

**MILWAUKEE COUNTY FISCAL NOTE FORM****DATE:** February 16, 2024Original Fiscal Note ☒Substitute Fiscal Note ☐

**SUBJECT:** From the Chief Human Resources Officer, Department of Human Resources, requesting approval to abolish 1.0 FTE Deputy Director– Pay Range 37M and create 1.0 FTE Retirement Assistant - Pay Range NR16

**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	(\$69,613)	(\$57,315)
	Revenue	\$0	\$0
	Net Cost	(\$69,613)	(\$57,315)
<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. *Human Resources requests the abolishment of 1.0 FTE Deputy Director – Pay Range 37M and create 1.0 FTE Retirement Assistant - Pay Range NR16 at an hourly rate of \$20.40.*

B. *The savings for the current year are approximately (\$69,613) for the above position actions.*

*The Deputy Director 2024 budgeted salary is \$102,993 including social security.*

*It is assumed the Retirement Assistant will be hired at the salary of \$20.40 per hour beginning on April 14, 2024. The total hours for 2024 are expected to be 1,520. With social security, the total cost of the new position is \$33,380.*

*There is no additional funding being requested for the abolish create. In future years the decrease will be reflected in the budget process.*

C. *The impacts for 2024 are a reduction to personnel costs of \$69,613 and a reduction to personnel costs of \$57,315 in the subsequent year.*

D. *Assumptions include: A hire date for the Retirement Assistant of April 14, 2024 at an hourly rate of \$20.40. The above savings include social security and do not include fringe.*

Department/Prepared By Margo Franklin, Chief Human Resources Officer, DHR

Authorized Signature



<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.

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