

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** **REVISED** 6/6/19

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Fee Increase for Professional Services Agreement Exceeding \$100,000 for Capital Project WP490-19431 Mitchell Park Horticultural Conservatory: phase III Funding Study

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" 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	169,154	0
	Revenue	0	0
	Net Cost	169,154	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. 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 professional service agreement with ArtsMarket to provide professional services for the 2019 Capital Project WP490 – Mitchell Park Horticultural Conservatory – Phase III was executed. A fee increase is being requested that would result in a total contract amount of \$169,154.00. The funding for \$109,154.00 of the total contract amount is taken from the specially created sub-account designated for “Long Term Planning” that was set up for use by the Domes Task Force. These funds were taken from the 2018 Capital project WP553 for the Domes Phase III studies and estimating project. Additional funding in the amount of \$60,000 is also required from an approval by the County Board of County Board File 19-492 which authorizes an administrative fund transfer of \$60,000 from Capital Improvement Project WP55301 – Mitchell Park Conservatory Planning to Capital Improvement Project WP49003 – Mitchell Park Domes Long-Term Planning. This anticipated fund transfer of \$60,000 (related to County Board File 19-492) and existing funds within capital project WP49003 of \$9,342 will provide sufficient funds for the requested fee increase of \$69,342.
- C. There are sufficient funds in the current WP490 capital budget to award the requested professional services agreement to ArtsMarket for phases III. The study will start in summer of 2019.


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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.

D. It is assumed that the fund transfer for funding phase III, will have been approved in the June cycle.

Department/Prepared By Julie Bastin, PE Engineer, AE&ES Section

Approved by:

 6/10/19  
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Gregory G. High, P.E., Director  
AE&ES Section, DAS-FM Division  
Department of Administrative Services

Did DAS-Fiscal Staff Review?  Yes  No

Did CDBP 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.