

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**Date:** October 6, 2016  
**To:** Theodore Lipscomb, Chair, County Board of Supervisors  
**From:** Steven Kreklow, Director, Office of Performance, Strategy, and Budget  
**Subject:** Request to Create 3.0 FTE and Abolish 3.5 FTE in Combined Courts Related Operations (Courts)

**REQUEST**

The Clerk of Circuit Court requests the following position actions in Courts:

- Create 2.0 FTE Deputy Court Clerk (Title Code 8780)
- Create 1.0 FTE Deputy Division Administrator (Title Code 10821)
- Abolish 1.0 FTE Court Services Clerk (Title Code 4048)
- Abolish 2.5 FTE Clerical Assistant (Title Code 8000)

**BACKGROUND/ANALYSIS**

Due to changes in state law and Wisconsin Supreme Court rules, Courts requests to adjust staffing levels. The Deputy Court Clerk positions would be responsible mainly for processing cases filed by Child Support Services and would be 67% funded by outside revenue. The Deputy Division Administrator would help manage multiple functions in the Civil Division. All four positions requested to be abolished are vacant and do not represent critical needs at this time. These position actions were not included in the requested or recommended 2017 Budget. DAS-PSB plans to submit these position actions to the Finance Committee as part of Amendment 2 to include in the 2017 Budget.

**FISCAL NOTE**

The requested position actions represent an annual salary and benefit increase of \$28,838. The two Deputy Court Clerk positions would be partially funded by \$91,439 of outside revenue for a total net annual cost decrease of \$62,601

**RECOMMENDATION**

The Department of Administrative Services - Performance, Strategy and Budget recommends that the request to create 2.0 FTE Deputy Court Clerk, create 1.0 FTE Deputy Division Administrator, abolish 1.0 FTE Court Services Clerk, and abolish 2.5 FTE Clerical Assistant be approved.



Steven Kreklow  
Director, Office of Performance, Strategy, and Budget



1 From the Committee on, Reporting on:

2

3

File No.

4

5 (ITEM NO. ) From the Clerk of Circuit Court, requesting authorization to Create 3.0  
6 FTE and Abolish 3.5 FTE, effective November 4, 2016:

7

8

**A RESOLUTION**

9

10 WHEREAS, the Clerk of Circuit Court requests the following position actions; and

11

12 WHEREAS, the Deputy Court Clerk positions would be responsible for processing  
13 cases filed by Child Supports Services and would be 67% funded by outside revenue;  
14 and

15

16 WHEREAS, the Deputy Division Administrator would help manage multiple functions in  
17 the Civil Division; and

18

19 WHEREAS, all positions requested to be abolished are vacant and do not represent  
20 critical needs at this time; and

21

22 WHEREAS, the request would result in a net cost decrease; and

23

24 WHEREAS, the Department of Administrative Services approves the requested position  
25 actions, now therefore,

26

27 BE IT RESOLVED, that the following position actions are approved, for Combined  
28 Courts Related Operations, effective November 4, 2016:

29

<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
30 Create	Deputy Division Admin	1	28M
31 Create	Deputy Clerk Court	2	25K
32 Abolish	Court Services Clerk	1	12
33 Abolish	Sr Clerical Assistant	3 (2.5 FTE)	05P

34



**MILWAUKEE COUNTY FISCAL NOTE FORM**

DATE: October 6, 2016

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Combined Courts Related Operations request to create 3.0 FTE and Abolish 3.5 FTE

**FISCAL EFFECT:**

- |   |  |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact   | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required   | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget  |  |
| <input type="checkbox"/> Decrease Operating Expenditures  | <input type="checkbox"/> Use of contingent funds       |
| <input checked="" type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues  |  |

*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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	\$4,437	\$28,838
	Revenue	\$14,068	\$91,439
	Net Cost	(\$9,631)	(\$62,601)
<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.

Approval of the request to create 3.0 FTE and abolish 3.5 FTE in Courts would have a net annual cost decrease of \$62,601. Assuming the new positions are filled with 4 pay periods remaining in 2016, the current year cost decrease is \$9,631. These figures include salary, social security, and benefits. They also assume that 2/3 of the Deputy Court Clerk positions are offset by outside revenue from Child Support Services.

Department/Prepared By  Daniel Laurila DAS-PSB

Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review?  Yes  No

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

<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.