

### MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 6/17/20

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** From the Director, Election Commission, requesting to create one Administrative Assistant to provide in-person staffing and support for the Election Commission

**FISCAL EFFECT:**

- |  |  |
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| <input type="checkbox"/> No Direct County Fiscal Impact<br><input type="checkbox"/> Existing Staff Time Required<br><input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input checked="" 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 |
|--|--|

*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	19,118	46,926
	Revenue		
	Net Cost	19,118	46,926
<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. The Elections Director is requesting adoption of a resolution which will create one FTE Administrative Assistant in the Election Commission to provide in-person staffing and support.

B. Assuming the Administrative Assistant position is created and filled at the midpoint of the 06P pay grade (\$43,591) in pay period 16, this is expected to have a 2020 cost of \$19,118 for salary and Social Security. The annual cost of creating this position would be \$46,926.

C. To cover the additional \$19,118 in salary and Social Security associated with creating this Administrative position, the Election Commission will redirect funds previously budgeted for part-time Election Clerks in 2020. No funds are being requested outside the Election Commissions established 2020 budget.

D. This fiscal note assumes that the Administrative Assistant position will be hired in Pay Period 16 at the midpoint of the 06P pay grade.

Department/Prepared By Lindsey Peterson-Sr Budget & Management Analyst

Authorized Signature  64FBF7B7766148A...

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.

Did CBDP Review?<sup>2</sup>

Yes

No

Not Required

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