

**MILWAUKEE COUNTY FISCAL NOTE FORM****DATE:** June 29, 2020Original Fiscal Note Substitute Fiscal Note **SUBJECT:** Request to create 5.0 FTE in the new DAS – Grants Management unit**FISCAL EFFECT:**

- No Direct County Fiscal Impact
- Existing Staff Time Required
- Increase Operating Expenditures  
(If checked, check one of two boxes below)
- Absorbed Within Agency's Budget
- Not Absorbed Within Agency's Budget
- Decrease Operating Expenditures
- Increase Operating Revenues
- Decrease Operating Revenues
- Increase Capital Expenditures
- Decrease Capital Expenditures
- Increase Capital Revenues
- Decrease Capital Revenues
- Use of contingent funds

*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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	\$99,178	\$474,307
	Revenue	TBD	TBD
	Net Cost	TBD	TBD
<b>Capital Improvement Budget</b>	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. <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.

This file requests to create 5.0 FTE in a new DAS – Grants Management Unit. These positions would be responsible for managing the grant management process including identifying and applying for grants. The direct costs for this request are estimated at \$99,178 in 2020 and \$474,307. It is anticipated that these positions will bring in a large amount of grant revenue to various areas within the County. The amount of grant revenue that will be earned is currently unknown.

Sufficient funds are budgeted in the personnel account series in the DAS-General Fund budget to cover the cost of these positions. If funds become unavailable, a fund transfer from contingency may be presented to the County Board for their consideration. The expenditures assume that the positions are all filled at the midpoint of the requested range. It is also assumed that the Director position will be filled for 4 months in 2020, and the other positions will be filled for 2 months in 2020 after the Director completes the recruitment and hiring process.

Department/Prepared By DAS-PSB

Authorized Signature

DocuSigned by:

*Joe Lamers*

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Did DAS-Fiscal Staff Review?  Yes  No

Did CBDP Review?<sup>2</sup>  Yes  No  Not Required

<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.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.