

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** June 28, 2023

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** A Request from the Director, Department of Administrative Services, regarding  
Passive Review of a Professional Services Agreement Exceeding \$100,000 but less than \$300,000  
for Capital Project WP067401 – Underwood Creek Parkway Replacement – Roundabout to Swan  
Boulevard.

### FISCAL EFFECT:

- |  |   |
|--|---|
| <input type="checkbox"/> No Direct County Fiscal Impact  | <input checked="" type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  |   |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Decrease Capital Expenditures            |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Increase Capital Revenues                |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues                |
| <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	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	\$156,195.00	\$0
	Revenue	0	\$0
	Net Cost	\$156,195.00	\$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 Wisconsin Statutes 59.21(31) 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. This initial agreement results in a not to exceed total fee of \$156,195 for the professional services agreement to Kapur & Associates, Inc. for design services for capital project WP067401 – Underwood Creek Parkway Replacement – Roundabout to Swan Boulevard.
- C. The adopted 2023 capital budget was for design only with a capital appropriation amount of \$285,660. There are sufficient funds in the capital budget to award the requested professional services agreement to Kapur & Associates, Inc.
- D. None.

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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     David S. Gulgowski, Project Manager, AE&ES, DAS-FM

Approved by:

*Stuart Carron*  
Stuart Carron, Director  
Facilities Management Division  
Department of Administrative Services

Did DAS-Fiscal Staff Review?    ☐    Yes    ☒    No

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

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