

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 9th, 2024

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to abolish Real Estate Services Coordinator (paygrade 23CM) and create Real Estate Services Coordinator (paygrade NR23) in the Register of Deeds Office, effective June 23rd, 2024.

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	\$40,576.00	\$75,355.00
	Revenue	\$0.00	\$0.00
	Net Cost	\$40,576.00	\$75,355.00
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.
- The purpose of this action is to align Real Estate Services Coordinator with Register of Deeds Coordinator, which was reallocated in the 2023 Compensation Study. Both positions must reflect the same pay grade (NR23), as they do in the Register of Deeds Organizational Chart and level of responsibility.
- 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.
- 2024 Salary costs for this position are increased by \$8,522.00. 2024 Social Security costs are increased by \$652.00. The total 2024 expense increase is \$9,174.00.
 - Current year costs will be \$40,576.00 (including salary and social security). Projected 2025 costs will be \$75,355.00 (including salary and social security).
 - Total costs are absorbed within the Register of Deeds 2024 Operating Budget.
- 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 the Register of Deeds Operations for 2024, as the costs for the positions will be absorbed within the department's 2024 Operating Budget. In 2025, the full-year cost of the position is expected to be \$75,355.00.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
- No assumptions were made.

Department/Prepared By Teresa Sarnowski, Register of Deeds Coordinator

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.

Authorized Signature _____

Did SBP Fiscal Staff Review?

Yes

No

Did OEI Review?²

Yes

No

Not Required