

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** May 21, 2021

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** A resolution authorizing the creation of an Engineering Tech – Surveyor position in Org. Unit 5740, Department of Administrative Services, Facilities Management Division, Section on Architecture, Engineering and Environmental Services and funding the 2021 salary cost, and the replacement of outdated, inefficient equipment with modern technology, with a transfer of \$67,000 from Org. Unit 1940-1945 – Appropriation for Contingencies, easing the surveyal of Milwaukee County Parks properties and other County projects

**FISCAL EFFECT:**

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| <input type="checkbox"/> No Direct County Fiscal Impact<br><input checked="" 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 checked="" 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 |
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*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	\$67,000	\$64,590-\$75,355
	Revenue	\$0*	\$64,590-\$75,355
	Net Cost	\$67,000	\$0
<b>Capital Improvement Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

\*It is anticipated that for 2021 a portion of the anticipated costs may be cross-chargeable to other County departments, which would reduce the net cost to the department. For 2022, it is anticipated that the full cost of the position will be cross-chargeable to other County departments, resulting in no net fiscal impact to the department. However, for either 2021 or 2022, **if other departments are unable to absorb the additional cost of the position by still requiring the same level of outside surveying services, then the position will cause an operating deficit countywide.**

## 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.
- A. Approval of this resolution would create an additional Engineering Tech – Surveyor position within the Department of Administrative Services, Facilities Management Division, Section on Architecture, Engineering and Environmental Services (AE&ES) to bring the total number of surveyors in Milwaukee County employ to two, where it had been prior to December 31, 2018.

This resolution also requests the Department of Parks, Recreation and Culture submit surveying work orders to AE&ES as soon as possible, and for the Department of Administrative Services, Office of Performance, Strategy, and budget (DAS-PSB) to study utilization of surveying services in the 2022 Recommended Budget to ensure cost-effectiveness while also presenting surveying services performed by County employees versus those provided by private contractors.

- B. This resolution provides a one-time outlay in 2021 to cover the approximate \$32,000 cost the position would incur, beginning in pay period 15, and be paid for with funds from the Appropriation for Contingencies account.

Existing staff time would be needed for the Department of Parks, Recreation and Culture to submit work orders to AE&ES and for DAS-PSB to study County use of surveying services.

- C. The budgetary impact in 2021 increases the expenditures of AE&ES by \$67,000; \$32,000 for the 2021 position salary and \$35,000 for surveyal equipment.

In 2022 and beyond, the position's salary cost for the AE&ES personnel budget would subsequently rise to the full annualized amount of \$64,590 to \$75,355 including base salary

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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.

and social security. AE&ES' services are entirely cross-charged to other departments, so dollars which will need to be spent on surveying services in future years by departments are assumed to entirely offset the cost of this position. However, if departments are unable to absorb the additional cost of the position by still requiring the same level of outside surveying services, then the position will cause an operating deficit countywide.

The unallocated balance of the Appropriation for Contingencies account as of May 7, 2021 is \$4,885,940. This number was reported in the May meeting of the Committee on Finance in [File No. 21-36](#). Incorporating transfers from [21-439](#) and [21-399](#) will lower the balance to \$4,744,940. Further incorporating transfers from File Nos. [21-457](#) and [21-467](#) will reduce the balance to \$3,726,940. Use of funds from the Appropriation for Contingencies either decreases the County's overall surplus at the end of the year or increases its deficit.

- D. This fiscal note assumes the position is created under pay grade 30Z1, similar to the existing surveyor position.

Department/Prepared By Ken Smith, Research Services Division, Office of the Comptroller

Authorized Signature *Ken Smith*

Did DAS-Fiscal Staff Review?  Yes  No

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