

EM SUBMISSION NO: 2012 em045

PRESENTED: 1-19-12

ADOPTED: 1-23-12

BY THE EMERGENCY MANAGER:

**RESOLUTION AUTHORIZING APPROPRIATE CITY OF FLINT OFFICIALS
TO DO ALL THINGS NECESSARY TO PROCESS A BUDGET AMENDMENT
TO TRANSFER \$13,588.00 EXPENSE APPROPRIATION FROM 101-136.100-
825.000 FUND BALANCE TO THE FOLLOWING ACCOUNTS:**

\$8,960.00 TO THE 101-136.100-702.000 ACCOUNT

\$4,628.00 TO THE 101-136.100-719.100 ACCOUNT

Due to the urgent need for a temporary employee who would historically be paid from the contractual payments account, the 68th District Court is requesting the above budget amendment transfer resolution.

There is a serious backlog in the Civil Division of the 68th D.C. Currently, there is one employee on extended sick leave and another who is frequently absent, due to a serious illness. The Civil Division handles Landlord/Tenant cases, Small Claims cases, and General Civil cases, all of which are time sensitive and required by law to be handled in a timely manner. At this point, outstanding paperwork is over (1) month old. Efforts have been made to utilize employees from other divisions of the court to assist with the backlog; however, due to the current staff shortage this has been unsuccessful.

At the present time, there are (5) permanent employees assigned to the Civil Division plus (1) vacancy due to the provisional promotion of the 6th clerk. The clerk appointed provisionally has been working in a new classification since August of 2011. Ideally, the department is in need of (3) clerks assigned to General Civil, (2) clerks assigned to Landlord/Tenant and Small Claims, and another (2) employees to log & process mail, process reports, and pull mail for a total of (7) clerks.

The Civil Division of the 68th District Court processed approximately 12,406 cases in 2011. It is extremely important that the court be granted the requested assistance. A delay will result in a continued backlog, violation of MI court rules, statutes, and laws, expired legal documents, and complaints from the community.

RESOLUTION STAFF REVIEW

DATE:

1/12/12

Agenda Item Title:

Budget Amendment

Prepared By:

Paula J. McGlown, 68th D.C. Administrator

Background/Summary of Proposed Action:

The purpose of this resolution is to request a budget amendment from contractual payments to wages & direct fringes to cover the costs of a temporary employee to assist with the backlog in the Civil Division of the 68th District Court.

Financial Implications:

N/A

Budgeted Expenditure:

Yes _____ No _____

Please explain if no: N/A

Account No: N/A

Pre-encumbered: Yes _____

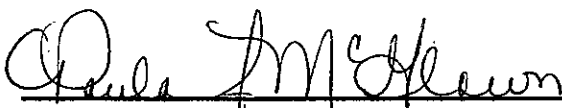
No _____

Requisition# N/A

Other Implications (i.e., collective bargaining):

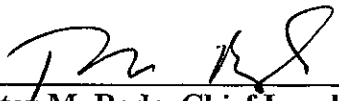
Staff Recommendation: Recommend approval

Staff Person:




Dept Head or other authorized staff)

APPROVED AS TO FORM:


Peter M. Bade, Chief Legal Officer

APPROVED AS TO FINANCE:


Jerry Ambrose, Finance Director

EM DISPOSITION:

ENACT

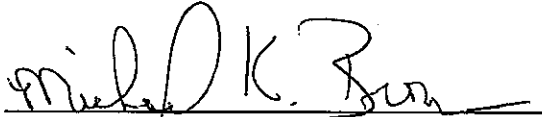
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FAIL

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DATED

1-23-12


Michael K. Brown, Emergency Manager