

**MILWAUKEE COUNTY FISCAL NOTE FORM****DATE:** 6/22/21Original Fiscal Note ☒Substitute Fiscal Note ☐

**SUBJECT:** Request to create 1.0 FTE Housing Program Assistant position in Section 8 Housing Choice Voucher Program (HCV) within the Housing Division of the Department of Health and Human Services (DHHS).

**FISCAL EFFECT:**

- ☐ No Direct County Fiscal Impact
- ☐ Existing Staff Time Required
- ☒ Increase Operating Expenditures  
(If checked, check one of two boxes below)
- ☒ Absorbed Within Agency's Budget
- ☐ Not Absorbed Within Agency's Budget
- ☐ Decrease Operating Expenditures
- ☒ Increase Operating Revenues
- ☐ Decrease Operating Revenues
- ☐ Increase Capital Expenditures
- ☐ Decrease Capital Expenditures
- ☐ Increase Capital Revenues
- ☐ Decrease Capital Revenues
- ☐ 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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	10,826	56,914
	Revenue	10,826	56,914
	Net Cost	0	0
<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.
- 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.

A. The Department of Health and Human Services (DHHS) is requesting to create 1.0 FTE Housing Program Assistant position in the Section 8 Housing Choice Voucher Program (HCV) within the Housing Division due to an increased volume of vouchers, lease up rate, and responsibilities.

B. The 1.0 FTE Housing Program Assistant position would be at pay grade 16Z3 with a pay range of \$40,103 - \$47,895 for salary (\$43,171 - \$51,559 with salary and social security). The DHHS assumes filling the positions in Pay Period 21 but does not assume filling at a particular step. The direct cost (salary and social security) impact in 2021 includes actual expenditures of \$10,826 for 1.0 FTE Housing Program Assistant position (if filled at step 4), offset by increased program revenue.

C. There is no direct cost impact in 2021 to create 1.0 FTE Housing Program Assistant position. All additional expenditures are offset by Housing and Urban Development (HUD) Administrative Fees revenue.

D. Assumptions include: Filling the 1.0 FTE in pay period 21, Step 4 (mid-range).

Department/Prepared By Pam Matthews, DAS-PSB

Authorized Signature

JOSEPH LAMERS

Did DAS-Fiscal Staff Review?



Yes



No

<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.

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

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