

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: December 6, 2018

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: REQUEST FOR AUTHORIZATION TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR STAFFING OF MILWAUKEE COUNTY COOPERATIVE EXTENSION

FISCAL EFFECT:

- ☒ No Direct County Fiscal Impact ☐ Increase Capital Expenditures
- ☒ Existing Staff Time Required ☐ Decrease Capital Expenditures
- ☐ Increase Operating Expenditures (If checked, check one of two boxes below) ☐ Increase Capital Revenues
- ☐ Absorbed Within Agency's Budget ☐ Decrease Capital Revenues
- ☐ Not Absorbed Within Agency's Budget ☐ Use of contingent funds
- ☐ Decrease Operating Expenditures
- ☐ Increase Operating Revenues
- ☐ 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	\$241,961	
	Revenue	\$241,961	
	Net Cost		
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.

A. Approval of resolution authorizing the Chairman of the Committee on Parks, Energy and Environment to execute a professional services contract with the University of Wisconsin-Extension for the period January 1, 2019 through December 31, 2019, for \$241,961. This contract is based on similar contracts from previous years.

B. Milwaukee County and the University of Wisconsin-Extension enter into a contract annually to provide professional staffing of the Milwaukee County Cooperative Extension office in the areas of Agriculture and Natural Resources and Youth, Family, and Community Development. The annual contract between Milwaukee County government and UW Cooperative Extension defines the programming fees, responsibilities and general conditions of the partnership. The contract reflects a flat-fee structure, wherein Milwaukee County pays a flat fee based on the type of educator positions. The one-year contract spans the calendar year. Cooperative Extension's Office of Financial Services will invoice Milwaukee County in two installments by March 31 and September 30, 2019. Milwaukee County's funding for this contract is provided in the 2019 adopted county budget for UW Cooperative Extension.

C. Approval of this resolution will result in the expenditure of \$241,961 of funding as appropriated in the adopted 2019 Milwaukee County Budget for Cooperative Extension.

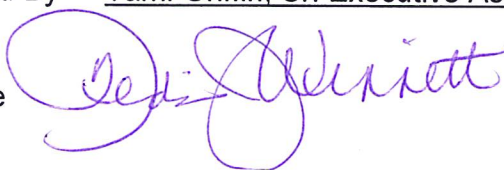
D. No assumptions or interpretations were used.

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.

Department/Prepared By Tami Griffin, Sr. Executive Assistant

Authorized Signature

A handwritten signature in purple ink, appearing to read "Tami Griffin", is written over the "Authorized Signature" label.

Did DAS-Fiscal Staff Review? ☐ Yes ☒ No

Did CBDP Review?² ☒ Yes ☐ No ☐ Not Required