

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 6/17/2013

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** DAS-Facilities Management - AE&ES – Create 1.0 FTE Architect Position

**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<br>(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 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	\$31,275	\$90,400
	Revenue	\$64,800	\$187,100
	Net Cost	(\$33,525)	(\$96,700)
Capital Improvement Budget	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.

The Director of the Department of Administrative Services (DAS) is requesting approval of a resolution to authorize the creation of 1.0 FTE Architect (Title Code TBD, Pay Grade 32A) in the Architecture, Engineering and Environmental Services (AE&ES) Section of the DAS-Facilities Management Division.

The total costs (including salary, social security, and benefits) of 1.0 FTE Architect position for final 9 pay periods in 2013 is estimated at approximately \$31,275. These costs are offset by anticipated revenue of approximately \$64,800 (generated by the position working on capital projects).

The estimated annual costs (including salary, social security, and benefits) 1.0 FTE Architect position in 2014 is \$90,400. The costs are offset by anticipated revenue of approximately \$187,100 (generated by the position working on capital projects).


Budgetary impacts in the current year associated with the proposed action are dependent on the volume of work anticipated in the current year capital budgets. Budgetary impacts in subsequent years associated with the proposed action are dependent on the volume of work anticipated in the out year capital budgets.

It is anticipated that sufficient volume of projects will be available allowing adequate revenue to be generated to offset the expenditures for permanent employee.

Department/Prepared By Gary E. Drent

Approved by:

  
Don Tyler, Director  
Department of Administrative Services

  
Greg High, Director  
AE&ES, DAS-FM

<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.

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

Did DAS-Fiscal Staff Review? ☒ Yes ☐ No

Did CDBP Review?<sup>2</sup> ☐ Yes ☐ No ☒ Not Required