

DANE COUNTY
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original <input type="checkbox"/> Update	Substitute No. _____
Sponsor: _____	Resolution No. <u>2019 RES-148</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 A LEGAL FILES ENTERPRISE CONFIGURATION AND CONTINUED SOFTWARE MAINTENANCE FOR THE OFFICES OF CORP COUNSEL AND DC REGIONAL AIRPORT

Policy Analysis Statement:

Brief Description of Proposal -

Corporation Counsel wishes to extend the term of the Legal Files contract for an additional five (5) years to provide for maintenance and support fees. (\$63,195 total over 5 years.) In addition, the Dane County Regional Airport wishes to purchase the Enterprise Configuration to allow their administrative staff to use the software program. (One time purchase price of \$23,695.)

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 Corp. Counsel and will do the same for Airport administrative staff.

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									
Operating Expenses									
Contractual Services	\$86,890		\$12,639						
Capital									
Total	\$86,890	\$0	\$12,639	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

N/A

Prepared By:

Agency:	Corporation Counsel	Division:	General Operations
Prepared by:	Melinda Pierson, Legal Office Supervisor	Date:	7/9/19
Reviewed by:	Carlos Pabellon, Deputy Corp. Counsel	Date:	7/9/19

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