

Minutes of the Finance Committee

Thursday, October 22, 2009

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl (Chair), Pamela Meyer, Steve Wimmer, Bill Zaborowski, Jean Tortomasi, and Jim Heinrich. Zaborowski left the meeting at 12:36 p.m. **Absent:** Rob Hutton.

Also Present: Chief of Staff Mark Mader, Judiciary Committee Chair Bonnie Morris, Clerk of Circuit Courts Kathy Madden, Chief Judge J. Mac Davis, Budget Manager Keith Swartz, Senior Financial Analyst Bill Duckwitz, Land Use Committee Chair Fritz Ruf, Parks & Land Use Director Dale Shaver, Business Manager Peter Mudek, Park & Planning Commission Chair Bill Mitchell, Enterprise Operations Manager Andy Thelke, Register of Deeds Jim Behrend, Employment Services Manager Sue Zastrow, Community Development Coordinator Glen Lewinski, Senior Financial Analyst Clara Daniels, and Treasurer Pam Reeves. Recorded by Mary Pedersen, County Board Office.

Discuss and Consider the 2010 Operating Budget for Circuit Court Services

Madden, Davis, and Morris were present to discuss the proposed 2010 operating budget for Circuit Court Services. Both revenues and expenditures are budgeted at \$9,391,561, an increase of \$38,020 or 0.4%. The County tax levy is budgeted at \$5,002,541, an increase of \$115,000 or 2.4%. The positions summary showed a reduction of 4.88 FTE positions for a total of 98.22. Madden went on to review the financial summaries, strategic outcomes and objectives, program descriptions and program highlights, and activities.

MOTION: Heinrich moved, second by Tortomasi to tentatively approve the 2010 operating budget for the Circuit Court Services. Motion carried 6-0.

Discuss and Consider 2010 Operating Budgets for the Following Departments:

Parks & Land Use

Shaver, Mudek, and Ruf were present to discuss the proposed 2010 operating budget for the Parks & Land Use Department. Total all funds, revenues are budgeted at \$13,838,773, a decrease of \$539,339 or 3.8%; the County tax levy is budgeted at \$7,080,583, an increase of \$170,231 or 2.5%; and expenditures are budgeted at \$20,139,213, an increase of \$86,724 or 0.4%. The positions summary showed a reduction of 1.88 FTE positions for a total of 189.60. Revised budget pages 294 and 298 were distributed. Shaver went on to review the financial summaries, strategic outcomes and objectives, program descriptions and program highlights, and activities.

Zaborowski left the meeting at 12:36 p.m.

MOTION: Heinrich moved, second by Wimmer to tentatively approve the 2010 operating budget for the Parks & Land Use Department. Motion carried 5-0.

The committee recessed at 12:45 and reconvened 1:30 p.m.

Register of Deeds

Behrend, Duckwitz, and Ruf were present to discuss the proposed 2010 operating budget for the Register of Deeds Office. Both revenues and expenditures are budgeted at \$1,855,017, a decrease

of \$47,130 or 2.5%. A County tax levy credit is listed at \$1,097,683, a decrease of \$638,710 or 38.8% from the 2009 adopted budget. The total number of FTE positions remains unchanged at 25.58. Ruf distributed a graph on annual recorded documents from 1992 through 2010 (budget). Behrend went on to review the financial summary, strategic outcomes and objectives, program descriptions and program highlights, and activities.

MOTION: to tentatively approve the 2010 operating budget for the Register of Deeds Office.
Motion carried 5-0.

Discuss and Consider Issues Presented at the October 21st Finance Committee Public Hearing
There were no public comments.

Ordinance 164-O-051: Establish Voluntary Juror Donation Program

Madden discussed this ordinance as outlined which involves creating a Voluntary Juror Donation Program which will allow those persons receiving jury pay and travel compensation to donate that money directly back to the Waukesha County Circuit Courts Jury Program for improvements to the Jury Program as recommended by the Clerk of Circuit Court. Madden noted these funds can be carried over from year to year. Swartz said they are unsure at this point as to where these funds will be budgeted.

MOTION: Meyer moved, second by Heinrich to approve Ordinance 164-O-051. Motion carried 5-0.

Ordinance 164-O-048: Repeal And Recreate Section 3-11(A) Of The Waukesha County Code Of Ordinances To Set Fees For Jury Service And Establish A Travel Payment

Madden explained this ordinance as outlined which would change the daily jury per diem and establish travel compensation rates. The current full-day per diem is \$25 and the proposed full-day per diem is \$30; the current half-day per diem is \$12.50 and the proposed half-day rate is \$15; and mileage reimbursement will be \$7 per day instead of the current .55 cents per mile. This will also significantly reduce the number of postponements, decrease Clerk of Courts workload, decrease the number of juror travel days, and improve conveniences to employers. Based on a three-year average number of jurors summoned and empanelled, the department estimates approximately \$6,600 in savings due to the mileage reimbursement rate change and less days of travel.

MOTION: Heinrich moved, second by Meyer to approve Ordinance 164-O-048. Motion carried 5-0.

Ordinance 164-O-057: Create New And Abolish Existing Positions, Reclassify Positions, Approve Equity Adjustments, Transfer Positions To Health And Human Services, Re-Title Positions, And Remove Sunset Provision From Positions

Zastrow explained this ordinance as outlined which includes 5.5 newly created FTE positions and 8 abolished FTE positions resulting in a net 2010 tax levy decrease of \$133,155. Reclassified positions will result in a net 2010 tax levy increase of \$3,731 and equity adjustments will have a zero impact for a total 2010 net tax levy decrease of \$129,424.

MOTION: Tortomasi moved, second by Wimmer to approve Ordinance 164-O-057. Motion carried 5-0.

Ordinance 164-O-049: Modify The 2009 Budget To Appropriate Additional U.S. Department Of Housing And Urban Development Funds For Program Year 2009 For The Community Development Block Grant And The Home Investment Partnership Programs

Lewinski discussed this ordinance as outlined. The 2009 HUD awarded amounts for CDBG and the HOME Investment Program are \$4,975 and \$141,311 more than the County's 2009 adopted budget appropriations, respectively. This ordinance provides additional appropriation authority necessary to cover program related obligations to be approved by the CDBG and HOME boards for programs. Up to 10% or \$14,131 of the HOME award increase can be used for program administration. These funds may be used on multi-year projects and future allocations as designated by the CDBG and HOME Consortium boards.

MOTION: Wimmer moved, second by Meyer to approve Ordinance 164-O-049. Motion carried 5-0.

Ordinance 164-O-050: Execute Subgrantee Agreements, HUD Grant Agreement And Funding Application For Final Statement Of Objectives And Projected Use Of Funds And Expenditure For Community Development Block Grant (CDBG) And Home Investment Partnership (HOME) Programs For The 2010 Program Year

Lewinski explained this ordinance which authorizes the County Executive to execute agreements with the Federal Government to accept up to \$3,900,000 of CDBG and Home Investment Partnership grants and program income. Lewinski went on to review the 2010 proposed Community Development allocation list which included agency name, project title, and 2010 award.

MOTION: Wimmer moved, second by Tortomasi to approve Ordinance 164-O-050. Motion carried 5-0.

Ordinance 164-O-058: Cancel Unredeemed Checks Issued By County Treasurer

Reeves discussed her ordinance as outlined. Pursuant to State Statutes, uncashed checks issued by the Treasurer to individuals will be canceled and destroyed and the Treasurer will place these monies in an unclaimed funds account. Individuals or entities will have six years from the date of the original check to request to have a new check issued for the amount of the original without interest. During this six year period, the funds will be invested and the investment income earned will be allocated to the General Fund. Reeves briefly reviewed the list of uncashed checks which included check dates, check numbers, amounts, suppliers/recipients, etc.

MOTION: Heinrich moved, second by Wimmer to approve Ordinance 164-O-058. Motion carried 5-0.

Future Agenda Items

Review Parks & Land Use Fees (Haukohl)

MOTION: Wimmer moved, second by Heinrich to adjourn at 3:40 p.m. Motion carried 5-0.

Respectfully submitted,

Pamela Meyer
Secretary