

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 11/11/2013

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** The Behavioral Health Division (BHD) - create 1.0 FTE Fiscal Specialist and 1.0 FTE Integrated Service Coordinator related the Community Recovery Services (CRS) Program within the Adult Community Services Branch at the Behavioral Health Division.

**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 checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget  |  |
| <input 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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	\$5,636	\$0
	Revenue	\$0	\$0
	Net Cost	\$5,636	\$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. The Behavioral Health Division (BHD) is requesting to create 1.0 FTE Fiscal Specialist and 1.0 FTE Integrated Service Coordinator related the Community Recovery Services (CRS) Program within the Adult Community Services Branch at the Behavioral Health Division.
- B. Assuming the two positions are filled at the first step in each pay range with 1 pay period remaining in 2013, the current year fiscal impact is a cost of \$5,636 (including salary, social security, and benefits costs).
- C. The requested position action assumes that the additional cost during the remainder of 2013 would be absorbed within the existing budgeted appropriations. The estimated 2014 cost increase of the two positions is \$0 because the positions are included in the 2014 Adopted Budget.
- D. The 2013 cost mentioned above was calculated assuming the two positions will begin at the first step of each pay grade with 1 pay period remaining in the year.

Department/Prepared By    Matt Fortman, Fiscal & Management Analyst, DAS-Fiscal

Authorized Signature



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Did DAS-Fiscal Staff Review?

Yes

No

Did CDBP 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.