

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** August 17, 2023

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** A resolution requesting the Project Management Office in the Office of Strategy, Budget and Performance to collaborate with the Department of Administration - Information Management Services Division (DAS-IMSD) to explore and implement, if feasible, options to equip county departments with the necessary resources/training to provide public information, forms, websites, and other communications in Spanish, Hmong, and other relevant languages, upon request, to residents with Limited English Proficiency

**FISCAL EFFECT:**

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| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input checked="" type="checkbox"/> Existing Staff Time Required<br><input 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 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	\$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.
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- A. Approval of this resolution requests the Project Management Office in the Office of Strategy, Budget and Performance to collaborate with the Department of Administration – Information Management Services Division (DAS-IMSD) to explore and implement, if feasible, options to equip county departments with the necessary resources/training to provide public information, forms, websites, and other communications in Spanish, Hmong, and other relevant languages, upon request, to residents with Limited English Proficiency. It also requests the Project Management Office in the Office of Strategy, Budget and Performance and the Department of Administration – Information Management Service Division (DAS-IMSD) to provide a report outlining the potential options to be utilized by Milwaukee County as presented in the resolution and additional resources that may be required to fully effectuate.
  - B. There are no direct costs associated with this resolution. An expenditure of staff and collaboration between departments would be necessary to produce the requested report. This resolution does not obligate the allocation of future funding if additional resources are needed to effectuate.
  - C. No budgetary impacts are expected in this or subsequent years.
  - D. No assumptions were made.

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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 Bree Bzdawka, Research and Policy Analyst

Authorized Signature *Bree Bzdawka*

Did DAS-Fiscal Staff Review?  Yes  
 Yes

NoDid CBDP Review?<sup>2</sup>  
No  Not Required