

Minutes of the Finance Committee

Wednesday, June 19, 2019

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Tyler Foti, and Ted Wysocki. Dondlinger left at 9:00 a.m. and returned at 9:45 a.m. **Absent:** Richard Morris.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Workforce Development Board Director Laura Catherman, Business Manager Josh Joost, Inspector Jim Gumm, Deputy Inspector Patrick Esser, Senior Civil Engineer Bruce Barnes, Engineering Services Manager Carolyn Gellings, County Board Chair Paul Decker, Senior Financial Analyst Rhiannon Cupkie, Waukesha Metro Transit Manager Brian Engelking, Wisconsin Coachlines President Tom Dieckelman, Public Works Director Allison Bussler, Budget Management Specialist Bill Duckwitz, Senior Financial Analyst Stephanie Kirby; and David Jasenski, Barbara Pfarr, and Dennis Lowder from Stewards of Prophetic Hopeful Intentional Action (SOPHIA).

Approve Minutes of May 22

MOTION: Paulson moved, second by Foti to approve the minutes of May 22. Motion carried 6-0.

Next Meeting Date

- July 17

Chair's Executive Committee Report of May 20 & June 17

Heinrich said the Executive Committee, at their May 20 meeting, discussed and approved the follow-up report on the FMIS audit, the audit scope for the Health & Wellness Center, the legal advertising contract with the Waukesha *Freeman*, two appointments, and two ordinances. They also heard an update on customer service data and reviewed county board sizes and salaries. On June 17 they approved five appointments and an ordinance to modify the 2019 Capital Budget to increase design expenditures for the CTH O & CTH I intersection reconstruction project, and they heard a follow-up report on the Clerk of Courts' annual accounting of guardianships.

State Legislative Update

Spaeth covered the State budget process and procedure including the biennial budget bill and the landmark designation bill.

Contract Procurement Process for Workforce Innovation and Opportunity Act (WIOA) Services for Youths and Adults/Dislocated Workers

Catherman indicated this one-year contract was awarded to Forward Careers for a total contract cost of \$331,000 for youth services and \$654,000 for adult/dislocated worker services, the same as the budgeted amounts. Forward Careers was the only contractor to submit a proposal.

MOTION: Wysocki moved, second by Dondlinger to approve the contract procurement process for Workforce Innovation and Opportunity Act (WIOA) services for youths and adults/dislocated workers. Motion carried 6-0.

Contract Procurement Process for Windows to Work Case Management Services

Catherman indicated this one-year contract was awarded to Forward Careers for a total contract cost of \$71,000, the same as the budgeted amount. Forward Careers was the only contractor to submit a proposal.

MOTION: Paulson moved, second by Foti to approve the contract procurement process Windows to Work case management services. Motion carried 6-0.

Ordinance 174-O-038: Modify 2019 Capital Budget To Increase Design Expenditures For Capital Project 201603 CTH O & CTH I Intersection Reconstruction

Barnes and Gellings discussed this ordinance as outlined which modifies the 2019 capital project budget to increase expenditure authority by \$65,000 for design expenses for the CTH O & CTH I intersection reconstruction project. The ordinance also increases the use of capital project fund balance by \$65,000 to fund these expenditures. Overall design costs (including both the federally-funded and County share) are projected to increase by \$121,000, from \$223,000 to \$344,000 (includes both design and WisDOT Review expenses). The impact to the County's share of costs is partially offset by an increase in federal funding by \$56,000, from \$178,000 to \$234,000. This results in a net increase in the County's share of design costs by \$65,000, from \$45,000 to \$110,000.

Barnes said additional design work is needed to help limit the increase in projected construction costs. Based on this design work, staff will identify estimated increases for the construction phase (planned for 2020) in the proposed 2020-2024 Capital Plan. The impact of these cost updates will be offset by cost reductions elsewhere in the plan. Capital project fund balance is used to fund this cost increase so no additional tax levy impact is expected. Barnes indicated the repaving planned to the north has been removed in order to meet the project budget.

MOTION: Wysocki moved, second by Paulson to approve Ordinance 174-O-038. Motion carried 6-0.

Ordinance 174-O-039: Authorize The Waukesha County Sheriff's Department To Contract With The Kettle Moraine School District To Provide School Resource Officer Services

Gumm and Joost were present to discuss this ordinance which authorizes the Sheriff's Department to continue to provide school resource officer services to the Kettle Moraine School District. This contract will require the County to assign one deputy to the school district on student contact days and requested teacher in-service days. On days that the deputy is training, taken benefit time, or is otherwise unable to be at the school district, the County will not provide a deputy to the school district. In addition, the contract allows for a separate charge for summer school should the district request school resource officer coverage.

The Kettle Moraine School District will pay the County for the service provided in April, as it has provided in the past. The District will be assessed 75% cost of a deputy which is an increase from 70% during the 2018-2019 school year. Gumm and Joost corrected the fiscal note. The fiscal impact will be a decrease in total school year revenue from \$68,640 to approximately \$66,000 in the 2019-2020 school year. The contract term will run August 1, 2019 through June 30, 2020. The Sheriff's 2019 budget includes the continuation of the school resource officer contract in the Kettle

Moraine School District. The budget also includes all positions necessary for the continuation of this contract.

MOTION: Dondlinger moved, second by Foti to approve Ordinance 174-O-039. Motion carried 6-0.

Dondlinger left the meeting at 9:00 a.m.

Public Comment

Pfarr stressed a huge need for public transit and made reference to the important role it plays in employment.

Annual Report on Transit Routes and Contracts with the City of Waukesha

Cupkie, Engelking, and Dieckelman discussed the year-end 2018 report on transit routes and contracts with the City of Waukesha which included per route data such as total rides, revenue hours and miles, operating expenses and revenues, and operating investment. Engelking stressed a positive increase in revenues and stated that overall, the system is doing well. The Committee discussed Routes 901-905 and 906 in detail.

MOTION: Wysocki moved, second by Paulson to accept the annual transit report. Motion carried 5-0.

Ordinance 174-O-037: Modify 2019 Transit Budget For Additional 2018 Local Share Costs

Cupkie and Engelking discussed this ordinance which authorizes the transfer of \$92,638 of appropriations from the Contingency Fund to cover additional operating expense related to an independent audit of the 2018 Transit program. Contingency funds are being requested because this is a one-time payment that was unanticipated in the 2019 budget.

The County's transit program is provided through third-party contracts and is administered by the City of Waukesha. Federal and state funding covers a specific percentage of transit costs which varies from year to year and the County funds the remainder as a local share. After fiscal year end, auditors determine whether the County's transit system was billed at a rate that was higher or lower than it was eligible. In this case, auditors determined that federal and state reimbursements were too high by \$92,638 in 2018, and that the county has to pay for this additional local share.

In previous years, the opposite situation has occurred and the auditors determined that the County had been eligible for higher levels of federal and state reimbursements, resulting in additional revenue to the County. These additional revenues contributed to favorable budget results in prior years which had a positive impact on General Fund balance. The Contingency Fund is funded each year with General Fund balance and at year-end, any remaining funds lapse to the General Fund balance. This ordinance does not result in a direct levy impact.

MOTION: Wysocki moved, second by Michalski to approve Ordinance 174-O-037. Motion carried 5-0.

Dondlinger returned at 9:45 a.m.

State Legislative Update

Spaeth continued her legislative update and indicated it was a favorable budget for counties. She also covered committee workload.

MOTION: Foti moved, second by Wysocki to adjourn at 9:55 a.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary