

### CITY OF MILWAUKEE FISCAL NOTE

A) Date: September 9, 2004

File Number: 040223  
Orig Fiscal Note  Substitute

Subject: Classification and pay recommendations scheduled for by City Service Commission action on September 14, 2004.

Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/ X2398

C) Check One:  Adoption of this file authorizes expenditures  
 Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.  
 Not applicable / no fiscal impact.

D) Charge to:  Departmental Account (DA)  Contingent Fund (CF)  
 Capital Projects Fund (CPF)  Special Purpose Accounts (SPA)  
 Perm. Improvement Funds (PIF)  Grant & Aid Accounts (G & AA)  
 Other (Specify)

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	Reclassification of one position in the City Clerk's Office and title changes for positions in the DOA-Business Operations Division, Document Services Section.  <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
<b>Totals</b>					

F) For expenditures and revenues which will occur on an **annual** basis over several years check the appropriate box below and then list each item and dollar amount **separately**.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	

G) List any anticipated future costs this project will require for completion:

H) Computations used in arriving at fiscal estimate:  
  
*(See attached spreadsheet for details)*

Please list any comments on reverse side or attachment and check here  *(See attached)*

Department of Employee Relations

Fiscal Note Spreadsheet

Finance & Personnel Committee Meeting of September 16, 2004  
 City Service Commission Meeting of September 15, 2004

NEW COST FOR 2004										
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Administration	Printing & Records Manager	7	Document Services Manager	7	N/A	N/A	N/A	N/A	N/A Title Change Only
1	Administration	Microfilm Supervisor	2	Document Services Supervisor	2	N/A	N/A	N/A	N/A	N/A Title Change Only
5	Administration	MPR Aide	918	Document Services Assistant	918	N/A	N/A	N/A	N/A	N/A Title Change Only
7								\$0	\$0	\$0

NEW SAVINGS FOR 2004										
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Savings	Rollup	Total Rollup+ Sal
1	Common Council/City Clerk	Council Admin Manager	11	Council Records Manager	9	\$61,907*	\$59,372*	\$487	\$100	\$587
1								\$487	\$100	\$587

\*Current incumbent is underfilling in SG 8. Savings reflect the difference between SG 11, Step 1 and SG9, Step 3 (level to which he would be promoted).  
 Assume changes are effective Pay Period 22 (October 10, 2004).

PROJECTED NEW COST FOR FULL YEAR										
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Administration	Printing & Records Manager	7	Document Services Manager	7	N/A	N/A	N/A	N/A	N/A Title Change Only
1	Administration	Microfilm Supervisor	2	Document Services Supervisor	2	N/A	N/A	N/A	N/A	N/A Title Change Only
5	Administration	MPR Aide	918	Document Services Assistant	918	N/A	N/A	N/A	N/A	N/A Title Change Only
7								\$0	\$0	\$0

PROJECTED NEW SAVINGS FOR FULL YEAR										
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Savings	Rollup	Total Rollup+ Sal
1	Common Council/City Clerk	Council Admin Manager	11	Council Records Manager	9	\$63,455**	\$59,372	\$4,083	\$835	\$4,917
1								\$4,083	\$835	\$4,917

\*\*Reflects increase for Salary Grades 11-20 as of Pay Period 1, 2005