

**DANE COUNTY  
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No.
Sponsor:		Resolution No. 2020 RES-238
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds	X

Title of Resolution or Ord. Amd.:

**AUTHORIZING AN EXTENSION OF LTE HOURS  
DCDHS – HAA DIVISION**

**Policy Analysis Statement:**

Brief Description of Proposal -  
 The Dane County Department of Human Services' (DCDHS) Housing Access and Affordability Division (HAA) has employed a limited term employee (LTE) Clerk III to assist with administrative and planning tasks related to the implementation and ongoing management of various COVID-19 preparedness and response activities to assist individuals and families experiencing homelessness and the agencies that serve this population.  
 Dane County's Civil Service Ordinance, section 18.16(1)(a), limits limited term employees to 1,200 hours per year. The employee in this position is approaching the limit for LTE's, and DCDHS is requesting an extension of hours to assist with current projects and retain this capacity.  
 The budget contains sufficient funds to support this position for the remainder of this year.

Current Policy or Practice -  
 Granting an exception to the Dane County's Civil Service Ordinance, section 18.16(1)(a), requires County Board approval.

**Fiscal Estimate:**

<u>Fiscal Effect (check all that apply) -</u>	<u>Budget Effect (check all that apply)</u>
_____ No Fiscal Effect	_____ x No Budget Effect
_____ x Results in Revenue Increase	_____ Increases Rev. Budget
_____ x Results in Expenditure Increase	_____ Increases Exp. Budget
_____ Results in Revenue Decrease	_____ Decreases Rev. Budget
_____ Results in Expenditure Decrease	_____ Decreases Exp. Budget
	_____ Increases Position Authority
	_____ Decreases Position Authority
	Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

There is no long range fiscal effect to the LTE extension of hours for the fiscal year.

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services	\$6,280		\$6,280	\$0	County Taxes	\$0		\$0	\$0
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other	\$6,280		\$6,280	
Total	\$6,280	\$0	\$6,280	\$0	Total	\$6,280	\$0	\$6,280	\$0

**Personnel Impact/FTE Changes:**

This is a an extension of hours for a current LTE employee; there is no FTE change.

**Prepared By:**

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