

RESOLUTION NO. 2022-42

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING CREATION OF 1 FTE N060 RECORDING SPECIALIST EFFECTIVE 10/08/2022, AND THE TRANSFER OF \$11,676 WITHIN THE 2022 REGISTER OF DEEDS BUDGET

To the Honorable Members of the Racine County Board of Supervisors:

BE IT RESOLVED by the Racine County Board of Supervisors that the transfer of funds as set forth in Exhibit "A," that is attached hereto, within the 2022 Register of Deeds Budget is authorized and approved; and

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the creation of one FTE N060 Recoding Specialist effective October 8, 2022, as set forth in Exhibit "B," that is attached hereto, within the 2022 Register of Deeds Budget is authorized and approved.

Respectfully submitted,

1st Reading _____

FINANCE AND HUMAN RESOURCES COMMITTEE

2nd Reading _____

BOARD ACTION

Donald J. Trottier, Chairman

Adopted _____

For _____

Against _____

Absent _____

Robert N. Miller, Vice-Chairman

VOTE REQUIRED: 2/3 M.E.

John A. Wisch, Secretary

Prepared by: Corporation Counsel

Marcus West

Scott Maier

Nick Demske

Jody Spencer

The foregoing legislation adopted by the County Board of Supervisors of Racine County, Wisconsin, is hereby:

Approved: _____

Vetoed: _____

Date: _____

Jonathan Delagrave, County Executive

3 **INFORMATION ONLY**

4
5 **WHEREAS**, currently the Register of Deeds (ROD) office, not including the land
6 description division, consists of five full-time employees including the Register of Deeds
7 herself and two part-time employees, with one part-time position becoming vacant at the
8 end of the year; and

9
10 **WHEREAS**, the ROD office is very busy with a high volume of walk-in traffic and
11 due to minimum staffing, can only allow one person off at a time; and

12
13 **WHEREAS**, several of the ROD employees have been with the County for many
14 years and have earned time off but have been unable to use it all; and

15
16 **WHEREAS**, although the ROD staff never complains and are always willing to
17 step up and fill in where needed, they can become stressed at times and the fact that
18 vacation requests have been denied due to lack of coverage does not help; and

19
20 **WHEREAS**, for this reason, and the benefit of having another crossed trained
21 person to ease the workload, the Register of Deeds requests the part-time position
22 become a full-time county position; and

23
24 **WHEREAS**, there are appropriate funds in the ROD budget to cover this position
25 and if approved, funds for employee overlap for training purposes; and

26
27 **WHEREAS**, this full-time county position would be classified as a non-exempt 60
28 (N060) titled Recording Specialist.

EXHIBIT "A"

Fiscal Year: 2022

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
REGISTER OF DEEDS CP ROD TECHNOLOGY	12002000.486130	631,742	631,742	(11,676)	620,066	620,066
TOTAL SOURCES				(11,676)		
REGISTER OF DEEDS WAGES	12000000.401000	293,922	124,684	6,687	300,609	131,371
WORKER'S COMP	12000000.402210	2,939	1,248	67	3,006	1,315
SOCIAL SECURITY	12000000.402220	22,486	10,322	512	22,998	10,834
RETIREMENT	12000000.402230	227,777	9,673	518	228,295	10,191
DISABILITY INSURANCE	12000000.402240	2,939	1,127	67	3,006	1,194
GROUP INSURANCE	12000000.402260	84,000	29,166	2,692	86,692	31,858
LIFE INSURANCE	12000000.402270	1,464	810	33	1,497	843
PUBLIC LIABILITY	12000000.436000	4,408	1,872	100	4,508	1,972
EQUIPMENT	12000000.443000	1,000	1,000	1,000	2,000	2,000
TOTAL USES				11,676		
				0		

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST

SEP-7-22

FISCAL NOTE RESOLUTION NO: 2022-42

EXHIBIT "B"

Fiscal Year:

2022

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position created will be effective October 8, 2022						
Register of Deeds						
1.000	Recording Specialist	N060	6,687	3,989		10,676
<u>1.000</u>	Total for CORPORATION COUNSEL		<u>6,687</u>	<u>3,989</u>		<u>10,676</u>

This cost is prorated for pay periods October 8-December 31, 2022.