

2022 Budget Adjustments

2022 Budget Gap Tracking and Adjustment Recommendations: (08 Sep 2021)

Summary and Preliminary Gap:

This document is intended to track any existing gap between submitted preliminary budgets and arriving at a balanced budget to present to the Richland County Board. This tracking documents is intended for the use of the Administrator, Finance and Personnel and Board Supervisors to be able to view the proposed reductions, additions and amendments to services with projected costs in efforts to prioritize 2022 services and allocate 2022 funds. Significant items built into the Preliminary Budget under direction of the Administrator, and/or Finance and Personnel are listed below.

Specified Budget Guidance (These Items were built into the Preliminary)

#	Department	Item / Add-in / Amendment:	Impacts:	Additional Gap	Fill Option
A	DA	Added position	Mandated Marcy's Law	\$ 70,000.00	
B	Zoning	Displacement from land grant	Reduced use of Land Information Grant by \$55,000 from 2021 budget to better align with grant intentions	\$55,000	
C	Zoning	Overinflated Revenues in 2021 due to 2021 GL// input error	Additional \$130,000 was allocated from in revenues, which appeared to be an accounting error in 2021 budget.	\$ 130,000.00	
D	Health and Human Services	Guidance in increase chapter 50 and 51 placements	Historically we have not budgeted to meet needs, this amount takes us to estimated trend	\$ 490,381.00	
E	Land Conservation	Include 2nd Land Technician	Was not added back into 2021 GL // error	\$ 45,000.00	
F	Administration	Included Wage increases and 7% Ins increase	Estimated increases to general employees of \$294,093.28 with absorptions into the HHS of \$73,800.	\$ 220,293.00	

Adjust

Existing Gap With Proposed Add-ins and Fills

Richland County	Preliminary Budget Gap	Based on submitted preliminary numbers	Preliminary Gap
			\$ 464,215.73

\$ 464,215.73

Department and Fund Impacts, Proposals and Options:

#	Department	Add-in / Take-out/Amendment:	Impacts:	Additional Gap	Fill Option
1.1	Health & Human Services	Implement New Drug Court Program	HHS will operate without the program unless added in	\$ 15,000.00	
1.2	Health & Human Services	Expanded Psychiatric (Recommend defer to 2023) \$60,000	Add 4 hours additional Psychiatric help per week		
1.3	Health & Human Services	Decrease preliminary placement funds (\$200,000)	Incremental increase to reach the trending Placement Costs. May result in underfunding and rely on operational overages to cover. The overall increase in the funds will be \$290,381.00.		\$ 200,000.00
2.1	County Clerk	Restore Deputy to 40 hours/week	Reduction of Deputy to 30 hours impacts	\$ 11,782.56	
2.2	County Clerk	Restore Operation Funds for Training	Clerk Kalish will be attending at own expense	\$ 900.00	
2.3	County Clerk	Restore Office Supplies	May struggle on production and advertising	\$ 1,300.00	
2.4	County Clerk	Take out Codification and/or Digitization	Codification of Ordinances (currently in budget) utilize ARP funds.		\$ 10,870.00
3.1	Highway	Restore Highway Clerk to 35 hours (Reduced by Resolution to displace funds for Assistant to the Administrator	Concerns on administrative support and overtime with a clerical position reduced to 20 hours (\$15,780) absorbed by revenues		
3.2	Highway	Levy Reduction to cover Resolution to reduce the Highway Clerk	Additional reduction on road or equipment maintenance from levy		\$ 15,780.00
4.1	Child Support	Built in increase with anticipation of Reclassification	Positon was evaluated at the same grade. Recommendation resulted in no increase.		\$ 2,100.00

Action List:

Recommended

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5.1	Circuit Court	Reduce operations as to meet the 0% guidance	Preliminary budget is submitted with overage		\$ 5,922.02	
5.2	Circuit Court	Increase projected revenue	Potential for increased revenues to cover expenditures		\$ 5,922.02	\$ (5,922.02)
6.1	Coroner	Reduce to 2021 levy expenditure limit.	Requesting additional \$6,000 in contracted expenses due to need for more medical examinations		\$6,000	
7.1	Sheriff's Office	Reduction in operations to meet 0% guidance	May require additional position cuts and overtime impacts		\$ 22,934.00	
7.1	Sheriff's Office	Add back in Jailer/Dispatcher	Reduced jailer/dispatcher places the department back into a challenging position of maintaining staff requirements and impacts on overtime	\$65,083.00		\$ 65,083.00
7.1	Sheriff's Office	Add back in Patrol Deputy	Reduced patrol deputy leads to impacts in overtime or reduced patrol coverages	78,625.00		\$ 78,625.00
7.1	Sheriff's Office	New Hires not utilizing Health Insurance			\$ 8,000.00	\$ (8,000.00)
8.1	Family Court Commissioner	None				
9.1	Property Lister	Reinstate from 35 hours to 40 hours		\$ 6,306.80		\$ 6,306.80
9.2	Property Lister	Increased fees for software expenses		\$ 686.00		\$ 686.00
10.1	District Attorney's Office	Eliminate Proposed Added Position	Reduces ability to keep up with increased victim witness requirements which carry legal liabilities against the county if new constitutional amendments are violated.		\$ 74,000.00	
10.2	District Attorney's Office	Increase to Victim Witness Coordinator	Reclassification of position to lead. Figure reimbursement rate which would be less. Estimate at \$2,000		\$ 2,000.00	
11.1	Land Conservation	Well Study (Fund 66)	Go without the well study		\$ 5,000.00	\$ (5,000.00)
11.2	Land Conservation	Wild Parsnip	Parsnip Control	\$ 500.00		
11.3	Land Conservation	Accelerate Timber Sales	Potential accelerated cut/pulp (\$19,000) seen as an Ash creek fund (Divert to Parks)		\$ 15,000.00	
12.1	MIS		Reclassification of MIS Assistant Position	\$ 5,560.00		\$ 5,560.00
12.2	MIS		IPad Purchases	\$ 5,896.00		
12.3	MIS		Casual P/T support to assist with meetings etc. Casual/Temp @ \$13.00/hr. @ hours 17 per month	\$ 3,000.00		\$ 3,000.00
12.4	MIS		On-call rate of \$1.25 per hour when designated to an hourly employee by the director. Estimating 352 annually	\$440		\$ 440.00
12.5	MIS		(Permanent Position) Radio/Tower and 911 Coordinator	\$ 72,000.00		
13.1	Register in Probate	No requests				
14.1	Register of Deeds	Impose a reduction in 5 hours from Deputy	Reduction to make the 0% level		\$ 5,873.79	

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15.1	Treasurer's Office	Reinstatement of Deputy from 35 to 40 hrs.	Reduction impacts services in conjunction with incoming replacement		\$ 5,873.79	
15.2	Treasurer's Office	Reduction in postage			\$ 100.00	
15.3	Treasurer's Office	Reduction in advertising			\$ 200.00	
16.1	Veteran's Services	No request				
17.1	Zoning	Utilize Land Grant against more wages	Reduced \$55,000 use in Land Information Grant from 2021 re-utilizing this grant becomes questionable in context or meeting grant criteria		\$ 55,000.00	
18.1	Courthouse Maintenance	No request				
19.1	Administrator	Assistant to the Administrator	Adds back administrative support	\$ 74,124.46		\$ 74,124.46
19.2	Administrator	Reduce Preliminary Training Expenses	Limits Training and Networking Opportunities		\$ 2,024.00	
19.3	Administrator	Transition back to Administrative Coordinator	Designate the County Clerk with an administrative coordinator title and supplement with admin assistant = \$110,611.35 - \$74,124.46 = \$36,486.89 net		\$ 110,611.35	
20.1	Tri-County Airport	Added Operations Expenses - As per action on August 3rd F+P	2021 level is \$20,199. Requested operational expenses with increased funding apportionment of 35% operations and 30% capital projects. 2022 request = \$27,555.15	\$7,356.15		\$ 7,356.15
20.2	Tri-County Airport	Added Capital Expenses of improvements	Utilize ARP Funds for local share.			
20.3	Tri-County Airport	Stop funding and end partnership (\$20,199.00)	Need to notify in July for following year. Not an option for 2022.		\$ 20,199.00	
21.1	Ambulance Services / Emergency Management:	None	Anticipated 2022 increases as one time ARP injection will not be available in the future.			
22.1	Pine Valley Community Village:	Not allow increase to step 6 increases	Decrease pay increase and increase return to Fund #10. This would not be in line with the intentions of the Medicaid increases to target staffing retention and recruitment for nursing facilities.		\$ 119,600.00	
23.1	UW Extension Office	Reduce to bring down to 0%	Possible reduction in additional support staff hours		\$ 1,496.45	
23.2	UW Extension Office	Increase to 2021 Level of funding is a restoring of \$6,123.45	This would restore staff hours, mileage, equipment, and supplies	\$ 6,123.45		
23.3	UW Extension Office	Reduce all levy funding for 2022 (\$185,032.12)	Displace existing revenues will have staffing impacts on support staff and partial funding for educators, and result in discontinued services to the community.		\$ 185,032.12	
24.1	Fair & Recycling	Mower Purchase	Allows more flexibility in performing needed cuts	\$ 3,500.00		
24.2	Fair & Recycling	Pay connection building staff	Other superintendents are being paid and this raises concerns of inequity. (15 people)	\$ 2,718.75		
	Fair & Recycling	Pay current species superintendent staff and helpers not currently paid	Others are being paid and this raises concerns of inequity. (17 people)	\$ 3,081.25		
24.3	Fair & Recycling	Increase support of 3 staff	Currently abiding a resolution salaried distribution of fair coordinator wages	\$ 25,000.00		

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24.4	Fair & Recycling	Reduce all levy funding for 2022 (\$15,000)	Displace existing revenues will likely have staffing impacts and ability to coordinate events and manage grounds.		\$ 15,000.00	
25.1	Parks Commission	Potential Reduction in 2021 Levy	Spend off surplus (\$43,000 balance), reduce request, <u>some of this has salary impact</u>		\$ 10,000.00	\$ (10,000.00)
25.2	Parks Commission	End partnership with Hidden Valleys	Per Parks Commission action		\$ 1,367.96	\$ (1,376.96)
25.3	Parks Commission	Reduce all levy funding for 2022, additional to proposed \$10K would equal (\$27,060.44)	Displace existing revenues will likely have staffing impacts on Land Conservation and general maintenance of parks and trails system.		\$ 27,060.44	
26.1	Symons Recreation Complex	No request				
26.2	Symons Recreation Complex	Reduce all levy funding for 2022 (\$34,291.50)	Displace existing revenues will likely have staffing impacts. Any reductions we do would be matched by the city to equal = \$68,583 impact on Symons. Such action would require communication with the city.		\$ 34,291.50	
27.1	UW Food Services	No request				
27.2	UW Food Services	Reduce all levy funding for 2022 (\$3,171.52)	Displace existing revenues will likely have staffing impacts. UW Food Services provides meals for meal sites.		\$3,171.52	
28.1	UW Campus	Restore to 2020 level	Restore budget to \$60,000	\$ 10,000.00		
28.2	UW Campus	Additional \$10,000 reductions in maintenance Funding, reflecting staff and enrollment reductions.	Observing continual staff reductions and enrollment in campus operations, however are deferred maintenance issues will only increase.		\$ 10,000.00	\$ (10,000.00)
28.3	UW Campus	Stop maintenance apportionments. Remaining (\$40,000) to reduce all levy funding in 2022.	Discontinuing all funding would be a breach of agreement. We would have to end or amend our agreement with the UW System. This would have significant impact on our existing deferred maintenance issues.		\$ 40,000.00	
29.1	Economic Development	Reclassification	Economic Director Position (Share)	\$ 4,369.67		
29.2	Economic Development	Increase Contract Support Budget	More project completion and delivery (county Only)	\$ 15,000.00		
29.3	Economic Development	Reallocation of Chamber of Commerce Appropriation	Reallocation of apportionments dedicated to the Richland Center Chamber of Commerce, currently cut \$4,000 current 10.5771 account	\$ 4,000.00		
29.4	Economic Development	Reallocation of Hidden Valleys Fund	Currently in the Parks Budget 65.5651.0000.5324; Transfer to 5762.0000.5326 = \$1,367.96 (proposed to cut)			
29.5	Economic Development	Marketing and branding initiatives	County apportion; not matched. City is taking on their own.	\$ 20,000.00		
29.6	Economic Development	Reduce contracted services line 10.5762.0000.5970	Currently budgeted at \$16,323.84 (we share half with City, and reduction would =1/2 levy impact) reduce \$8,000 in total		\$4,000	
29.7	Economic Development	Reduce all levy funding for 2022 (\$72,935.38)	This would have matching impact by the city and would discontinue the operation. We would have to end or amend our agreement with the City.		\$72,935.38	

Health Insurance Renewal

#	Department	Add-in / Take-out/Amendment:	Impacts:	Additional Gap	Fill Option
101.1	Health Insurance	Renewal (Preliminary set at 7%) of current plan	Initial renewal is 16% increase for county portion of premiums. Quartz is firm on renewal rate.	\$ 258,714.72	\$ 258,714.72

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101.2	Highway Absorption	Amount highway can absorb outside levy	Highway accounts for approximately \$70,101.36 of increase and is able to absorb into revenues	\$	70,101.36	\$	(70,101.36)
101.3	Pine Valley Absorption	Amount Pine Valley can absorb outside levy	Pine Valley accounts for approximately \$105,000 of increase and is able to absorb into revenues	\$	105,000.00	\$	(105,000.00)
101.4	Health and Human Services	Amount Health and Human Services can absorb outside levy	Health and Human Services have utilized all foreseeable revenues	\$	-		
	Health Insurance	Plan Design Adjustment	Premium share could be adjusted. Increased costs on higher tier medications can be implemented. Both not recommended at this time. Insurance options will be investigated in 1st quarter 2022 for 2023 implementation. Challenges remain with our high MLR ratio.				
101.5							

Options and Resources for Additional Fills:

#	Department	Add-in / Take-out/Amendment:	Impacts:	Additional Gap	Fill Option	Fill (Y/N)
102.1	Tax Deed Sales	Incorporate tax deeds sales	Projection: Could incorporate if we also incorporate making whole, liens, and fees associated. The risk on some is seen as balancing possible revenues.			
102.2	Sales Tax	Amendments in projected sales tax	Not recommended at this time			
102.3	Interest Income	Amendments in projected interest	Not recommended at this time			
102.4	Property Tax	Amendments in projected property tax	Not recommended at this time		\$ 61,439.00	\$ (61,439.00)
102.5	Wheel Tax	Amendments in projected wheel tax	Not recommended at this time			
102.6	Undesignated Fund Spending	General Fund Balance Applied	Estimated \$268,692 in potential cash (non-asset) in staying over the 25% ratio of budgeted expenditures		\$ 250,000.00	\$ (88,285.08)
102.7	Contingency Fund Spending	Spend contingency Surplus	Fund balance will be utilized as a revenue.		\$ 300,000.00	\$ (300,000.00)
102.8	Contingency Fund Spending	Preliminary as an expenditure	2021 levied for Contingency fund plus		\$ 300,000.00	\$ (300,000.00)
102.9	American Rescue Plan	Applied American Rescue Plan to 2022 operations	Discretionary Funds that may be up to roughly 3million. Recommend allocating to one-time projects.	\$	-	
103.1	Opioid Settlement	Utilization of Opioid Settlement Funds	We will likely not have guidance in time to incorporate			
103.2	FED Infrastructure	Utilizing FED infrastructure	We will likely not have guidance in time to incorporate			
103.3	Pine Valley	Increase from PV Debt Service Fund (Preliminary is built with \$504,996)	The preliminary plan is built with full utilization of anticipated fund balance for 2021	\$	-	
103.4	Pine Valley	Take from PV Contingency Fund	Spend down puts Pine Valley operations at risk if unforeseen financial problem occurs	\$	-	
103.5	Pine Valley	Take from Capital Improvement Fund	Puts Pine Valley at risk of requesting operation levy or additional borrowing for capital improvements and maintenance	\$	-	

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Estimated Existing Gap With Proposed Adjustments

Totals:	\$ 1,165,283.54	\$ 2,183,905.70
	Gap+requested add-ins	Total fill options

\$ -
Total gap w/ adjustments