

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 •
TTY: Call Wisconsin Relay 7-1-1



pg. 1

July 25, 2019

MEMORANDUM

TO: Greg Brockmeyer, Interim Director
Department of Administration

Attn: Helen Anderson

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

SUBJECT: 2020 Budget Request Submission

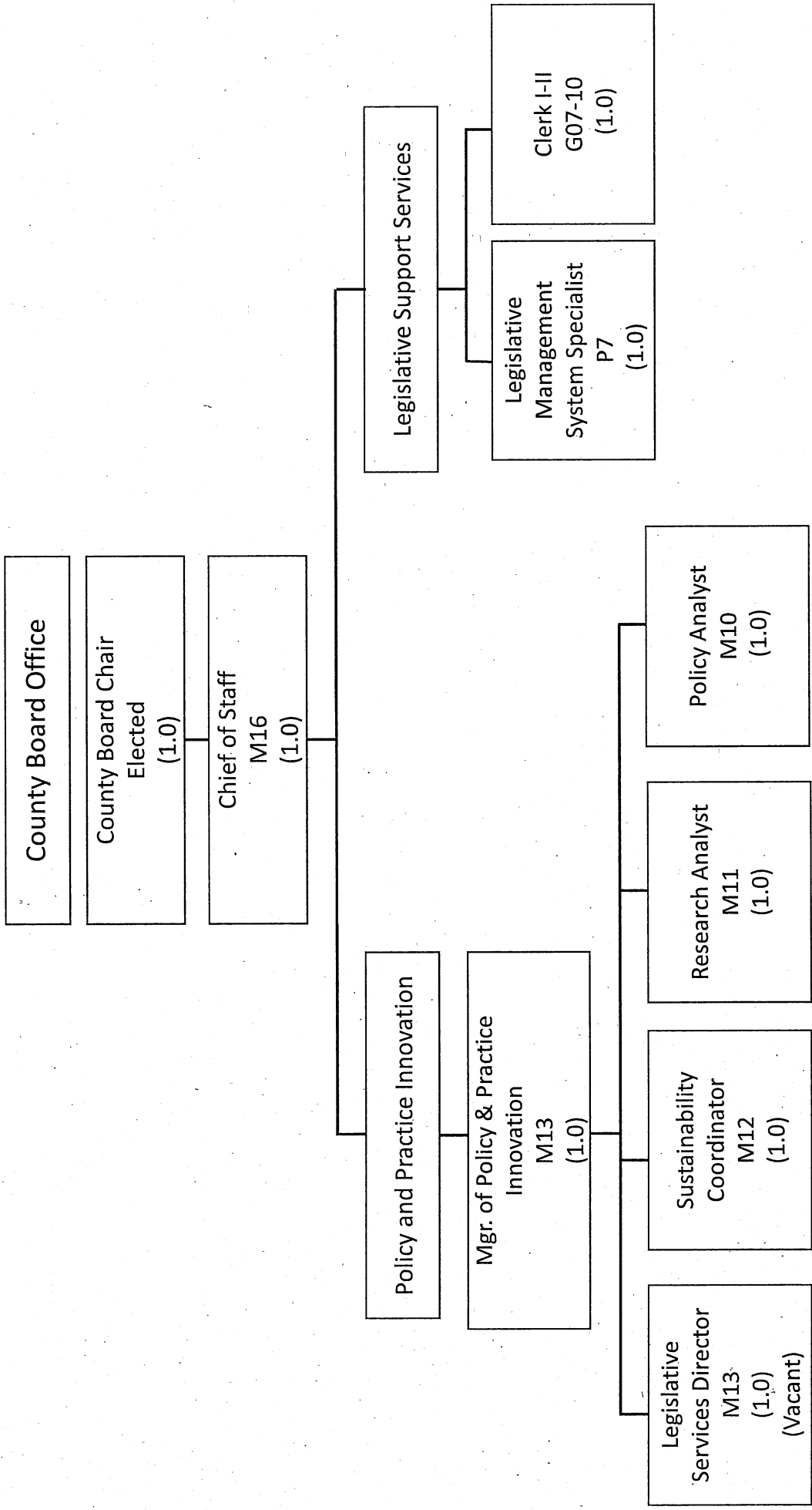
Attached is the 2020 Budget Request for the Office of the Dane County Board. The request has been approved by County Board Chair Sharon Corrigan.

As you may recall, in our budget meeting we discussed the County Board's new contract with a firm to complete lobbying services for Dane County. The Board Office met with and sought the input of Carrie Springer, the Legislative Lobbyist, in crafting the RFP and the contract. The cost of this new service will be covered by an internal fund transfer for the initial contract period of September 1, 2019 through August 1, 2020, at a rate below the amount bid given that the state budget has already passed. That said, additional funding will be required to cover the cost for the remainder of 2020. In order to conform to the budget guidelines, the Board Office budget request does not include the \$22,500 necessary for the last 5 months of 2020 at a cost of \$4,500 per month. I am requesting that this amount be included in the proposed 2020 budget.

Printing costs should be charged to account number COBOARD 22043.

Please do not hesitate to contact me if you need additional information.

CC: Supervisor Sharon Corrigan, Dane County Board Chair



COUNTY OF DANE
BUDGETED POSITIONS

2020
REQUEST RECOMM'D ADOPTED

MOD
2019

2019

2018

RANGE

CLASSIFICATION TITLE

COUNTY BOARD

COUNTY BOARD SUPERVISOR	MECO_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	MECO_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 16	1.000	1.000	1.000	1.000	1.000	1.000
LEGISLATIVE SERVICES 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
MANAGER OF THE DIVISION OF POLICY AND PRACTICE INN	M 13	1.000	1.000	1.000	1.000	1.000	1.000
SUSTAINABILITY AND PROGRAM EVALUATION COORDINATOR	M 12	0.750	1.000 06-05	1.000 06-05	1.000	1.000	1.000
RESEARCH ANALYST	M 11	1.000	1.000	1.000	1.000	1.000	1.000
POLICY ANALYST	M 10	0.000	1.000 06-06	1.000 06-06	1.000	1.000	1.000
ELECTIONS MANAGEMENT SPECIALIST/POLICY ANALYST	P 07	0.250	0.250 0	0.250 0	0.250 0	0.250 0	0.250 0
LEGISLATIVE MANAGEMENT SYSTEM SPEC/POLICY ANALYST	P 07	1.000	1.000	1.000	1.000	1.000	1.000
CLERK I-II	G 07-10	0.000	1.000 06-07	1.000 06-07	1.000	1.000	1.000

COUNTY BOARD TOTAL		7.000	9.250	9.250	9.250	9.250	9.250
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9.250 9.250 9.250 9.250 9.250 9.250 9.250

**COUNTY OF DANE
BUDGETED POSITIONS**

SUMMARY OF POSITION FOOTNOTES:

COUNTY BOARD

- 06-02 2018: SUB. 1 TO ORDINANCE AMENDMENT 2016 OA-052 ADOPTED NOVEMBER 17, 2016, EFFECTIVE WITH THE THIRD TUESDAY IN APRIL OF 2018, COUNTY BOARD SUPERVISORS SHALL RECEIVE AN ANNUAL SALARY OF \$10,550; EFFECTIVE THE THIRD TUESDAY IN APRIL OF 2019, COUNTY BOARD SUPERVISORS SHALL RECEIVE AN ANNUAL SALARY OF \$10,725; EFFECTIVE WITH THE THIRD TUESDAY IN APRIL OF 2020, COUNTY BOARD SUPERVISORS SHALL RECEIVE AN ANNUAL SALARY OF \$10,900. INCREASES IN ANNUAL SALARY SHALL BE PAYABLE AS SET FORTH IN S. 6.045.
- 06-03 2012 BUDGET UNFUNDS POSITION 1749, POSITION AUTHORITY TO REMAIN.
- 06-04 2018: SUB. 1 TO ORDINANCE AMENDMENT 2016 OA-052 ADOPTED NOVEMBER 17, 2016, EFFECTIVE WITH THE THIRD TUESDAY IN APRIL 2018, THE COUNTY BOARD CHAIRPERSON SHALL RECEIVE AN ANNUAL SALARY OF \$50,000; EFFECTIVE WITH THE THIRD TUESDAY IN APRIL OF 2019, THE COUNTY BOARD CHAIRPERSON SHALL RECEIVE AN ANNUAL SALARY OF \$50,750; EFFECTIVE WITH THE THIRD TUESDAY OF 2020, THE COUNTY BOARD CHAIRPERSON SHALL RECEIVE AN ANNUAL SALARY OF \$51,500. INCREASES IN SALARY SHALL BE PAYABLE AS SET FORTH IN S. 6.045.
- 06-05 INCREASE POSITION 2822 EFFECTIVE 10/1/19.
- 06-06 POSITION EFFECTIVE PP4 (1/21/19).
- 06-07 POSITION EFFECTIVE PP14 (6/10/19).

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County Board
Legislative Services
06
100/00
DANE COUNTY
Fund Name: 1110
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 committee 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 5.0 FTE analysts, 1.0 FTE legislative management system specialist and one 1.0 FTE clerical position to provide administrative support. Additionally, there is currently a 1.0 FTE unfunded legislative services director position. 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 1.0 FTE salaried employee. The Board typically meets twice monthly.

	Actual 2018	Adopted 2019	2018 Carry Forward	Board Transfers	Budget As Modified	2019 YTD	Estimated 2019	Department Request
PROGRAM EXPENDITURES								
Personnel Costs	\$1,136,187	\$1,401,255	\$79,452	\$0	\$1,480,707	\$333,067	\$1,440,311	\$1,442,400
Operating Expenses	\$101,273	\$140,839	\$10,666	\$0	\$151,505	\$69,890	\$150,543	\$143,039
Contractual Services	\$87,621	\$204,200	\$75,976	\$0	\$280,176	\$53,639	\$280,176	\$209,800
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,325,081	\$1,746,294	\$166,093	\$0	\$1,912,387	\$456,596	\$1,871,030	\$1,795,239
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$2,250	\$0	\$0	\$2,250	\$0	\$2,250	\$2,250
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	\$58,100	\$43,100	\$5,000	\$0	\$48,100	\$0	\$48,100	\$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	\$58,100	\$45,350	\$5,000	\$0	\$50,350	\$0	\$50,350	\$2,250
GPR SUPPORT	\$1,266,981	\$1,700,944			\$1,862,037			\$1,792,989
F.T.E. STAFF	7.000	9.000					9.000	9.000

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Dept. County Board Prgr. Legislative Services		06 100/00		Funct Name Fund No.		General Fund 1110				
D#	2020 Base	Net Decision Items							2020 Requested Budget	
		01	02	03	04	05	06	07		
PROGRAM EXPENDITURES										
Personnel Costs	\$1,488,400	(\$2,900)	\$0	(\$43,100)	\$0	\$0	\$0	\$0	\$0	\$1,442,400
Operating Expenses	\$140,839	\$2,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$143,039
Contractual Services	\$205,900	\$700	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$209,800
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,835,139	\$0	\$3,200	(\$43,100)	\$0	\$0	\$0	\$0	\$0	\$1,795,239
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$43,100	\$0	\$0	(\$43,100)	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$45,350	\$0	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
GPR SUPPORT	\$1,789,789	\$0	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$1,792,989
F.T.E. STAFF	9,000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	9,000

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE		Expenditures	Revenue	GPR Support
2020 BUDGET BASE		\$1,835,139	\$45,350	\$1,789,789
DI # COBD-LEG-1	Reallocation for new expenses			
DEPT	Reallocate \$2,900 from Per Meeting to cover the following increases: \$1,000 for memberships, \$1200 for telephone, and \$700 for a new program management software.	\$0	\$0	\$0
EXEC				\$0
ADOPTED				\$0
NET DI # COBD-LEG-1		\$0	\$0	\$0

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County Board Legislative Services		06 100/00	Fund Name Fund No.	General Fund 1110	
NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE					
DI #	DEPT	COBD-LEG-2	Expenditures	Revenue	GPR Support
		Increases in Legistar and Statistical Software Costs			
		Dane County uses legislative management software and statistical software. Costs for these cloud-based annual subscriptions will increase by \$3200 in 2020.	\$3,200	\$0	\$3,200
EXEC					\$0
ADOPTED					\$0
		NET DI # COBD-LEG-2	\$3,200	\$0	\$3,200
DI #	DEPT	COBD-LEG-3	Expenditures	Revenue	GPR Support
		ADJUST TO REFLECT ACTUAL LTE USE			
		Adjust revenue and expense to reflect current activity.	(\$43,100)	(\$43,100)	\$0
EXEC					\$0
ADOPTED					\$0
		NET DI # COBD-LEG-3	(\$43,100)	(\$43,100)	\$0
2020 REQUESTED BUDGET			\$1,952,339	\$2,250	\$1,929,989

DEPARTMENT: County Board
 PROGRAM: Legislative Services

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YR	ORG CODE	OBJECT	DESCRIPTION	2018 EXPENDITURES	ADOPTED BUDGET 2019	2018 CARRYFORWARD	2019 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL EXPENDITURES YTD	ESTIMATED EXPENDITURES TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
20	COBOARD	10009	SALARIES AND WAGES	\$864,655	\$1,007,424	\$0	\$0	\$1,007,424	\$244,226	\$992,678	\$0	\$1,060,500
20	COBOARD	10027	OVERTIME	\$0	\$300	\$0	\$0	\$300	\$0	\$300	\$0	\$300
20	COBOARD	10052	INNOVATION GRANT-LTE	\$0	\$0	\$11,261	\$0	\$11,261	\$0	\$11,261	\$11,261	\$0
20	COBOARD	10072	LIMITED TERM EMPLOYEES	\$23,678	\$60,200	\$62,545	\$0	\$122,745	\$8,240	\$122,745	\$110,000	\$60,200
20	COBOARD	10090	PER MEETING	\$20,852	\$34,550	\$0	\$0	\$34,550	\$6,985	\$22,000	\$0	\$34,600
20	COBOARD	10099	RETIREMENT FUND	\$39,113	\$48,312	\$0	\$0	\$48,312	\$11,528	\$46,920	\$0	\$51,800
20	COBOARD	10108	SOCIAL SECURITY	\$67,705	\$83,923	\$5,646	\$0	\$89,569	\$19,336	\$66,242	\$9,300	\$88,200
20	COBOARD	10117	HEALTH	\$108,718	\$151,077	\$0	\$0	\$151,077	\$40,144	\$144,060	\$0	\$177,800
20	COBOARD	10153	DENTAL	\$9,518	\$12,604	\$0	\$0	\$12,604	\$2,505	\$11,960	\$0	\$13,300
20	COBOARD	10171	DISABILITY INSURANCE	\$112	\$688	\$0	\$0	\$688	\$39	\$0	\$0	\$0
20	COBOARD	10180	LIFE INSURANCE	\$235	\$300	\$0	\$0	\$300	\$64	\$268	\$0	\$300
20	COBOARD	10185	FSA ADMINISTRATION FEE	\$100	\$100	\$0	\$0	\$100	\$0	\$100	\$0	\$100
20	COBOARD	10189	WORKERS COMPENSATION	\$1,500	\$1,777	\$0	\$0	\$1,777	\$0	\$1,777	\$0	\$1,300
20	COBOARD	20075	PUBLIC ENGAGEMENT	\$15,591	\$28,100	\$4,825	\$0	\$32,925	\$7,036	\$32,925	\$25,000	\$28,100
20	COBOARD	20085	LJAF DATA ANALYSIS EXPENSE	\$261	\$0	\$841	\$0	\$841	\$0	\$841	\$841	\$0
20	COBOARD	20648	CONFERENCES AND TRAINING	\$16,856	\$27,122	\$0	\$0	\$27,122	\$3,326	\$27,122	\$0	\$27,122
20	COBOARD	21315	KASSEL-DANE SISTER TASK FORCE	\$500	\$5,500	\$5,000	\$0	\$10,500	\$0	\$10,500	\$4,000	\$5,500
20	COBOARD	21413	LIBRARY	\$112	\$300	\$0	\$0	\$300	\$0	\$170	\$0	\$300
20	COBOARD	21584	MEMBERSHIP FEES	\$52,532	\$55,694	\$0	\$0	\$55,694	\$54,492	\$54,492	\$0	\$55,694
20	COBOARD	22043	PRINTING STA & OFFICE SUPPLIES	\$10,695	\$17,583	\$0	\$0	\$17,583	\$4,403	\$17,583	\$0	\$17,583
20	COBOARD	22250	REPAIR OF EQUIPMENT	\$3,413	\$5,600	\$0	\$0	\$5,600	\$260	\$5,600	\$0	\$5,600
20	COBOARD	22529	SUNDRY	\$0	\$100	\$0	\$0	\$100	\$0	\$100	\$0	\$100
20	COBOARD	22646	TRAVEL EXPENSE	\$188	\$40	\$0	\$0	\$40	\$0	\$40	\$0	\$40
20	COBOARD	22736	TELEPHONE	\$1,126	\$800	\$0	\$0	\$800	\$374	\$1,170	\$0	\$800
20	COBOARD	30294	EQUIP MAINT POS - SHARED	\$0	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	\$0	\$4,500
20	COBOARD	30298	INNOVATION GRANT EXPENSE	\$0	\$0	\$7,875	\$0	\$7,875	\$1,200	\$7,875	\$6,675	\$0
20	COBOARD	30390	POLICY/PROGRAM EVALUATION-POS	\$28,300	\$93,700	\$68,101	(\$40,000)	\$121,801	\$0	\$121,801	\$107,000	\$93,700
20	COBOARD	30506	CONTRACT LOBBYIST	\$0	\$0	\$0	\$40,000	\$40,000	\$0	\$40,000	\$0	\$0
20	COBOARD	31260	INSURANCE	\$1,500	\$1,800	\$0	\$0	\$1,800	\$0	\$1,800	\$0	\$3,500
20	COBOARD	31836	OUTREACH SERVICES-POS	\$9,996	\$25,000	\$0	\$0	\$25,000	\$2,499	\$25,000	\$20,000	\$25,000
20	COBOARD	31956	POS-INTERPRETER	\$0	\$5,300	\$0	\$0	\$5,300	\$0	\$5,300	\$0	\$5,300
20	COBOARD	32431	SOFTWARE MAINTENANCE	\$41,017	\$46,000	\$0	\$0	\$46,000	\$45,110	\$46,000	\$0	\$46,000
20	COBOARD	32771	VIDEO SERVICES	\$6,808	\$27,900	\$0	\$0	\$27,900	\$4,830	\$27,900	\$0	\$27,900
TOTAL EXPENDITURES				\$1,325,081	\$1,746,294	\$166,093	\$0	\$1,912,387	\$456,596	\$1,871,030	\$294,077	\$1,835,139

DEPARTMENT: County Board
 PROGRAM: Legislative Services

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YR	ORG CODE	OBJECT	DESCRIPTION	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
20	COBOARD	10009	SALARIES AND WAGES	\$1,060,500								\$1,060,500
20	COBOARD	10027	OVERTIME	\$300								\$300
20	COBOARD	10052	INNOVATION GRANT-LTE	\$0								\$0
20	COBOARD	10072	LIMITED TERM EMPLOYEES	\$60,200			(\$40,000)					\$20,200
20	COBOARD	10090	PER MEETING	\$34,600	(\$2,900)							\$31,700
20	COBOARD	10099	RETIREMENT FUND	\$51,800								\$51,800
20	COBOARD	10089	SOCIAL SECURITY	\$88,200			(\$3,100)					\$85,100
20	COBOARD	10108	HEALTH	\$177,800								\$177,800
20	COBOARD	10117	DENTAL	\$13,300								\$13,300
20	COBOARD	10171	DISABILITY INSURANCE	\$0								\$0
20	COBOARD	10180	LIFE INSURANCE	\$300								\$300
20	COBOARD	10185	FSA ADMINISTRATION FEE	\$100								\$100
20	COBOARD	10189	WORKERS COMPENSATION	\$1,300								\$1,300
20	COBOARD	20075	PUBLIC ENGAGEMENT	\$28,100								\$28,100
20	COBOARD	20085	LAF DATA ANALYSIS EXPENSE	\$0								\$0
20	COBOARD	20648	CONFERENCES AND TRAINING	\$27,122								\$27,122
20	COBOARD	21315	KASSEL-DANE SISTER TASK FORCE	\$5,500								\$5,500
20	COBOARD	21413	LIBRARY	\$300								\$300
20	COBOARD	21584	MEMBERSHIP FEES	\$55,694	\$1,000							\$56,694
20	COBOARD	22043	PRINTING STA & OFFICE SUPPLIES	\$17,583								\$17,583
20	COBOARD	22250	REPAIR OF EQUIPMENT	\$5,600								\$5,600
20	COBOARD	22529	SUNDRY	\$100								\$100
20	COBOARD	22646	TRAVEL EXPENSE	\$40								\$40
20	COBOARD	22736	TELEPHONE	\$800	\$1,200							\$2,000
20	COBOARD	30294	EQUIP MAINT POS - SHARED	\$4,500								\$4,500
20	COBOARD	30298	INNOVATION GRANT EXPENSE	\$0								\$0
20	COBOARD	30390	POLICY/PROGRAM EVALUATION-POS	\$93,700								\$93,700
20	COBOARD	30506	CONTRACT LOBBYIST	\$0								\$0
20	COBOARD	31280	INSURANCE	\$3,500								\$3,500
20	COBOARD	31836	OUTREACH SERVICES-POS	\$25,000								\$25,000
20	COBOARD	31956	POS-INTERPRETER	\$5,300								\$5,300
20	COBOARD	32431	SOFTWARE MAINTENANCE	\$46,000	\$700							\$46,700
20	COBOARD	32771	VIDEO SERVICES	\$27,900								\$27,900
TOTAL EXPENDITURES				\$1,835,139	\$0	\$3,200	(\$43,100)	\$0	\$0	\$0	\$0	\$1,795,239

DEPARTMENT: County Board
 PROGRAM: Legislative Services

YR	ORG CODE	OBJECT	DESCRIPTION	2018		ADOPTED BUDGET 2019		2018 CARRYFORWARD		2019 COUNTY BOARD ACTIONS		CURRENT MODIFIED BUDGET		ACTUAL REVENUES YTD		ESTIMATED REVENUES TOTAL		TOTAL ESTIMATED CARRYFORWARD		AGENCY BASE	
				REVENUES																	
20	COBOARD	80059	LJAF DATA ANALYSIS REVENUE	\$43,100		\$43,100		\$0		\$0		\$43,100	\$0	\$0	\$43,100	\$0	\$43,100	\$0	\$43,100	\$0	\$0
20	COBOARD	82013	INNOVATION GRANT LITE	\$15,000		\$0		\$5,000		\$0		\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$0
20	COBOARD	84340	CITY SHARE OF JOINT BLDG EXPNS	\$0		\$2,250		\$0		\$0		\$2,250	\$0	\$0	\$2,250	\$0	\$2,250	\$0	\$2,250	\$0	\$2,250
			TOTAL REVENUES	\$58,100		\$45,350		\$5,000		\$0		\$50,350	\$0	\$0	\$50,350	\$0	\$48,100	\$0	\$45,350	\$0	\$45,350

DEPARTMENT: County Board
 PROGRAM: Legislative Services

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YR	ORG CODE	OBJECT	DESCRIPTION	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
20	COBOARD	80059	LIAF DATA ANALYSIS REVENUE	\$43,100			(\$43,100)					\$0
20	COBOARD	82013	INNOVATION GRANT L TE	\$0								\$0
20	COBOARD	84340	CITY SHARE OF JOINT BLDG EXPNS	\$2,250								\$2,250
TOTAL REVENUES				\$45,350	\$0	\$0	(\$43,100)	\$0	\$0	\$0	\$0	\$2,250

OPERATING & CAPITAL BUDGET SUMMARY

PROGRAM SUMMARY	2018 ACTUAL	ADOPTED BUDGET 2019	2018 CARRYFORWARD	2019 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL YTD	ESTIMATED TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
PERSONNEL COSTS	\$1,136,187	\$1,401,255	\$79,452	\$0	\$1,480,707	\$333,067	\$1,440,311	\$130,561	\$1,488,400
OPERATING EXPENSE	\$101,273	\$140,839	\$10,666	\$0	\$151,505	\$69,890	\$150,543	\$29,841	\$140,839
CONTRACTUAL SERVICES	\$87,621	\$204,200	\$75,976	\$0	\$280,176	\$53,639	\$280,176	\$133,675	\$205,900
OPERATING CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES - BORROW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES - LEVY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROGRAM EXPENDITURES	\$1,325,081	\$1,746,294	\$166,093	\$0	\$1,912,387	\$456,596	\$1,871,030	\$294,077	\$1,835,139
LESS REVENUES									
TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$0	\$2,250	\$0	\$0	\$2,250	\$0	\$2,250	\$0	\$2,250
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	\$58,100	\$43,100	\$5,000	\$0	\$48,100	\$0	\$48,100	\$48,100	\$43,100
INTERGOVL 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	\$58,100	\$45,350	\$5,000	\$0	\$50,350	\$0	\$50,350	\$48,100	\$45,350
NET COST:	\$1,266,981	\$1,700,944	\$161,093	\$0	\$1,862,037	\$456,596	\$1,820,680	\$245,977	\$1,789,789

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	\$1,488,400	(\$2,900)	\$0	\$0	\$0	\$0	\$0	\$0	\$1,485,500
OPERATING EXPENSE	\$140,839	\$2,200	\$0	\$0	\$0	\$0	\$0	\$0	\$143,039
CONTRACTUAL SERVICES	\$205,900	\$700	\$3,200	\$0	\$0	\$0	\$0	\$0	\$209,800
OPERATING CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES - BORROW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES - LEVY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROGRAM EXPENDITURES	\$1,835,139	\$0	\$3,200	\$0	\$0	\$0	\$0	\$0	\$1,838,339
LESS REVENUES									
TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FINES, FORFEITS & PENALTIES	\$43,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,100
PUBLIC CHARGE FOR SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOVL 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	\$45,350	\$0	\$3,200	\$0	\$0	\$0	\$0	\$0	\$45,350
NET COST:	\$1,789,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,792,989

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

8. BUDGETED POSITION CHANGES				
7. DECISION ITEM TITLE	POSITION#	TITLE	# FTE	START DATE
Reallocation for new expenses				
9. DECISION ITEM NUMBER COBD-LEG-1				
10. SHORT DESCRIPTION (for budget document--may not exceed 470 characters) Reallocate \$2,900 from Per Meeting to cover the following increases: \$1,000 for memberships, \$1200 for telephone, and \$700 for a new program management software.				
TOTAL REQUESTED FTE CHANGE			0.000	

11. (a) EXPLANATION/JUSTIFICATION (please be specific)
 The Board Office would benefit from a program management software to better manage workload. Both the County Board Chair and the Chief of Staff should have a cell phone for county business rather than use their personal devices. Membership fees for the Urban Sustainability Directors Network (USDN) have fluctuated in recent years and will be more expensive in 2020. These additional expenses can be covered by a reallocation of funds from the Per Meeting line.

(b) What are the consequences of not funding this request?
 Without these changes, the Board Office would not get the new software, would no longer be able to participate in the USDN group, and would not have sufficient funds in the telephone line to cover costs.

(c) What savings/productivity improvements will result from approval of this request?
 The project management software should have immediate yields in efficiency and effectiveness. The telephone contracts would appropriately separate personal and professional work for the Chair and the Chief of Staff. Continued access to USDN and their training and initiatives provides critical background for sustainability innovations. The Per Meeting line can sustain this reallocation.

12. OPERATING EXPENSES / REVENUE SUMMARY	
REQUESTED EXPENDITURES	
PERSONNEL COSTS	(\$2,900)
OPERATING EXPENSE	\$2,200
CONTRACTUAL EXPENSE	\$700
OPERATING OUTLAY	\$0
TOTAL EXPENSE	\$0
RELATED REVENUES	
TAXES	\$0
INTERGOVERNMENTAL REVENUE	\$0
LICENSES & PERMITS	\$0
FINES, FORFEITS & PENALTIES	\$0
PUBLIC CHARGES FOR SERVICES	\$0
INTERGOVERNMENTAL CHARGE FOR SERVICES	\$0
MISCELLANEOUS	\$0
OTHER FINANCING SOURCES	\$0
TOTAL REVENUE	\$0
NET COST TO COUNTY	\$0

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

8. BUDGETED POSITION CHANGES			
POSITION#	TITLE	# FTE	START DATE
TOTAL REQUESTED FTE CHANGE		0.000	

9. DECISION ITEM NUMBER
COBD-LEG-2

10. SHORT DESCRIPTION (for budget document--may not exceed 470 characters)
 Dane County uses legislative management software and statistical software. Costs for these cloud-based annual subscriptions will increase by \$3200 in 2020.

11. (a) EXPLANATION/JUSTIFICATION (please be specific)
 These two software packages are mission critical for the County Board Office. The Legistar package supports the legislative process and provides transparency of government decision-making for the community. The Board Office research analyst uses the statistical software on a daily basis.

(b) What are the consequences of not funding this request?
 It is unlikely that Dane County could find these same services for a lessor price.

(c) What savings/productivity improvements will result from approval of this request?
 Continued use of Legistar has become foundational to how the county manages the legislative process. The work of the research analyst continues to discern trends and opportunities as a result of criminal justice data analysis.

12. OPERATING EXPENSES / REVENUE SUMMARY

REQUESTED EXPENDITURES	
PERSONNEL COSTS	\$0
OPERATING EXPENSE	\$0
CONTRACTUAL EXPENSE	\$3,200
OPERATING OUTLAY	\$0
TOTAL EXPENSE	\$3,200
RELATED REVENUES	
TAXES	\$0
INTERGOVERNMENTAL REVENUE	\$0
LICENSES & PERMITS	\$0
FINES, FORFEITS & PENALTIES	\$0
PUBLIC CHARGES FOR SERVICES	\$0
INTERGOVERNMENTAL CHARGE FOR SERVICES	\$0
MISCELLANEOUS	\$0
OTHER FINANCING SOURCES	\$0
TOTAL REVENUE	\$0
NET COST TO COUNTY	\$3,200

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

8. BUDGETED POSITION CHANGES			
POSITION#	TITLE	# FTE	START DATE
TOTAL REQUESTED FTE CHANGE		0.000	

9. DECISION ITEM NUMBER
 ADJUST TO REFLECT ACTUAL LTE USE
 COBD-LEG-3

10. SHORT DESCRIPTION (for budget document--may not exceed 470 characters)
 Adjust revenue and expense to reflect current activity.

11. (a) EXPLANATION/JUSTIFICATION (please be specific)
 This decision item aligns the budget with actual use of grant-funded LTE activity. Funding remains available to cover costs in future years.

(b) What are the consequences of not funding this request?

(c) What savings/productivity improvements will result from approval of this request?

12. OPERATING EXPENSES / REVENUE SUMMARY	
REQUESTED EXPENDITURES	
PERSONNEL COSTS	(\$43,100)
OPERATING EXPENSE	\$0
CONTRACTUAL EXPENSE	\$0
OPERATING OUTLAY	\$0
TOTAL EXPENSE	(\$43,100)
RELATED REVENUES	
TAXES	\$0
INTERGOVERNMENTAL REVENUE	\$0
LICENSES & PERMITS	\$0
FINES, FORFEITS & PENALTIES	\$0
PUBLIC CHARGES FOR SERVICES	(\$43,100)
INTERGOVERNMENTAL CHARGE FOR SERVICES	\$0
MISCELLANEOUS	\$0
OTHER FINANCING SOURCES	\$0
TOTAL REVENUE	(\$43,100)
NET COST TO COUNTY	\$0

(9)

Budget Carryforward Request		County Board		County Board		County Board		County Board		County Board	
Dept:	Program:	Object Code	Revenue Source	Account Description	Budget as Modified	Expenditures Estimated Carryforward	Budget as Modified	Revenues Estimated Carryforward	Type	Resolution Number	Justification/Comments
COBOARD		30390		AUDITING SERVICES	121,801	107,000			Year to Year		Most of the 2019 allocation will be encumbered by the end of the year. The carryforward will allow a more robust budget for program and policy evaluation in 2020.
COBOARD		10072		LIMITED TERM EMPLOYEES	122,745	110,000			Grant		Much of the LTE funding is from a grant.
COBOARD		20085		LJAF DATA ANALYSIS EXPEN	841	841			Grant		This funding is entirely from a one-time grant from the Laura and John Arnold Foundation and would cover future expenses.
COBOARD		10052		INNOVATION GRANT-LTE	11261	11261			Grant		It is likely most of this will be expended.
COBOARD		30298		INNOVATION GRANT EXPENS	7,875	6,675			Grant		It is likely most of this will be expended.
COBOARD		20075		PUBLIC ENGAGEMENT	32,925	25,000			Year to Year		The County Board has prioritized inclusive community engagement. Many initiatives are being planned and funding carried forward would support efforts early in 2020.
COBOARD		31836		OUTREACH SERVICES-POS	25,000	20,000			Year to Year		Now that the Office is fully staffed, much of these funds will be expended or encumbered by the end of the year.
COBOARD		10108		SOCIAL SECURITY	89,569	9,300			Grant		A portion of social security is funding from a grant. We would not want to inadvertently lose any of this funding.
COBOARD		21315		KASSEL-DANE SISTER COUN	10,500	1,000			Year to Year		The Kassel Task Force has plans for these funds early in 2020.
MCJLAWCL		30740		CRIMINAL JUSTICE STRESS T	35,000	20,000			Other		This allocation was for an initiative which we were able to secure at a favorable price. In the late summer and fall, follow-up work will be completed which may continue into 2020.

COBOARD	80059						43,100	43,100	Grant			The Board Office rec a multi-year \$197,000 grant for this project. The allocation for 2019 should roll forward to cover future expenses.
COBOARD	82013						5,000	5,000	Grant			Grant revenues will be used over time.
TOTAL							48,100	48,100				

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DANE COUNTY CAPITAL PROJECTS 5-YEAR SUMMARY

Completed by:

Priority by Year	Org	Object	CAPPROJ Filename	Project Title	Project Number	Project Cost by Budget Year				Total Project Cost	
						2020	2021	2022	2023		2024
1	COBOARD	new	CAPPROJ	AV replacement in Chambers AV replacement in 3rd floor meeting rooms		\$ 325,000				\$ 325,000	
2	COBOARD	new	CAPPROJ			\$ 160,000				\$ 160,000	
1	COBOARD	new	CAPPROJ	New chairs for tables in the 3rd floor meeting rooms			\$ 18,000			\$ 18,000	
TOTALS						\$ 485,000	\$ 18,000	\$ -	\$ -	\$ -	\$ 503,000

DANE COUNTY CAPITAL PROJECTS/EQUIPMENT DETAIL SHEET

AGENCY	ORGANIZATION	COMPLETED BY	PHONE
County Board	Legislative Services	Karin Peterson Thurlow	266-4533
PROJECT TITLE	PROJECT NO.	BEGIN DATE	END DATE
AV/IT Replacement and Upgrade for the Chambers	20-024-01	Jan-20	Dec-20
<p>PROJECT/EQUIPMENT DESCRIPTION (INCLUDE USEFUL LIFE FOR EQUIPMENT) The audio visual and information technology equipment in the chambers serves the County Board, the Madison Common Council, a number of committees, and as the home of the City of Madison Municipal Court. The equipment includes a sound system, projector, screens, and the computer technology - both hardware and software - to support the management of meetings. It is foundational to transparency in government process. The dollar value is an estimate provided by a local vendor. The cost would be shared with the City of Madison.</p>			
		TOTAL	\$ 325,000
PROJECT JUSTIFICATION	LOCATION		
<p>The audio visual equipment in the County Board Chambers was last replaced in 2011-12 at a cost of over \$200,000. The equipment has been failing more and more frequently in the past year and a half. In 2018 the control system was replaced and the 2019 budget includes funds for a few replacement microphones. The incremental, patching approach is not sustainable and the audio visual and information technology in the chambers needs to be replaced and updated.</p>			

PROJECT FINANCING SUMMARY	Prior Years	2020	2021	2022	2023	2024	Total
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PROJECT EXPENDITURES							
PLANNING & DESIGN	\$0						\$0
ARCHITECTURAL SERVICES	\$0						\$0
PROPERTY ACQUISITION / SITE PREPARATION	\$0						\$0
CONSTRUCTION	\$0						\$0
INFO TECHNOLOGY / TELECOMMUNICATIONS	\$0	\$325,000					\$325,000
OFFICE FURNITURE / EQUIPMENT	\$0						\$0
CONTINGENCY	\$0						\$0
CAPITAL EQUIPMENT PURCHASE	\$0						\$0
TOTAL EXPENDITURES	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000

PROJECT FUNDING							
PROPERTY TAX	\$0						\$0
DEBT	\$0	\$162,500					\$162,500
FEDERAL	\$0						\$0
STATE	\$0						\$0
CITY OF MADISON	\$0	\$162,500					\$162,500
OTHER	\$0						\$0
TOTAL FUNDING	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000

ESTIMATED ANNUAL OPERATING COSTS							
			\$0	\$0	\$0	\$0	\$0

DANE COUNTY CAPITAL PROJECTS/EQUIPMENT DETAIL SHEET

AGENCY	ORGANIZATION	COMPLETED BY	PHONE
County Board	Legislative Services	Karin Peterson Thurlow	266-4533
PROJECT TITLE	PROJECT NO.	BEGIN DATE	END DATE
AV/IT Replacement and Upgrade for 3rd Floor Meeting Rooms	20-024-02	Jan-20	Dec-20
PROJECT/EQUIPMENT DESCRIPTION (INCLUDE USEFUL LIFE FOR EQUIPMENT)	PROJECT COMPONENTS (if applicable)		
The audio visual equipment in the four meeting rooms on the 3rd floor of the City County Building needs to be replaced and updated with modern technology.	\$ 160,000		
PROJECT JUSTIFICATION	TOTAL \$ 160,000		
The audio visual equipment in the County Board meeting rooms on the third floor of the City-County Building was installed over 10 years ago. The microphones and projectors have become less reliable. Additionally, it has become clear that the single screen at the front of each room does not provide adequate viewing for the public in the larger committee rooms.	LOCATION		

PROJECT FINANCING SUMMARY	Prior Years	2020	2021	2022	2023	2024	Total
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PROJECT EXPENDITURES							
PLANNING & DESIGN	\$0						\$0
ARCHITECTURAL SERVICES	\$0						\$0
PROPERTY ACQUISITION / SITE PREPARATION	\$0						\$0
CONSTRUCTION	\$0						\$0
INFO TECHNOLOGY / TELECOMMUNICATIONS	\$0	\$160,000					\$160,000
OFFICE FURNITURE / EQUIPMENT	\$0						\$0
CONTINGENCY	\$0						\$0
CAPITAL EQUIPMENT PURCHASE	\$0						\$0
TOTAL EXPENDITURES	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000

PROJECT FUNDING							
PROPERTY TAX	\$0						\$0
DEBT	\$0	\$160,000					\$160,000
FEDERAL	\$0						\$0
STATE	\$0						\$0
CITY OF MADISON	\$0						\$0
OTHER	\$0						\$0
TOTAL FUNDING	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000

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

YR	ORG CODE	OBJECT	DESCRIPTION	2018 EXPENDITURES	ADOPTED BUDGET 2019	2018 CARRYFORWARD	2019 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL EXPENDITURES YTD	ESTIMATED EXPENDITURES TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
C	A	P	B	D								
20	COBRDCAP	57738	LEGISLATIVE TRACKING SYSTEM	\$116	\$0	\$31,101	\$0	\$31,101	\$0	\$31,101	\$27,600	\$0
20	COBRDCAP	58461	ROOM 201 CONTROL SYSTEM	\$12,209	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20	COBRDCAP	58462	ROOM 201 MICROPHONES	\$0	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	\$10,000	\$0
20	COBRDCAP	58875	FURNITURE EQUIP SPACE REMODEL	\$0	\$685,000	\$0	\$0	\$685,000	\$0	\$685,000	\$0	\$0
20	COBRDCAP	58015	AV REPLACEMENT IN CHAMBERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20	COBRDCAP	58016	AV REPLACE 3RD FLOOR MTG. RMS.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			TOTAL EXPENDITURES	\$12,325	\$695,000	\$31,101	\$0	\$726,101	\$0	\$726,101	\$37,600	\$0

DEPARTMENT: County Board
 PROGRAM: County Board-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	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
20	COBRDCAP	57738	LEGISLATIVE TRACKING SYSTEM	\$0								\$0
20	COBRDCAP	58461	ROOM 201 CONTROL SYSTEM	\$0								\$0
20	COBRDCAP	58462	ROOM 201 MICROPHONES	\$0								\$0
20	COBRDCAP	58875	FURNITURE EQUIP SPACE REMODEL	\$0								\$0
20	COBRDCAP	58015	AV REPLACEMENT IN CHAMBERS	\$0	\$325,000							\$325,000
20	COBRDCAP	58016	AV REPLACE 3RD FLOOR MTG. RMS.	\$0	\$160,000							\$160,000
			TOTAL EXPENDITURES	\$0	\$485,000	\$0	\$0	\$0	\$0	\$0	\$0	\$485,000

DEPARTMENT: County Board
 PROGRAM: County Board-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	2018		2019		2019 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL REVENUES YTD	ESTIMATED REVENUES TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
				REVENUES	ADOPTED BUDGET 2019	2018 CARRYFORWARD	2019						
				\$6,104	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$0	\$0
20	COBRDCAP	84336	CITY SHARE CCB RENOVATIONS	\$2,158	\$690,000	\$0	\$690,000	\$0	\$0	\$690,000	\$0	\$0	\$0
20	COBRDCAP	84974	BORROWING PROCEEDS	\$8,262	\$695,000	\$0	\$695,000	\$0	\$0	\$695,000	\$0	\$0	\$0
			TOTAL REVENUES										

DEPARTMENT: County Board
 PROGRAM: County Board-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	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
20	COBRDCAP	84336	CITY SHARE CCB RENOVATIONS	\$0	\$162,500							\$162,500
20	COBRDCAP	84974	BORROWING PROCEEDS	\$0	\$322,500							\$322,500
			TOTAL REVENUES	\$0	\$485,000	\$0	\$0	\$0	\$0	\$0	\$0	\$485,000

