

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 04/13/2017

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: From the Chief Information Officer, a Request for Authorization to Transfer Funds from the Appropriation for Contingencies to DAS-IMSD's 2017 Budget to restore funding for the recently approved 6.0 Full-Time Equivalent (FTE) Information Technology positions.

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 checked="" 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	647,916	581,116
	Revenue		
	Net Cost	647,916	581,116
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. 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.

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.

A. The approval of the requested action will provide the Chief Information Officer, DAS-IMSD, with the authority to transfer \$647,916 from the County's Contingency Fund to the Department of Administrative Services – Information Management Services Division's (Agency 116) operating budget to restore funding to the six (6) recently approved Full-Time Equivalent (FTE) Information Technology positions, as follows:

Position	Contractor Cost January 1, 2017 - June 30, 2017	FTE Cost June 30, 2017 – December 31, 2017	Total Funding Required
Administrative Assistant	\$32,635	\$30,200	\$62,835
IT Contracts Manager	\$109,200	\$54,641	\$163,841
IT Security Analyst		\$54,634	\$54,634
IT End User Support Analyst	\$41,600	\$39,922	\$81,522
IT Database Administrator	\$98,800	\$59,021	\$157,821
IT Applications Systems Analyst	\$78,000	\$49,263	\$127,263
Total	\$360,235	\$287,681	\$647,916

B. The full cost for 2017 is \$647,916, which includes the actual cost for the contractors for six months plus the cost of the Full Time Equivalent for six months. The 2018 cost of \$581,116 is the total cost of the the six (6) Full-Time Equivalents and accounts for the mid year increase that is included in the 2017 Adopted Budget.

C. The budgetary impact in 2017 is \$647,916 from the Apporopriation for Contingency to the Department of Administrative Services – Information Management Services Division's (Agency 116) operating budget to restore funding to the six (6) recently approved Full-Time Equivalent (FTE) Information Technology positions. Budgetary impact for 2018 is \$581,116 and results in savings from current budget year due to insourcing contracted positions.

D. For 2017 it is assumed that the contractors will be utilized through June 30th and the Full Time Equivalents will be filled effective July 1. The cost of the contractors is calculated based on the contractual hourly multiplied by forty hour work weeks. For 2018, all 26 pay periods are assumed and includes the mid-year increase from the 2017 adopted budget of 1%.

Department/Prepared By: IMSD/Laurie Panella, CIO

Authorized Signature



Did DAS-Fiscal Staff Review?

☒ Yes

☐ No

Did CBDP Review?²

☐

Yes

☐

No

☐

Not Required