

## Waukesha County Board of Supervisors

### Minutes of the Finance Committee Wednesday, June 16, 2021

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

**Present:** Supervisors Jim Heinrich, Duane Paulson, Tyler Foti, Joel Gaughan, Larry Nelson, and Ted Wysocki. Joel Gaughan arrived at 8:16 a.m. **Absent:** Tom Michalski.

**Also Present:** Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Budget Management Specialist Michelle Beasley, Administrative Specialist Mary Pedersen, Accounting Services Coordinator Lisa Davis, Human Services Coordinator John Kettler, Information Technology Manager Lance Spranger, Business Application Support Administrator Sandra Masker, Business Manager Josh Joost, Financial Analyst Kathy Kienast, Business Manager Rhiannon Cupkie, Waukesha Metro Transit Supervisor Brian Engelking, Bridges Library System Director Karol Kennedy, Employee Benefits Administrator Andrea Mohr, Human Resources Manager Renee Gage, Administration Director Andy Thelke, Community Development Manager Kristin Silva, Business Manager Steve Trimborn, Parks & Land Use Director Dale Shaver, Parks System Manager Rebecca Mattano, Budget Manager Bill Duckwitz, and Senior Financial Analyst Alex Klosterman.

#### **Approve Minutes of May 19**

MOTION: Wysocki moved, second by Foti to approve the minutes of May 19. Motion carried 5-0.

Gaughan arrived at 8:16 a.m.

#### **Next Meeting Date**

- July 21

#### **Executive Committee Report of June 14**

Heinrich said the committee approved two ordinances and six appointments.

#### **Ordinance 176-O-034: Modify The Department Of Health And Human Services 2021 Budget To Accept The Urban Black And Hispanic Grant Funding And Appropriate Additional Expenditures**

Davis and Kettler were present to discuss this ordinance which authorizes the Department of Health and Human Services to accept \$100,000 of Urban Black and Hispanic grant funding from the State of Wisconsin Department of Health Services. Davis said the grant will be used to educate minority populations in Waukesha County about substance use services by contracting with community providers to provide substance use treatment to uninsured or underinsured minority residents. The grant period runs through December 31, 2021.

This ordinance also modifies the 2021 Health and Human Services budget by increasing personnel expenses by \$26,250, increasing operating expenses by \$70,750, increasing interdepartmental charges by \$3,000, and increasing general government revenues by \$100,000. Personnel costs of \$26,250 are meant to fund 0.33 FTE limited-term employee (LTE) Clinical Therapist position.

Operating expenses include \$48,334 for contracted services for substance abuse treatment services, \$19,000 for prescription medication, \$2,059 for travel and training, and \$1,357 of other operating expenses (e.g. printing brochures). Interdepartmental charges include \$3,000 of indirect cost recovery. This ordinance results in no direct levy impact.

Wysocki said he was concerned about segregating people by race although he would support the ordinance.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 176-O-034. Motion carried 6-0.

**Ordinance 176-O-035: Create 2.00 Regular Full Time Principal Information Technology Professional Positions And Abolish 2.00 Regular Full Time Senior Information Technology Professional Positions In The Department Of Health And Human Services**

Davis, Spranger, and Masker were present to discuss this ordinance. The Department of Health and Human Services Administrative Services budget currently includes three regular, full-time Senior Information Technology Professional positions, Open Range 15 (\$35.40/hour minimum, \$41.11/hour mid-point, \$46.81/hour maximum). This ordinance requests the abolishment of two of the three Senior Information Technology Professional positions: one position that is vacant and another upon vacancy during the summer of 2021. The third Senior Information Technology Professional position at its current classification will be retained. The ordinance also replaces these abolished positions by authorizing the creation of two regular, full-time Principal Information Technology Professional positions, Open Range 18 (\$40.97/hour minimum, \$49.98/ hour mid-point, \$58.99/hour maximum).

Davis said the partial-year impact of this change is expected to result in \$6,300 of lower costs (not including potential changes in employee benefit plan selection) due to one of the previous employees having been near the top of their salary range and no modification to the 2021 budget is being requested. This position change will eventually result in higher overall position costs because the Principal Information Technology Professional positions have a higher salary range than the Senior Information Technology Professional positions. The department plans to cover this ongoing tax levy impact within its future tax levy allocations.

MOTION: Nelson moved, second by Foti to approve Ordinance 176-O-035. Motion carried 6-0.

**Legislative Update**

Ignatowski gave an update on the state budget process, legislation, redistricting, and state funding for counties.

**Ordinance 176-O-033: Modify The Waukesha County Sheriff's Department 2021 Budget To Accept The Coronavirus Emergency Supplemental Funding Program Grant From The State Of Wisconsin Department Of Justice And To Authorize Grant Expenditures**

Joost discussed this ordinance which authorizes the Sheriff's Department to accept general government revenue from the Wisconsin Department of Justice, and modifies the 2021 budget, increasing general government revenues and expenditures by \$273,250. The funds will be used to reduce the spread of the COVID-19 virus and include the following: conference room remote meeting equipment \$6,000; keycard door access \$10,000; motion sensor lighting \$4,500; touchless

technology for restrooms \$1,500; industrial dryer \$4,000; patrol steri-lamps (4) \$2,500; ozone sanitation system for vehicles \$4,000; tactical equipment bags with disinfecting attachment (65) \$9,750; cleanable training flooring and wall pads \$19,000; electrostatic cleaners (3) \$21,000; body scanner \$180,000; and industrial washer \$11,000. This ordinance results in no direct additional tax levy impact. The department may choose to prioritize some of these items within future-year replacement plans.

MOTION: Nelson moved, second by Paulson to approve Ordinance 176-O-033. Motion carried 6-0.

**Ordinance 176-O-030: Extend Waukesha County Public Works Director Temporary Authority To Suspend And Modify Waukesha County Transit Service Due To Ongoing, Lower Ridership After Covid-19 Pandemic**

Cupkie and Engelking discussed this ordinance which authorizes the Director of Public Works to continue making temporary changes to transit service levels in order to make responsible use of county, state, and federal funds in order to appropriately respond to the continuing effects of the pandemic (by adjusting the level of route operations, where appropriate) and to maintain responsible use of resources until December 31, 2021 or until terminated by further action of the County Board. The original temporary authority was granted through July.

This ordinance will effectively extend the authority granted in Enrolled Ordinance 175-22. All changes made by the Director of Public Works would need to be publicly posted for at least three business days before going into effect. The department would continue to report all temporary changes to the Public Works Committee.

Waukesha Metro continues to closely monitor these routes and there have been significant declines in ridership due to the ongoing effects of the pandemic, resulting in sharp declines in farebox revenue. When farebox revenues decline, fixed costs need to be covered with additional County funds. The County was allocated \$6.2 million of federal funding which can be used to make up for revenue losses and allow for the continuation of routes without adverse financial impacts to the County. The 2021 budget already includes \$360,000 of this federal funding to help mitigate the impact of the lower ridership during the pandemic. However, there are instances where ridership declines are significant for particular routes and these funds could be used more productively. These revenues are multi-year funds which can be used strategically to phase-in service levels as ridership returns, cover fluctuations in other transit funding sources, and adjust to changing transit needs.

Total ridership on routes being operated currently is estimated at 45% of pre-pandemic service levels. Waukesha Metro estimates that farebox revenues systemwide are \$17,700 below budget per month on average and operating fewer trips under this temporary authority is helping offset with lower costs. Ridership will be monitored this summer to determine when additional trips should be reinstated. Additional trips may be added back after Labor Day based on information provided from the Milwaukee County Transit System that businesses plan to begin transitioning employees back to downtown Milwaukee locations.

All route changes continue to be temporary and allow for the strategic use of federal funding resulting in no ongoing tax levy impact.

MOTION: Wysocki moved, second by Gaughan to approve Ordinance 176-O-030. Motion carried 6-0.

**Ordinance 176-O-031: Modify The Bridges Library System 2021 Budget To Accept Grant Funding To Expand Library Services To People Affected By Memory Loss And To Their Caregivers**

Kennedy discussed this ordinance which authorizes the Bridges Library System to accept \$35,000 of Bader Philanthropies grant funding consisting of two payments of \$25,000 for 2021 and \$10,000 for 2022. The 2021 budget includes \$10,000 of Bader Philanthropies grant funding. This ordinance appropriates \$15,000 in additional operating expenditures to purchase supplies and materials for training and programmatic purposes to assist those affected by memory loss, Alzheimer's disease, and other forms of dementia. The 2022 award of \$10,000 will be included in the department's 2022 proposed budget. This ordinance results in no direct impact to the county general tax levy or the special library tax levy.

MOTION: Nelson moved, second by Paulson to approve Ordinance 176-O-031. Motion carried 6-0.

**Annual Report on the Waukesha Employee Health & Wellness Center**

Gage and Mohr discussed this report for January 1, 2020-December 31, 2020 which included information on aggregate participation, visit details, COVID-19 impact, post-visit surveys, estimated employee out-of-pocket savings, expenses and cost avoidance; and top 10 diagnoses, prescriptions, and lab work.

MOTION: Paulson moved, second by Wysocki to accept the 2020 report on the Waukesha Employee Health & Wellness Center. Motion carried 6-0.

**Ordinance 176-O-028: Authorize The Department Of Parks And Land Use, Community Development Fund, To Accept Home Investment Partnership (Home) Program – American Rescue Plan Grant Funding And Modify 2021 Budget**

Silva and Trimborn discussed this ordinance which authorizes the Parks and Land Use Community Development Fund, HOME Investment Partnership program, to accept and appropriate \$5,293,334 of American Rescue Plan Act of 2021 funding to be used to create affordable housing and services to assist individuals experiencing or at risk of experiencing homelessness.

The 2021 HOME Investment Partnership program's adopted budget included HUD funding of \$1,447,991. The 2021 actual HOME Investment funding from HUD was \$1,460,506 and the additional \$12,515 was appropriated through Enrolled ordinance 175-O-87. This ordinance also modifies the 2021 budget to increase expenditures (and related general government revenue) by \$5,293,334 including \$5,283,334 of operating expenses and \$10,000 of interdepartmental charges (estimated indirect cost recovery in 2021). The grant funds need to be spent by 2030 but staff anticipates using the funds over the course of three to four years. Staff will request carrying over unspent appropriations each year. This ordinance results in no direct levy impact.

MOTION: Nelson moved, second by Wysocki to approve Ordinance 176-O-028. Motion carried 6-0.

**Ordinance 176-O-029: Accept Additional Community Development Block Grant (CDBG) Program Funds For The 2021 Program Year And Modify The 2021 Budget**

Silva and Trimborn discussed this ordinance which authorizes the Park and Land Use Community Development Fund, Community Development Block Grant (CDBG) program, to accept and appropriate an additional \$21,777 of U.S. Department of Housing and Urban Development (HUD) funding.

HUD's final adjusted 2021 allocation for the CDBG grant award is \$1,499,625 which is \$21,777 above the initial allocation. The initial 2021 HUD awarded allocation for the County's CDBG program was \$1,477,848 which was \$13,826 above the adopted budget. The \$13,826 was appropriated through Enrolled ordinance 175-0-87. The ordinance also authorizes subgrantee agreements necessary to cover allocations to be made by the County Executive, Community Development Block Grant Board and HOME Consortium Board for the increased funding. This ordinance results in no direct tax levy impact.

MOTION: Nelson moved, second by Paulson to approve Ordinance 176-O-029. Motion carried 6-0.

**Ordinance 176-O-027: Modify The 2021-2025 Capital Plan For The Creation Of Capital Project #202107 Ice Arena Condenser Replacements And Modify 2021 Capital Budget**

Shaver, Mattano, and Trimborn were present to discuss this ordinance which modifies the 2021-2025 capital plan to create capital project #202107 – Ice Arena Condenser Replacements. This project was not included in the proposed 2021-2025 capital plan due to the equipment failure at Eble Ice Arena being unexpected and the Naga-Waukeee Ice Arena replacement being originally scheduled for 2022. The total cost of the replacements is \$235,750 which consists of: \$130,000 for replacement of the evaporative condenser and lost refrigerant at Eble Ice Arena; \$75,000 for replacement of the evaporative condenser at Naga-Waukeee Ice Arena; and \$30,750 of project contingency. This ordinance also modifies the capital budget to appropriate additional expenditures of \$235,750 and increase the use of Tarmann Parkland Acquisition Fund balance by \$235,750 to fund the replacements.

The equipment failure at Eble has rendered the facility non-operational with about 30% of contracted ice use being shifted to Naga-Waukeee Ice Arena. It is estimated that the total revenue loss for the temporary closure is \$87,000. There is no direct tax levy impact as a result of this ordinance.

MOTION: Wysocki moved, second by Foti to approve Ordinance 176-O-027. Motion carried 6-0.

**Contract Procurement Process for Parks Entrance Automated License Plate Reader Camera System**

Mattano said this five-year contract was awarded to Rekor Recognition Systems, Inc., the highest rated proposer, for a total contract cost of \$70,047. The first-year cost is \$54,999 and the first-year budgeted amount is \$55,000. Ten contractors submitted bids for consideration.

MOTION: Paulson moved, second by Foti to approve the contract procurement process for parks entrance automated license plate reader camera system. Motion carried 6-0.

**Discuss 2022 Budget Presentations**

Spaeth asked for feedback on 2022 budget presentations. Foti prefers they don't read the budget book. Wysocki agreed. Nelson wants to know significant changes from the previous budget year. Wysocki asked that COVID funding be broken out and presented as a PowerPoint. Spaeth said this could be a separate presentation. Wysocki and Heinrich said highlights and changes would be helpful. Nelson said departments can best decide how they want to present their budgets and he is not concerned with method of delivery. Gaughan prefers to see the line items in the budget book discussed. Also, departments that deviate from the budget book and instead do a PowerPoint should submit their PowerPoint in advance. Heinrich and Nelson agreed.

MOTION: Wysocki moved, second by Paulson to adjourn at 10:36 a.m. Motion carried 6-0.

Respectfully submitted,

*Thomas A. Michalski*

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Secretary