

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 21, 2025

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: Request to abolish Fiscal Assistant 2 and Business Development Analyst and create two new Data Specialist positions in the District Attorney’s Office. No expected Fiscal Impact.

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	0	0
	Revenue		
	Net Cost		
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.
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- A. The District Attorney's Office is requesting to abolish a Fiscal Assistant 2 and Business Development Analyst position to create two new Data Specialist positions. With the continued transition of the DA's office to a paperless office, and with the increase in processing the State's discovery obligations, the Data Specialist roles are needed to maintain and manage the digital discovery system, in addition to our State case management program.
 - B. There will be no overall net cost change to the office. Fiscal Assistant 2 is in pay grade NR15 (\$17.69 - \$26.54). The Business Development Analyst is in paygrade NR 27 (\$35.60 - \$53.40). The new Data Specialists have been placed in pay grade NR26 (\$33.58 - 50.37). We do not expect this to have an effect on our overall budget.
 - C. Due to one eliminated position being in a higher pay range, and one eliminated position being in a lower pay range, the department will take care that there is no net change in costs when filling the Data Specialist positions.
 - D. Assumptions include that the currently vacant Fiscal Assistant 2 and Business Development Analyst positions would be filled with a mid-range candidate. The department also assumes that the Data Specialists will start at the lower end of the pay range.

Department/Prepared By District Attorney – prepared by DDA Sara Sadowski

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.

Authorized Signature

Kent Lovern

Kent Lovern, District Attorney 5/21/2025

Did SBP Fiscal Staff Review?

☒

Yes

☐

No

Did CBDP Review?²

☐

Yes

☐

No

☒ Not Required