

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 7, 2024

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Fiscal Assistant 2 and the abolishment of 1.0 FTE Fiscal Assistant 1 and 1.0 FTE Clerical Assistant 1 within DHHS Child Support Services

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(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.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	(23,556)	\$0
	Revenue	(15,547)	\$0
	Net Cost	8,009	\$0
Capital Improvement Budget	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. ¹ 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. The resolution would approve the creation of 1.0 FTE Fiscal Assistant 2 in paygrade NR15 and abolish 1.0 FTE Fiscal Assistant 1 in paygrade NR13 and 1.0 FTE Clerical Assistant 1 in paygrade NR12.
 - B. For 2024 the total salary and social security cost for the creation of the Fiscal Assistant 2 is \$14,547. This assumes the position is hired at a mid-salary point in the pay range and filled by pay period 19 (September 3, 2024). The full annualized salary and social security cost is estimated to be \$43,640.
 - C. The cost is offset by the abolishment of a vacant Fiscal Assistant 1 and vacant Clerical Assistant 1 position. This provides a savings in salary and social security of \$67,196 in 2024. The net fiscal effect from the creation of the Fiscal Assistant 2 and the abolishment of the Fiscal Assistant 1 and Clerical Assistant 1 is a savings of \$23,556. This savings will also be used to offset the reclassification of the 1.0 FTE Assistant Accounting to 1.0 FTE Accountant and 1.0 FTE Fiscal Assistant 2 to 1.0 FTE System Navigator. In 2025, there is no increase in the annualized net effect of this change.
 - D. The accompanying resolution authorizes the position action upon approval by the County Board at its June 2024 meeting to ensure timely recruitment. This fiscal note calculates the total cost as of pay period 19 (September 3, 2024) which is to be a realistic timeframe for filling the position and incurring costs.

¹ 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.

² Office of Economic Inclusion review is required on all professional service and public work construction contracts.

Department/Prepared By Agnes Marcinowski, Manager of Operations, CSS

Authorized Signature Shakita LaGrant-McClain

Did SBP Fiscal Staff Review? Yes No

Did OEI Review?² Yes No Not Required