

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 11/15/12

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Request to Create 1.0 FTE Administrative Coordinator and 1.0 FTE Quality Assurance Specialist in the Delinquency and Court Services Division of the Department of Health and Human Services.

**FISCAL EFFECT:**

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| <input type="checkbox"/> No Direct County Fiscal Impact<br><input type="checkbox"/> Existing Staff Time Required<br><input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input checked="" type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input type="checkbox"/> Use of contingent funds |
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*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
<b>Operating Budget</b>	Expenditure	110,374	136,654
	Revenue	110,374	136,654
	Net Cost	0	0
<b>Capital Improvement Budget</b>	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.<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 the request would create 1.0 FTE Administrative Coordinator and 1.0 FTE Quality Assurance Specialist in the Delinquency and Court Services Division.

B. The estimated fiscal effect for 2013 related to the creation of 1.0 FTE Administrative Coordinator including salary, social security, and active fringe benefits is \$64,613 and 1.0 FTE Quality Assurance Specialist including salary, social security, and active fringe benefits is \$45,761 for a total of \$110,374. This assumes a start date of February 25, 2013. This cost is 100% offset with grant revenue. The fiscal effect for 2014 reflects the annualized impact and results in an increase of \$26,280, 100% offset with grant revenue.

C. In 2013, the budgetary impact is an increase in expenditures of \$136,654 to reflect the annualized impact of the two positions. This cost will be offset with an increase in revenue of the same amount. In 2014, there will be no budgetary impact as the positions will be included in the department's base budget.

D. The fiscal effect for 2013 will be achieved assuming a start date of February 25, 2013 through December 31, 2013 at an hourly rate of \$25.34 for the Administrative Coordinator and \$16.23 for the Quality Assurance Specialist. In addition, the fringe amounts used to calculate the position costs (\$15,089- Active Health, 15.51%- Active Pension, and 7.65%- Social Security) reflect the active fringe rates included in the 2013 Adopted Budget.

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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.

Department/Prepared By Antionette Thomas-Bailey

Authorized Signature 

Did DAS-Fiscal Staff Review?  Yes  No