



**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

Maria Monteagudo  
Department of Employee Relations  
City of Milwaukee  
200 E Wells St, Room 706

December 7, 2018

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 181266 – Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action*

Dear Committee Members:

The following classifications and pay recommendations will be submitted to the City Service Commission meeting on December 11, 2018.

**Comptroller's Office**

Current	Recommendation
Assistant Accounting Manager PR 2IX (\$58,462 - \$81,844) One Position	Assistant Accounting Manager PR 1GX (\$66,435 - \$93,010) One Position
Assistant Grant Fiscal Manager PR 2IX (\$58,462 - \$81,844) One Position	Assistant Grants Fiscal Manager PR 1GX (\$66,435 - \$93,010) One Position

**Fire and Police Commission**

Current	Recommendation
Emergency Communications and Policy Director PR 2NX (\$80,442 - \$112,627) One Position	Emergency Management and Communications Director PR 2NX (\$80,442 - \$112,627) One Position  FN: Recruitment at any point in the range with DER and F&P Chair approval

Respectfully submitted,

Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement

C: Martin Matson, Chris Wanty, Aycha Sawa, Brad Glaunert, Sheila Scott, Rocky Wruck, Dennis Yaccarino, Nicole Fleck, Nicholas Sinram, La Keisha Butler, Paulina de Haan, Elizabeth Moore, Bryan Rynders

## JOB EVALUATION REPORT

City Service Commission Meeting: December 11, 2018

### Comptroller's Office

Current	Recommendation
Assistant Accounting Manager PR 2IX (\$58,462 - \$81,844) One Position	Assistant Accounting Manager PR 1GX (\$66,435 - \$93,010) One Position
Assistant Grant Fiscal Manager PR 2IX (\$58,462 - \$81,844) One Position	Assistant Grants Fiscal Manager PR 1GX (\$66,435 - \$93,010) One Position

### Background

The City Comptroller, Martin Matson, has requested the study of two assistant manager positions in the Comptroller's Office. He indicated that the duties and responsibilities of these two positions have changed and there is pay compression with other positions in the department. Various materials were provided including updated job descriptions and job analysis questionnaires. Discussions were held with Claudia Orugbani, Grants Fiscal Manager; Chris Wanty, Accounting Manager; and Sheila Scott, Assistant Accounting Manager.

Current	Assistant Accounting Manager	Pay Range 2IX (\$58,462 - \$81,844)	1 Position
<b>Recommended</b>	<b>Assistant Accounting Manager</b>	<b>Pay Range 1GX (\$66,435 - \$93,010)</b>	<b>1 Position</b>

Under the general supervision of the Accounting Manager, this position is responsible for the timely and accurate reporting of all financial transactions in all 102 funds of the City; the supervision, review, recording, and reconciling of all financial transactions including accounts payable, accounts receivable, fixed assets, inventory, and debt; preparation and coordination of the Comprehensive Annual Financial Report (CAFR) for the City; the research, analysis and resolution of accounting issues; the drafting and updating of policies and procedures; and managing the daily operations of the General Accounting Division staff. Duties and responsibilities include the following:

- 40% Prepare and coordinate publication of the CAFR; prepare or supervise staff in the preparation of documents that comprise the CAFR including individual, combining, government-wide and fund statements, footnotes, schedules and statistical tables; coordinate the annual financial statement audit, manage the timing of fieldwork with the external auditors, ensure the timely completion of auditor requests for data, supporting schedules and other information; prepare or manage the preparation of account and transaction analyses; provide solutions at weekly audit status meetings to resolve issues; prepare or supervise staff in the completion of individual fund statements including financial notes; and assemble the various schedules, tables, letters and footnotes into a completed CAFR, coordinate printing of the draft and final versions, and approve and disseminate the final version.
- 40% Manage accounting staff including the review of work products, make recommendations for improvement, and conduct annual performance reviews; design and maintain accounting entry templates for FMIS and related sub-processing modules including accounts payable, accounts receivable, billing, purchasing, and inventory; create new ChartFields and update and maintain the chart of accounts; analyze and test new FMIS processes before and after implementation; oversee and journalize Treasurer's Office cash, investment, and tax transactions; review and record all asset and liability transactions for all City funds; research, identify, analyze, and resolve accounting issues; prepare specialized reports for use by the Common Council, external auditors, rating agencies, and other parties; review accounting transactions and fund balances and correct errors prior to recording of transactions; analyze and implement new and/or

revised accounting pronouncements; draft and update accounting policies and processes; and communicate these procedures to all City users of the financial system.

- 20% Oversee, analyze, calculate, and maintain schedules related to public debt including revenue bonds, school construction bonds, revenue anticipation notes, general obligation notes/bonds, and lines of credits; reconcile monthly Local Government Investment Pool deposit activity; review and record monthly investment, fiscal agent cash payment and debt service transactions; maintain debt amortization schedules; record allocation of bond premium; and review the adequacy of debt reserve funds.

Minimum requirements include a bachelor's degree in accounting and five years of progressively responsible experience in accounting. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

The Assistant Accounting Manager has not been studied since it was created in 2001 and placed in Salary Grade 008 (\$47,221 - \$66,106) (2001 Rates). In 2012, when the Salary Ordinance was restructured, Salary Grade 008 became Pay Ranges 1EX (\$58,462 - \$81,844) and 2IX (\$58,462 - \$81,844) with no change in rates of pay.

In contrast, the supervisor of this position, Accounting Manager in Pay Range 1IX (\$75,478 - \$105,669), was studied in 2015 and reallocated from Pay Range 1GX (\$66,435 - \$93,010) to Pay Range 1IX (\$75,478 - \$105,669). The rationale for the reallocation was recognition of the City-wide impact that the position has and to bring the position more in alignment with the labor market. This rationale would also be true for the Assistant Accounting Manager. This position also has a City-wide impact, has taken on more supervisory and oversight responsibilities, serves as the lead accounting liaison for the PeopleSoft upgrade, performs year-end closing procedures which includes loading the annual budget into the accounting system and rolling over purchase orders, and works with the Public Debt Specialist, after each sale, to allocate sale proceeds and reduce the corresponding budget authority for funded projects.

Using the Economic Research Institute, a salary database service for employers, to which the Department of Employee Relations subscribes, labor market rates were reviewed for the following titles. The rates are based on the mean rates of pay from one to seven years of experience for positions within 30 miles of Milwaukee.

Title	One Year of Experience	Seven Years of Experience
Accounting Manager	\$98,991	\$121,904
Accounts Payable and Receivable Manager	\$82,692	\$100,957
Accounting Supervisor (Professional)	\$78,926	\$99,729
Accounting Supervisor (General)	\$70,928	\$87,449

Comparisons were also made to related City positions, including the following:

Title	Department	PR	Rates
Accounting Manager–City Development	Department of City Development	1GX	\$66,435 - \$93,010
Assistant Court Administrator	Municipal Court	1GX	\$66,435 - \$93,010
Water Business Operations Manager	DPW-Water Works	1GX	\$66,435 - \$93,010
Business Finance Manager	Milwaukee Fire Department	1FX	\$62,338 - \$87,270
Business Operations Manager (MHD)	Milwaukee Health Department	1FX	\$62,338 - \$87,270
Business Operations Manager (DNS)	Department of Neighborhood Services	1FX	\$62,338 - \$87,270
Parking Financial Manager	DPW-Operations	1FX	\$62,338 - \$87,270
<b>Assistant Accounting Manager</b>	<b>Comptroller's Office</b>	<b>2IX</b>	<b>\$58,462 - \$81,844</b>
<b>Assistant Grant Fiscal Manager</b>	<b>Comptroller's Office</b>	<b>2IX</b>	<b>\$58,462 - \$81,844</b>
Business Operations Manager	DPW-Administration & DPW-Infrastructure	1EX	\$58,462 - \$81,844
Pension Accounting Manager	Employees' Retirement System	1EX	\$58,462 - \$81,844

The department also indicated that there is pay compression between this position and some of the positions that it supervises. The chart below shows all the professional positions in the General Accounting Division of the Comptroller's Office.

Title	Number of Positions	Pay Range	Rates
Accounting Manager	1	1IX	\$75,478 - \$105,669
Assistant Accounting Manager	1	2IX	\$58,462 - \$81,844
Accounting Supervisor	1	2HX	\$54,865 - \$76,806
Accounting Specialist	4	2GX	\$51,469 - \$72,063

Although the Assistant Accounting Manager has much more oversight and management responsibilities, the difference in pay level between this position and the Accounting Supervisor and Accounting Specialist positions is only one and two pay levels respectively. Currently, three direct subordinates are paid more than this position, from a few to several thousand dollars. It should be noted that the Accounting Supervisor position in Pay Range 2HX (\$54,865 - \$76,806) serves more as a leadworker rather than a supervisor and the supervisory and oversight responsibilities are performed primarily by the Assistant Accounting Manager and Accounting Manager positions.

Based on changes in duties and responsibilities and pay comparisons to other internal and external positions, we recommend that this position be reallocated to a higher pay range. We further recommend that the position be placed in "Section 1: Officials and Administrators" of the Salary Ordinance rather than "Section 2: Professionals" as this position has taken on more supervisory and oversight management responsibilities. With this in mind, we recommend this position be reallocated to Pay Range 1GX (\$66,435 - \$93,010). Other classifications in this pay range include Accounting Manager – City Development, Assistant Court Administrator, and Water Business Operations Manager.

We therefore recommend the position of "Assistant Accounting Manager" in Pay Range 2IX (\$58,462 - \$81,844) be reallocated to Pay Range 1GX (\$66,435 - \$93,010).

<b>Current</b>	<b>Assistant Grant Fiscal Manager</b>	<b>Pay Range 2IX (\$58,462 - \$81,844)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Assistant Grants Fiscal Manager</b>	<b>Pay Range 1GX (\$66,435 - \$93,010)</b>	<b>1 Position</b>

This position assists in the supervision and managerial direction of 14 employees in the Revenue and Cost Division; ensures that the City is complying with the accounting and financial reporting provisions of the Community Development Block Grant (CDBG) Program; works closely with the Community Development Grants Administration (CDGA) and sub-grantees to ensure that the accounting and financial reporting procedures are compliant with federal guidelines and City requirements; helps to minimize questioned costs for which the City could be liable by continually and effectively monitoring and the financial use of grant funds by City departments and sub-recipients; assists with maintaining an adequate and effective grants management system and internal accounting controls for the grants; and assists in ensuring that the City complies with the laws, regulations and requirements established by the granting agencies, Generally Accepted Accounting Principles (GAAP), the Uniform Grant Guidance and the City's policy guidelines. Duties and responsibilities are as follows.

- 30% **Accounting and Budgeting** – Manage the CDBG accounting functions in support of Common Council policy objectives and federal guidelines including the establishment of the chart of general and subsidiary ledger accounts, and appropriations transfers; monitor, analyze, and reconcile grants transactions for timeliness, accuracy, consistency and completeness; control cash management compliance and revenue recognition activities for the CDBG Program including a review of grant funds drawdown, and the recording and monitoring of grant revenue; assist with defining, updating, maintaining and enforcing accounting policies, procedures, and internal controls; and establish a chart of accounts for the grants to ensure compliance with GAAP, Uniform Grant Guidance, and the City's grant-in-aid procedural guidelines; review

project budgets, grant contracts, grant agreements, and other award documents; and review and approve documents prior to the Comptroller's counter signature.

- 30% **Audit and Review** – Collaborate with the division manager to identify and develop process improvements for audits and reviews, and increase overall work efficiency and compliance with grant requirements; assist with the coordination and supervision of all phases of on-site reviews of organizations that receive pass-through grant awards from the City by assessing and identifying risks, and prioritizing and assigning audits; perform initial review of the work papers and draft fiscal site review reports for accuracy and completeness prior to managerial review and approval; if applicable, determine that the computation of program income generated from the award is accurate, monitor the auditor's follow-up with findings, recommendations, and questioned costs, and monitor the use of program income for grant-related activities; assist with the supervision and review of the Cost Allocation Plan which details equitable distribution of indirect costs to all funding sources, Preliminary Reviews of newly funded agencies, Independent Audit Reports (Desk Reviews) of sub-recipients that meet the single audit threshold and issue management decisions, and monitor staff follow-up with the reviews.
- 15% **Financial Reporting** – Serve as a resource and support division staff with year-end closing activities through preparation of the Schedule of Expenditures of Federal Awards (SEFA) for the annual Single Audit Report and grant funds financial statements for inclusion in the City's Comprehensive Annual Financial Reports (CAFR); prepare lead and supplementary schedules for the City's annual financial and single audits as required, quarterly Federal Financial Reports or Financial Status Reports (FFR/SF425) for all U.S. Department of Housing and Urban Development funded programs and other required reports, and various quarterly reconciliation reports for the CDBG that are designed to confirm that financial data in the FMIS (Financial Management Information Systems) agree with data from the federal line of credit.
- 20% **Division Administration** – Assist with selecting, recruiting, and orienting new division staff and communicating job expectations; assist with daily supervision and direction over professional and support staff of 12 employees with planning and assigning work, establishing priorities, conducting performance appraisals and making recommendations for disciplinary action; keep division manager and staff informed of any problem areas and recommend necessary corrective actions; perform initial review of staff work for accuracy, consistency and completeness prior to managerial review; keep abreast of new requirements, assist with assessing the City's compliance with such requirements, update processes as necessary, and provide guidance on compliance matters; and maintain continuous communications and share relevant information with the grants management team, participating departments and sub-recipients.
- 5% **Other Duties** – Provide ongoing support to end users of the Project and Grant Module of the City's FMIS with troubleshooting and resolving systems issues to ensure the effective use of the system, and participate in special projects as needed; coordinate and participate in the grants management team effort to conduct diligence testing of the City's FMIS during systems upgrades and updates; and assist with coordinating and participating in special projects as needed.

Minimum requirements include a bachelor's degree in accounting or related degree with major coursework emphasis in accounting and five years of experience in professional auditing, accounting and management. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

This position of Assistant Grant Fiscal Manager has not been studied since 2001 when it was reclassified from Accounting Supervisor in Salary Grade 007 (\$44,315 - \$62,037) to Assistant Grant Fiscal Manager in Salary Grade 008 (\$47,221 - \$66,106) (2001 Rates). In 2012, when the Salary Ordinance was restructured, Salary Grade 008 became Pay Ranges 1EX (\$58,462 - \$81,844) and 2IX (\$58,462 - \$81,844) with no change in the rates of pay.

Like the Accounting Manager, the supervisor of this position, Grants Fiscal Manager in Pay Range 1IX (\$75,478 - \$105,669), was studied in 2015 and reallocated from Pay Range 1GX (\$66,435 - \$93,010) to Pay Range 1IX

(\$75,478 - \$105,669). The rationale for the reallocation was in recognition of the City-wide impact that the position has and to bring the position more in alignment with the labor market. This rationale would also be true for the Assistant Grant Fiscal Manager which also has a City-wide impact, and has had to work with increased complexities related to grants management; changes in the Single Audit Threshold from \$500,000 to \$750,000 resulting in a greater responsibility for compliance with grant requirements; increased scrutiny by federal and state funding agencies, concerned citizens, the media and legal establishments; competing demands of various grants; system upgrades and updates; and a greater responsibility for oversight.

In addition to the comparisons to internal and external positions listed earlier in this report this position also has pay compression with other positions in the Revenue and Cost Division as shown below.

Title	Number of Positions	Pay Range	Rates
Grants Fiscal Manager	1	1IX	\$75,478 - \$105,669
Assistant Grant Fiscal Manager	1	2IX	\$58,462 - \$81,844
Accountant Lead	1	2HX	\$54,865 - \$76,806
Auditor Lead	1	2HX	\$54,865 - \$76,806
Accounting Specialist	6	2GX	\$51,469 - \$72,063

Although the Assistant Grant Fiscal Manager has much more oversight and management responsibilities, the difference in pay level between this position and the Accountant Lead/Auditor Lead and Accounting Specialist positions is only one and two pay levels, respectively. Currently, three direct subordinates are paid more than this position, from a few to several thousand dollars.

Based on the changes in duties and responsibilities and pay comparisons to other internal and external positions, we recommend that this position be reallocated to a higher pay range. We further recommend that the position also be placed in "Section 1: Officials and Administrators" of the Salary Ordinance rather than "Section 2: Professionals" as this position has taken on more supervisory and oversight management responsibilities. To make the title of this position consistent with the supervisor of this position, Grants Fiscal Manager, we recommend making the word "Grant" plural and changing the title to "Assistant Grants Fiscal Manager".

We therefore recommend the position of "Assistant Grant Fiscal Manager" in Pay Range 2IX (\$58,462 - \$81,844) be reclassified to "Assistant Grants Fiscal Manager" in Pay Range 1GX (\$66,435 - \$93,010).

#### Action Required – Effective Pay Period 2, 2019 (January 13, 2019)

##### In the Salary Ordinance

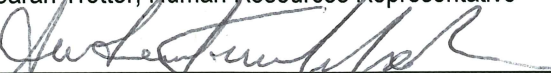
##### Under Pay Range 1GX:

Add the titles of "Assistant Accounting Manager" and "Assistant Grants Fiscal Manager".

##### Under Pay Range 2IX:

Delete the titles of "Assistant Accounting Manager" and "Assistant Grant Fiscal Manager".

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: December 11, 2018

**Fire and Police Commission**

Current	Recommendation
Emergency Communications and Policy Director PR 2NX (\$80,442 - \$112,627) One Position	Emergency Management and Communications Director PR 2NX (\$80,442 - \$112,627) One Position FN: Recruitment at any point in the range with DER and F&P Chair approval

**Background**

The Department of Employee Relations has received a request from La Keisha Butler, Fire and Police Commission Executive Director, to study the position of Emergency Communications and Policy Director in Pay Range 2NX (\$80,442 - \$112,627) as part of a reorganization of Homeland Security Section. The department wishes to combine the position of Emergency Communications and Policy Director and the vacant position of Homeland Security Director in Pay Range 11X (\$75,478 - \$105,669) into one new position. A new job description and job analysis questionnaire were provided.

**Duties and Responsibilities**

This new combined position will be responsible for directing the activities of the Office of Emergency Management and Communications (formerly the Department of Homeland Security); serving as a liaison and primary point of contact for activities related to emergency management planning as well as providing oversight of the City's emergency communications systems including the City's 911 center and radio systems; directing all emergency preparedness initiatives within the City of Milwaukee as outlined in and required by Chapter 323 of the Wisconsin State Statutes and Chapter 6 of the City of Milwaukee Charter Ordinances; coordinating and monitoring all emergency communications strategic planning, projects and budget; and facilitating internal governance and decision-making through committees and ad hoc workgroups where appropriate. The duties, responsibilities, and requirements are further detailed below.

- 30% Direct and manage the City's Office of Emergency Management and Communications which is responsible for the City's Comprehensive Emergency Management Plan (CEMP), the Continuity of Operations Plan (COOP), hazard mitigation plans, compliance with the National Incident Management System (NIMS), and facilitation of the Emergency Communications Ad Hoc Workgroup (ECW).
- 20% Coordinate all internal activities related to Emergency Management and Communications to ensure efficient and effective use of Citywide resources. Internal activities include technological succession planning, budget and policy decisions, purchasing and contracts, standards of operation, and grants.
- 15% Serve as the primary point of contact and liaison in matters related to emergency management and communications with federal partners (FEMA (Federal Emergency Management Agency) and Homeland Security); state partners (Department of Military Affairs - Wisconsin Emergency Management Division and Emergency Communications Division); and county partners (Milwaukee County Office of Emergency Management).
- 15% Oversee the operation of emergency communications activities through the development, administration, and implementation of policies, rules, standards of operation, audits and strategic planning.
- 10% Serve as the primary point of contact and liaison to various organizations and officials in the field of emergency management and communications including public health, healthcare, private organizations, non-governmental organizations, and community based organizations; and administer training exercises

and outreach to expand emergency management preparedness to city, state, private organizations, and community based organizations.

- 5% Direct and manage the City’s Emergency Operations Center (EOC) which includes assigning roles and responsibilities to department heads and senior management personnel when the EOC is activated.
- 5% Maintain certifications; and monitor national trends and standards in emergency management and communications.

Minimum requirements include a graduate degree in a related area and five years of experience in emergency communications, emergency management and/or public safety.

**Analysis and Recommendation**

The Fire and Police Commission currently has had two positions that work with emergency communications as shown below.

- Emergency Communications and Policy Director in PR 2NX (\$80,442 - \$112,627)
- Homeland Security Director in PR 1IX (\$75,478 - \$105,669)

The Emergency Communications and Policy Director has been responsible for advancing enterprise-wide emergency communications through the development and implementation of strategic plans that define and establish an optimal organizational structure, facilitate the consolidation of critical emergency and citywide communication systems, oversee the operations and maintenance of radios and 911 dispatch centers and create and administer a new governance committee.

The Homeland Security Director was responsible for emergency management functions per Chapter 323 of the Wisconsin State Statutes and Chapter 6 of the City of Milwaukee Charter Ordinances including the City’s Comprehensive Emergency Management Plan (CEMP), the Continuity of Operations Plan (COOP), hazard mitigation plans, compliance with the National Incident Management System (NIMS), and facilitation of the Emergency Communications Ad Hoc Workgroup (ECW).

The Department has proposed combining the responsibilities of these two positions in a new Emergency Management and Communications Director. In determining the pay level for this position this report considers both market rates of pay as well as comparability to other positions in City government.

The chart below shows the market rates of pay as reported by the Bureau of Labor Statistics for Emergency Management Directors within the southeastern Wisconsin and northern Illinois geographical area.

Emergency Management Directors					
Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Median	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Chicago-Naperville-Elgin, IL-IN-WI	\$40,680	\$49,160	\$73,780	\$96,900	\$119,380

The current rates for the Emergency Communications and Policy Director in Pay Range 2NX (\$80,442 - \$112,627) are in line with these market rates of pay.

The new position will both direct emergency management functions as well as advance enterprise-wide emergency communications. Staff compared the new position’s scope of responsibilities, complexity, consequence of error, and difficulty with other positions paid at similar rates including Public Health Planning and Policy Director, Water Plants Manager, and Chief of Staff Police. This report recommends that Pay Range 2NX (\$80,442 - \$112,627) is appropriate given the City’s internal pay structure.



Based upon this market comparison and the comparison to positions at the same rates of pay, this report recommends classifying this new position as Emergency Management and Communications Director in Pay Range 2NX (\$80,442 - \$112,627). Because of the recent need for recruitment flexibility for leadership positions, this report recommends the ability to recruit at any point in the pay range with the authority of DER and the Chair of the Committee on Finance and Personnel.

**Action Required – Effective Pay Period 1, 2019 (December 30, 2018)**

In the Salary Ordinance

Under Pay Range 2NX:

Delete the title "Emergency Communications and Policy Director".

Add the title "Emergency Management and Communications Director (1)" and create the following footnote:

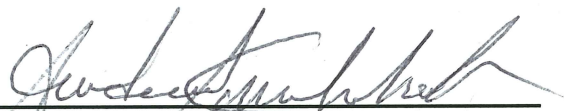
- (1) Recruitment at any point in the range with the approval of DER and the Chair of Finance and Personnel.


In the Positions Ordinance

Under Fire and Police Commission:

Delete one position of "Emergency Communications and Policy Director (Y)".

Add one position of "Emergency Management and Communications Director (Y)".

Prepared by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>12/7/2018</u>	<b>File Number</b> <u>181266</u>	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Communication from the Department of Employee Relations relating to classification studies scheduled for Commission action</u>			

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
		<input type="checkbox"/> <b>Suspends expenditure authority.</b>
		<input type="checkbox"/> <b>Increases or decreases city services.</b>
		<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>
		<input type="checkbox"/> <b>Increases or decreases revenue.</b>
		<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>
		<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>
		<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>
		<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>

<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> <b>Department Account</b>	<input type="checkbox"/> <b>Contingent Fund</b>
		<input type="checkbox"/> <b>Capital Projects Fund</b>	<input type="checkbox"/> <b>Special Purpose Accounts</b>
		<input type="checkbox"/> <b>Debt Service</b>	<input type="checkbox"/> <b>Grant &amp; Aid Accounts</b>
		<input type="checkbox"/> <b>Other (Specify)</b> _____	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		See attached spreadsheet	
	Supplies/Materials			
	Equipment			
	Services			
	Other			
	<b>TOTALS</b>			

**F**

Assumptions used in arriving at fiscal estimate. \_\_\_\_\_

**G**

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 | _____ |

**H**

List any costs not included in Sections D and E above. \_\_\_\_\_

**I**

Additional information. \_\_\_\_\_

**J**

This Note  Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of December 11, 2018  
Finance and Personnel Committee Meeting of December 12, 2018

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Comptroller's Office	Assistant Accounting Manager	2IX	Assistant Accounting Manager	1GX	\$71,901	\$76,935	\$4,840	\$823	\$5,663
1	Comptroller's Office	Assistant Grant Fiscal Manager	2IX	Assistant Grants Fiscal Manager	1GX	\$68,417	\$73,206	\$4,605	\$783	\$5,388
1	Fire and Police Commission	Emergency Comm. & Policy Dir.	2NX	Emergency Mgmt. & Comm. Dir.*	2NX	N/A	N/A	N/A Title Change Only		
3								\$9,445	\$1,606	\$11,051

Assume effective date is Pay Period 2, 2019 (January 13, 2019).  
\*Assume effective date is Pay Period 1, 2019 (December 30, 2018).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Comptroller's Office	Assistant Accounting Manager	2IX	Assistant Accounting Manager	1GX	\$71,901	\$76,935	\$5,034	\$856	\$5,890
1	Comptroller's Office	Assistant Grant Fiscal Manager	2IX	Assistant Grants Fiscal Manager	1GX	\$68,417	\$73,206	\$4,789	\$814	\$5,603
1	Fire and Police Commission	Emergency Comm. & Policy Dir.	2NX	Emergency Mgmt. & Comm. Dir.	2NX	N/A	N/A	N/A Title Change Only		
3								\$9,823	\$1,670	\$11,493

Rates may not be to the exact dollar due to rounding.