

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: October 27, 2022

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: Cash Clerk – Abolish/Accounting Assistant – Create

FISCAL EFFECT:

- | | |
|---|--|
| <input checked="" 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 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.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$13,330.08	\$13,596.69
	Revenue	\$0.00	\$0.00
	Net Cost	\$13,330.08	\$13,596.69
Capital Improvement Budget	Expenditure	\$0.00	\$0.00
	Revenue	\$0.00	\$0.00
	Net Cost	\$0.00	\$0.00

DESCRIPTION OF FISCAL EFFECT

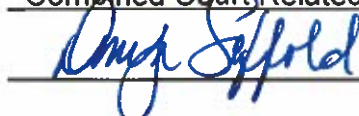
In the space below, you must provide the following information. Attach additional pages if necessary.

- 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. Combined Court Related Operations is seeking to abolish 2 vacant Cash Clerk positions (3P) and create 2 Accounting Assistant (14) positions. The creation of the Accounting Assistant positions is being used as a recruitment tool for the department which enables it to fill positions that generally collect and receive payment for court-ordered financial obligations. In addition, the department is looking to recruit and retain new employees at a higher starting pay grade.
- B. Since the department is filling the newly created positions at a higher pay grade, our salaries will increase, therefore resulting in an increase of expenditures.
- C. Calculating as if the positions were vacant for the entire current year, the action would result in an increase of \$13,330.08. For the subsequent year, the action would result in an increase of \$13,596.69.
- D. The mid-point salary was used in this computation. Additionally, social security taxes are included.

Department/Prepared By Combined Court Related Operations – Donya Saffold

Authorized Signature



Did DAS-Fiscal Staff Review? ☒ Yes ☐ No

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

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.