

MILWAUKEE COUNTY FISCAL NOTE FORM**DATE:** November, 11th, 2021Original Fiscal Note ☒Substitute Fiscal Note ☐

SUBJECT: From the Director, Department of Administrative Services (DAS), regarding Authorization of \$150,000 of ARPA funds for the purpose of establishing and operating an ARPA Capital Program Management Office.

FISCAL EFFECT:

- ☐ No Direct County Fiscal Impact
- ☒ Existing Staff Time Required
- ☒ Increase Operating Expenditures
(If checked, check one of two boxes below)
- ☐ Absorbed Within Agency's Budget
- ☒ Not Absorbed Within Agency's Budget
- ☐ Decrease Operating Expenditures
- ☐ Increase Operating Revenues
- ☐ Decrease Operating Revenues
- ☐ Increase Capital Expenditures
- ☐ Decrease Capital Expenditures
- ☐ Increase Capital Revenues
- ☐ Decrease Capital Revenues
- ☐ 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 (2021)	Subsequent Year (2022)
Operating Budget	Expenditure	\$500,000	\$0
	Revenue	0	0
	Net Cost	\$500,000	0
Capital Improvement Budget	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. 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. An ARPA Capital Program Management Office (CPMO) is proposed to be set up within FMD Architectural and Engineering Services (AE&ES) to provide overall organization of all approved ARPA capital projects. Its purpose is to establish procedures, provide oversight and controls, and provide uniform reporting of status of projects. Responsibilities would include project intake, assignments, record-keeping, procurement strategies, project accounting and reporting of all ARPA capital projects. The CPMO shall meet regularly to provide oversight and guidance to the executing of approved projects.
 - B. A \$500,000 allocation is requested to provide supplementary external resources, which will be procured via the County's standard bid process, to establish and operate the CPMO. Once set up, the CPMO shall provide regular reports and updates to the ARPA Task Force. These reports shall include, at a minimum:
 - a. The list of ARPA-funded capital projects
 - b. Project status and projected schedule
 - c. Approved budgets, commitments, and forecast
 - d. Summary of highlights and concerns

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.

e) Other items as the ARPA Task Force may require

- C. There are sufficient funds in the County ARPA program to fund \$500,000 to support the creation and development of the ARPA Capital PMO. There is no tax levy impact.
- D. File No. 21-555 In July 2021 the Board resolved to create a Task Force to review and recommend funding allocations to the Milwaukee 8 County Board of Supervisors for monies received by the County in the Federal 9 American Rescue Plan Act of 2021.
- E. File No. HRA21-481 On December 2, 2021, the ARPA Task Force approved the request for ARPA CPMO funding from the Facilities Management Division of DAS at an increased amount of \$500,000.

Department/Prepared By: Department of Administrative Services

Stu Carron, Director, Facilities Management Director (FMD)

Authorized Signature

Stuart Carron

Did Fiscal Staff Review?

☒

Yes

☐

No

Did CBDP Review? ²

☐

Yes

☐

No

☐

Not Required

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