

Sub. 1 to Res. 130, 2011-2012, as amended
2012 DANE COUNTY OPERATING BUDGET APPROPRIATIONS RESOLUTION

The 2012 Operating Budget is a financial plan for the operational needs of the County and was developed in accordance with the Uniform Accounting Manual for Wisconsin Counties and the pronouncements of the Governmental Accounting Standards Board (GASB).

This resolution constitutes the 2012 Adopted Operating Budget, formulated in accordance with s. 65.90 Wis. Stats., and consists of several parts, as follows:

TABLE 1:	TAX LEVY COMPUTATION AND FUND BALANCE ANALYSIS
TABLE 2:	TAX LEVY HISTORY
TABLE 3:	2012 APPROPRIATIONS FOR OPERATIONS
TABLE 4:	EXPENDITURE & REVENUE HISTORY - OPERATIONS
TABLE 5:	CARRY-FORWARDS
TABLE 6:	INDEBTEDNESS
TABLE 7:	2012 BUDGETED POSITIONS
APPENDIX A	PERSONNEL SAVINGS INITIATIVES

Together with the 2012 Adopted Capital Budget Appropriations Resolution, this document shall constitute the County Budget as defined in s. 65.90, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED that in accordance with s. 65.90, Wis. Stats, the Dane County Board of Supervisors hereby appropriate for 2012 fiscal year operations, the expenditures and revenue amounts on lines designated as appropriations in the attached Table 3. Amounts on lines not designated as appropriations are for informational purposes only. Expenditures in excess of the amounts appropriated or use of general purpose revenues in excess of the amounts listed on the lines designated as appropriations shall require County Board authorization in accordance with s. 65.90(5), Wis. Stats.

BE IT FURTHER RESOLVED that the Dane County Board of Supervisors authorize carry-forward of expenditures and revenues from 2011 to 2012 as recommended in Table 5.

BE IT FURTHER RESOLVED that the Dane County Board of Supervisors authorizes positions for the 2012 fiscal year as shown in Table 7.

BE IT FURTHER RESOLVED that 2012 operating expenditures and revenues shall be subject to the following provisions and controls in addition to all budget control policies enumerated in D.C. Ord. sec. 29.52:

- In addition to reviewing and approving contracts in accordance with Chapter 25, D.C. Ords., the County Board shall adopt resolutions approving all contracts with non-county agencies for which a separate appropriation has been made except for those contracts whose scope of services remains the same as the previous year. No disbursement of funds shall be made to such non-county agencies until a contract has been adopted by the County Board and approved by the County Executive except as otherwise provided. Each Miscellaneous Appropriations contract is to be controlled separately. The Department of Administration has the responsibility to administer these contracts.
- The budgets for all departments having fifteen or more employees shall include a "Salary Savings" line that will be 2% of the budgeted "Salaries & Wages" account for that department.

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- The Department of Administration shall provide written quarterly reports on personnel transactions to the Personnel & Finance Committee. Such report will include information desired by the Committee such as information on new hires and employee resignations and terminations; work force balance of affirmative action groups; costs of limited term employees and overtime; and reclassifications requested and authorized within the current year and annualized costs.
- All expenditures for computer hardware and software must receive prior approval of the Technical Systems Manager.
- The rate for limited term employee Staff Attorney positions in the Clerk of Courts shall be up to \$14.72 with the one position dedicated to Prisoner Litigation work subject to an additional incentive of \$2 per hour above those rates.
- The Human Services Department, Children, Youth & Family Services program includes a contract with Planned Parenthood that is subject to the following provision: "No funds shall be used for political or advocacy work".
- The Department of Administration is directed to work with County departments to develop a Countywide strategic financial plan. The plan shall evaluate current revenue and expenditure conditions and provide a strategic financial forecast over a five year period. The forecast shall identify long term expenditure and revenue trends as well as future issues at the Countywide level and at the department level that will require planning and may require advance action to assure stability over time. The plan will also ensure that elected officials are aware of long term implications of policy decisions. Finally, the plan will create policy options for elected officials to consider to insure continued financial strength. The Department of Administration shall present the plan to the County Executive and the Personnel and Finance Committee before July 1, 2012.
- The County has developed a policy which allows employees in the Department of Land and Water Resources to volunteer to plow snow for the Department of Public Works, Highway and Transportation. This process is being initiated as a pilot program and will be evaluated by the Department of Administration in cooperation with the Department of Land and Water Resources, the Department of Public Works, Highway and Transportation, and employee representatives to determine the form in which the program continues or needs modification to insure long term success.
- The Sheriff's Office shall implement an overtime reduction initiative during 2012. The goal of the initiative is to reduce actual overtime expenditures to 6.6% of total salaries. This would represent a \$300,000 reduction from actual 2010 overtime expenses. Overtime expenditures will be calculated using a format agreed to by the Sheriff's Office and the Department of Administration. The Department of Administration shall work with the Sheriff's Office to review overtime expenses on at least quarterly basis to measure progress.
- The 2012 Budget includes savings resulting from a temporary 1.5% wage reduction for all unrepresented employees effective December 17, 2011. In exchange for this temporary wage reduction, non-represented managerial employees will receive 32 hours of personal leave time, prorated based on FTE, to use as time off and the sabbatical bank limits will be increased by 32 hours to accommodate the additional hours for employees who wish to bank the time.
- The 2012 operating budget includes revenue from the sale of approximately 9.6 acres of land on Spring Valley Road in the Town of Berry. The land was offered in a formal County bid process and four bids were received. The high bid was \$48,009.60 by Edwin and Joan Meier. Pursuant to DC Ord. 28.15(5), this parcel of land is hereby declared surplus and the County Land Acquisition Division is hereby authorized to prepare a deed and Conservation Easement and to schedule a real estate closing to convey this parcel to Edwin and Joan Meier at the offering price of \$48,009.60. Further, the County Executive and County Clerk are hereby authorized to execute a deed and Conservation Easement on behalf of the County of Dane to expedite the transfer of the property and to recognize the revenue.

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- The 2012 operating budget includes revenue of \$847,000 from the sale of 80 acres of land north of the Sheriff's Training Center in the Town of Westport. An appraisal valued the land at \$847,000 and Madison Area Technical College offered to purchase the land for the appraised value. Pursuant to DC Ord. 28.15(5), this parcel of land is hereby declared surplus and the County Land Acquisition Division is hereby authorized to prepare a deed with restrictions, several easements, and other documents necessary to expedite a real estate closing to convey this parcel to Madison Area Technical College at the offering price of \$847,000. Further, the County Executive and County Clerk are hereby authorized to execute the deed and easements on behalf of the County of Dane to expedite the transfer of the property and to recognize the revenue.
- \$102,000 is retained by the Solid Waste Fund as reimbursement for its original purchase of the 80 acres of land in the Town of Westport that is proposed to be sold to Madison College and shall be designated in the Solid Waste Fund as a reserve for any extraordinary costs of extracting the clay due to this sale until such time as the clay reserve is no longer required as part of part of an operating permit or application for a permit.
- The Criminal Justice Council will review and work on establishment of an assessment tool for the purposes of intake screening with the goal of reducing the number of non-violent misdemeanants who often spend a short amount of time in custody. 1.0 FTE has been included to help administer the assessment tool at booking in consultation with law enforcement and the Criminal Justice Council. The Criminal Justice Council shall work cooperatively to establish and implement policy changes with the goal of reducing the jail population allowing for the possible closure of the Ferris Center on or before December 31 2012.
- The Department of Human Services- ACS shall work with the Sheriff and other necessary county and state agencies to develop services and processes necessary for a day reporting center in the event that the Ferris Center is closed based on the work of the Criminal Justice Council .
- Policy makers have discussed conducting two audits in the criminal justice system. One audit would review the County's jail medical service contract and the opportunity to obtain third party reimbursement for services. The second would review overtime expenditures in the Sheriff's Office and recommend opportunities for savings. A consultant retained by the County Board to identify opportunities for savings in the criminal justice system indicated that the jail medical service contract audit, budgeted as a \$4.9 million expenditure in 2012, has an almost certain chance of resulting in savings. As a result, a criminal justice system efficiency line of \$250,000 has been included in the Sheriff's Office budget.
- The Budget contains a contingency fund within the Department of Human Services. The purpose of the contingency fund is to protect against unanticipated state revenue reductions that may occur during 2012. If an unanticipated revenue reduction occurs, funds may be transferred from the contingency fund to the program in which the reduction occurred to maintain current service levels or to mitigate the loss of services. These fund transfers will require the approval of the Health and Human Needs Committee, the Personnel and Finance Committee, and the County Executive. Any portion of the contingency fund that is not used in 2012 will be directed to the general fund.
- The court services clerk that will become vacant through retirement during 2012 shall be allocated according to the priorities established by the Criminal Justice Council.
- The Executive Committee will coordinate the scope of a criminal justice assessment and audit with the Criminal Justice Council and allow the chosen consultant to work directly with and for the Criminal Justice Council.
- Rather than being closed directly into the General Fund at the end of the year, Alliant Energy Center funds are to be closed into the General Fund, Reserve for Alliant Energy Center. This policy will enable the Alliant Energy Center to retain profits made in one year to assist in covering costs of future years.

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- The 2012 budget contains savings from the Hiring Moratorium Program. The operations of these programs are more fully described in Appendix A.
- The Controller's Office may add standard "Personal Services" lines to department's budgets to properly account for Personal Services expenditures not specifically budgeted for. The new accounts added will not change the department's total appropriation.
- The Controller is authorized to make technical corrections to the Budgeted Position List, subject to the review and approval by the County Board Chair.

BE IT FINALLY RESOLVED that the Department of Administration is directed to prepare, in consultation with the Office of the County Board, appropriate narrative information explaining County Board budget related actions, and County Executive veto actions, if any, to be distributed in late 2011 or early 2012, following review and approval by the County Board Chair.

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Appendix A
Personnel Savings Initiatives

Appendix A – Personnel Savings Initiatives Hiring Moratorium and Voluntary Leave Without Pay Program

Hiring Moratorium

The 2012 Budget imposes a moratorium on all hiring except for specific exemptions and special considerations detailed below. The purpose of the moratorium is to maximize savings from position vacancies and to strategically fill vacant positions assigned to the most critical County government functions. Any position that is vacant as of January 1, 2012 or becomes vacant during the 2012 fiscal year will be subject to the hiring moratorium.

The Department of Administration will administer the hiring moratorium. As savings from the moratorium is realized, it will be recorded in a line item called Personnel Savings Initiatives. This line item will be located in the program in which vacancies occur and is in addition to the traditional salary savings line items included in most program budgets. The Department of Administration will track savings from the hiring moratorium countywide. Once the Countywide savings target of \$1,215,000 is achieved, departments may be allowed to count additional savings toward their salary savings goals.

Exemptions and Special Considerations

The hiring moratorium applies to all positions funded by general purpose revenue (GPR) even if the positions are partially GPR funded. Only those positions specifically identified below will be exempt from the moratorium.

- Non-GPR supported positions will be exempt from the moratorium. Non-GPR supported positions include those assigned to the Alliant Energy Center, Dane County Regional Airport, Solid Waste, and positions supported completely and directly by federal, state, or other external revenues.
- The Chief Deputy, Captain, Deputy I-II, Deputy III, Deputy IV, Sheriff Aide, and Jail Clerk positions assigned to the Sheriff's Office are exempt from the moratorium.
- Any Lieutenant, Sergeant, or Administrative Services Supervisor/Manager position in the Sheriff's Office that becomes vacant during 2012 must be held open for at least twelve (12) weeks. Once the twelve (12) weeks has elapsed, the Department may proceed with the recruitment process without appeal.
- Certified Nursing Attendants, Licensed Practical Nurses, and Registered Nurses assigned to the Badger Prairie Health Care Center are exempt from the moratorium.

- Child Protective Social Worker, Lead Economic Support Specialist, and Economic Support Specialist positions are exempt from the moratorium
- Public Safety Communicator and Communications Supervisor positions are exempt from the moratorium.

All other positions will be subject to the moratorium and will not be filled during 2012 unless, an appeal is granted by the County Executive.

Appeal Process

Departments may appeal to the County Executive to fill positions covered by the hiring moratorium. Appeals should be submitted to the Department of Administration. The Department will record the appeal and forward it to the County Executive for a final decision. These decisions will be made within sixteen (16) weeks of being received by the Department of Administration. Any appeal that is outstanding after the sixteen (16) week period will be automatically granted. This amount will be recorded as a negative amount in the Personnel Savings Initiative line item. These reductions will not be included in the following year's base budget.