

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, August 17, 2022

Secretary Foti called the meeting to order at 8:15 a.m.

Present: Supervisors Tyler Foti, Larry Bangs, Darryl Enriquez, Joel Gaughan, and Richard Morris.

Absent: Jim Heinrich (Chair).

Also Present: Chief of Staff Sarah Spaeth, Administrative Specialist Mary Pedersen, County Clerk Meg Wartman, Victim/Witness Program Coordinator Jen Dunn, Principal Financial Projects Analyst Bob Ries, Budget Manager Bill Duckwitz, Budget Management Specialist Stephanie Hall, Emergency Preparedness Director Gary Bell, Administration Director Andy Thelke, Accounting Services Manager Danielle Igielski, Senior Human Resources Analyst Jen Reinke, Senior Financial Analyst Michelle Czech, and Human Resources Manager Renee Gage.

Election of Committee Vice-Chair and Secretary

MOTION: Gaughan moved, second by Morris to elect Foti as Vice Chair. Motion carried 5-0.

MOTION: Morris moved, second by Foti to elect Gaughan as Secretary. Motion carried 5-0.

Fund Transfer 2022-540-01: County Clerk – Transfer Funds from Contingency Fund to Operating Expenses and Interdepartmental Expenses

Wartman discussed this fund transfer request to cover \$68,700 in estimated above budget election ballot costs. Per ballot cost has nearly doubled during 2022 from \$0.11 to \$0.21 per ballot. This fund transfer also covers \$1,300 in estimated above budget interdepartmental postage charges due to a corrective action needed on ballots for the spring election.

MOTION: Gaughan moved, second by Morris to approve Fund Transfer 2022-540-01. Motion carried 5-0.

Approve Minutes of July 20

MOTION: Enriquez moved, second by Gaughan to approve the minutes of July 20. Motion carried 5-0.

Next Meeting Date

- September 7

Executive Committee Report of August 15

Spaeth said the Executive Committee heard an update on the Center for Growth and approved a resolution and an appointment. Supervisor Kolb pulled his ordinance for consideration.

Ordinance 177-O-049: Modify The 2022 District Attorney's Office Budget To Accept Antiterrorism And Emergency Assistance Program (AEAP) Grant To Fund Victim Services Related To The 2021 Waukesha Parade Incident

Dunn discussed this ordinance which authorizes the District Attorney’s Office to accept Antiterrorism and Emergency Assistance Program (AEAP) grant funding in connection with the 2021 Waukesha parade incident. The Wisconsin Department of Justice, as the Victim of Crime Act administering agency for the State of Wisconsin, has applied for access of AEAP grant funds on behalf of Waukesha County. Officials with the U.S. Department of Justice Office for Victims of Crime (OVC) have indicated that they anticipate the County will receive reimbursement for eligible expenses. The grant period is up to 36 months from the date of the incident, and allowable expenses may be covered retroactively.

AEAP funds can provide supplemental funding for additional resources for victim services or to secure additional office space and supplies if existing resources cannot sufficiently support victims of the incident while adequately supporting victims of other crimes. This ordinance modifies the budget to increase expenditures by \$60,142 in operating expenses and \$7,723 in interdepartmental charges and increase general government revenue from AEAP by \$67,865. Following the temporary use of the furniture and equipment, these items will be repurposed in the District Attorney’s office space.

Appropriation Unit	Description	Amount
Operating	Furniture*	\$ 50,479
Operating	Technology	\$ 4,035
Operating	Small Equipment	\$ 3,179
Operating	Supplies	\$ 1,449
Operating	Emergency Funds Provided to Victims	\$ 1,000
Interdepartmental	Software Licenses	\$ 1,553
Interdepartmental	Indirect	\$ 6,170
Total		\$ 67,865

MOTION: Bangs moved, second by Enriquez to approve Ordinance 177-O-049. Motion carried 5-0.

Investments Report for Six Months Ended

Ries reviewed the investments report including valuation at cost, valuation at market, total investment income and balances, and the County’s portfolios. The total return for the quarter was down 2 basis points from the previous quarter, at 0.15%. For the year ending June 30, 2022, County investments returned 0.77%. Total interest earnings for the quarter were \$380,320, down \$40,508 from the 1st quarter due to a decrease in realized gains/losses on the sale of securities of \$306,218 as compared to the prior quarter which offset higher interest income due to higher yields present in the market. The losses were largely on sales of lower yielding securities which were replaced by higher yielding securities that should benefit the County in the long run. Average invested balances increased just over \$1 million compared to the previous quarter. The rolling four quarter average of quarterly invested balances has increased in recent quarters due to the receipt of ARPA funds from the federal government in May 2021. An additional \$39.3 million of ARPA funds was received in May.

MOTION: Morris moved, second by Gaughan to accept the investments report for six months ended. Motion carried 5-0.

General Funds and Special Revenue Funds Report for Six Months Ended

Duckwitz highlighted the General Funds report and said for the first six months of 2022, total General Fund expenditures were at about \$88.5 million or 45.0% of the total modified expenditure budget versus expenditures for the same period in 2021 at \$89.1 million or about 47.0% of total 2021 actual expenditures. In 2022, for the first six months, expenditures were lower than the prior year by about

\$623,900 or 0.7%, primarily due to there being one additional pay period paid out during the first six months of 2021 compared to 2022. Operating revenues achieved during the first six months of 2022 were at \$42.0 million or about 40.9% of the modified revenue budget versus about \$41.6 million for the first six months of 2021 or approximately 39.0% of total 2021 revenues. In 2022, for the first six months, revenues were about \$400,600 or 1.0% higher than at the same time in 2021. Overall year-end results are projected to be favorable by about \$1.7 million or 0.9% of the \$196.8 million expenditure budget. Duckwitz went on to highlight each department/fund as outlined.

For Special Revenue Funds, as of the first six months, all funds were projected to finish the year with overall favorable results. Departments likely to require budget action (e.g., funds transfers between appropriations or ordinances appropriating additional expenditure authority) include Public Works – Transportation Fund and Health and Human Services – ADRC. Duckwitz went on to highlight each department/fund as outlined.

MOTION: Gaughan moved, second by Enriquez to accept the General and Special Revenue funds report for six months ended. Motion carried 5-0.

Status Report on the Contingency Fund for Six Months Ended

Duckwitz said from January 1, 2022 through June 30, 2022 there were no transfers from the Contingency Fund and the balance was \$1,200,000.

Capital Projects Status Report for six Months Ended

Hall reviewed the 2022 six-month status report on capital projects as outlined which included information on project title, current appropriations, expenditures and balances, and estimated percent complete for design, bid, and construction. No major concerns were voiced.

MOTION: Morris moved, second by Enriquez to accept the capital projects status report for six months ended. Motion carried 5-0.

Ordinance 177-O-050: Modify The Salary Range Assignment For Telecommunicator Classification From Open Range 06 To Open Range 07

Bell, Thelke, and Gage were present to discuss this ordinance which modifies the salary range for telecommunicator positions from open range 06 to open range 07. This would result in a five percent increase to the minimum and maximum wage rate for telecommunicators. Increasing the salary range would allow for County administration to implement wage rate adjustments for the telecommunicators whose wages are currently capped at the top of the range. These salary adjustments would help retain the department's most experienced telecommunicators during this competitive labor market. Staff anticipate that the 2023 compensation study will demonstrate that the current telecommunicator salary range lags behind comparable local governments and future wage adjustments for these positions may also be recommended during 2023/2024 if warranted.

There are currently 13 telecommunicators at or near the maximum wage within the salary range, and county administration plans to provide a 4% increase in pay for these individuals. There would also be a 4% increase in pay for 4 communication center supervisors to help prevent wage compression issues between these supervisory staff and the telecommunicators that report to them. The partial-year impact of these salary adjustments is estimated at about \$19,000 in 2022. Due to significant levels of vacancy and turnover during the year, it is anticipated that this cost impact can be absorbed

without requesting additional budget appropriations. The full-year impact in 2023 is projected to be about \$57,000 and the department will build this cost increase into its proposed 2023 budget.

This change to the salary schedule is not expected to result in an immediate fiscal impact from telecommunicators currently compensated earlier in the salary range because all current employees are paid higher than the minimum of the new salary range.

MOTION: Morris moved, second by Gaughan to approve Ordinance 177-O-050. Motion carried 5-0.

MOTION: Morris moved, second by Enriquez to adjourn at 10:06 a.m. Motion carried 5-0.

Respectfully submitted,

Joel R. Gaughan

Joel R. Gaughan
Secretary