

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** November 8, 2023

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** From the Executive Director of Milwaukee County Parks, requesting authorization to enter into an Amended Software License, Maintenance and Support Agreement with Vermont Systems Inc. to add credit card terminals and wireless readers at Point of Sales locations in Milwaukee County Parks

### 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.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	68,692	9,000
	Revenue	0	0
	Net Cost	68,692	9,000
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. <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.
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- A. In September 2017 Milwaukee County Parks executed a Software License, Maintenance and Support Agreement (SLMSA) contract with VSI for use of VSI services at Point Of Sales locations within County Parks. Parks identified inefficiencies and errors in payments processing that had an estimated 2023 cost of approximately 850 mostly overtime hours to fix the errors. The Office of the Comptroller's 2023 audit recommended Parks improve its efficiencies in processing payments.
  - B. There will be an initial cost of \$68,692 for cost of card readers and training, and subsequent annual payments of \$9000 per year for the remainder of the contract term (which expires on September 24, 2027).
  - C. Parks anticipates that approximately half of the recurring annual maintenance fees will be realized by the elimination of the use of inefficient credit card terminals currently used at Point of Sales locations by increased processing efficiencies that will mitigate the existing problem of operational inefficiencies.
  - D. No assumptions or interpretations were utilized in the preparation of this form.

Prepared by: Saji Villoth, Interim Contracts Manager, Parks

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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.

Authorized Signature: Guy Smith

Did DAS-Fiscal Staff Review? ☐ Yes ☒ No

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