review? X Yes No

Did CBDP Review?² X Yes No Not Required