

Resolution 46 -10

Resolution to Amend Polk County Policy No. 881, Staffing Budget Planning and Position Administration, Setting Procedure for Developing Annual Staffing Plans and Budget for Fiscal Year 2011

THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD:

¶1 WHEREAS, Policy 881, Staffing Budget Planning and Position Administration, contains provisions, Procedure for Annual Staffing Plan and Budget Process, that identify the manner in which the staffing plans and the budget are developed for the following fiscal year.

¶2 WHEREAS, the Polk County Board of Supervisors have confirmed the appointment of a County Administrator, resulting in a need to revise the Procedure for Annual Staffing Plan and Budget Process with Policy No. 881 to be consistent with the statutory duty of the County Administrator to prepare and to present the annual budget.

¶3 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends Policy No. 881, in part, and solely with respect to the provision "Procedure for Annual Staffing Plan and Budget Process", pages 881-5 through 881-7, to read as follows:

"Procedure for Annual Staffing Plan and Budget Process

Each year as part of the annual staffing process, and then leading into the budgeting process, departments will prepare a staffing plan for the next fiscal year. This staffing plan shall include an organizational chart identifying units and positions within the department highlighting positions that are proposed as new or planned for elimination in the ensuing fiscal year.

By the first business day in June, the Department of Administration and Employee Relations Department will develop and distribute the staffing and budget-planning calendar. Prior to commencement of the process, preliminary salary and benefit information will also be distributed.

Step	Action	
1	<p>The Executive Committee shall meet by June 15, commencing in 2008, to issue staffing and programming guidance that may consist of, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Consideration of programming and service priorities for future staffing/budget plans. 2. Feasibility and/or amount of increased revenues (Fees/rates). 3. Feasibility and potential costs of new services. 4. Recommendations on increased or decreasing revenue sources. 5. Consideration of allowing services to be provided by private industries within Polk County. 6. Consideration of outsourcing specific services. 7. Consolidation of services and efforts between departments. <p>Department Heads, Governing Committees, Finance and Personnel Committees will utilize this guidance in preparing their budgets and planning for staffing in their analysis and justification for the next fiscal year.</p>	

2	Each Department Head shall develop a staffing plan for their department. This plan shall be completed using Policy 881 Appendix Forms and include a copy of the department's proposed organizational chart; any proposed new positions or those planned for elimination, and a cost analysis for the department. The cost analysis shall detail wages and benefits to the department per unit, reflective of existing staffing structure, as well as detailed cost analysis of wages and benefits for new position requests, increase in hours of existing positions, proposed position eliminations, or any other applicable staffing changes as provided for within this policy Requests for new positions/increase in hours of existing positions must address specific rationale as to why each new position is required versus alternative methods of meeting demands for service.	
3	The supervising committee reviews, amends and approves the department staffing plans and submits approved staffing plans to Employee Relations.	
4	The Employee Relations Director examines each plan and presents all staffing plans to the Personnel and Finance Committees. Utilizing guidance from the Executive Committee, the Committees jointly review the staffing plans with the Department Heads and their committee representative(s). The Personnel Committee recommends staffing needs to the Finance Committee and furnishes the same to each department and appropriate committee.	
5	The Personnel Committee provides direction regarding health insurance premiums for the next fiscal year. The Finance Committee provides budgetary guidelines to the departments.	
6	Department Heads and Governing Committees review the Personnel Committee staffing recommendations and Finance Committee budgetary guidelines. Department Heads develop budgets with Governing Boards/Committees and revisit staffing plans. Updates to staffing plans are submitted to Employee Relations and initial budgets are submitted to the Department of Administration.	
7	Personnel Committee reviews updates/changes to departmental staffing plans and issues final staffing recommendations to the Finance Committee.	
8	Department Heads, along with their governing board/committee representatives, present budgets to the Finance Committee and Finance provides final recommendations to the departments	
9	Departments review final recommendations with governing boards/committees and notify the Department of Administration of intent to appeal staffing and budget recommendations	
10	The Personnel and Finance Committees consider staffing and budget appeals and make final recommendations	
October County	The Personnel Committee presents a summary of recommended staffing plans for justification and approval to the full County	

Board Meeting	Board. The Finance Committee provides formal recommendation for Public Notice and Draft copy of the budget to County Board.	
November County Board Meeting	County Board adoption of the annual budget.	

Step	Action	
1	<p><u>The County Board will meet in July in a workshop to discuss overall budget issues and direction, providing staffing and programming guidance to the County Administrator and Department Heads to assist in the preparation of the 2011 budget. This guidance may include, but is not limited to, the following:</u></p> <ul style="list-style-type: none"> ○ <u>Consideration of programming and service priorities for future staffing/budget plans.</u> ○ <u>Feasibility and/or amount of increased revenues (Fees/rates).</u> ○ <u>Feasibility and potential costs of new services.</u> ○ <u>Recommendations on increased or decreasing revenue sources.</u> ○ <u>Consideration of allowing services to be provided by private industries within Polk County.</u> ○ <u>Consideration of outsourcing specific services.</u> ○ <u>Consolidation of services and efforts between departments.</u> <p><u>The County Administrator, Department Heads, Governing Committees, Finance and Personnel Committees will utilize this guidance in preparing their budgets and planning for staffing in their analysis and justification for the next fiscal year.</u></p>	
2	<u>The County Administrator must submit budget instructions to all departments, developing final instructions in consultation with the Finance Committee and Personnel Committee.</u>	
3	<u>Each Department Head shall develop a staffing plan for their department. This plan shall be completed using Policy 881 Appendix Forms and include a copy of the department's proposed organizational chart; any proposed new positions or those planned for elimination, and a cost analysis for the department. The cost analysis shall detail wages and benefits to the department per unit, reflective of existing staffing structure, as well as detailed cost analysis of wages and benefits for new position requests, increase in hours of existing positions, proposed position eliminations, or any other applicable staffing changes as provided for within this policy Requests for new positions/increase in hours of existing positions must address specific rationale as to why each new position is required versus alternative methods of meeting demands for service.</u>	
4	<u>Each Department Head must review their goals and objectives</u>	

	<u>for 2011 with their Governing Boards/Committees and utilize this guidance in preparation of their budget requests.</u>	
<u>5</u>	<u>The Personnel Committee provides direction regarding health insurance premiums for the next fiscal year. The Finance Committee provides budgetary guidelines to the County Administrator and departments.</u>	
<u>6</u>	<u>Each Department Head must submit their initial budget requests to the County Administrator according to the budget instructions issued in Step 2, including their staffing plan developed in Step 2.</u>	
<u>7</u>	<u>After submission of the initial budget requests, the Governing Boards/Committees will review the department staffing plans and initial budget requests, providing guidance to the County Administrator and Department Heads. The Personnel and Finance Committees will review the staffing plan and overall budget requests with the County Administrator and provide guidance on overall budget and staffing policy.</u>	
<u>8</u>	<u>The County Administrator reviews the guidance from the Governing Boards/Committees and, with Department Heads, develops a final budget for submission to the County Board.</u>	
<u>9</u>	<u>The County Administrator must submit the proposed 2011 budget to the Finance Committee, Personnel Committee and County Board at their September 2010 meetings.</u>	
<u>10</u>	<u>The County Administrator and Department Heads present the 2011 budget recommendation to the individual Governing Boards/Committees in September and October 2010. The Governing Boards/Committees make recommendations to the Finance Committee and Personnel Committee on amendments to the proposed 2011 budget.</u>	
<u>11</u>	<u>The Personnel and Finance Committees consider staffing and budget amendments and make final recommendations</u>	
<u>October County Board Meeting</u>	<u>The Personnel Committee presents a summary of recommended staffing plans for justification and approval to the full County Board. The Finance Committee provides formal recommendation for Public Notice and Draft copy of the budget to County Board.</u>	
<u>November County Board Meeting</u>	<u>County Board adoption of the annual budget.</u>	

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¶4 BE IT FURTHER RESOLVED that the above amendment to Policy No. 881 solely apply to the development of annual staffing plans and budget for the fiscal year 2011, which shall be approved by the Polk County Board of Supervisors at its meeting in November 2010.

¶5 BE IT FURTHER RESOLVED that Policy No. 881 is not otherwise amended.

Funding Amount and Funding Source: Not Applicable
Date Finance Committee Advised: July 14, 2010
Finance Committee Recommendation: _____
Date Personnel Committee Advised: July 9, 2010

Personnel Committee Recommendation: _____

Effective Date: Upon Passage

Approved as to form: _____

Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Dated Submitted to County Board: July 20, 2010

County Board Action: Adopted

Sponsored and Submitted upon Recommendation of the Finance Committee

Sponsored and Submitted upon Recommendation of the Personnel Committee

Wendy [Signature]
Patricia Schmidt
Russell E. Arund 7-9-10
James A. Edgell

This Resolution was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the 20th day of July 2010.

unanimous voice vote

William Johnson, IV, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Carole T. Wondra, Clerk for Polk County, do hereby certify that the attached is a true and correct copy of Resolution No. 46-10 that was adopted by the Polk County Board of Supervisors on July 20, 2010.

Carole T. Wondra 7-26-10
Carole T. Wondra Date
Polk County Clerk