

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** August 23, 2012

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Abolish 1.0 FTE Clerical Assistant I and Create 1.0 FTE Clerical Specialist – Medical Examiner, in the Office of the Medical Examiner.

**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	\$1,277	\$5,109
	Revenue		
	Net Cost	\$1,277	\$5,109
<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. Abolish 1.0 FTE Clerical Assistant I (pay grade 03P) and Create 1.0 FTE Clerical Specialist – Medical Examiner (pay grade 05P), in the Office of the Medical Examiner.
- B. The existing position is currently vacant. Comparing the two pay ranges at step 1, the pay rate would rise from \$13.3227 to \$15.3295. If the position were to be filled for the remaining six and one-half pay periods in 2012, the total cost would be \$1,277, including salary, social security and active pension costs. The full-year impact for 2013, assuming a slight increase in active pension and a step increase, is approximately \$5,109.
- C. The estimated impact in 2012, if the position were filled immediately at step 1 of the pay range, would be \$1,277, including salary, social security and active pension costs. The full-year impact for 2013, assuming a slight increase in active pension and a step increase, is approximately \$5.109. If the position is filled in 2012, the Medical Examiner has sufficient resources to absorb the cost through vacancy and turnover savings.
- D. Analysis is based on 2012 Adopted Budget salary and fringe benefit rates.

Department/Prepared By Josh Fudge, Fiscal & Management Analyst III, DAS-Fiscal

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

Did DAS-Fiscal Staff Review?  Yes  No

<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.