

BOARD OF SUPERVISORS County of Dane

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August 12, 2016

MEMORANDUM

TO: Carlos Pabellon, Director
Department of Administration

Attn: Helen Anderson

FROM: Karin Peterson Thurlow, Chief of Staff
Office of the Dane County Board of Supervisors

SUBJECT: 2017 Budget Request Submission

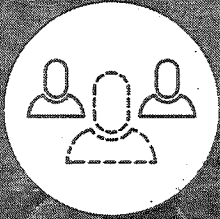
Attached is the 2017 Budget Request for the Office of the Dane County Board. The request has been approved by the County Board Chair Sharon Corrigan.

As you may recall, in our budget meeting we discussed the possibility of adding funds to the Board Office budget to purchase the Boards and Commissions platform from Granicus. This could be a win-win for Dane County, not only making management of appointments easier, but also allowing the public to apply for openings online. I have attached to this cover memo the company's description of this product. The cost they have quoted us is \$14,400.

Printing costs should be charged to account number COBOARD 22043.

Please feel free to contact me if you need additional information.

CC: Sharon Corrigan, Dane County Board Chair

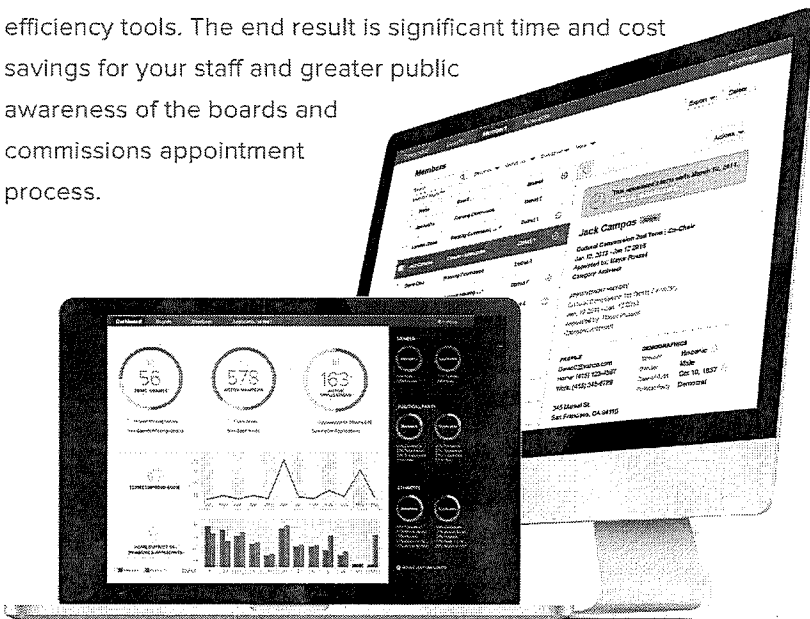


Boards & Commissions

Simplifying applications and appointments online

Did you know that the average clerk's office manages over 600 appointments across 50+ boards and commissions? That's a lot of records, applications, paper, and time. Boards & Commissions is an online tool for clerks and staff to easily manage government body appointments, vacancies, and applications.

For the first time, you can get an application designed specifically for meeting body appointment management. It goes beyond any other product with a deeper set of citizen application and appointment efficiency tools. The end result is significant time and cost savings for your staff and greater public awareness of the boards and commissions appointment process.



- Keep the public informed of active public bodies and membership online
- Allow community members to apply for boards through your website
- Create your own application forms
- Manage board rosters, appointments workflows, and vacancies
- Generate cost savings with a paperless strategy
- Syncs with other Granicus Legislative Management tools for easy administration

Boards & Commissions

Managing the entire citizen appointment process

Moving the board and commission application process online not only cleans up the clutter of paper, it automatically organizes all of the applications and makes them searchable and sortable. Boards & Commissions also provides numerous tools for all the phases of the citizen appointment process.

1. Public notice of vacancy

With the Boards & Commissions application, all vacancies are displayed online. Promote the need to fill the open spot on your website and through social media with buttons and links to apply online.

2. Collection of applications

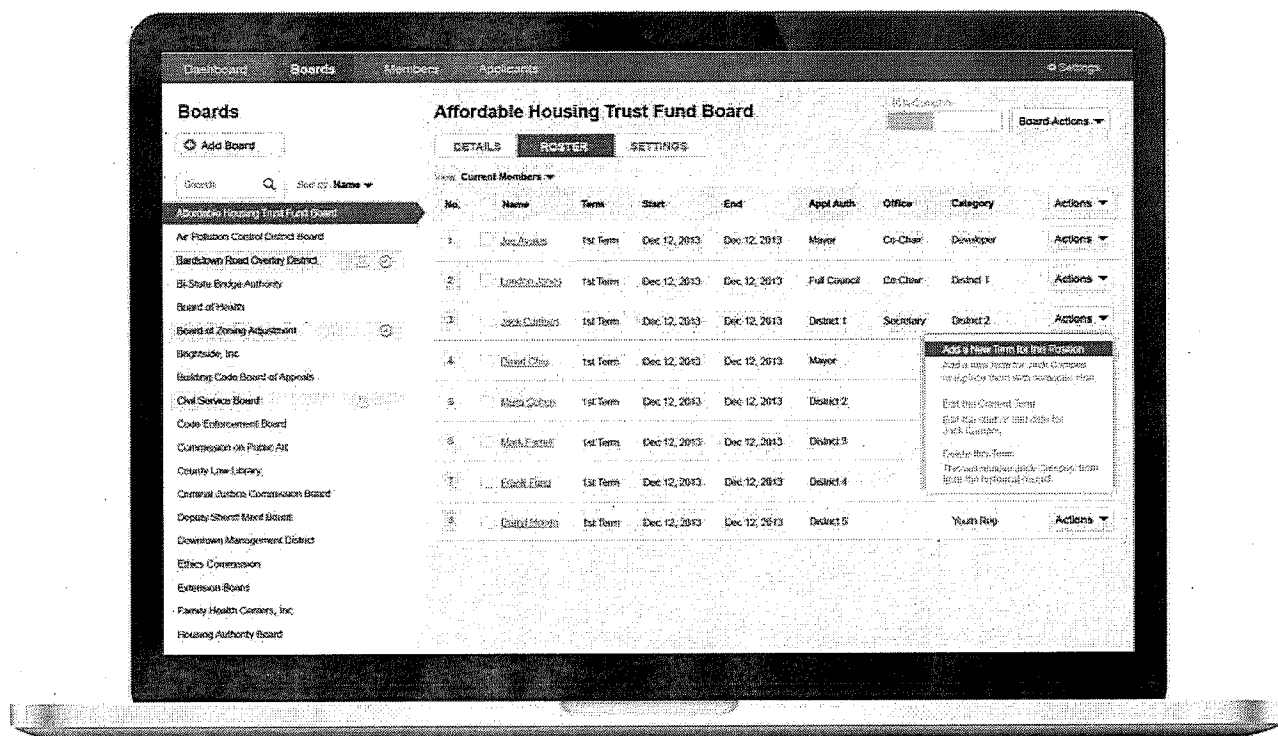
Use Boards & Commissions to build applications for vacancies. Applicants can apply online to multiple boards at anytime. Customize email templates to notify applicants of process statuses.

3. Qualifying & balancing candidates

While reviewing applications, check off important qualifiers such as residency or their oath of office. Search across all applications, filter by boards applied to, or demographics, such as ward, gender, ethnicity, or political leanings. View insightful graphs, searches, and filtering to quickly identify the best candidates.

4. Approving & appointing

Quickly find candidates, print out packets and send them to the approving body. Import agenda items into our Legislative Management Suite. Appointing members automatically sends out pre-identified packets such as orientation manuals or welcome letters.



Boards & Commissions

Feature List

- Online forms to apply for boards and commissions
- Public listing of board rosters, details and vacancies
- Custom form builder for citizen applications
- Board roster management dashboard & reporting
- Embedable buttons and widgets
- Citizen application search and filter tools
- Automated confirmation and notification emails with editable templates
- Integrates seamlessly with Granicus Legislative Management toolset

Increasing public awareness of open positions online

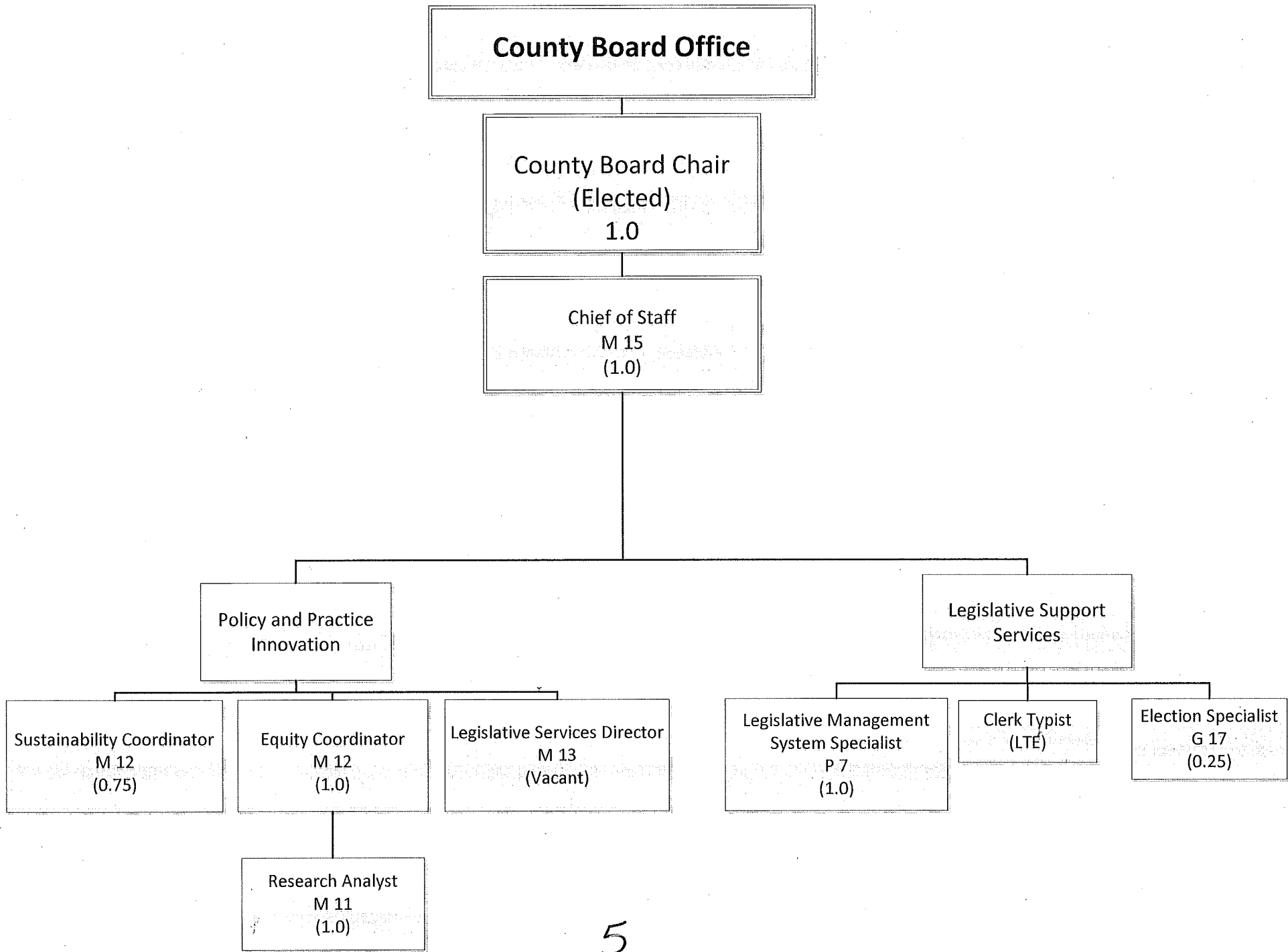
When public board and commission rosters are available to see online, community members can find out the answers to simple questions, such as, 'What boards exist?', 'How can I get on that board?', or, 'Where can I find an open position so I can participate?'

This gives the public a better understanding of the inner workings of their community, and provides them with opportunities to participate.

Monitoring demographics and trends

The dashboard provides numerous ways to look at demographic makeups of boards, citizen applications, vacancy management, recruitment information, term tracking, and other statistics. The dashboard enables a more proactive workflow, visually representing real-time data of boards and commissions in one convenient location.





**COUNTY OF DANE
BUDGETED POSITIONS**

CLASSIFICATION TITLE	RANGE	2015	2016	MOD 2016	2017		
					REQUEST	RECOMM'D	ADOPTED
<u>COUNTY BOARD</u>							
COUNTY BOARD SUPERVISOR	ME CO_BD_	N/A ⁰⁶⁻⁰²	N/A ⁰⁶⁻⁰²	N/A ⁰⁶⁻⁰²	N/A ⁰⁶⁻⁰²	N/A ⁰⁶⁻⁰²	N/A ⁰⁶⁻⁰²
COUNTY BOARD CHAIR	ME CO_BD_	1.000 ⁰⁶⁻⁰⁴	1.000 ⁰⁶⁻⁰⁴	1.000 ⁰⁶⁻⁰⁴	1.000 ⁰⁶⁻⁰⁴	1.000 ⁰⁶⁻⁰⁴	1.000 ⁰⁶⁻⁰⁴
CHIEF OF STAFF	M 15	1.000	1.000	1.000	1.000	1.000	1.000
LEGISLATIVE SVS DIRECTOR	M 13	1.000 ⁰⁶⁻⁰³	1.000 ⁰⁶⁻⁰³	1.000 ⁰⁶⁻⁰³	1.000 ⁰⁶⁻⁰³	1.000 ⁰⁶⁻⁰³	1.000 ⁰⁶⁻⁰³
EQUITY AND CRIMINAL JUSTICE COUNCIL COORDINATOR	M 12	1.000	1.000	1.000	1.000	1.000	1.000
SUSTAINABILITY AND PROGRAM EVALUATION COORDINATOR	M 12	0.750	0.750	0.750	0.750	0.750	0.750
RESEARCH ANALYST	M 11	0.000	1.000 ⁰⁶⁻⁰¹	1.000 ⁰⁶⁻⁰¹	1.000	1.000	1.000
LEGISLATIVE MANAGEMENT SYSTEM SPECIALIST	P 07	1.000	1.000	1.000	1.000	1.000	1.000
ELECTION SUPPORT SPECIALIST	G 17	0.250	0.250	0.250	0.250	0.250	0.250
COUNTY BOARD TOTAL		6.000	7.000	7.000	7.000	7.000	7.000

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COUNTY OF DANE
BUDGETED POSITIONS

SUMMARY OF POSITION FOOTNOTES:

COUNTY BOARD

- 06-01 2016 ADOPTED CREATES 1.0 FTE EFFECTIVE 04/01/2016.
- 06-02 ORD. AMDT. 39, 07-08, ADOPTED NOVEMBER 15, 2007, EFFECTIVE AT THE TERM OF THE COUNTY BOARD COMMENCING ON APRIL 15, 2008: COUNTY BOARD SUPERVISORS SHALL RECEIVE AN ANNUAL SALARY OF \$8,200, PAYABLE AS SET FORTH IN S. 6.045.
- 06-03 2012 BUDGET UNFUNDS POSITION 1749, POSITION AUTHORITY TO REMAIN.
- 06-04 SUB. 1 TO ORDINANCE AMENDMENT 31, 11-12, ADOPTED NOVEMBER 14, 2011, THE CHAIRPERSON SHALL RECEIVE AS TOTAL COMPENSATION AN ANNUAL SALARY OF \$37,000 PAYABLE AS SET FORTH IN S. 6.045.

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Dept: County Board	06	DANE COUNTY	Fund Name: General Fund
Prgm: Legislative Services	100/00		Fund No: 1110

Mission: To effectively represent the people of Dane County, providing services which secure the blessings of freedom, ensure domestic tranquility, promote the general welfare, and perfect the forms of government.

Description: The Dane County Board of Supervisors consists of 37 members elected to two year terms in the spring of even-numbered years. The County Board establishes policy for, and oversees the activities of, Dane County government. State Statutes authorizes over 100 general powers for county boards, including administration and finance, health and human services, public protection and safety, cultural affairs and education, transportation, land use and zoning administration. Each supervisor serves on a standing committees and also may serve on the Executive Committee. Supervisors also may be appointed to other boards and commissions created by the Board or advisory to the Executive. County Board staff consists of 3.75 FTE analysts, 1.0 FTE legislative management system specialist and one .25 FTE position to provide support. Staff responsibilities include data analysis, research, program evaluation, policy development, committee staffing, sustainability and equity coordination, as well as coordination of the Criminal Justice Council, and legislative tracking administration. The Board Chair also is considered a salaried employee. The Board typically meets twice monthly.

	Actual 2015	Adopted 2016	2015 Carry Forward	Board Transfers	Budget As Modified	2016 YTD	Estimated 2016	Department Request
PROGRAM EXPENDITURES								
Personnel Costs	\$822,503	\$948,845	\$0	\$0	\$948,845	\$248,558	\$947,819	\$997,800
Operating Expenses	\$99,192	\$85,039	\$4,955	\$0	\$89,994	\$57,536	\$97,495	\$93,339
Contractual Services	\$130,491	\$115,000	\$100,879	\$0	\$215,879	\$36,947	\$214,787	\$106,300
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,052,186	\$1,148,884	\$105,834	\$0	\$1,254,718	\$343,041	\$1,260,101	\$1,197,439
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GPR SUPPORT	\$1,052,186	\$1,148,884			\$1,254,718			\$1,197,439
F.T.E. STAFF	6.000	7.000					7.000	7.000

Dept: County Board	06								Fund Name: General Fund
Prgm: Legislative Services	100/00								Fund No.: 1110
D#	2017 Base	Net Decision Items							2017 Requested Budget
		01	02	03	04	05	06	07	
PROGRAM EXPENDITURES									
Personnel Costs	\$997,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$997,800
Operating Expenses	\$85,039	\$8,300	\$0	\$0	\$0	\$0	\$0	\$0	\$93,339
Contractual Services	\$114,600	(\$8,300)	\$0	\$0	\$0	\$0	\$0	\$0	\$106,300
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,197,439	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,197,439
PROGRAM REVENUE									
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GPR SUPPORT	\$1,197,439	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,197,439
F.T.E. STAFF	7.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	7.000

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE		Expenditures	Revenue	GPR Support
2017 BUDGET BASE		\$1,197,439	\$0	\$1,197,439
DI #	COBD-LEG-1 Reallocation of funds			
DEPT	Decrease software maintenance by \$8,300 to reflect a change in approach to public participation; increase membership fees by \$200 to cover increased costs; create a new expenditure for public engagement in the amount of \$8,100.	\$0	\$0	\$0
EXEC				\$0
ADOPTED				\$0
NET DI # COBD-LEG-1		\$0	\$0	\$0
2017 REQUESTED BUDGET		\$1,197,439	\$0	\$1,197,439

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DEPARTMENT County Board
PROGRAM: Legislative Services

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2015	ADOPTED	2015	2016	CURRENT	ACTUAL	ESTIMATED	TOTAL	AGENCY
					EXPENDITURES	BUDGET	CARRYFORWARD	COUNTY BOARD	MODIFIED	EXPENDITURES	EXPENDITURES	ESTIMATED	
						2016		ACTIONS	BUDGET	YTD	TOTAL		
17	COBOARD	10009	SALARIES AND WAGES		\$633,045	\$717,870	\$0	\$0	\$717,870	\$185,466	\$713,698	\$0	\$741,500
17	COBOARD	10027	OVERTIME		\$0	\$300	\$0	\$0	\$300	\$0	\$300	\$0	\$300
17	COBOARD	10072	LIMITED TERM EMPLOYEES		\$8,408	\$8,700	\$0	\$0	\$8,700	\$1,100	\$8,700	\$0	\$8,700
17	COBOARD	10090	PER MEETING		\$32,453	\$37,500	\$0	\$0	\$37,500	\$11,155	\$34,859	\$0	\$37,500
17	COBOARD	10099	RETIREMENT FUND		\$27,317	\$34,125	\$0	\$0	\$34,125	\$8,242	\$34,954	\$0	\$35,200
17	COBOARD	10108	SOCIAL SECURITY		\$49,955	\$58,750	\$0	\$0	\$58,750	\$14,559	\$55,512	\$0	\$60,300
17	COBOARD	10117	HEALTH		\$61,313	\$81,300	\$0	\$0	\$81,300	\$26,020	\$88,772	\$0	\$102,700
17	COBOARD	10153	DENTAL		\$5,560	\$7,100	\$0	\$0	\$7,100	\$1,730	\$8,003	\$0	\$9,000
17	COBOARD	10171	DISABILITY INSURANCE		\$862	\$975	\$0	\$0	\$975	\$258	\$924	\$0	\$900
17	COBOARD	10180	LIFE INSURANCE		\$121	\$275	\$0	\$0	\$275	\$29	\$147	\$0	\$200
17	COBOARD	10185	FSA ADMINISTRATION FEE		\$70	\$100	\$0	\$0	\$100	\$0	\$100	\$0	\$100
17	COBOARD	10189	WORKERS COMPENSATION		\$3,400	\$1,850	\$0	\$0	\$1,850	\$0	\$1,850	\$0	\$1,400
17	COBOARD	20648	CONFERENCES AND TRAINING		\$16,231	\$17,122	\$0	\$0	\$17,122	\$1,416	\$16,231	\$0	\$17,122
17	COBOARD	20874	EQUITY INITIATIVES		\$5,762	\$0	\$500	\$0	\$500	\$0	\$14,238	\$0	\$0
17	COBOARD	21413	LIBRARY		\$173	\$300	\$0	\$0	\$300	\$198	\$198	\$0	\$300
17	COBOARD	21584	MEMBERSHIP FEES		\$53,172	\$53,494	\$0	\$0	\$53,494	\$53,172	\$53,172	\$0	\$53,494
17	COBOARD	22043	PRTNG STA & OFFICE SUPPLIES		\$8,070	\$7,583	\$0	\$0	\$7,583	\$2,635	\$8,116	\$0	\$7,583
17	COBOARD	22145	RACIAL JUSTICE IMPROVEMNT PROJ		\$15,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17	COBOARD	22250	REPAIR OF EQUIPMENT		\$0	\$5,600	\$4,455	\$0	\$10,055	\$0	\$5,000	\$0	\$5,600
17	COBOARD	22529	SUNDRY		\$0	\$100	\$0	\$0	\$100	\$0	\$0	\$0	\$100
17	COBOARD	22646	TRAVEL EXPENSE		\$0	\$40	\$0	\$0	\$40	\$0	\$40	\$0	\$40
17	COBOARD	22736	TELEPHONE		\$511	\$800	\$0	\$0	\$800	\$116	\$500	\$0	\$800
17	COBOARD	30390	AUDITING SERVICES - POS		\$78,551	\$53,700	\$88,256	\$0	\$141,956	\$0	\$141,956	\$141,956	\$53,700
17	COBOARD	31260	INSURANCE		\$2,000	\$2,100	\$0	\$0	\$2,100	\$0	\$2,100	\$0	\$1,700
17	COBOARD	31836	OUTREACH SERVICES-POS		\$4,581	\$10,000	\$780	\$0	\$10,780	\$2,039	\$10,780	\$0	\$10,000
17	COBOARD	31956	POS-INTERPRETER		\$186	\$300	\$0	\$0	\$300	\$0	\$300	\$0	\$300
17	COBOARD	32431	SOFTWARE MAINTENANCE		\$34,908	\$36,000	\$11,843	\$0	\$47,843	\$34,908	\$46,751	\$0	\$36,000
17	COBOARD	32771	VIDEO SERVICES		\$10,264	\$12,900	\$0	\$0	\$12,900	\$0	\$12,900	\$0	\$12,900
17	COBOARD	20075	PUBLIC ENGAGEMENT		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES					\$1,052,186	\$1,148,884	\$105,834	\$0	\$1,254,718	\$343,041	\$1,260,101	\$141,956	\$1,197,439

DEPARTMENT County Board
PROGRAM: Legislative Services

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6	DECISION ITEM #7	AGENCY REQUEST
17	COBOARD	10009	SALARIES AND WAGES		\$741,500								\$741,500
17	COBOARD	10027	OVERTIME		\$300								\$300
17	COBOARD	10072	LIMITED TERM EMPLOYEES		\$8,700								\$8,700
17	COBOARD	10090	PER MEETING		\$37,500								\$37,500
17	COBOARD	10099	RETIREMENT FUND		\$35,200								\$35,200
17	COBOARD	10108	SOCIAL SECURITY		\$60,300								\$60,300
17	COBOARD	10117	HEALTH		\$102,700								\$102,700
17	COBOARD	10153	DENTAL		\$9,000								\$9,000
17	COBOARD	10171	DISABILITY INSURANCE		\$900								\$900
17	COBOARD	10180	LIFE INSURANCE		\$200								\$200
17	COBOARD	10185	FSA ADMINISTRATION FEE		\$100								\$100
17	COBOARD	10189	WORKERS COMPENSATION		\$1,400								\$1,400
17	COBOARD	20648	CONFERENCES AND TRAINING		\$17,122								\$17,122
17	COBOARD	20874	EQUITY INITIATIVES		\$0								\$0
17	COBOARD	21413	LIBRARY		\$300								\$300
17	COBOARD	21584	MEMBERSHIP FEES		\$53,494	\$200							\$53,694
17	COBOARD	22043	PRTNG STA & OFFICE SUPPLIES		\$7,583								\$7,583
17	COBOARD	22145	RACIAL JUSTICE IMPROVEMNT PROJ		\$0								\$0
17	COBOARD	22250	REPAIR OF EQUIPMENT		\$5,600								\$5,600
17	COBOARD	22529	SUNDRY		\$100								\$100
17	COBOARD	22646	TRAVEL EXPENSE		\$40								\$40
17	COBOARD	22736	TELEPHONE		\$800								\$800
17	COBOARD	30390	AUDITING SERVICES - POS		\$53,700								\$53,700
17	COBOARD	31260	INSURANCE		\$1,700								\$1,700
17	COBOARD	31836	OUTREACH SERVICES-POS		\$10,000								\$10,000
17	COBOARD	31956	POS-INTERPRETER		\$300								\$300
17	COBOARD	32431	SOFTWARE MAINTENANCE		\$36,000	(\$8,300)							\$27,700
17	COBOARD	32771	VIDEO SERVICES		\$12,900								\$12,900
17	COBOARD	20075	PUBLIC ENGAGEMENT		\$0	\$8,100							\$8,100
TOTAL EXPENDITURES					\$1,197,439	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,197,439

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DEPARTMENT County Board
 PROGRAM: Legislative Services

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2015	ADOPTED	2015	2016	CURRENT	ACTUAL	ESTIMATED	TOTAL	AGENCY
					REVENUES	BUDGET 2016	CARRYFORWARD	COUNTY BOARD ACTIONS	MODIFIED BUDGET	REVENUES YTD	REVENUES TOTAL	ESTIMATED CARRYFORWARD	BASE
					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			TOTAL REVENUES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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DEPARTMENT County Board
 PROGRAM: Legislative Services

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6	DECISION ITEM #7	AGENCY REQUEST
			TOTAL REVENUES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OPERATING BUDGET SUMMARY

PROGRAM SUMMARY	2015 ACTUAL	ADOPTED BUDGET 2016	2015 CARRYFORWRD	2016 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL YTD	ESTIMATED TOTAL	TOTAL ESTIMATED CARRYFORWRD	AGENCY BASE
PERSONNEL COSTS	\$822,503	\$948,845	\$0	\$0	\$948,845	\$248,558	\$947,819	\$0	\$997,800
OPERATING EXPENSE	\$99,192	\$85,039	\$4,955	\$0	\$89,994	\$57,536	\$97,495	\$0	\$85,039
CONTRACTUAL SERVICES	\$130,491	\$115,000	\$100,879	\$0	\$215,879	\$36,947	\$214,787	\$141,956	\$114,600
OPERATING CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROGRAM EXPENDITURES	\$1,052,186	\$1,148,884	\$105,834	\$0	\$1,254,718	\$343,041	\$1,260,101	\$141,956	\$1,197,439
LESS REVENUES									
TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FINES, FORFEITS & PENALTIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC CHARGE FOR SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOV'L CHARGES FOR SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROGRAM REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET COST:	\$1,052,186	\$1,148,884	\$105,834	\$0	\$1,254,718	\$343,041	\$1,260,101	\$141,956	\$1,197,439

PROGRAM SUMMARY	AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6	DECISION ITEM #7	AGENCY REQUEST
PERSONNEL COSTS	\$997,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$997,800
OPERATING EXPENSE	\$85,039	\$8,300	\$0	\$0	\$0	\$0	\$0	\$0	\$93,339
CONTRACTUAL SERVICES	\$114,600	(\$8,300)	\$0	\$0	\$0	\$0	\$0	\$0	\$106,300
OPERATING CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROGRAM EXPENDITURES	\$1,197,439	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,197,439
LESS REVENUES									
TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FINES, FORFEITS & PENALTIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC CHARGE FOR SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOV'L CHARGES FOR SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROGRAM REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET COST:	\$1,197,439	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,197,439

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DANE COUNTY BUDGET DECISION ITEM REQUEST

1. DEPARTMENT County Board	3. DEPT. NO. 06	5. FUND NAME General Fund			
2. PROGRAM Legislative Services	4. PROGRAM NO. 100/00	6. FUND NO. 1110			
7. DECISION ITEM TITLE Reallocation of funds		8. BUDGETED POSITION CHANGES			
9. DECISION ITEM NUMBER COBD-LEG-1		POSITION#	TITLE	# FTE	START DATE
10. SHORT DESCRIPTION (for budget document--may not exceed 470 characters) Decrease software maintenance by \$8,300 to reflect a change in approach to public participation; increase membership fees by \$200 to cover increased costs; create a new expenditure for public engagement in the amount of \$8,100.					
		TOTAL REQUESTED FTE CHANGE		0.000	
11. (a) EXPLANATION/JUSTIFICATION (please be specific) <p>The County Board Office has a contract with Granicus, Inc. to provide legislative management services via the Legistar program. The base budget for software maintenance is \$36,000. When the county began this relationship, a public participation platform called "Speak Up" was included. The Board Office has explored use of this aspect of the software and tested its use. Based on this experience, other approached to engage the public on issues important to county government would be more effective. The public participation platform costs \$9,000 a year. A portion of this amount, \$8,100, has been reallocated to allow for community meetings, forums with expert speakers, and other public engagement activities.</p> <p>The research analyst added to the Board Office in 2016 uses statistical software known as JMP. There is an annual cost to this product, and the amount of \$700 will also be paid from the software maintenance line.</p> <p>The county is a member of the Urban Sustainability Directors Network. The membership dues will increase in 2017 and \$200 has been reallocated to cover this cost increase.</p>		12. OPERATING EXPENSES / REVENUE SUMMARY			
		<p>REQUESTED EXPENDITURES</p> <p>PERSONNEL COSTS \$0</p> <p>OPERATING EXPENSE \$8,300</p> <p>CONTRACTUAL EXPENSE (\$8,300)</p> <p>OPERATING OUTLAY \$0</p> <p style="text-align: right;">TOTAL EXPENSE \$0</p> <p>RELATED REVENUES</p> <p>TAXES \$0</p> <p>INTERGOVERNMENTAL REVENU \$0</p> <p>LICENSES & PERMITS \$0</p> <p>FINES, FORFEITS & PENALTIES \$0</p> <p>PUBLIC CHARGES FOR SERVICE \$0</p> <p>INTERGOVERNMENTAL CHARGE FOR SERVICES \$0</p> <p>MISCELLANEOUS \$0</p> <p>OTHER FINANCING SOURCES \$0</p> <p style="text-align: right;">TOTAL REVENUE \$0</p> <p style="text-align: right;">NET COST TO COUNTY \$0</p>			
<p>(b) What are the consequences of not funding this request?</p> <p>No additional funds are required. The request realigns funds to better accomplish public participation, particularly engagement of diverse populations, as well as cover minor new costs.</p>					
<p>(c) What savings/productivity improvements will result from approval of this request?</p> <p>The reallocation of funds to pay for the JMP software is critical to the work of the research analyst, who serves at the direction of the Criminal Justice Council. The position will be able to provide analysis done with the use of this software to inform criminal justice system innovations and improvements.</p> <p>The reallocation of funds to cover the cost of the Urban Sustainability Directors Network allows Dane County to continue access to experts and best practices nationwide. It also shines a light of the work being done in Dane County. The reallocation of the funds used for the public participation software to a new expenditure line will better accomplish the goal of engaging the community in the work of the county.</p>					

Budget Carryforward Request										
Dept:		County Board								
Program:		County Board								
				Expenditures		Revenues				
Org Code	Object Code	Revenue Source	Account Description	Budget as Modified	Estimated Carryforward	Budget as Modified	Estimated Carryforward	Type	Resolution Number	Justification/Comments
COBOARD	30390		AUDITING SERVICES	141,955	137,155			Other		An evaluation of purchasing is in the RFP development phase, and an evaluation of economic development initiatives has also been approved by the Executive Committee for the coming months. Much of the budget may be encumbered by November and the carryforward amount may be much smaller than estimated. The current base only allows for very targeted analyses, and the carryforward would allow a more robust evaluation approach.
				141,955	137,155	-	-			

**Dane County
5-Year Budget Projections**

**Department: County Board
Program: Legislative Services**

Expenditures	2016 Adopted	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Personal Services	\$948,845	\$997,800	\$1,044,000	\$1,062,400	\$1,078,500	\$1,088,500
Operating Expenses	\$85,039	\$95,172	\$95,172	\$95,172	\$95,172	\$95,172
Contractual Services	\$115,000	\$106,700	\$113,250	\$114,650	\$124,900	\$125,000
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,148,884	\$1,199,672	\$1,252,422	\$1,272,222	\$1,298,572	\$1,308,672

Revenue	2016 Adopted	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0

GPR Impact	\$1,148,884	\$1,199,672	\$1,252,422	\$1,272,222	\$1,298,572	\$1,308,672
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Percentage Change **4.42%** **4.40%** **1.58%** **2.07%** **0.78%**

PROJECT FINANCING SUMMARY	Prior Years	2017	2018	2019	2020	2021	Total
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PROJECT EXPENDITURES							
PLANNING & DESIGN	\$0						\$0
ARCHITECTURAL SERVICES	\$0						\$0
PROPERTY ACQUISITION / SITE PREPARATION	\$0						\$0
CONSTRUCTION	\$0	\$10,000					\$10,000
INFO TECHNOLOGY / TELECOMMUNICATIONS	\$0						\$0
OFFICE FURNITURE / EQUIPMENT	\$0						\$0
CONTINGENCY	\$0						\$0
CAPITAL EQUIPMENT PURCHASE	\$0						\$0
TOTAL EXPENDITURES	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

PROJECT FUNDING							
PROPERTY TAX	\$0						\$0
DEBT	\$0	\$10,000					\$10,000
FEDERAL	\$0						\$0
STATE	\$0						\$0
CITY OF MADISON	\$0						\$0
OTHER	\$0						\$0
TOTAL FUNDING	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

ESTIMATED ANNUAL OPERATING COSTS		\$0	\$0	\$0	\$0	\$0	
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DEPARTMENT County Board
 PROGRAM: County Board-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2015	ADOPTED	2015	2016	CURRENT	ACTUAL	ESTIMATED	TOTAL	AGENCY
					EXPENDITURES	BUDGET 2016	CARRYFORWARD	COUNTY BOARD ACTIONS	MODIFIED BUDGET	EXPENDITURES YTD	EXPENDITURES TOTAL	ESTIMATED CARRYFORWARD	
17	COBRDCAP	57738	LEGISLATIVE TRACKING SYSTEM	C	\$9,839	\$0	\$45,923	(\$5,000)	\$40,923	\$0	\$45,923	\$38,740	\$0
17	COBRDCAP	52657	NEW ENTRANCE FOR ROOM 357		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES					\$9,839	\$0	\$45,923	(\$5,000)	\$40,923	\$0	\$45,923	\$38,740	\$0

DEPARTMENT County Board
 PROGRAM: County Board-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6	DECISION ITEM #7	AGENCY REQUEST
17	COBRDCAP	57738	LEGISLATIVE TRACKING SYSTEM	C	\$0								\$0
17	COBRDCAP	52657	NEW ENTRANCE FOR ROOM 357		\$0	\$10,000							\$10,000
TOTAL EXPENDITURES					\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000

DEPARTMENT County Board
 PROGRAM: County Board-Capital Projects

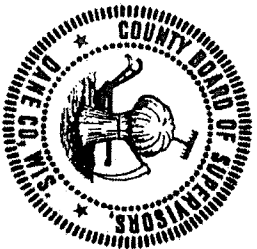
YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2015 REVENUES	ADOPTED BUDGET 2016	2015 CARRYFORWARD	2016 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL REVENUES YTD	ESTIMATED REVENUES TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
	COBRDCAP		BORROWING PROCEEDS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			TOTAL REVENUES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DEPARTMENT County Board
 PROGRAM: County Board-Capital Projects

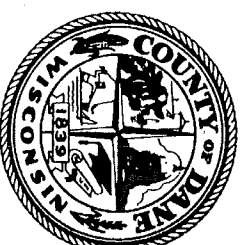
YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6	DECISION ITEM #7	AGENCY REQUEST
	COBRDCAP		BORROWING PROCEEDS		\$0	\$10,000							\$10,000
			TOTAL REVENUES		\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000

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Budget Carryforward Request										
Dept:		County Board								
Program:		Capital								
				Expenditures		Revenues				
Org Code	Object Code	Revenue Source	Account Description	Budget as Modified	Estimated Carryforward	Budget as Modified	Estimated Carryforward	Type	Resolution Number	Justification/Comments
COBRDCAP	57738		Legislative Tracking System	40,923	38,740			Multi-Year Project		This is a multi-faceted project that continues to unfold. Expenditures continue for iPads, keyboards, and potentially for Adobe Professional licenses. Some of these expenses may be realized in 2017.
TOTAL				40,923	38,740	-	-			



BOARD OF SUPERVISORS
County of Dane
ROOM 106B, CITY-COUNTY BUILDING
210 MARTIN LUTHER KING, JR. BOULEVARD
MADISON, WISCONSIN 53703-3342
608/266-5758 • FAX 266-4361 • TDD 266-4121



August 15, 2016

TO: Carlos Pabellon, Director, Department of Administration
Helen Anderson, Office of Management and Budget

FROM: Karin Thurlow, Chief of Staff
Office of the Dane County Board of Supervisors

Karin P. Thurlow

SUBJECT: Five Year Budget Projections 2017 -2021

I have completed the five year budget projections for the County Board Office. The Board Office has minimal revenue, limited to reimbursement from the Wisconsin Counties Association for mileage when a supervisor uses a Dane County car to attend meetings; because this is insignificant and intermittent, it is not included as a revenue source.

In 2016 the County Board Office efforts continued to reflect the priorities of the County Board via the legislative support services division and the new policy and practice innovation division. The Office added a 1.0 FTE research analyst to work in the Board Office but at the direction of the Criminal Justice Council.

In addition to efforts to support the county's equity, criminal justice, and sustainability innovations, the Board Office has continued to implement the legislative management system. New initiatives in future years in this area could include a boards and commissions module. More work with key stakeholders will need to be done before there is a commitment to this expense, so it is not now reflected in the Board Office future budget.

Overall, budget increases in future years are projected to be modest.

- I anticipate additional interest in increasing expenditures in staffing within the next five years. In addition to fully funding the 1.0 FTE research analyst position in 2017 onward, there may be interest in adding .25 FTE for the sustainability coordinator. The position in the Board Office is currently a .75 FTE position. I believe there will be interest in increasing this to a full time position within a few years, and the salary line includes an additional \$25,000 to cover this cost beginning with the 2018 budget.
- The other line item that has potential to increase is the amount budgeted for audits. I have increased the audit line to \$60,000 for 2018 and 2019, and to \$70,000 for 2020 and 2021, recognizing that the cost of audits fluctuates depending on the number of audits as well as their scope and topic.
- Dane County has a five year agreement with Granicus for the legislative management system. In 2017 we will discontinue the purchase of the public participation platform. I included a slight increase in the cost of the software beginning in 2019. Likewise, I have included a minimal increase for the outreach services – POS line in future years.

Please do not hesitate to contact me if you have any questions regarding these budget projections.

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