

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** March 28, 2014

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Authorize the Office of Performance, Strategy & Budget to implement a fund transfer in the fourth quarter of 2014 to offset a possible expenditure deficit in the Department of Human Resources that would result from the filling of two key positions; and authorizing the Department of Human Resources to implement the classification and compensation for three positions in the Department of Administrative Services – Economic Development Division and one position in the Department of Administrative Services – Fiscal Affairs Division.

**FISCAL EFFECT:**

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|--|--|
| <input checked="" 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<br>(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 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	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
<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.

The attached resolution would authorize the following:

- Authorize the Department of Human Resources to fill two unfunded Human Resources Information System Assistants, for which the Department does not presently have the necessary salary and social security resources, at an estimated impact of \$46,050.
- Authorize the Department of Administrative Services, Office of Performance, Strategy and Budget (DAS-PSB) to implement a fund transfer in the fourth quarter of 2014 to reallocate surplus salary and social security resources from various departments listed in the attached report and resolution to Human Resources to cover the above anticipated impact.
- Authorize the Department of Human Resources to implement the classifications and rates of compensation for three positions in the Economic Development Division of the Department of Administrative Services, and one position in the Fiscal Affairs Division of the Department of Administrative Services.

This resolution has no fiscal impact because it authorizes DAS-PSB to implement a fund transfer to cover the cost of the positions that would be filled by the Department of Human Resources, and would authorize the implementation of classifications and compensation for four positions that are created and funded in the 2014 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.

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

Department/Prepared By Josh Fudge, Director, DAS-PSB

Authorized Signature  \_\_\_\_\_

Did DAS-Fiscal Staff Review?  Yes  No

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

