**COUNTY OF MILWAUKEE**

INTEROFFICE COMMUNICATION

DATE:<Date>

TO:<Name>, County Board Chair

FROM:<Name>, Director, DAS-PSB

SUBJECT: Request to Abolish 1.0 FTE <Old Title> and Create 1.0 FTE <New Title> in <Department and/or Division Name>

<Department> requests to abolish 1.0 FTE <Old Title and Pay Grade> and Create 1.0 <New Title and Pay Grade>.

<Insert explanation, include at least the following:

* Duties of the position
* Background/Need for the position
* Tie the request to any big picture issues facing the County (3 year plan)>

<Insert fiscal effect including at least the following:

* Information in chart below
* Anticipated date of hire
* Current year and subsequent year costs
* Funding source if costs increase due to this action
* What the savings will be used for if costs decrease due to this action>

The Department or Adminstrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE <Old Title> be abolished, and 1.0 FTE <New Title> be created in <Department/Division>. There is no tax levy impact to this request.

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<Name>, Director, Office of Performance, Strategy, and Budget