

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 3, 2024

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: From Agency 200 – Combined Courts Operations requesting the creation of 10.0 FTE Clerical Specialist positions (Pay Grade NR14) in Agency 200 – Combined Courts Operations, beginning June 23rd, 2024. Annual salary costs for each position amounts to \$41,704 per position. Annual social security costs for each position amounts to \$3,363 per position, for a total annual cost of \$45,067 per 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
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input 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.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$242,669.00	\$450,670.00
	Revenue	\$0.00	\$0.00
	Net Cost	\$242,669.00	\$450,670.00
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.
 - Approval of this resolution will authorize the creation of ten (10.0) Clerical Specialist positions in Combined Court Related Operations effective pay period thirteen, beginning June 23rd, 2024. The 2024 cost of the positions, \$242,669, would be absorbed within the department's 2024 tax levy.
- 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.
 - The positions are assigned to Pay Grade NR14 (\$16.37 - \$24.55) and are budgeted at the midpoint (\$41,704) in the pay range. The 2024 partial year costs for the positions are \$242,669. This is for June 23rd through December 31st, 2024. Funds for 2024 to cover the cost of the position will be provided from the department's 2024 Tax Levy.
- 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.
 - There are no budgetary impacts to Combined Court Related Operations for 2024, as the costs for the positions will be absorbed within the department's 2024 Tax Levy. For 2025, the full-year cost of the position is expected to be \$450,670.
- d. Describe any assumptions or interpretations that were utilized to provide the information on this form.
 - No assumptions were used.

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 Office of Economic Inclusion review is required on all professional service and public work construction contracts.

Department/Prepared By Sheryl Bishop, Combined Court Related Operations

Authorized Signature Sheryl Bishop

Did SBP Fiscal Staff Review? Yes No

Did OEI Review?² Yes No Not Required