

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Miles		Resolution No. 025
Vote Required:		Ordinance Amendment No. _____
Majority <input checked="" type="checkbox"/>	Two-Thirds	

Title of Resolution or Ord. Amd.:

Authorizing Purchase of Service Agreement between Dane County and API Outsourcing, Inc. for Tax and Assessment Printing

**Policy Analysis Statement:**

Brief Description of Proposal -

Following receipt and scoring of the proposals for printing needs for tax bills, notices, and tax and assessment rolls, staff recommended a Purchase of Service Agreement be awarded to API Outsourcing, Inc. This resolution allows API Outsourcing to be awarded a five-year contract not to exceed \$50,000 annually. This agreement is covered by funds budgeted annually.

Current Policy or Practice -

The Records & Support Division of the Planning & Development Dept. contracts out for tax and assessment printing needs. Associated costs are included in the annual budget.

Impact of Adopting Proposal -

This resolution allows us to set up a POS Agreement with API Outsourcing Inc. for our tax and assessment printing needs. Associated costs are already included in the Department's annual budget.

**Fiscal Estimate:**

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply)

- No Budget Effect
- Increases Rev. Budget
- Increases Exp. Budget
- Decreases Rev. Budget
- Decreases Exp. Budget
- Increases Position Authority
- Decreases Position Authority

Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

n.a.

**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	\$50,000		\$50,000		State				
Capital					Other				
<b>Total</b>	\$50,000	\$0	\$50,000	\$0	<b>Total</b>	\$0	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

none

**Prepared By:**

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Reviewed by:	Todd Violante	Date:	4/20/15		