

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** January 18, 2024

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** A resolution to provide additional salary funding to the Office of the County Clerk to afford the County Clerk flexibility to advance Legislative Assistant positions in the pay range, and authorizing the transfer of \$59,418 from Agency 194-1945 – Appropriation for Contingencies to Agency 327 - County Clerk for salary costs to budget the five positions at midpoint in the pay range

**FISCAL EFFECT:**

- |  |   |
|--|---|
| <input type="checkbox"/> No Direct County Fiscal Impact<br><input type="checkbox"/> Existing Staff Time Required<br><input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency’s Budget<br><input checked="" type="checkbox"/> Not Absorbed Within Agency’s Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input checked="" type="checkbox"/> 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
<b>Operating Budget</b>	Expenditure	\$59,418	\$59,418
	Revenue	\$0	\$0
	Net Cost	\$59,418	\$59,418
<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.
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- A. Approval of this resolution authorizes the Office of Strategy, Budget and Performance, working in conjunction with the Comptroller, to process an administrative appropriation transfer of \$59,418 from Agency 194-1945 – Appropriation for Contingencies to the appropriate salary and social security accounts in Agency 327 - County Clerk to provide funding to budget five existing Legislative Assistant positions at the midpoint in their pay range.
  - B. The direct cost for the 2024 Budget Year is \$59,418. The five existing Legislative Assistant positions are budgeted in pay range NR18. (\$42,973 to \$64,438). Funds were appropriated in the 2024 Adopted Budget to provide funding for the five positions at the minimum amount in the pay range. This supplemental allocation from the Appropriation for Contingencies will provide funds to budget the positions at the midpoint in the range, or \$53,698. This will provide the County Clerk funds to advance any or all of the positions in the pay grade consistent with the procedures outlined in the Administrative Manual of Operating Procedures (AMOP) [03.07 – Position Change Requests](#). To the extent the allocation of \$59,418 from the Appropriation for Contingencies is used, it either reduces the County's year-end surplus or increases its deficit. The unallocated Appropriation for Contingencies has a current balance of \$4,909,162.
  - C. The appropriation of \$59,418 for 2024 is from the Appropriation for Contingencies and impacts the budget as explained above. This includes \$55,195 for salary and \$4,223 for social security costs. For 2025, funding for the positions will need to be addressed in the 2025 Adopted Budget. This fiscal note assumes the cost will remain at \$59,418.

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<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.

D. No assumptions were used.

Department/Prepared By Steve Cady, Research and Policy Director, Office of the Comptroller

Authorized Signature *Stephen J. Cady*

Did DAS-Fiscal Staff Review?  Yes  No

Did CBDP Review?<sup>2</sup>  Yes  No  Not Required