

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 08-02-2024

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to Abolish 1.0 FTE Business Solutions Analyst and Create 1.0 FTE Purchasing Analyst in Department of Administrative Services, Procurement Division

FISCAL EFFECT:

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

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	(\$65,028)	(\$11,396)
	Revenue	\$0	\$0
	Net Cost	(\$65,028)	(\$11,396)
Capital Improvement Budget	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. 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.

A. The Department of Administrative Services - Procurement Division requests the abolishment of 1.0 FTE Business Solutions Analyst (Pay Grade 29M) and to create 1.0 FTE Purchasing Analyst (24M).

B. The savings for the current year are approximately (\$65,028) for the above position actions due to the position being vacant all year.

The Business Solutions Analyst 2024 budgeted salary is \$78,431, including social security.

It is assumed the Purchasing Analyst will be hired at the salary of \$29.93 per hour beginning on October 20, 2024. The total hours for 2024 are expected to be 416. With social security, the total cost of the new position is \$13,403.

There is no additional funding being requested for the abolish create. In future years, the decrease would be included in the budget process.

C. The impacts for 2024 are a decrease in personnel costs of approximately \$65,028 and a reduction to personnel costs of \$11,396 in the subsequent year.

D. Assumptions include: A hire date for the Purchasing Analyst of October 20, 2024, at an hourly rate of \$29.93. The above savings include social security and does not include fringe.

Department/Prepared by: Regina Flores, Procurement Director, DAS – Procurement

Authorized Signature Regina Flores

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

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.