

**MILWAUKEE COUNTY FISCAL NOTE FORM**

DATE: 12/27/2019

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** From the Superintendent, House of Correction, requesting retroactive authorization to execute a 2020 Professional Service Contract with Wisconsin Community Services for provision of Day Reporting Center services from January 1, 2020, through December 31, 2020, and requesting a waiver of Section 56.30 (8) and (9) of the Milwaukee County Code of General Ordinances, to pay for services rendered prior to execution of the Contract.

**FISCAL EFFECT:**

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| <input type="checkbox"/> No Direct County Fiscal Impact Expenditures                                   | <input type="checkbox"/> Increase Capital          |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital          |
| <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 checked="" 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	-\$2,617	0
	Revenue	0	0
	Net Cost	-\$2,617	0
<b>Capital Improvement Budget</b>	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.

A. Approval of this contract will authorize the Superintendent of the House of Correction (HOC) to enter into a one-year contract with Wisconsin Community Services (WCS) to manage the Day Reporting Center at the new site from January 1, 2020 to December 31, 2020.

B. The HOC budget was developed to include cost changes of the new location by reducing the WCS contract by the new lease amount and associated utility costs, and then increasing various utility, communications and equipment costs that will be paid directly by the County outside of the professional service contract with WCS to manage the DRC. The WCS professional services contract to manage the DRC was reduced from \$894,173 in 2019 to \$784,463 and from \$892,359 to \$794,244 in 2020. **The requested payment increase to WCS from \$794,244 to \$841,400 is within the total 2020 budget for the DRC as follows:**

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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.

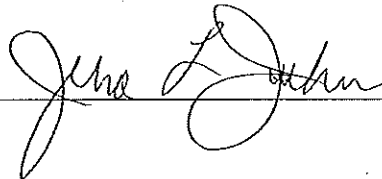
Item	2019 DRC Breakdown	2020 Budget Estimate
WCS Programming Contract	\$ 784,463	\$ 794,244
Electricity	\$ 12,300	\$ 12,300
Phone	\$ 5,410	\$ 5,815
Tools/Equipment	\$ 5,000	\$ 5,000
Lease plus \$12K deposit	\$ 87,000	\$ 75,000
Subtotal	\$ 894,173	\$ 892,359
New Office Equipment	\$ -	\$ 17,490
New Network Equip	\$ -	\$ 18,851
Total Budget	\$ 894,173	\$ 928,700

C. The communications (phone / internet) costs being managed by WCS may be slightly less than budgeted estimates of \$5,410 based on recent invoices provided. This is the (\$2,617) on Page 1.

D. Assumed utility expenses will be similar to those prior to 2015 when the County also paid for a lease and other facility expenses (e.g, utilities, cable, phone) outside of the professional service contract to manage the DRC.

Department/Prepared By HOC/June Jackson

Authorized Signature



Did DAS-Fiscal Staff Review?  Yes  No

Did CBDP Review?  Yes  No  Not Required