

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 10/3/2017

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Creation of 1.0 FTE Paralegal

**FISCAL EFFECT:**

No Direct County Fiscal Impact  Increase Capital Expenditures

Existing Staff Time Required

Decrease Capital Expenditures

Increase Operating Expenditures

(If checked, check one of two boxes below)

Increase Capital Revenues

Absorbed Within Agency's Budget

Decrease Capital Revenues

Not Absorbed Within Agency's Budget

Decrease Operating Expenditures

Use of Contingent Funds

Increase Operating Revenues

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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	\$19,211	\$83,255
	Revenue		
	Net Cost	\$19,211	\$83,255
<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.

*Corporation Counsel is requesting 1.0 FTE Paralegal position to be added to expedite the drafting and review of ERS plan administration changes.*

- 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.

*The full 2017 cost of the Paralegal position is roughly \$19,211 for the last six pay periods of 2017. A total of \$13,310 in salary, \$1,778 in pension, \$3,113 in health care and \$1,010 in social security. The salary is based off of pay grade 24M, step 5 and the remaining pay periods after October 9<sup>th</sup> 2017. Annual health care costs are \$13,490 based on information received from the Comptroller's office on the cost of health care. Social security is 7.65% of salary and pension is 13.36% of salary. There may be an additional costs associated with supplies and a computer for this staff member. A fund transfer in this amount will be submitted in the October cycle transferring funds sufficient to cover these expenditures from the Department of Human Resources anticipated surplus to the Office of Corporation Counsel. The 2018 cost of the positions will be included in the 2018 County Executive's Recommended Budget.*

- 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.

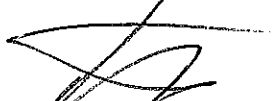
*Assuming the fund transfer is approved, there is no fiscal impact for 2017. These position will be included in the County Executive's 2018 Recommended Budget. Provided these positions are adopted as a part of the 2018 Adopted Budget, there will be no future fiscal impact in the 2018 budget. The total annual cost of the position based on 2017 expenses is about \$83,255.*

- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

*The fiscal note assumes that the Paralegal position is at Step 5 of pay grade 24M. The fiscal note assumes 2017 costs for the last six pay periods of the year. The assumptions used above are that the positions are filled at the highest pay grade, thus the amount listed is the maximum budgetary impact.*

Department/Prepared by: Department of Administrative Services- PSB Lisa Wozny

Authorized Signature



Did DAS-Fiscal Staff Review?  Yes  No

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

<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.