

## Minutes of the Finance Committee

Wednesday, November 8, 2017

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

**Present:** Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Richard Morris, and Steve Whittow. **Absent:** Ted Wysocki.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Administration Director Norm Cummings, Principal Financial Projects Analyst Bob Ries, Ashley Haynes of The *Freeman*, Budget Manager Linda Witkowski, and Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj. Recorded by Mary Pedersen, County Board Office.

### Approve Minutes of October 18, 20 and 23

MOTION: Michalski moved, second by Morris to approve the minutes of October 18, 20, and 23. Motion carried 6-0.

### Next Meeting Date

- November 22

### Review Estimated Year-End Governmental Fund Balances (General, Special Revenues, Capital, Debt)

Ries distributed information on general and special revenue fund expenditures and current and projected fund balances of which Cummings discussed in detail. Cummings noted most of the fund balance for general and special revenue is reserved/assigned. The County maintains unrestricted fund balances to provide necessary working capital to avoid cash flow interruptions and short-term borrowing to fund daily operations and maintain the County's Aaa/AAA bond ratings. The unrestricted governmental (general and special revenue) fund balance to governmental expenditure ratios will be maintained at a minimum of 11%. The current target is between 15% and 16% or about eight weeks of working capital for operations. Based on the handout, the 2017 and 2018 ratios are 19.3% and 17.3%, respectively. Fund balance reserves will not be used to offset continuous operation costs. To the extent possible, reserves will be used to provide operating efficiencies over the long term. Projected unassigned fund balances at year-end 2017 and year-end 2018 are \$38,128,098 and \$35,315,199, respectively. This includes the general, special revenues, enterprise, internal service, and debt service funds, and capital projects.

### Discuss and Consider Additional Individual Supervisor Amendments

Mader announced no additional amendments to the 2018 County budget were submitted for consideration. Witkowski distributed information on final budget numbers and advised the County tax levy will increase 1.59% in 2018.

### Ordinance 172-O-048: Adopt 2018 Waukesha County Budget

MOTION: Paulson moved, second by Dondlinger to approve Ordinance 172-O-048. Motion carried 6-0.

**Contract Procurement Process for Courts Pretrial and Post-Conviction Services**

Luczaj indicated this five-year contract was awarded to Wisconsin Correctional Services (WCS), the highest rated proposer, for a total contract cost of \$6,447,887. This assumes a 3% maximum cost-to-continue increase per year. The first year cost is \$1,214,489. Initially the first year cost was over budget but the contract was negotiated to get pricing within the requested budget amount. Two providers submitted bids for consideration. The other provider, ATTIC Correctional Services, submitted bids for two of the four programs and WCS provided bids for all four.

MOTION: Paulson moved, second by Whittow to approve the contract procurement process for courts pretrial and post-conviction services. Motion carried 6-0.

**State Legislative Update**

Spaeth discussed current bills that will soon have hearings related to libraries and placement of sexually violent persons. Ways and Means announced they will form a committee to review Wisconsin's tax structure with a report to follow.

MOTION: Dondlinger moved, second by Morris to adjourn at 9:14 a.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski  
Secretary