

**DANE COUNTY
POLICY AND FISCAL NOTE**

| | | |
|--|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Update | Substitute No. _____ |
| Sponsor: Supervisor Andrae | | Resolution No. <u>2024 RES-289</u> |
| Vote Required: | | Ordinance Amendment No. _____ |
| Majority <input checked="" type="checkbox"/> | Two-Thirds <input type="checkbox"/> | |

Title of Resolution or Ord. Amd.:

AUTHORIZING THE PURCHASE OF CONTINUED SOFTWARE MAINTENANCE FOR THE OFFICES OF CORPORATION COUNSEL AND FAMILY COURT SERVICES

Policy Analysis Statement:

Brief Description of Proposal -

Corporation Counsel and Family Court Services wish to extend the term of the Legal Files contract for an additional five (5) years to provide for maintenance and support fees (Corporation Counsel - \$67,665 total over 5 years; Family Court Services - \$60,762 total over 5 years).

Current Policy or Practice -

Contracts in excess of \$100,000 require County Board approval. The initial purchase from Legal Files Inc. and the amount in this resolution total over \$100,000.

Impact of Adopting Proposal -

Legal Files stores documents, contact information for people, information on cases, leases, or topics, it syncs with Microsoft Outlook and Word for easy calendar and document sharing, and statistics can be easily gathered. It has enhanced efficiency and productivity greatly in Corporation Counsel and Family Court Services.

Fiscal Estimate:

| | |
|---|---|
| <u>Fiscal Effect (check all that apply) -</u> | <u>Budget Effect (check all that apply)</u> |
| <input type="checkbox"/> No Fiscal Effect | <input checked="" type="checkbox"/> No Budget Effect |
| <input type="checkbox"/> Results in Revenue Increase | <input type="checkbox"/> Increases Rev. Budget |
| <input checked="" type="checkbox"/> Results in Expenditure Increase | <input type="checkbox"/> Increases Exp. Budget |
| <input type="checkbox"/> Results in Revenue Decrease | <input type="checkbox"/> Decreases Rev. Budget |
| <input type="checkbox"/> Results in Expenditure Decrease | <input type="checkbox"/> Decreases Exp. Budget |
| | <input type="checkbox"/> Increases Position Authority |
| | <input type="checkbox"/> Decreases Position Authority |
| | Note: if any budget effect, 2/3 vote is required |

Narrative/Assumptions about long range fiscal effect:

This is a renewal of an existing contract. The annual costs are included in the operating budgets of both Family Court Services and Corporation Counsel who both use this system.

Expenditure/Revenue Changes:

| | Current Year | | Annualized | | | Current Year | | Annualized | |
|----------------------|--------------|----------|------------|----------|--------------|--------------|----------|------------|----------|
| | Increase | Decrease | Increase | Decrease | | Increase | Decrease | Increase | Decrease |
| Expenditures - | | | | | Revenues - | | | | |
| Personal Services | | | | | County Taxes | | | | |
| Operating Expenses | | | | | Federal | | | | |
| Contractual Services | \$24,651 | | | | State | | | | |
| Capital | | | | | Other | | | | |
| Total | \$24,651 | \$0 | \$0 | \$0 | Total | \$0 | \$0 | \$0 | \$0 |

Personnel Impact/FTE Changes:

N/A

Prepared By:

| | |
|---|-------------------------------|
| Agency: Corporation Counsel | Division: General Operations |
| Prepared by: Stephanie A. Stavn, Paralegal Manger | Date: 1/14/25 Phone: 266-9020 |
| Reviewed by: Carlos Pabellon, Corporation Counsel | Date: 1/14/25 Phone: 266-1394 |