

Sub. 2 to Res. 133, 2012-2013 as amended
2013 DANE COUNTY OPERATING BUDGET APPROPRIATIONS RESOLUTION

The 2013 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 2013 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:	2013 APPROPRIATIONS FOR OPERATIONS
TABLE 4:	EXPENDITURE & REVENUE HISTORY - OPERATIONS
TABLE 5:	CARRY-FORWARDS
TABLE 6:	INDEBTEDNESS
TABLE 7:	2013 BUDGETED POSITIONS

Together with the 2013 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 2013 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 2012 to 2013 as recommended in Table 5.

BE IT FURTHER RESOLVED that the Dane County Board of Supervisors authorizes positions for the 2013 fiscal year as shown in Table 7.

BE IT FURTHER RESOLVED that encumbrances on purchase orders outstanding at the end of 2012 are re-appropriated in 2013.

BE IT FURTHER RESOLVED that 2013 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 \$14.54 with the one position dedicated to Prisoner Litigation work subject to an additional incentive of \$2 per hour above those rates.
- The County Board Office commissioned a study of overtime use in the Sheriff's Office. The study revealed that many measures implemented by the Sheriff's Office have been successful at reducing overtime expenditures. The study also recommended topics that require additional research and analysis. The Sheriff's Office shall work with the Department of Administration to further analyze and make recommendations on the study's recommendations related to the relief factor for replaceable positions, the pre-hire program, the use of part time employees in collaboration with the Dane County Deputy Sheriff's Association, minimum staffing requirements that vary by hour of day and day of the week, and the scheduling and overtime practices related to team deployments, investigator work, tactical teams, and hospital guards.
- The Treasurer shall create a tax delinquent property disposition task force. The task force shall consist of staff from the Land Acquisition Division of the Land and Water Resources Department and the Controller's Office of the Department of Administration. The task force shall assist the Treasurer in researching, initiating, and accomplishing the sale of tax deeded properties, consistent with Chapter 26 of the Dane County ordinances and State law. The task force shall report its findings and recommendations to the County Executive and the Personnel and Finance Committee on or before June 1, 2013.
- The Department of Administration shall work with the Department of Public Safety Communications to identify and track overtime use. The departments shall review current staffing, scheduling, and other administrative practices and compare them with industry best practices. This review shall culminate recommendations to the County Executive in advance of the 2014 budget on ways to reduce overtime expenses. Similar efforts have been successful in reducing overtime costs in the Dane County Sheriff's Office to 6.6% of total salaries. Currently, Public Safety Communications overtime expenses comprise nearly 13% of total wages.
- The Departments of Planning and Development, Administration, and UW Extension shall identify a process by which the County could develop a strategic plan to help inform the county's policymakers in future years on public budgeting priorities and community values.
- The \$10,000 increase in LTE funding for weed cutting is to be targeted toward support of weed scout activities.
- Dane County requests the City of Madison Department of Civil Rights to conduct a peer review of the Dane County Office of Equal Opportunities with a focus on compliance with federal and state requirements as well as levels of service provided. The peer review would be shared with the County Executive, the Executive Committee, and the Personnel and Finance Committee.
- Priority admission to the Drug Court Treatment Program shall be offered to African American males who have been referred to the program. Priority admission shall mean either immediate admission or priority placement on a waiting list for the Drug Court Treatment Program. African American males admitted to the

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Drug Court Treatment Program shall be assigned first to Genesis Social Services Corporation for case management services. This provision is not intended to supersede admission priorities that may be identified by state or federal funding sources. Dane County contracts with three different agencies to provide case management services to the participants of the Dane County Drug Court Treatment Program. One of those agencies, Genesis Social Services Corporation is designated to work primarily with African American male participants. At the end of September 2012, there were no African Americans participating in the Dane County Drug Court Treatment Program. The County Board encourages the DCDCTP to adopt measures that will attract persons of color into the program.

- The intent of 2 of the 3 Child Protective Services (CPS) social worker positions added to the 2013 budget are meant to be placed in CPS intake or ongoing units and assigned a caseload. So far in 2012 referrals to CPS have increased over 15% in number and a great deal in severity. Turnover and stress among CPS social workers are high. A CPS workload study completed in 2009 indicated the recommended sizes for caseloads and staffing. Based on those recommendations, these 2 positions are needed to be added to the caseload carrying staff to address increased caseload.
- Staff from Planning & Development and Human Services are directed to assist with the development of a housing plan as required by Res 292, 11-12. One of the most critical and time-sensitive objectives of the plan related to housing development is increasing the number of single room occupancy housing units by 100 units and the number of housing units affordable to families supporting themselves on SSI or W-2 by 100 units to September 1, 2015. In order to effectively determine where these housing units are most needed and which ones should be built with county funding, the Human Services Board and County staff and policy makers would benefit from a housing needs study. This housing needs study would ascertain the existing housing stock of each of the municipalities within Dane County as well as the existing housing needs, in terms of income levels, age groups, household sizes, and persons with special needs, as called for in the Dane County Comprehensive Plan. Based on the results of the housing needs study, Dane County can pursue development of the additional units required by Resolution 292 in the most appropriate areas of the County.
- In the development of their 2013 budget proposal the Department of Human Services maximized the projections of and use of revenue in the areas of Prior Period and MA-CSDRB. These revenue sources are somewhat unpredictable. The 2013 budgeted revenue estimates are based on the history of the generation of this revenue over the past 5 years or more. Due to the need for financial stability in the Department that has a budget that is over 50% of the entire Dane County budget, in 2013 Department staff should report the fiscal projections of the Department to Health & Human Needs every month starting in February. This will allow for the implementation of any necessary budget adjustments throughout the year.
- In order to reduce costs, reduce waste, and reduce negative environmental impacts, staff from Purchasing, Information Management, Printing and Services, and the Office of the County Board's Sustainability Coordinator are directed to research and develop a formal, comprehensive policy for the procurement, replacement, and operation of all county printing and copying devices for inclusion in Dane County's Administrative Practices Manual. In addition to addressing printing and copying devices, the policy also will include guidelines for the reduction of paper use. The research also will address options for tracking and measurement of progress due to the new policy. Development of the policy will be accompanied by a communication plan to disseminate the new policy to all county personnel to ensure successful implementation. This new policy will be effective January 1, 2013.
- Positions that become vacant during 2013 will be subject to a standard hiring delay of eight weeks. The following positions are exempt from the eight week delay: 1) Non-GPR supported such as 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. 2) The Chief Deputy, Captain, Deputy I-II, Deputy III, Deputy IV, Sheriff Aide, and Jail Clerk positions assigned to the Sheriff's Office, 3) Any Lieutenant, Sergeant, or Administrative Services Supervisor/Manager position in the Sheriff's Office, 4) Certified Nursing Attendants, Licensed Practical Nurses, and Registered Nurses assigned to the Badger Prairie Health Care Center, 5) Child Protective Social

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Worker, Lead Economic Support Specialist, and Economic Support Specialist positions, 6) Public Safety Communicator and Communications Supervisor positions. Departments may appeal the eight week delay to the County Executive.

- A study committee shall be established to explore the opportunities to relocate the ATIP program from the second floor of the CCB to the courthouse to enhance program security. The committee shall be composed of the following or their representatives: Clerk of Courts, County Board Chair, County Executive, Chief Judge, Chair of the Courthouse Security and Facilities Committee, and Chair of the Public Protection and Judiciary Committee. The committee shall provide a report of its recommendations to the County Executive, Security & Facilities Committee, and the PP&J committee by July 31, 2013 to ensure project inclusion in the 2014 budget. Staff support for the committee shall be provided by the Department of Administration.
- The Public Safety Communications Department is authorized to initiate a pilot pre-hire program using limited term employees with a goal of reducing overtime expenditures.
- The City County Liaison Committee is charged with analysis of opportunities for consolidation of City and County departments and services, including arts programming, information technology, purchasing, and other topics as determined by the City-County Liaison Committee. The Dane County Department of Administration and the City of Madison will provide staff support. The City County Liaison Committee shall make recommendations for merger of governmental activities to the County Executive, the County Board, the Mayor, and the Common Council by July 1, 2013.
- The operating budget includes \$80,000 to re-establish the Better Urban Infill Land Development (BUILD) program, one grant awarded through the program in 2013 shall be for a municipal pilot of planning software that could be acquired by the county such as Urban Footprint and RapidFire models. The purpose of the pilot project is, in part, to determine whether the acquisition of such planning software will be warranted.
- The work effort for help desk position #2330 shall primarily address needs related to the Human Services Department.
- The budget includes \$45,000 in funding for a restorative justice program to be targeted to three middle schools to be identified through a process and criteria established by the Human Services Department. The RFP process for this project will be completed by July 31, 2013 so that implementation can begin in the fall of 2013 school year.
- 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.
- 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 2012 or early 2013, following review and approval by the County Board Chair.