

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: February 17, 2023

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 Program Manager in the Director's Office

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input checked="" type="checkbox"/> Not Absorbed Within Agency's Budget

<input type="checkbox"/> Decrease Operating Expenditures

<input checked="" type="checkbox"/> Increase Operating Revenues

<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures

<input type="checkbox"/> Decrease Capital Expenditures

<input type="checkbox"/> Increase Capital Revenues

<input type="checkbox"/> Decrease Capital Revenues

<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
Operating Budget	Expenditure	\$52,738	\$91,413
	Revenue	\$52,738	\$91,413
	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.
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- A. Approval of this resolution would authorize the creation of 1.0 FTE Project Manager in pay grade 33M.
 - B. Funding for this position would be allocated from ARPA Fund Administration that was approved under File 23-234. This file allocated a total of \$896,500 in ARPA Fund Administration for the salary and fringe benefit costs for four positions from 2023 to 2026: Senior Accountant, Contract Services Coordinator, Quality Assurance Coordinator, and Enterprise Project Manager. Because the Enterprise Project Manager is already included in the 2023 Budget, the ARPA Fund Administration can be redirected to the new Project Manager position.
 - C. The 2023 annual cost for the position would be \$52,738 assuming a midpoint salary and social security as of pay period 12 (May 29, 2023). The full annualized cost for salary and social security is estimated to be \$91,413 in 2024. In addition, active fringe benefit costs associated with these positions would also be reimbursed by ARPA.
 - D. The total estimated fiscal impact including salary, social security and active fringe for time reported by the position starting pay period 12 2023 to the end of the grant period of December 31, 2026 is \$179,000. Sufficient funds are budgeted through the previously described ARPA administrative funds approved under File 23-234.

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.

E. Once the ARPA grant award ends, it is assumed these positions would be absorbed into the DHHS budget and offset by vacancies in the department or another funding source will be identified.

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