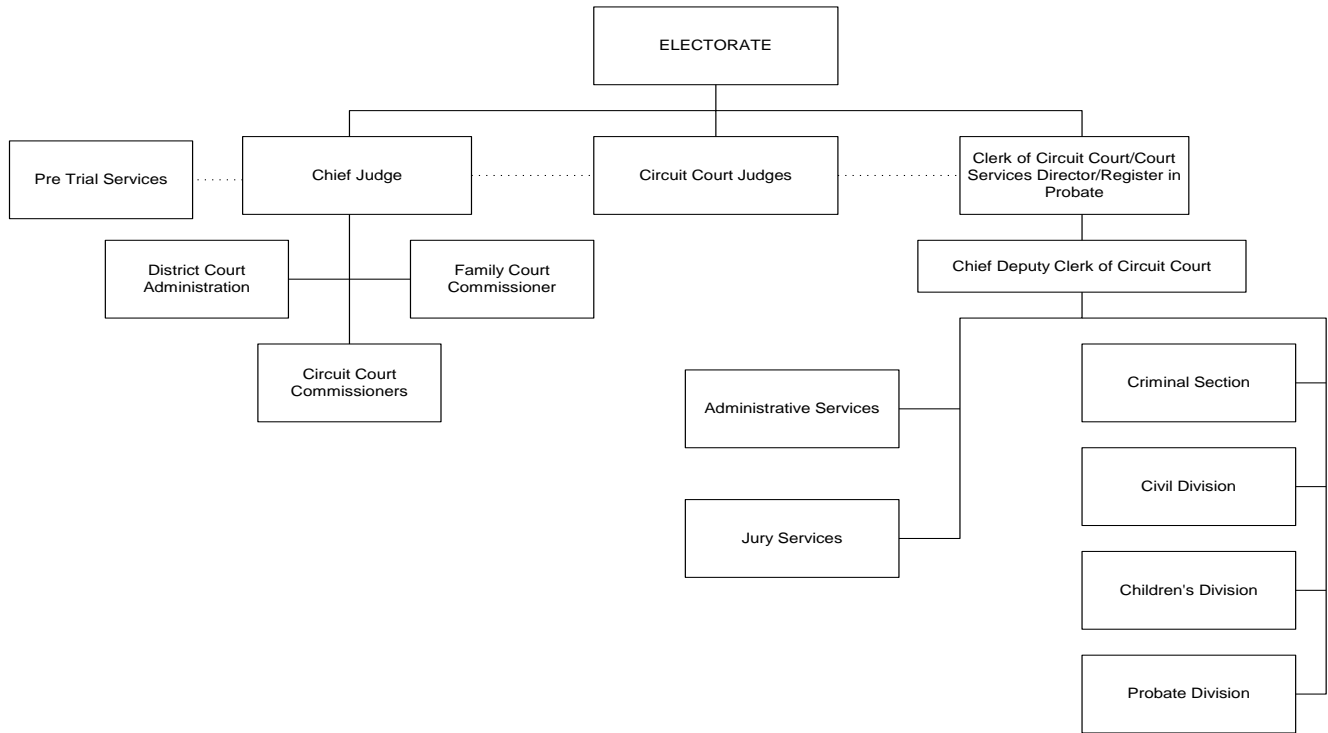


# COMBINED COURT RELATED OPERATIONS (2000)



## MISSION

The mission of Combined Court Related Operations is to ensure public safety by providing judges, attorneys, persons proceeding without an attorney and all other persons involved in Circuit Court proceedings or other functions of the Circuit Court with courteous, proficient and professional services.

## Budget Summary

|                     | 2014       | 2013/2014<br>Change |
|---------------------|------------|---------------------|
| <b>Expenditures</b> | 40,163,672 | 1,412,645           |
| <b>Revenue</b>      | 9,045,457  | (175,121)           |
| <b>Levy</b>         | 31,118,215 | 1,587,766           |
| <b>FTEs</b>         | 288.8      | 3.1                 |

### Major Programmatic Changes

- Bail forfeiture revenue decreased by \$100,000 resulting from the success achieved with the Alternatives to Incarceration programs
- Interest income decreased by \$165,000 to reflect reasonable expectations due to current investment environment
- The requested budget is a “status quo” budget to continue operations while adhering to statutory requirements and judicial orders.

## REQUESTED 2013 BUDGET

DEPT: Combined Court Related Operations

UNIT NO. 2000  
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### OBJECTIVES

- Fulfill state constitutional mandates to keep all courts functioning for the benefit and safety of the citizens.
- Manage resources properly to instill confidence among the general public, policymakers and state and federal funding entities.
- Expand and enhance the provision of court services via the use of electronic research and technology.
- Provide timely, thorough and accurate court record information and related documents.

### DEPARTMENTAL PROGRAM DESCRIPTION

Combined Court Related Operations (Courts) includes the Chief Judge and what were formerly three separate departments: Family Court Commissioner, Register in Probate and County-funded State Court Services/Clerk of Circuit Court.

The Chief Judge is the Administrative Chief of the First Judicial Administrative District, which is solely comprised of Milwaukee County. The Chief Judge is responsible for the oversight of administration of judicial activities in the 47 Circuit Courts within the District, as well as operations and fiscal management of Pre-Trial Services.

As part of the county-wide initiative to classify services under the ICMA (International City/County Management Association) Program Inventory Project, the Combined Court Related Operations are broken down into ten categories:

1. Administration -- Includes administration, jury management, Chief Judge, attorneys, and legal research.

The Administration Division, under direction of the Clerk of Circuit Court/Court Services Director, plans, directs and coordinates the operations of all the divisions of the Circuit Court. It includes General Administration, Budget and Accounting, Appeals, Jury Management and Management Information units. Administration coordinates budget preparation, accounting controls, cash management and investments, personnel, courts automation, jury automation and the purchase and distribution of equipment and supplies. It also prepares statistical reports for the court system and prepares cases for appeal to the State Appellate Court.

2. Children's Court

The Children's Division consults with petitioners, court appointed guardians, probation officers and other officials. It exercises jurisdiction over matters involving persons under the age of 18 regarding delinquency, dependency, neglect, guardianships, detention and termination of parental rights. It directs the preparation of legal processes, court orders and vouchers and maintains and files Children's Court records, including disposition of cases. This division also processes termination of parental rights proceedings, agency adoptions and documents filed in all adoption proceedings.

3. Civil Court

The Civil Division adjudicates small claims, large claims, replevin, and eviction actions. The Clerk of Circuit Court, Civil Division, consults with litigants and attorneys on procedural matters, calculates costs and records judgments; maintains the central court files for civil and family matters; directs the work of the clerical staff of the court; assigns and calendars all cases in the Civil Division of the Circuit Court; and supervises the processing of civil appeals to the State Court of Appeals

4. Courts Improvement – Grant related activity for the purpose of improving the operations of the court system.

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### 5. Criminal Court

The Criminal Division hears, tries, and determines all matters for pre-trial, trial and post-conviction proceedings in felony, misdemeanor and traffic matters. Within the Criminal Division, the Misdemeanor Courts conduct proceedings on matters in which jury demands have been filed in the municipal courts in Milwaukee County. The Clerk of Circuit Court, Criminal Division, consults with litigants and attorneys on procedural matters; processes the records for the court; receives cases from the municipal courts; accounts for and disperses fees and fines to the County Treasurer; prepares judgment rolls and case records; issues warrants and necessary documents for court actions including the issuance of occupational licenses in operating while intoxicated cases; and maintains records for the automated JUSTIS System.

6. Family Court – The Family Court area hears all actions affecting family. Within this area, there are three sections:
- General Office – Conducts hearings for the family matters of separation, divorce, domestic abuse, and harassment.
  - Child Support Enforcement (CSE) – Conducts paternity hearings and monitors the job search task for those individuals liable for child support.
  - Family Court Mediation Services – Provides family mediation services and custody studies.

### 7. Family Drug Treatment Grant

8. Permanency Plan Review -- The project provides children in an out-of-home situation with a review every six months by the court.

9. Register in Probate -- The Register in Probate Division has two sections: Probate Administration and Probate Court Support.

Probate Administration manages and maintains all wills deposited for safekeeping or filed for probate, all probate records of estates, trusts, guardianships of persons and estates, conservatorship, protective placements and involuntary commitments.

Probate Court Support assists the courts assigned probate jurisdiction in adjudicating matters involving probate, trusts, guardianships of persons and estates, conservatorship, protective placements, involuntary commitments, temporary restraining orders and injunctions in individuals at risk cases.

### 10. Self Help Services

The Milwaukee Justice Center (MJC) was founded as a collaboration and partnership between the Milwaukee Bar Association, Marquette University Law School, and Milwaukee County. It is a volunteer based community service project founded on the premise that everyone deserves meaningful access to the justice system, regardless of their economic situation or access to legal services.

## 2014 BUDGET

### *Approach and Priorities*

- Provide adequate resources to fulfill state constitutional mandates, operate as part of an effective and efficient countywide criminal justice system, and protect the interests of children and families in Milwaukee County.
- Continue transitioning to electronic legal records and research.

## REQUESTED 2013 BUDGET

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### ***Programmatic Impacts***

- Bail forfeiture revenue decreased by \$100,000 resulting from the success achieved with the Alternatives to Incarceration programs.
- Interest income decreased by \$165,000 to reflect reasonable expectations due to current investment environment.
- The requested budget is a "status quo" budget to continue operations while adhering to statutory requirements and judicial orders.

### ***Budget Highlights***

#### **Expenditures**

##### ***Wages***

**\$641,585**

Personal Services expenditures for wages and related social security taxes increased from \$15.0 million to \$15.6 million. Included in this increase is requested funding for the position of Intake Court Coordinator.

##### ***Employee benefits***

**(\$581,447)**

Employee health care costs increased by \$72,409, whereas employee pension costs decreased by (\$653,856). Both of these figures are provided by the Department of Administration and are based upon requested staffing levels.

##### ***Retiree (legacy) benefits***

**\$1,224,415**

Retiree health care costs increased by \$243,651 and retiree pension costs increased by \$980,764. Both of these figures are provided by the Department of Administration. Values are not predicated upon requested staffing levels.

##### ***Contract personal services***

**\$62,900**

To continue to achieve operational efficiencies as well as reduce off-site storage costs, Combined Courts is continuing the scanning project begun in partnership with IMSD during 2013. The additional costs are for temporary wages for scanning.

##### ***Legal fees general***

**(\$128,000)**

Although this line item expenditure results from judicial orders and is thus outside the control of the department, an analysis of the last three years indicated a downward trend in this expenditure. Thus, the requested budget was lowered in attempting to achieve the tax levy goal established by the Department of Administration.

##### ***Guardian ad Litem fees***

**\$40,000**

The majority of the expenditures for Guardian ad Litem (GAL) are within the Family Division and Children's Division with Legal Aid Society of Wisconsin. The contract for 2013 is for 2,800 cases at \$648 per case (\$1,814,400), whereas the 2014 contract is for 2,800 cases at \$655 per case (\$1,834,000). Historically, the 2,800 case level is exceeded each year and the estimate is for another 250 cases at the same rate. The balance of the increase relates to increased GAL fees within the Probate Division.

The multi-year (2013-2015) contract with Legal Aid Society was approved by the County Board during calendar year 2012.

##### ***Professional Services***

**\$366,221**

Authority is requested to enter into the following one-year continuation of professional service contracts in 2014 for copy services by Midwest Medical Records, Inc. (\$21,000) and with the State of Wisconsin for the Legal Resource Center (\$174,829). They are included in this budget for County Board approval in lieu of separate review and approval during the budget year.

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The 2014 budget includes funding for the foreclosure mediation project with Metro Milwaukee Foreclosure Mediation Services at \$361,000. There is identical grant revenue for the same dollar amount, thus resulting a zero tax levy. This program was not included in the adopted 2013 budget, but the budget was amended by this same dollar amount (\$316,000) during calendar year 2013. Thus, it appears as a budget increase between the adopted 2013 and requested 2014 budgets.

**Cross charges (not including Child Support) \$89,354**

The requested budget is up from \$6,487,522 to \$6,576,876 for cross charges from other county departments, not including Child Support.

**Child Support (\$192,769)**

The Family Court Commissioner IV-D section provides support to the Department of Child Support Enforcement (CSE) in coordination with County-funded State Court Services and the Family Courts. The total 2014 cross-charge issued from Courts to CSE is \$3,863,583, an increase from 2013 of \$292,075. CSE receives federal reimbursement for 66% of costs and then charges the remaining 34% back to the Courts. This return cross-charge increases from \$1,214,313 to \$1,313,619.

**All other expenditures (\$109,614)**

All other expenditure accounts decreased in total by (\$109,614) as compared to the prior year budget.

**Revenues**

**Bail forfeitures (\$100,000)**

Consistent with our revenue deficit notification to the Finance Committee in February 2013, the success of the various Alternatives to Incarceration programs have resulted in reduced bail forfeiture revenue. The requested budget for 2014 reduces this estimated revenue from \$500,000 to \$400,000.

**Interest on investments (\$165,000)**

Consistent with our revenue deficit notification to the Finance Committee in February 2013, the current investment environment does not offer high rates of return. The requested budget lowered the budget from \$200,000 to \$35,000 to reflect a more accurate estimate of interest income.

**State and federal grants \$305,363**

The chart below recaps the various grants and the changes between the years.

| Grant                           | Adopted<br>2013  | Requested<br>2014 | Increase<br>(Decrease) |
|---------------------------------|------------------|-------------------|------------------------|
| Court Support payment           | 3,058,202        | 3,076,738         | 18,536                 |
| Guardian ad Litem reimbursement | 830,623          | 845,902           | 15,279                 |
| Chief Judge's secretary         | 21,858           | 23,520            | 1,662                  |
| Permanency Plan Review          | 614,272          | 622,728           | 8,456                  |
| Interpreter reimbursement       | 440,371          | 338,801           | (101,570)              |
| Family Drug Treatment Court     | 216,000          | 218,000           | 2,000                  |
| Foreclosure Mediation           | 0                | 361,000           | 361,000                |
| <b>Totals</b>                   | <b>5,181,326</b> | <b>5,486,689</b>  | <b>305,363</b>         |

An important item to note is that for both the Court Support Payments and Guardian ad Litem reimbursement revenues an assumption was made that the payment amounts for State Fiscal Year 2012-2013 will remain the same for State Fiscal Year 2013-2014. Interpreter reimbursement is down due to lower expenditures being

**REQUESTED 2013 BUDGET**

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budgeted based upon an analysis of expenditures for the last three years. Foreclosure Mediation has an identical expenditure amount, so there is no tax levy impact.

**General action large claims** **(\$125,000)**

The requested budget for 2014 is consistent with the projected revenue for 2013 with four months of data. This results in a reduction in revenue from \$950,000 to \$825,000.

**All other revenue accounts** **(\$90,484)**

All other revenue accounts, when combined together, are down from \$2.4 million to \$2.3 million. This equates to a reduction of 3.8%.

**Other comments**

**Family Court Mediation Services** **\$0**

The \$279,393 cost contained in the Family Court Mediation Services section is offset with revenues collected from filing fees in certain family cases, user fees for mediation and custody study services, and from a portion of marriage licenses. If, during 2014, the actual revenue received from these sources exceeds actual expenditures the State mandates (Wis. Stat §814.615(4)) that the excess revenue be set-aside in a reserve account to offset future operating costs in this section. For 2014, a contribution of \$45,393 from the reserve is budgeted, resulting in a zero tax levy in this service.

**Permanency Plan Review Grant** **\$0**

For 2014, the Permanency Plan Review section has expenditure authority of \$622,728 which is offset by matching State revenue. The project provides children in an out-of-home situation with a review every six months by the court. Revenue from the Bureau of Milwaukee Child Welfare funds 4.8 FTE positions.

**Family Drug Treatment Court Grant** **\$2,953**

The Family Drug Treatment Court Grant runs from October 1, 2011 through September 30, 2014. For 2014, \$220,953 in expenditure authority is being requested and offset with \$218,000 in federal grant revenue. Included in this grant are four professional service contracts totaling \$115,274. Also included in this grant, funding is requested for advertising, travel expenses, testing supplies, and a cross-charge from a contract handled by BHD. The contracts are included in this budget for County Board approval in lieu of separate review and approval during the budget year.

| Description                            | Vendor           | Amount         |
|--|------------------|----------------|
| Group moderator                        | Meta House       | 1,050          |
| Evaluator                              | Planning Council | 41,224         |
| Coordinator                            | Rebecca Foley    | 65,000         |
| Sustainability consultant              | Jan Wilberg      | 8,000          |
| Total professional contracts requested |                  | <u>115,274</u> |

**REQUESTED 2013 BUDGET**

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**BUDGET SUMMARY**

| Category                       | Actual            | Adopted           | Requested         | Change 2013/2014 |              |
|--------------------------------|-------------------|-------------------|-------------------|------------------|--------------|
|                                | 2012              | 2013              | 2014              | Amount           | Percent      |
| Personal services (w/o EFB)    | 14,806,609        | 14,936,286        | 15,609,102        | 672,816          | 4.5%         |
| Employee fringe benefits (EFB) | 10,614,979        | 11,624,687        | 12,267,655        | 642,968          | 5.5%         |
| Services                       | 7,872,301         | 7,789,123         | 8,047,614         | 258,491          | 3.3%         |
| Commodities                    | 245,824           | 254,854           | 271,389           | 16,535           | 6.5%         |
| Other charges                  |                   |                   |                   | 0                |              |
| Debt & depreciation            |                   |                   |                   | 0                |              |
| Capital outlay                 | 24,082            | 15,750            | 15,000            | (750)            | -4.8%        |
| Capital contract               |                   |                   |                   | 0                |              |
| County service charges         | 12,685,040        | 12,689,225        | 13,128,337        | 439,112          | 3.5%         |
| Abatements                     | (8,917,197)       | (8,558,898)       | (9,175,425)       | (616,527)        | 7.2%         |
| <b>Total expenditures</b>      | <b>37,331,638</b> | <b>38,751,027</b> | <b>40,163,672</b> | <b>1,412,645</b> | <b>3.6%</b>  |
| Direct revenue                 | 3,498,654         | 4,039,252         | 3,558,768         | (480,484)        | -11.9%       |
| State & federal revenue        | 5,495,169         | 5,181,326         | 5,486,689         | 305,363          | 5.9%         |
| Indirect revenue               |                   |                   |                   |                  |              |
| <b>Total revenues</b>          | <b>8,993,823</b>  | <b>9,220,578</b>  | <b>9,045,457</b>  | <b>(175,121)</b> | <b>-1.9%</b> |
| <b>Direct total tax levy</b>   | <b>28,337,815</b> | <b>29,530,449</b> | <b>31,118,215</b> | <b>1,587,766</b> | <b>5.4%</b>  |

**PERSONNEL SUMMARY**

| Description                       | Actual  | Adopted | Requested | Change    |
|-----------------------------------|---------|---------|-----------|-----------|
|                                   | 2012    | 2013    | 2014      | 2013/2014 |
| Position equivalent (funded) **   | 285.8   | 285.7   | 288.8     | 3.1       |
| Percent of gross wages funded     | 97.0%   | 97.0%   | 97.0%     | 0.0%      |
| Overtime (dollars)                | \$1,621 | \$2,448 | \$0       | (\$2,448) |
| Overtime (equivalent to position) | 0.40    | 0.05    | 0.00      | (0.05)    |

\*\* For the 2012 actual position equivalent figure, the budgeted amount for 2012 was used.

**REQUESTED 2013 BUDGET****DEPT: Combined Court Related Operations****UNIT NO. 2000**  
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| Category                    | Actual     | Adopted    | Requested  | Change 2013/2014 |         |
|-----------------------------|------------|------------|------------|------------------|---------|
|                             | 2012       | 2013       | 2014       | Amount           | Percent |
| Administration              | 5,259,197  | 5,345,348  | 5,741,904  | 396,556          | 7.4%    |
| Children's Court            | 6,554,396  | 6,769,470  | 6,758,447  | (11,023)         | -0.2%   |
| Civil Court                 | 4,742,168  | 5,374,269  | 6,013,685  | 639,416          | 11.9%   |
| Courts Improvement Grant    | (27,724)   | 83,544     | 94,528     | 10,984           | 13.1%   |
| Criminal Court              | 6,853,625  | 7,052,665  | 7,411,404  | 358,739          | 5.1%    |
| Family Court                | 2,632,678  | 2,531,146  | 2,493,576  | (37,570)         | -1.5%   |
| Family Drug Treatment Grant | 10,177     | 0          | 2,953      | 2,953            |         |
| Permanency Plan Review      | 13,615     | 0          | 0          | 0                |         |
| Register in Probate         | 2,222,635  | 2,232,345  | 2,446,834  | 214,489          | 9.6%    |
| Self Help Services          | 137,223    | 141,662    | 154,884    | 13,222           | 9.3%    |
| Total                       | 28,397,991 | 29,530,449 | 31,118,215 | 1,587,766        | 5.4%    |