

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, December 13, 2023

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Larry Bangs, James Batzko, Darryl Enriquez, Joel Gaughan, Richard Morris and Gary Szpara

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, Medical Examiner Lynda Biedrzycki, Departmental Executive Assistant Nicki Powell, Business Manager Josh Joost, Financial Analyst Cathy Kienast, Facilities Manager Shane Waeghe, Business Manager Lisa Davis, Clerk of Courts Monica Paz, Accounting Services Coordinator Kristen Tranel, Business Manager Rhiannon Cupkie, County Clerk Meg Wartman, Business Manager Steve Trimborn, Land Information Systems Supervisor Kim Meinert, Land Resources Manager Alan Barrows, Director of Parks and Land Use Dale Shaver, Budget Manager Bill Duckwitz, Financial Analyst Tyler Livesey, Financial Analyst Willem Weigel, Senior Financial Analyst Clara Daniels

Discuss and Consider Funds Transfer Request 2023-220-01: Medical Examiner – Personnel to Operating

Biedrzycki presented that this transfer request is due to medical services being estimated to exceed the budgeted amount due to a higher volume of cases requiring more expensive testing, unplanned and repeated servicing of the morgue coolers and freezer, and utilization of third party temporary help for pathology assistant services due to staff shortage from a prolonged leave. The department is requesting to transfer \$30,000 from the personnel appropriation, which is below budget due to turnover and personnel vacancies.

MOTION: Batzko moved, second by Enriquez to approve Funds Transfer Request 2023-220-01. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-200-01: Sheriff's Department – Operating to Personnel

Joost presented that the Sheriff's Department is projecting greater than budgeted spending on overtime expenses. As of November 30, the department has exceeded the overtime budget by \$952,005. Greater than budgeted spending is due to: significant department turnover resulting in the need to pay overtime for shift coverage, payouts related to retirements and terminations, increased sick and FMLA time which requires overtime for coverage, and newly hired staff working through training programs requiring the department to utilize overtime to count towards shift minimums. The department will be able to absorb some of the overtime overage due to underspending of salary and benefit accounts due to position vacancies. However, the department is requesting to transfer a total of \$189,000 from the operating appropriation unit to the personnel appropriation unit to address the overage.

MOTION: Morris moved, second by Gaughan to approve Funds Transfer Request 2023-200-01. Motion carried 7-0

Discuss and Consider Request for Proposal #2023051 Janitorial Cleaning Service

Waeghe presented that this RFP is for cleaning service proposals from qualified firms capable of providing all necessary labor, materials, equipment, and supplies, to maintain clean, sanitary and safe work environments in various county buildings. Three proposals were received and CleanPower, LLC was the highest rated proposer. The total contract amount for three years is \$2,658,351.77.

MOTION: Enriquez moved, second by Szpara to award RFP #2023051 to CleanPower, LLC. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-210-01: Courts – Operating and Interdepartmental to Personnel

Davis presented the Court's personnel appropriation is projected to be over budget by \$55,000, including \$45,000 of higher temporary extra help for law interns and civilian bailiffs. The law interns had previously been budgeted through a contract in operating expenses. Also, the Courts uses both civilian bailiffs (personnel costs) and regular full-time sworn officer bailiffs employed by the Sheriff's Department (interdepartmental charge), with the civilian portion being above budget. In addition, retirement and separation payouts are expected to cause Circuit Court Services to exceed budget by another \$10,000.

The law intern contract budget of \$30,000 is unspent, has since been terminated and those interns are now hired as temporary employees. The operating transfer also includes \$10,000 in judicial training expenses which were covered by HHS grant funds in 2023. Sheriff Department interdepartmental court security charges are lower than budget reflecting the Sheriff's Department staffing levels for commissioner courtrooms making \$15,000 available to cover the increased cost of temporary extra help civilian bailiff costs, which was needed for remaining coverage.

MOTION: Bangs moved, second by Batzko to approve Funds Transfer Request 2023-210-01. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-360-02: Health and Human Services ADRC Contract – Personnel to Operating and Interdepartmental

Tranel presented that the interdepartmental expenses are higher due to a replacement of a copier and postage costs. More communication was done through mail instead of in-person outreach. Operating expenses are anticipated to be higher due to outside printing costs for the ADRC Resource Guides, an increase in promotion and public relations supplies, and higher office equipment and furniture costs, which includes office reconfiguration costs for a new coordinator position that was added in 2023. Personnel expenses are less than anticipated due to higher vacancy and turnover of staff.

MOTION: Gaughan moved, second by Enriquez to approve Funds Transfer Request 2023-360-02. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-360-03: Health and Human Services General Fund – Personnel to Fixed Assets

Tranel presented that there is a capital project (#202217) underway to remodel the Mental Health Center (MHC) to reduce the size of the inpatient unit, convert that space to a new 14-bed Regional Crisis Stabilization Facility (RCSF), create space for the Crisis Services and Court Monitoring teams, and implement other facility improvements. Construction bids came in above budget, and the County Board approved a change in scope that prioritized construction necessary to open the RCSF by the January 2024 deadline to be eligible for state RCSF grant revenues to fund initial operations. This partly included deferring the acquisition of office furniture and equipment. Fund transfer 2023-HHS-01 was approved in November to transfer \$218,000 of estimated under budget personnel costs and operating expenses to cover this office furniture and equipment, but was based on the unfinalized quote from the vendor. The finalized quote came back higher than originally anticipated. In addition, the department required a replacement to a US Cellular repeater that was no longer working. These items would be classified as fixed assets, which would require an additional funds transfer from available personnel appropriation. Salary expenses are less than anticipated due to higher turnover and positions open for longer periods of time.

MOTION: Bangs moved, second by Batzko to approve Funds Transfer Request 2023-360-03. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-400-01: Public Works – Fixed Assets to Personnel

Cupkie presented that the Public Works - General Fund (Facilities) is trending above budget in personnel expenses, mainly due to several large retirement payouts in 2023. Current-year end estimates for year-end personnel costs are almost \$32,000 over budget. The Building Improvement Program (BIP) budget is estimated to be below budget in fixed assets.

MOTION: Morris moved, second by Enriquez to approve Funds Transfer Request 2023-400-01. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-540-01: County Clerk – Personnel to Operating

Wartman presented that this fund transfer is necessary to cover higher election costs mainly for higher ballot costs, five special elections that were not anticipated in the budget, and higher records retention costs. Based on staffing vacancy and turnover, the department is anticipated to underspend its health insurance making \$10,000 available to transfer.

MOTION: Szpara moved, second by Bangs to approve Funds Transfer Request 2023-540-01. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-100-01: Parks and Land Use General Fund – Personnel to Interdepartmental

Trimborn presented that this fund transfer is necessary to accommodate interdepartmental charges from the Department of Administration, mainly for postage costs incurred for the mailing of courtesy reminders and notifications to park patrons for unpaid visits throughout the year. The volume of

mailings was much higher than prior years due to the continued utilization of the automated license plate reader program and discontinuation of onsite cash handling at park facilities for daily entrance and annual membership activities. The Department of Parks and Land Use has increased its 2024 postage budget from \$20,000 to \$48,000 to help address these additional costs. Based upon staffing shortages in the seasonal aquatic program, the department is anticipated to underspend its seasonal help budget in 2023, making \$43,000 available for transfer.

MOTION: Gaughan moved, second by Enriquez to approve Funds Transfer Request 2023-100-01. Motion carried 7-0

Discuss and Consider Funds Transfer Request 2023-100-02: Parks and Land Use Community Development Fund – Operating to Personnel

Trimborn presented that the fund transfer is necessary to accommodate additional personnel costs related to the compensation study (enrolled ordinance 178-50) that were not anticipated in the 2023 adopted budget. It is anticipated that not all CDBG revolving loan funds will be allocated in 2023, making \$5,000 in operating expense appropriations available for transfer.

MOTION: Morris moved, second by Batzko to approve Funds Transfer Request 2023-100-02. Motion carried 7-0

Discuss and Consider Ordinance 178-O-077 Modify The Department Of Parks And Land Use-Land Information Systems Division 2024 Budget To Accept State Of Wisconsin Department Of Military Affairs/Office Of Emergency Communications Next Generation 9-1-1 (NG 9-1-1) Grant Funding And Appropriate Additional Expenditures

Meinert, Barrows and Trimborn presented that this ordinance accepts \$71,250 in State of Wisconsin Department of Military Affairs/Office of Emergency Communications Next Generation 9-1-1 grant funds and appropriates \$71,250 in additional funds in the 2024 Parks and Land Use-Land Information Systems Division budget to fund project costs associated with the updating and enhancement of mapping data.

MOTION: Szpara moved, second by Gaughan to approve Ordinance 178-O-077. Motion carried 7-0

Discuss and Consider Ordinance 178-O-078 Authorize Sale Of County Gravel Pit

Shaver and Barrows presented that this ordinance approves the sale of the 102-acre reclaimed county gravel pit located in the Town of Genesee for \$5.5 million. After deducting closing costs related to the 102-acre county gravel pit, all net proceeds will be deposited into the Tarmann Special Revenue Fund and available for future appropriations. Future use of Tarmann Fund reserves will require consideration through an ordinance by the County Board. Currently, the gravel pit is property tax-exempt. Upon sale, the property and future development will be subject to property tax.

MOTION: Szpara moved, second by Morris to approve Ordinance 178-O-078. Motion carried 7-0

Approve Minutes of November 22

MOTION: Enriquez moved, second by Batzko to approve the minutes of November 22. Motion carried 7-0

Next Meeting Date

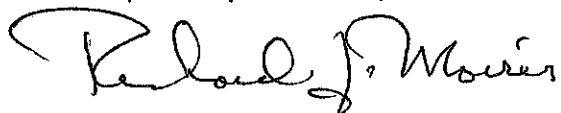
January 17

Announcements

Reminder to turn in expense reports by the end of the year.

MOTION: Enriquez moved, second by Szpara to adjourn at 9:07 a.m. Motion carried 7-0

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard J. Morris". The signature is written in a cursive style with a large, looping initial "R".

Richard Morris

Secretary – Finance Committee