

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** May 19, 2025

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** Request to abolish 1.0 FTE Senior Business Relationship Manager NR35E and create 1.0 FTE Business Relationship Manager NR32E in the Department of Administrative Services, Information Management Service Division

**FISCAL EFFECT:**

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

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	\$-1,819.29	\$-3,638.57
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
<b>Capital Improvement Budget</b>	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. <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 Administrative Services, Information Management Services Division is requesting the abolishment of 1.0 FTE Senior Business Relationship Manager (Pay Grade NR35E) and the creation of 1.0 FTE Business Relationship Manager (Pay Grade NR32E). The Senior Business Relationship Manager position was occupied by an experienced management professional. That individual has been promoted and a vacancy for the position has occurred. This change will effectively reduce the pay range for the position.
- B. Position actions result in an estimated reduction in personnel expenditures as the position costs (salary and social security) of the Business Relationship Manager are less than the Senior Business Relationship Manager position. Please see the table on page 1 for the net personnel expenditure impact for 2025 and subsequent year if we hire a candidate at \$123,864.
- C. Position actions result in an estimated reduction in personnel expenditures as the position costs (salary and social security) of the Business Relationship Manager are less than the Senior Business Relationship Manager position. Please see the table on page 1 for the net salary reduction for 2025 and subsequent year.
- D. Assumptions include salary and social security costs.

Department/Prepared By                     Jacqueline Bobo                    

<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> Office of Economic Inclusion review is required on all professional service and public work construction contracts.

Authorized Signature \_\_\_\_\_

Did SBP Fiscal Staff Review?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Did OEI Review? <sup>2</sup>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> Not Required