

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE
Tom Lund, Chair
Tony Theisen, Vice Chair
Kris Schuller, Mark Tumpach, Rob Miller

SPECIAL ADMINISTRATION COMMITTEE

Monday, November 7, 2011

8:45 a.m.

Room 210, City Hall

100 N. Jefferson Street

- I. Call to order.
 - II. Approve/modify agenda.
-
1. Budget Adjustment Request (11-131): Adjustment to increase maintenance agreement software for amount that was prepaid at the end of 2012 but expensed in 2011 – Child Support Agency.
 2. Budget Adjustment Request (11-132): Adjustment to move dollars for the Jail Fencing project currently in the Sheriff's outlay budget to outlay in Facilities Management to supplement other outlay dollars reallocated for this project – Sheriff and Facility Management.
 3. Resolution Approving New or Deleted Positions During the 2012 Budget Process (IS).
 4. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/admin/October_2011.doc

BUDGET ADJUSTMENT REQUEST

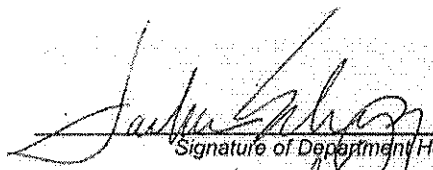
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5306.100	Maint agreement software	5,636
<input type="checkbox"/>	<input checked="" type="checkbox"/>	210.3200.400	Fund balance-res for prepaids	5,636

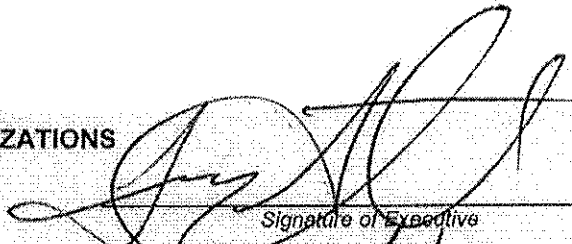
Narrative Justification:

Adjustment to increase maintenance agreement software for amount that was prepaid at the end of 2010 but expensed in 2011. Funds were retained in fund balance at year end to cover these 2011 expenses.

AUTHORIZATIONS



 Signature of Department Head
 Department: Child Support Agency
 Date: 10/3/11



 Signature of Executive
 Date: 10/11/11

CAMC
10-11-11

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.074.072.001.6110.020	Outlay (Jail)	26,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.072.001.9003	Transfer Out	26,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.9002	Transfer in (project)	26,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.6110.100	Outlay Other(project)	26,500
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

This budget adjustment moves dollars for the Jail fencing project currently in the Sheriff's outlay budget to outlay in Facility Management to supplement other outlay dollars reallocated for this project. All expenses will be administered by Facility Management in their budget.

WED Powell

 Signature of Department Head
 Department: Sheriff and Facility Mgt.
 Date: 10/07/11

AUTHORIZATIONS

[Signature]

 Signature of Executive
 Date: 10/11/11

CRANK
10-11-11

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2012 BUDGET PROCESS
(Administration)

WHEREAS, a New Position or Position Deletion Request was submitted by the Information Services Department during the 2012 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Information Services Department recommends the addition of 1 FTE Technical Services Manager and deletion of .50 FTE Programmer/Analyst II position.

Technical Services Manager	1.00	Addition
Programmer/Analyst II	.50	Deletion

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2012 budget process be effective January 1, 2012.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Programmer/Analyst II	(.50)	Deletion	\$(31,481)	\$(11,774)	\$(43,255)
Tech Services Mgr	1.00	Addition	\$ 68,640	\$ 24,362	\$ 93,002
Total Budget Impact (Administration)			\$ 37,159	\$ 12,588	\$ 49,747

This resolution does not require an appropriation from the General Fund because the changes are reflected in the 2012 budget.

Respectfully submitted,
 ADMINISTRATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:

 COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources. Final Draft Approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
MILLER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____