

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: October 3, 2016

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Abolishing and creating of Positions

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
(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.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$5,024.54	\$32,659.52
	Revenue	\$13,761.17	\$ 89,447.57
	Net Cost	\$(8,736.62)	\$(56,788.05)
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

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.¹ 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.

The Clerk of Circuit Courts is requesting to abolish two and a half (2.5 FTE) Sr. Clerical Assistant positions, Job code 00000800, Pay grade 5P and one (1.0 FTE) Court Services Clerk, Job code 00004048, Pay grade 12 and creating two (2.0 FTE) Deputy Court Clerk positions, Job code 00008780, Pay grade 19Z and one (1.0 FTE) Deputy Division Administrator, Job code 0010821, Pay grade 28M.

Effective July 1, 2016 all cases are required to be e-filed pursuant Wisconsin Statute Section 801.18. All child support and IVD cases filed by Child Support Services must be e-filed to be compliant with the new statute. The creation of Deputy Court Clerk positions is critical and necessary when a case is filed by the Child Support Services for hearing in the Family Court Commissioner office (FCC) in order to process the action.

The creation of Deputy Division Administrator is necessary as the position acts as a back up to the Division Administrator as well as manages different functional units. This position has to provide recommendations to improve the workflow, processes and procedures to assure continued customer service with maximum administrative efficiencies.

Current Year

Creating three (3.00 FTE) effective October 31, 2016 is as follows:

- a) Two (2.00 FTE) Deputy Court Clerk positions amounts to \$20,850.25 with social security and benefits. (**Positions offset by 2/3 reimbursement.)

¹ 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.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

- b) One (1.0 FTE) Deputy Division Administrator position amounts to \$12,761.84 with social security and benefits.

The total cost (before IVD offset) of the three (3.0 FTE) is \$33,612.09..

Abolish: The impact of abolishing three and a half (3.5 FTE) as of October 31, 2016 is as follows:

- a) Two and a half (2.5 FTE) Sr. Clerical Assistant positions amounts to \$19,982.22 including social security and benefits.
- b) One (1 .0 FTE) Court Services Clerk amounts to \$8,605.33 including social security and benefits.

The cost of the three and a half FTE (3.5) positions amounts to \$28,587.55.

Net Cost: The cost difference between the cost of abolishing and creating positions is \$5,024.54. However, the cost of \$20,850.25 for the two (2.00 FTE) Deputy Court Clerks is offset by the two thirds of the cost (\$13,761.17)for IVD cases and child support cases by the state. So there is a savings of \$8,736.62.

Annual Cost:

Creating three (3.0 FTE) for the whole year is as follows:

- a) Two (2.0 FTE) Deputy Court Clerk position amounts to \$135,526.62 with social security and benefits.
- b) One (1.0 FTE) Deputy Division Administrator amounts to \$82,951.94 with social security and benefits.

The total of the three (3.0 FTE) is \$218,478.57 annually.

Abolishing three and a half FTE (3.5) whole year is as follows:

- a) Two and a half (2.5 FTE) Sr. Clerical Assistant positions is \$129,884.40 with social security and benefits.
- b) One (1 FTE) Court Services Clerk position is \$55,934.65 with social security and benefits.

The total of the three and a half (3.5 FTE) amounts to \$185,819.05 for the entire year.

Net Cost: The difference between the cost of abolishing and creating positions amounts to \$32,659.52. The cost of \$135,526.62 for creating the two (2.00 FTE) of Deputy Court Clerks is offset by the two thirds of the cost (\$89,447.57) for IVD cases and child support cases by the state. So there is a savings of \$56,788.05.

Department/Prepared By Renny More

Authorized Signature

Renny More

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required