

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: April 17, 2025

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: A report from the Director, Department of Health and Human Services, requesting the creation of 5.0 FTE positions to support the Aging and Disability Resource Center (ADRC)

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
(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 checked="" type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input checked="" 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	Subsequent Year
Operating Budget	Expenditure	\$232,579	\$431,909
	Revenue	\$232,579	\$431,909
	Net Cost	\$0	\$0
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.
- A. Approval of this resolution would authorize the creation of 2.0 FTE Advanced Options Counselor ADRC Professional in pay grade 27, 1.0 FTE ADRC Professional in pay grade 16Z4, 1.0 FTE ADRC Professional Bilingual in pay grade 16Z4, and 1.0 FTE Elder Benefit Specialist Bilingual in paygrade 16Z4 in the Department of Health and Human Services (DHHS) Aging and Disability Resource Center (ADRC).
 - B. The annual cost is anticipated to be \$431,909 to fund 5.0 FTEs. Currently, the ADRC projects underspending the 2025 state contract by \$939,824. Approval of these positions will increase the amount of eligible expenditures under the State ADRC contract. The positions are fully offset by revenue with no net tax levy impact.
 - C. The total, including salary, fringe, and social security, is \$232,579 for 2025. This assumes these positions are hired at the median salary and filled by pay period 14 (June 23, 2025). The full annualized costs for salary, fringe, and social security are estimated to be \$431,909 in 2026. The ADRC anticipates the 2026 State contract award to remain consistent with 2025.
 - D. This fiscal note assumes a start date of June 23, 2025, pay period 14 and calculates costs accordingly to allow time for recruitment. It should be noted the accompanying resolution authorizes the creation of the positions effective pay period 12, May 26, 2025.

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 Lottie B. Maxwell-Mitchell Sr. Budget & Management Analyst, DHHS

Authorized Signature *Shakita LaGrant-McClain*

Did DAS-Fiscal Staff Review? ☐ Yes ☒ No

Did CBDP Review?² ☐ Yes ☐ No ☒ Not Required