

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: January 30, 2024

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: From the Director, Department of Administrative Services (DAS), regarding authorization to abolish 1.0 FTE Clerk Records Management, Pay Grade 13F and create 1.0 FTE Administrative Assistant, Pay Grade NR17 in the Facilities Management Division of the Department of Administrative Services.

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.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$3,660.00	\$3,660.00
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
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. DAS-FMD requests to abolish 1.0 FTE Clerk Records Management, Pay Grade 13F, and create 1.0 FTE Administrative Assistant, Project Assistant, Pay Grade NR17. The new Administrative Assistant position will incorporate the responsibilities of the former Clerk Records Management, plus provide additional project management support within the Architecture, Engineering and Environmental Services section of DAS-FMD.
 - B. These position actions will result in an increase of \$3,660 in personnel costs to DAS-FMD budget based on the creation of the Administrative Assistant position costs of \$49,526 plus \$3,789 (SS) and the abolishment of the Clerk Records Management of \$46,126 plus \$3,529 (SS). This increase in cost will be absorbed due to the fact the Clerk Records Management has been vacant all of 2024 and additional vacancy savings within the division.
 - C. Position action costs in FMD will be absorbed by the cost being offset through an abolish /create and additional vacancy savings in FMD.
 - D. The above calculations for the increase in cost include social security. The Clerk Records Management position has been vacant all of 2024.

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.

Department/Prepared By Facilities Mgmt Div. Dept of Administrative Services/Katie Bainer

Authorized Signature Aaron Hertzberg

Did SBP Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

Certificate Of Completion

Envelope Id: D59C22E2802C447C9508317D8338F54F	Status: Completed
Subject: Complete with DocuSign: Fiscal Note - Abolish Clerk Records Mgmt and Create Admin Assistant_FIN...	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Katie Bainer
Time Zone: (UTC-06:00) Central Time (US & Canada)	633 W. Wisconsin Ave.
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2/1/2024 3:23:29 PM	Katie.Bainer@milwaukeecountywi.gov	

Signer Events

Signature	Timestamp
Aaron Hertzberg Aaron.Hertzberg@milwaukeecountywi.gov Director of Administrative Services Milwaukee County Signing Group: DAS Director's Office Security Level: Email, Account Authentication (None)	Sent: 2/1/2024 3:24:25 PM Resent: 2/2/2024 11:22:42 AM Viewed: 2/2/2024 2:44:47 PM Signed: 2/2/2024 2:45:11 PM
Signature Adoption: Pre-selected Style Using IP Address: 204.194.251.3	
Electronic Record and Signature Disclosure: Accepted: 3/9/2022 11:37:57 AM ID: eae83fbd-8a64-46a6-abce-9b7501a02ad2	

In Person Signer Events

Signature

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Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	2/1/2024 3:24:25 PM
Certified Delivered	Security Checked	2/2/2024 2:44:47 PM
Signing Complete	Security Checked	2/2/2024 2:45:11 PM
Completed	Security Checked	2/2/2024 2:45:11 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">• Allow per session cookies• Users accessing the internet behind a Proxy Server must enable HTTP

1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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