

ADDENDUM

Eau Claire County Board of Supervisors
Tuesday, November 7, 2017 / 7 pm
Wednesday, November 8, 2017 / 1 pm (if needed)

Location:
Courthouse, County Boardroom (Room 1277)
721 Oxford Ave. Eau Claire, WI

Eau Claire County Mission Statement:

"To provide quality, innovative and cost-effective services that safeguard and enhance the well-being of residents and resources"

7. BUDGET DELIBERATIONS / 1st VICE –CHAIR PRESIDES (Supervisor Colleen Bates)

Supervisory Amendments to the 2018 Budget (Received by County Administrator)

Memo from County Administrator regarding amendment, process, etc. **(pg. 2-3)**

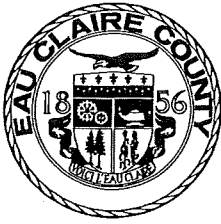
Amendment #1 – Offered by Supervisor Clark **(pg. 4)**
(Reinstate \$3,750 for Employee Recognition)

Amendment #2 – Offered by Supervisor Clark **(pg. 5)**
(Reinstate \$4,818 for increased Personnel funding)

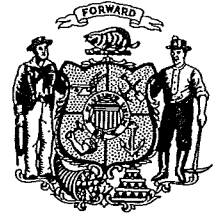
Amendment #3 – Offered by Supervisor Dunning **(pg. 6)**
(increase \$6,640 Library funding for Fall Creek Public Library)

Amendment #4 – Offered by Supervisor Pagonis **(pg. 7)**
(increase fees for Psychiatrists and Psychologists in the amount of \$16,310)

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



Eau Claire County
Office of the County Administrator
721 Oxford Avenue, Room 3520
Eau Claire, WI 54703-5481
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TO: Eau Claire County Board of Supervisors & Department Heads
FROM: Kathryn Schauf, County Administrator
DATE: October 17, 2017
SUBJECT: 2018 Budget – Supervisory Amendments to the Budget

As part of the 2018 budget process, board members will once again have opportunity to submit written amendments to the recommended budget prior to the November 07 / 08, 2017 adoption date. This process enables supervisors to clearly explain, in writing, what their proposed amendment is and what the budgetary impact (increase or decrease) is on the 2018 Budget.

Each proposed amendment should be submitted by only one supervisor. Care needs to be taken by each supervisor not to violate the Open Meetings Law through walking quorums, or discussion and agreement on amendments outside of the public meetings.

Attached, for your use, is a copy of the amendment form. Feel free to make copies of this form if you wish to submit more than one amendment. Please include only one amendment on each form.

Supervisors who propose amendments are strongly encouraged to consult with the affected departments prior to submission.

The following is a schedule of when and how these Amendment forms will be processed and reviewed:

October 30, 2017	Supervisors prepare amendments and submit them to the county Administrator's office. Amendments are due to the administration office October 30, 2017.
	County Administrator, Finance Director and department heads review the proposed amendment forms and determine the fiscal and operational impact of each proposed amendment. Supervisors who submit a proposed amendment may be contacted if further explanation is needed.
November 03, 2017	A compilation of amendments with additional information will be distributed to the Board prior to the November 07 / 08, 2017 meeting.
November 07 / 08, 2017	County Board adopts the 2018 Budget, including any amendments that are brought forward to the County Board during the meeting. Submittal of an amendment through this process does not automatically bring that amendment to the County Board floor. A specific motion and second to amend must be made during the November County Board 2018 Budget Session, prior to discussion of the amendment.

Why has this form been developed?

The County intends to utilize a formal Supervisory Amendment process in order to allow individual supervisors to offer amendments through a structured and understandable process. In addition, it gives staff the opportunity to analyze any proposed amendments so that the County Board can make informed decisions when they meet to adopt the budget. In order to provide staff with sufficient time to review proposed amendments, Supervisors are asked to submit their amendments as soon as possible, but no later than October 30, 2017.

Supervisors are reminded that the purpose of this process and the use of the form are to propose financial changes to the budget. They are not intended to be used as a forum for raising policy or procedural issues in the budget. Therefore, non-financial issues should be addressed at the appropriate Committee level and then forwarded to the full County Board for consideration if appropriate.

What are appropriate and inappropriate amendments?

Eau Claire County's budget proposal was developed using a complex mixture of prioritization, mandate and legal requirement review, and discussion between department managers, oversight committees and the Finance and Budget Committee. Further, Wis. Stat. § 65.90 provides for a certain amount of specificity in establishing the budget. Amendments that will be ruled out of order include the following:

1. "I move to amend the budget to provide a levy rate of no more than x."
2. "I move to cut x amount of dollars from the levy."
3. "I move that the budget shall provide for an x percent increase / decrease from last year."

As a reminder, Eau Claire County Financial Policy, states that "Unassigned fund balance shall not be used to support recurring operating expenditures." Funding operations with fund balance erodes the County's ability to maintain these operations into the future, as well as diminishes reserves available for emergencies or future planning.

Fund balance may be budgeted to fund the following items:

- a. Nonrecurring or rarely recurring capital outlays to reduce reliance on borrowed funds and future debt service costs.
- b. Nonrecurring startup costs of projects or programs that are expected to provide savings or increase efficiencies in the future.
- c. Prepayment of outstanding debt to generate greater rates of return than refinancing and result in the immediate improvement of many important credit ratios.
- d. Termination costs of ineffective or inefficient programs.
- e. All or part of the contingency fund as described below.
- f. Other nonrecurring expenditures which are expected to yield a positive financial return in the future.

Feel free to contact either the Administrator or Finance Director if you have any questions regarding this process, or if you would like any numbers or details clarified.

**Eau Claire County
2018 Budget
Proposed Supervisor Amendment**

By Supervisor: Clark _____

Amendment #: 1
(Amendment # assigned by staff)

To amend the 2018 Proposed Budget, as recommended by the Finance and Budget Committee, I Hereby Propose:

That \$3,750 be reallocated from the Medical Examiner to the Recognition Committee for new programming geared at employee retention.

Anticipated service changes (additions and/or reductions):

Would increase efforts geared toward employee retention

I estimate that this proposed amendment would change the budget as follows:

Department	Program Area Description	Expenditure Increase or (Decrease)	Revenue Increase or (Decrease)	Other Sources Increase or (Decrease)	Net Tax Levy Increase or (Decrease)
Human Resources	Employee recognition	3,750			3,750
Medical Examiner	Service line item	(3,750)			(3,730)
Total for Amendment		0			0

**Eau Claire County
2018 Budget
Proposed Supervisor Amendment**

By Supervisor: Clark _____

Amendment #: 2
(Amendment # assigned by staff)

To amend the 2018 Proposed Budget, as recommended by the Finance and Budget Committee, I Hereby Propose:

That the Human Resources budget be increased by \$4,818, utilizing levy from the Medical Examiner.

Anticipated service changes (additions and/or reductions):

The role of Human Resources is expanding. The department oversees not only day-to-day administration of employee related activity; it is also key in the development of the organizational culture – which is core to overall county operations. They take a lead role in training, engaging, and empowering county employees with the management team.

I estimate that this proposed amendment would change the budget as follows:

Department	Program Area Description	Expenditure Increase or (Decrease)	Revenue Increase or (Decrease)	Other Sources Increase or (Decrease)	Net Tax Levy Increase or (Decrease)
Human Resources	Personnel	4,818			4,818
Medical Examiner	Supplies and Services	(4,818)			(4,818)
Total for Amendment		0			0

**Eau Claire County
2018 Budget
Proposed Supervisor Amendment**

By Supervisor: Jim Dunning

Amendment #: 3
(Amendment # assigned by staff)

To amend the 2018 Proposed Budget, as recommended by the Finance and Budget Committee, I Hereby Propose:

Based on updated figures, add an additional \$6,640 for the Fall Creek Public Library

Anticipated service changes (additions and/or reductions):

None

I estimate that this proposed amendment would change the budget as follows:

Department	Program Area Description	Expenditure Increase or (Decrease)	Revenue Increase or (Decrease)	Other Sources Increase or (Decrease)	Net Tax Levy Increase or (Decrease)
	Library Funding	6,640			6,640
Total for Amendment		0			\$6,640*

* The adjustment will increase the levy which is exempt from levy limits.

**Eau Claire County
2018 Budget
Proposed Supervisor Amendment**

By Supervisor: Pagonis _____

Amendment #: 4
(Amendment # assigned by staff)

To amend the 2018 Proposed Budget, as recommended by the Finance and Budget Committee, I Hereby Propose:

That the Clerk of Court budget be increased to accommodate the increased fee for psychologists and psychiatrists by \$16,310. The revenue for charges and fees will be increased to accommodate the additional expense.

Anticipated service changes (additions and/or reductions):

None – anticipated that the benefit would be an increased ease in obtaining service, and the action is needed to appropriately remunerate psychiatrists and psychologists.

I estimate that this proposed amendment would change the budget as follows:

Department	Program Area Description	Expenditure Increase or (Decrease)	Revenue Increase or (Decrease)	Other Sources Increase or (Decrease)	Net Tax Levy Increase or (Decrease)
Clerk of Court	Psychiatrists and psychologists fee increase	16,310			16,310
Clerk of Court – Charges and Fees (Revenue)	Revenue for		16,310		(16,310)
Total for Amendment		0			0