

## **Minutes of the Finance Committee**

**Wednesday, May 19, 2010**

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

**Present:** Supervisor Pat Haukohl (Chair), Dave Falstad, Jim Heinrich, Pamela Meyer, Ted Rolfs, and Bill Zaborowski. Rolfs and Falstad left the meeting at 11:38 a.m. **Absent:** Rob Hutton.

**Also Present:** Chief of Staff Mark Mader, Administration Director Norm Cummings, Accounting Services Manager Larry Dahl, Public Works Director Allison Bussler, Architectural Services Manager Dennis Cerreta, Senior Civil Engineer Karen Braun, Engineering Services Manager Gary Evans, Inspector Steve Marks, Principal Financial Projects Analyst Bob Ries, Senior Planner Sandy Scherer, Senior Financial Analysts Bill Duckwitz and Vince Masterson, Federated Library Director Tom Hennen, District Attorney Brad Schimel, Emergency Preparedness Director Richard Tuma, Health & Human Services Director Peter Schuler, Administrative Services Manager Russ Kutz, Labor Relations Manager Jim Richter, Clerk of Circuit Courts Kathy Madden, Business Manager Bob Snow, Criminal/Traffic Supervisor Alyse Lilley, Chief Deputy Clerk Diane Kelsner, and Collections & Business Services Manager Sean Sander. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of May 5, 2010**

MOTION: Zaborowski moved, second by Meyer to approve the minutes of May 5. Motion carried 6-0.

### **Chair's Executive Committee Report of 5-17-10**

Haukohl advised of the following from the last Executive Committee meeting.

- Supervisor Brandtjen was elected secretary.
- Approved the ordinances and appointments that were included in the last set of referrals.
- Approved the scope of the Central Fleet audit which will be contracted out.

### **Announcements**

Haukohl said the next Finance Committee meetings are scheduled for May 25 at 6:15 p.m. and June 2 at 8:30 a.m. Copies of the May 25 agenda were distributed.

### **Contract Procurement Process for Time and Attendance Application Analysis and Consulting Services (Capital Project 200912)**

Dahl indicated the contract was awarded to Work Force Insight, the highest rated proposer, for a total contract cost of \$55,800. The budgeted amount was \$133,000. A total of 13 vendors submitted RFP's for consideration. Dahl noted this is part of a larger project.

MOTION: Zaborowski moved, second by Falstad to approve the contract procurement process for Time and Attendance Application Analysis and Consulting Service (Capital Project 200912). Motion carried 6-0.

**Contract Procurement Process for Real Estate (Right-of-way) Acquisition Services – CTH VV (Silver Spring), Marcy Road to Bette Drive (Capital Project 9707)**

Braun advised the contract was awarded to The Highland Group of WI, the highest rated proposer, for a total contract cost of \$100,375. The budgeted amount was \$340,000. A total of six vendors submitted RPF's for consideration.

MOTION: Heinrich moved, second by Falstad to approve the contract procurement process for real estate (right-of-way) acquisition services – CTH VV (Silver Spring), Marcy Road to Bette Drive (Capital Project 9707). Motion carried 6-0.

**Ordinance 165-O-004: Transfer Of Funds To Capital Project #200326, Secure Corridor**

Bussler, Cerreta, Marks, and Cummings discussed this ordinance as outlined which involves increasing expenditures by \$400,000 (from \$2.0 million to \$2.4 million) for the secure corridor project. Cerreta distributed copies of "Final Bid Analysis & Recommendations for the Secure Corridor – Project #200326." The project was bid in March, 2010 and return bids exceeded budget by \$650,000. The original budget did not anticipate costs associated with replacing existing courtroom windows with fire resistant glass per fire code. The project has been value engineered in areas such as exterior spandrel glazing, elevator selection, and security electronics which should reduce project costs by \$250,000. Bussler said these changes will not compromise the project whereby Cerreta explained them in detail. Cummings said the ordinance appropriates \$400,000 in jail assessment fee revenues to cover the overage which will leave a balance of \$570,000. These revenues can only be used for capital costs related to jail construction. Marks indicated that the Sheriff continues to support this project with the recommended changes.

MOTION: Zaborowski moved, second by Heinrich to approve Ordinance 165-O-004. Motion carried 6-0.

**1st Quarter Report on Investments**

Ries discussed his report as outlined which included information on valuation at cost, valuation at market, and average daily balance; total County investment income, balances, and rates; portfolios by investment advisor and by investment type; etc. Ries advised the return for the 1<sup>st</sup> quarter was down 17 basis points from the last quarter, to 0.60%. This decrease was largely due to a significant increase in the average balances in the short term funds which currently have the lowest returns.

MOTION: Heinrich moved, second by Falstad to accept the 1<sup>st</sup> quarter investments report. Motion carried 6-0.

**Resolution 165-R-001: Approve Waukesha County Lake Protection And Planning Grant Application**

Mader explained the purpose of this resolution and said the State wants a clear signal from the County Board that we would accept funding pertaining to this issue in the future. Scherer said it endorses efforts by the Parks & Land Use Department to update the County's Shoreline and Floodland Protection ordinance to be in compliance with new State regulations. The County needs to complete the updates within the next two years. It also endorses the department's request for \$5,000 in grant funds from the DNR to help offset costs associated with updating the ordinance using Parks & Land Use and Corporation Counsel staff time. The State is requiring a \$1,667 County match which is planned to be covered with existing budgeted County staff time devoted to this project.

MOTION: Falstad moved, second by Zaborowski to approve Resolution 165-R-001. Motion carried 6-0.

Meyer said protecting our lakes is critical and asked that we be more restrictive than the State. Scherer replied that the County has always been more restrictive than the State's minimum standards and believes that practice will be reflected in these updates as well.

**Ordinance 165-O-005: Authorize Acceptance Of Federal Library Services And Technology Act Grant Funding For "GoToWEBINAR" Software For The Federated Library System And Modify The 2010 Federated Library System Budget**

This ordinance involves accepting a \$1,000 grant for a one-year subscription to the GoToWebinar Software service which will allow Federated Library staff to participate in training via remote. The department has been using the software for training, meetings, and troubleshooting member library computers since 2009. The software has decreased the amount of time that employees need to travel for meetings and training. The grant period is through 2010 and should they decide to continue the service in future years, the cost will be absorbed within their base budget or they will need to use additional state/federal funding to cover the cost. Haukohl said it seems to be working well.

MOTION: Rolfs moved, second by Falstad to approve Ordinance 165-O-005. Motion carried 6-0.

**Ordinance 165-O-006: Approve Acceptance Of Bill And Melinda Gates Grant Program Funds For Computer Purchases For The Butler Public Library And Modify The 2010 Federated Library System Budget**

This ordinance involves accepting \$6,075 in grant funds on behalf of the Butler Library to purchase computer hardware. The Butler Library met poverty level criteria and therefore was one of many libraries in the State qualified for the grant. The Village of Butler will be responsible for the matching funds and ongoing maintenance and support costs.

MOTION: Rolfs moved, second by Zaborowski to approve Ordinance 165-O-006. Motion carried 6-0.

**Ordinance 165-O-007: Authorize Acceptance Of Federal Library Services And Technology Act Funds For Novelist Select Integration Into Library Catalogs And Modify The 2010 Federated Library System Budget**

This ordinance authorizes the acceptance of \$6,750 in grant funds for a project titled Novelist Select Integration Into Library Catalogs. About \$6,950 will be used to purchase a one-year subscription for Novelist, an electronic database that suggests books with similar titles to the ones library patrons are searching for, while about \$800 will be used to market the service to the public. The grant period is through 2010 and member libraries will likely fund continuation of the service in future years with CAFÉ shared automation system fee charges should they choose to keep it. They could also choose to fund it within existing budget appropriations whereby budgetary adjustments would have to be made elsewhere. To answer Haukohl's question, Hennen said this database can be accessed remotely from home computers through the Federated Library's website.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-007. Motion carried 6-0.

**Fund Transfer 10-231102-01: District Attorney – Transfer Funds from Operating Expenses to Personnel Costs**

Schimel discussed this fund transfer which involves transferring \$5,000 to cover personnel-related costs. A Clerk Typist I/II was promoted to a Clerk Typist III and they do not intend to fill the I/II position for the remainder of 2010. The transfer will allow them to increase temporary extra help of a Legal Clerk position by seven hours per week to help existing staff cover the workload previously assigned to the I/II position. To cover the transfer, they are reducing expenses in the areas of office supplies, books/publications/subscriptions, outside printing, and document disposal costs.

MOTION: Heinrich moved, second by Rolfs to approve Fund Transfer 10-231102-01, District Attorney. Motion carried 6-0.

**Ordinance 165-O-008: Accept Homeland Security – Emergency Responder Training Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Emergency Responder Training**

Tuma advised this ordinance involves accepting \$7,476 in grant funds to cover emergency responder training costs including instructor fees, instructor travel costs, participant manuals and materials, and lodging costs for up to ten out-of-area attendees if the class is not filled by local area participants. Tuma said this is primarily for Menomonee Falls Police Department staff as requested by them, although there could also be some staff members from the Town of Lisbon, etc.

MOTION: Heinrich moved, second by Falstad to approve Ordinance 165-O-008. Motion carried 6-0.

**Ordinance 165-O-009: Accept Homeland Security-Urban Area Security Initiative FY2009 Program Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Emergency Operations Center Upgrades And Prime Mover Emergency Response Vehicle**

Tuma discussed this ordinance which involves accepting \$47,500 in grant funds for wireless conferencing and wireless printing equipment estimated at \$17,500; and for a towing and response vehicle (SUV) capability estimated at \$30,000. Operating costs for the vehicle are estimated to be similar to the current vehicle at the 2010 budget amount of \$4,600. Annual costs will be absorbed in future budgets.

Heinrich questioned if \$30,000 for a SUV was a good use of funds. Tuma said the current vehicle is used almost daily and he compared it to a fire truck which basically sits idle until needed. Currently, they do not have any vehicles that can handle seven tons. Heinrich suggested regional cooperation and noted the City of Brookfield has a vehicle with this capability. He questioned whether spending \$30,000 on yet another vehicle that would sit idle most of the time was appropriate. To answer Haukohl's question, Tuma said staff are not allowed to take home these vehicles. Mader gave examples of local disasters which would require a vehicle such as this. Tuma said we need to plan for worst-case scenarios to meet the needs of our citizens.

MOTION: Zaborowski moved, second by Falstad to approve Ordinance 165-O-009. Motion carried 5-1. Heinrich voted no.

**Ordinance 165-O-010: Appropriate Additional Federal Funding From The American Recovery And Reinvestment Funds For The Birth To Three Program**

Schuler explained this ordinance which involves accepting \$18,000 in federal stimulus funds to cover costs associated with training Lutheran Social Services (LSS) staff and to purchase evaluation/assessment tools. This is referred to as Relationship-Based Early Intervention in Natural Environments based on Evidence-Based Practices in the Birth To Three Program, a mandated service, and is used to enhance services provided to the children. Schuler spoke to the program's success and said two-thirds of the children in this program during the early years do not enter the school system needing special education services. He said this is the second wave of funding with the first wave generating about \$171,000. The County will be collaborating with Ozaukee and Milwaukee counties to train staff using this new model. Haukohl asked if the new model will increase the burden on LSS in the future. Schuler replied LSS does not believe so which he explained further.

MOTION: Zaborowski moved, second by Falstad to approve Ordinance 165-O-010. Motion carried 6-0.

**Ordinance 165-O-011: Establish Salaries For Sheriff, Clerk Of Courts, And County Executive For 2011-2014**

Richter and Gage were present to discuss this ordinance as outlined. Gage distributed information on across-the-board increases for Waukesha County elected officials from 2007 through 2011 and 2010 salaries for the Sheriff, Clerk of Courts, and County Executive for other Wisconsin counties with populations over 100,000. This ordinance involves increasing the salaries for the Clerk of Courts, Sheriff, and County Executive for the 2011-2014 term. The cost percent increases from the prior year for each position are 0.4% 1.8%, 2.0%, and 2.0%, respectively.

In addition, effective in 2011, the Clerk of Courts, Sheriff, and County Executive will contribute 1% of their wages toward the employee's share into the Wisconsin Retirement System. In 2007 the County Board adopted a policy that all newly hired non-represented employees would contribute 1% of their wages toward the employee's share of the pension. Also consistent with other County employees, elected officials are now paying more in health care costs due to modifications that were made to the health insurance plan.

Rolfs said the last time these three positions received raises the economy was sound. Over four years they received 3% increases when others did not because the economy faltered. Rolfs advised he will propose reducing these increases on the board floor. Haukohl asked Rolfs to work with Mader so the proposal is clear. Meyer said 1% is being deducted from their salaries for their retirement funds. They are not losing this money. She was concerned with public perception; people are losing jobs and it is important to keep that in mind. Haukohl said she supported the ordinance as written.

MOTION: Heinrich moved, second by Haukohl to approve Ordinance 165-O-011. Motion carried 4-2. Falstad and Rolfs voted no.

**Meeting Approvals**

MOTION: Meyer moved, second by Heinrich to approve expenses for any committee members wanting to attend the WACEC Conference in Milwaukee on June 22 and June 23. Motion carried 6-0.

Rolfs and Falstad left the meeting at 11:38 a.m.

**Presentation on Court Collections, Fines, Forfeitures, and Jury Costs**

Madden, Snow, Kelsner, and Lilley were present for the presentation. Lilley said forfeitures are generated through citations by various law enforcement agencies. If found guilty, defendants are required to pay within a certain amount of days or they can set up a payment plan with the Clerk of Courts. Fines are criminal in nature and are monetary penalties. If the District Attorney decides to prosecute, it is filed with the court and a notice of hearing is sent to all involved. People who miss payments are reminded twice before the account is sent to Collections. Defendants may request additional time prior to Collections. Bond money may be applied to the financial obligation. Immediate payment in full is encouraged and is the most desirable outcome.

Kelsner explained functions of the CCAP system. Most citations are now sent to the County electronically and are no longer entered manually. About 18,000 cases were filed in 2009. A variety of data is entered and the Clerk of Courts can share information such as court dates, judge assignments, disposition information, etc. with the District Attorney. Kelsner said this is an amazing system and they will continue to implement more functions. All their documents are generated from this system including court calendars for judges and District Attorney's Office. They can also work with the federal level electronically through interfaces and other systems. Also, judges can now e-sign court orders which speeds up the criminal justice process. An interface with the Sheriff's Department later this year will allow warrant information to go through Spillman so the Sheriff's staff won't have to re-key warrant information. They now scan all documents that come into the office whereby eliminating the need to pull paper files and fax documents. Terminals are available in the office so the public can view documents and purchase them if desired. Lilley said an accounts and receivables section which tracks fines and forfeiture payments and status is also a CCAP function. Receipts for payment are also generated with CCAP and courts staff can accept payments on behalf of Collections.

Snow advised the CCAP system calculates payments and determines which portion of each fine is earmarked for the State or the County and for what divisions/programs. Snow went on to review financial statistics and trends pertaining to annual citation counts, Criminal and Traffic Division revenue history, and revenue observations.

Madden distributed copies of the 2009 Annual Jury Report for informational purposes and offered to give a presentation if requested by the committee.

MOTION: Zaborowski moved, second by Meyer to adjourn at 12:36 p.m. Motion carried 4-0.

Respectfully submitted,

Pamela Meyer  
Secretary