

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 4/17/2014

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 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 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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	(\$23,300)	(\$37,800)
	Revenue		
	Net Cost	(\$23,300)	(\$37,800)
<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.

The Director of the Department of Administrative Services (DAS) is requesting approval of a resolution to authorize the abolishment of 1.0 FTE Heating & Equipment Mechanic (Title Code 27280, Pay Grade 5425) and creation of 1.0 FTE Architect (Title Code 35361, Pay Grade 32A) in the Architecture, Engineering and Environmental Services (AE&ES) Section of the DAS-Facilities Management Division.

Assuming that the Architect position is filled at the start of pay period 10 in 2014 at step 1 of the pay grade, the current year fiscal impact is a cost decrease of approximately \$23,300.

The 2014 estimated annual cost of the Architect position is \$68,500 (including salary, social security, and benefits costs) and the estimated savings from abolishment of the Heating & Equipment Mechanic position is \$106,300 (including salary, social security, and benefits costs). This results in an estimated 2015 savings of \$37,800.

These positions are cross-charged to county departments' operating budget for facility inspection and analysis work performed. As the requested position action(s) result in a net reduction in costs, such reduction(s) is assumed to be reflected in the 2014 and 2015 crosscharges to departments.

Department/Prepared By            Gary E. Drent

Approved by:

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Greg High, Director  
AE&ES, DAS-FM

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.