

COUNTY OF MILWAUKEE

INTEROFFICE COMMUNICATION

Date: February 22, 2012
To: Lee Holloway, Chairman, County Board of Supervisors
From: Pamela Bryant, Interim Fiscal and Budget Administrator, DAS – Fiscal Affairs
Subject: Department of Human Resources Request to Create 1.0 FTE Comptroller

REQUEST

The Department of Human Resources has requested the creation of 1.0 FTE Comptroller position in the newly created Office of the Comptroller (anticipated Agency 30X) to comply with Wisconsin Statutes.

BACKGROUND/ANALYSIS

Pursuant to 2011 Wisconsin Act 62, the Milwaukee County electorate will elect a new official to the Office of the Comptroller in April who will have the duties and responsibilities assigned to him or her as described in Wis. Stats. 59.255 and Milwaukee County General Ordinance. To be eligible to hold the comptroller position, an individual must either be a certified public accountant, licensed or certified under Wis. Stats. Ch. 442 or hold a master's or doctorate degree in accounting or finance from a regionally accredited, nonprofit, post-secondary educational institution. The duties of the position include, but are not limited to:

- Administration of the county's financial affairs;
- Oversight of the county's debt;
- Monthly reporting on the condition of the county's outstanding contracts and of each of the county's funds and the claims payable from the funds;
- Annual filing (on or before October 1) of the certified and detailed statement of the receipts and disbursements on account of each fund of the county during the preceding fiscal year, specifying the source of each receipt and the object of each disbursement, and also an estimate of the receipts and disbursements for the current fiscal year.
- Verification of the necessary funds to pay the liability that the county may incur under proposed contracts and the countersigning of such contracts;
- Monthly examination of the treasurer's accounts as reported and as kept, and reporting as to their correctness and as to any violation by the treasurer of the treasurer's duty in the manner of keeping accounts or disbursing moneys;
- Provision of independent fiscal analysis of any matter affecting the county when requested, and final verification of all fiscal notes for all proposed legislation;

- Preparation of the written 5-year financial condition forecast for the county;
- Perform all audit functions related to county government; and,
- Administration and oversight of shared services contracts.

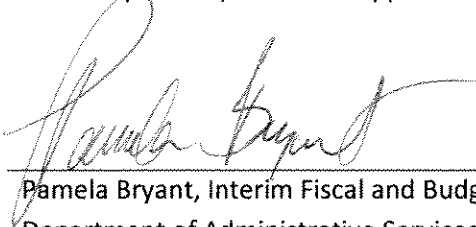
Although the County currently has one position of controller, which has similar responsibilities and duties as the newly created comptroller, and could be abolished upon the elected comptroller taking office to offset the costs of the comptroller, it is in the best interest of the County to maintain both positions for the remainder of 2012 so that adequate time is allowed for transition and knowledge transfer between the two positions. A separate action has been recommended to abolish 1.0 FTE Controller effective December 31, 2012.

FISCAL NOTE

This creation of the comptroller position will result in an annual salary, social security and benefit cost of \$169,904.¹ In 2012, assuming that the comptroller is sworn in on April 16 2012, the 2012 cost would be approximately \$120,893. The Office of the Comptroller will absorb the increased cost within their 2012 salary budget.

RECOMMENDATION

The Department of Administrative Services - Fiscal Affairs Division recommends that the creation of 1.0 FTE Comptroller position be approved so that Milwaukee County is compliant with Wisconsin Statutes.



Pamela Bryant, Interim Fiscal and Budget Administrator
Department of Administrative Services – Fiscal Affairs Division

cc: County Executive Chris Abele
Chairman Lee Holloway, County Board of Supervisors
Amber Moreen, Chief of Staff, County Executive's Office
Terrence Cooley, Chief of Staff, County Board
Supv. Joe Sanfelipp, Chair, Personnel Committee
Supv. Lynne De Bruin, Vice-Chair, Finance and Audit Committee
Jodi Mapp, Personnel Committee Clerk
Carol Mueller, Finance and Audit Committee Clerk
Steve Cady, Fiscal and Budget Analyst, County Board
Rick Ceschin, Senior Research Analyst, County Board

¹ This was calculated using the 2012 benefit rate. The salary of the new position was calculated based on the recommendation that the comptroller salary be set at \$125,000 annually.