

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 16, 2024

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Clerical Specialist and abolishment of 1.0 FTE Clerical Assistant within Children, Youth and Family Services

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 type="checkbox"/> Increase Operating Expenditures
(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.

	Expenditure or Revenue Category	Current Year - 2024	Subsequent Year
Operating Budget	Expenditure	(\$25,483)	\$2,709
	Revenue	\$0	\$0
	Net Cost	(\$25,483)	\$2,709
Capital Improvement Budget	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.¹ 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. The resolution would approve the creation of 1.0 FTE Clerical Specialist in paygrade NR14 and abolish 1.0 FTE Clerical Assistant in pay grade NR13.
 - B. For 2024, the total 2024 salary and social security cost for the creation of the Clerical Specialist is \$17,620. This assumes the position is hired at a mid-salary point in the pay range and filled by pay period 17 (August 5, 2024). The full annualized salary and social security cost is estimated to be \$45,812 in 2025.
 - C. This cost is offset by the abolishment of a vacant Clerical Assistant position. This provides a savings in salary and social security of \$43,103 in 2024. The net fiscal effect from the creation of the Clerical Specialist and the abolishment of the Clerical Assistant is a savings of \$25,483 in 2024. This savings may be used to offset other future personnel actions in the Department. In 2025, the annualized net effect of this change is an increase of \$2,709 in salary and social security. This increased cost will be absorbed in the Department's 2025 Budget.
 - D. The accompanying resolution authorizes the position action upon approval by the County Board at its June 2024 meeting to ensure timely recruitment. This fiscal note calculates the total cost as of pay period 17 (August 5, 2024) which is anticipated to be a realistic timeframe for filling the position and incurring costs.

¹ 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.

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

Department/Prepared By Clare O'Brien, DHHS Budget and Policy Director

Authorized Signature *Shakita LaGrant-McClain*

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review? Yes No Not Required