

## Minutes of the Finance Committee

Wednesday, March 21, 2018

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 Ted Wysocki. Steve Whittow arrived at 8:32 a.m. and left at 11:30 a.m.

**Also Present:** Chief of Staff Mark Mader, Business & Collections Services Manager Andy Thelke, Administration Director Norm Cummings, Springsted, Inc. Vice President Joe Murray, Senior Collections Specialist Michelle Gallun, Public Works Director Allison Bussler, Programs & Projects Analyst Matt Grenoble, Budget Manager Linda Witkowski, County Board Candidate Michael Starich, Criminal Justice Collaborating Council Coordinator Rebecca Luczaj, Community Development Manager Kristin Silva, Budget Management Specialist Bill Duckwitz, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, Principal Human Resources Analyst Terri Sgarlata, Parks & Land Use Director Dale Shaver, Business Manager Lyndsay Johnson, Sheriff Eric Severson, and Senior Financial Analyst Mark Yatchak. Recorded by Mary Pedersen, County Board Office.

### Approve Minutes of February 21

MOTION: Paulson moved, second by Wysocki to approve the minutes of February 21. Motion carried 6-0.

### Next Meeting Date

- April 4

### Chair's Executive Committee Report of March 19

Heinrich said the Executive Committee heard standing committee reports, the 2017 annual report on the Center for Growth, an update on the fire study, and approved extending the legal advertising contract with *The Freeman*.

### Year-End Collections Report

Thelke discussed the report titled "Collections Division Delinquent Collection/Referral Analysis: 2017 Year-End Report." Total collections were \$3,603,489 and of that, Waukesha County retained \$2,285,004. Total 12-month collections decreased 0.1% from 2016 and increased 1.5% from 2015.

Whittow arrived at 8:32 a.m.

MOTION: Dondlinger moved, second by Michalski to accept the year-end collections report. Motion carried 7-0.

### Ordinance 172-O-096: Authorize The Issuance Of Not To Exceed \$12,500,000 General Obligation Promissory Notes For Capital Projects

Cummings and Murray were present to discuss this ordinance which authorizes the issuance of \$12,500,000 in general obligation promissory notes for 2018 capital projects. Information on the financing plan was distributed. The projected true interest cost is 2.67% and the County Board will consider the actual award of the Notes at its May 22 meeting. This will allow the County to receive the proceeds in late June.

MOTION: Morris moved, second by Michalski to approve Ordinance 172-O-096. Motion carried 7-0.

**Ordinance 172-O-091: Approve Short-Term Hangar Lease Agreement With Plane Safe Maintenance, Inc. At Waukesha County Crites Field**

Grenoble discussed this ordinance which authorizes the County to enter into a three-month agreement (April 1, 2018–June 30, 2018) to lease hangar space to Plane Safe Maintenance, Inc. to continue providing aircraft airframe, engine, and accessory maintenance and repair services. This short-term lease is proposed to allow the Airport and Plane Safe time to negotiate a longer-term agreement. Previously, the fixed-based operator (FBO), Atlantic Aviation, leased this space and then subleased the space to Plane Safe.

Plane Safe would lease 11,825 square feet of hangar space at about \$0.15 per square foot per month (\$1.79 per foot annually) for \$5,292 for the three-month period. This rate is consistent with what would have been charged the FBO under the previous agreement but the leased space is 190 square feet less due to the Airport retaining space for storage. The lower leasable space results in an annual revenue reduction of about \$85 over the three-month period.

MOTION: Morris moved, second by Whittow to approve Ordinance 172-O-091. Motion carried 7-0.

**Annual Update on Grant/Sunset Positions**

Witkowski discussed the report titled “2018 Sunset Position Changes as of February 2018” which included information on department, position title, and changes from 2017. As of February 2018, there were 97 full-time positions and 17 part-time positions, a net increase of four full-time and one part-time position from 2017.

MOTION: Paulson moved, second by Wysocki to accept the annual report on grant/sunset positions. Motion carried 7-0.

**State Legislative Update**

Spaeth indicated the legislature passed the juvenile justice reform package. It includes changes dictating that the Joint Finance Committee approve those facilities that the Department of Corrections will need to build for serious offenders. They also made some changes to the study committee that will be formed. The sexually violent persons bill did pass and while the governor did not sign it last time, he may sign it this time.

**Report on Alcohol Treatment Court Fees and Revenue Goals**

Luczaj discussed the report titled “Alcohol Treatment Court Program Fee Revenue Summary, 2009–2018.” Actual revenues in 2017 totaled \$26,079 compared to \$32,337 in 2016. The amount budgeted in 2017 was \$24,416. As of March 2018, there were 39 participants. Caseload capacity is 40 to 45 participants.

MOTION: Paulson moved, second by Michalski to accept the report on Alcohol Treatment Court fees and revenue goals. Motion carried 7-0.

**Contract Procurement Process for Homebuyer Counseling**

Silva advised this five-year contract was awarded to Credit Counseling Services of Sheboygan, Housing Resources Inc., and Jefferson County Economic Development Consortium, the three vendors that submitted RFPs for consideration. The total contract cost is \$227,550 with the first year cost being \$45,500. The first year budgeted amount is also \$45,500. The reason for multiple awards is to assure coverage in the geographic areas of Jefferson, Ozaukee, Washington, and Waukesha counties. The HOME Consortium establishes the rates paid to providers for each successful home closing (\$600 each for 2018).

MOTION: Dondlinger moved, second by Whittow to approve the contract procurement process for homebuyer counseling. Motion carried 7-0.

**Capital Projects Cost Performance Report and Approve Closeout Reserves**

Duckwitz discussed the report titled “Capital Projects 2017 Year-End Report” as outlined which included information on project number/title, project status/percent complete, current project appropriations, and fund balance. No major concerns were voiced.

Whittow left the meeting at 10:00 a.m.

MOTION: Dondlinger moved, second by Wysocki to accept the capital projects cost performance report. Motion carried 6-0.

Duckwitz asked that the highway project reserve account be increased \$10,000 for the bikeway pavement improvements project to pay or any bills that may come in later. After these funds have been reserved, the project will be closed.

MOTION: Wysocki moved, second by Dondlinger to increase the highway project reserve account as stated above. Motion carried 6-0.

Whittow returned at 10:15 a.m.

**Ordinance 172-O-095: Establish Salaries For Sheriff, Clerk Of Courts, And County Executive For 2019–2022**

Gage discussed the estimated impacts from 2019 to 2022 as outlined below. Annual increases for the County Executive are effective in April. Increases for the Sheriff and Clerk of Courts are effective January 1 of the calendar year. The impact of this ordinance will be included in the 2019 through 2022 budget processes. The estimated impact of the salary including pension and social security for these three positions for four years totals \$28,411.

Paulson asked how staff arrived at 2% and what did other County employees receive. He noted County Board Supervisors have not had a raise in ten years. Gage said back in December, Waukesha County employees received a 1.5% increase. The 2% increase being recommended for these three elected officials is based on what these positions are paid in comparable counties.

<b>Sheriff, Clerk of Courts, and County Executive</b>					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Base Salary</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
Yearly Salaries	\$298,546	\$303,859	\$309,929	\$316,127	\$322,454
Social Security	\$22,840	\$23,244	\$23,712	\$24,184	\$24,667
Retirement *	\$24,324	\$24,767	\$25,261	\$25,767	\$26,282
Post-Employment Health	\$10,606	\$10,766	\$10,947	\$11,134	\$11,324
<b>Total</b>	<b>\$356,316</b>	<b>\$362,636</b>	<b>\$369,849</b>	<b>\$377,212</b>	<b>\$384,727</b>
<b>Cost Increase from Prior Year</b>		\$6,320	\$7,213	\$7,363	\$7,515
<b>Percent Increase</b>		1.8%	2.0%	2.0%	2.0%

\* Only County costs are reflected in the above chart. Costs do not include employee contributions.

MOTION: Wysocki moved, second by Whittow to approve Ordinance 172-O-095. Motion carried 7-0.

**Annual Report on Employee Performance Evaluations and Awards**

Richter and Sgarlata were present to discuss this report. For 2017, the total possible cost if all eligible employees received the maximum base and non-base awards would have been \$1,855,146. The total amount budgeted for base and non-base awards was \$1,384,437 and the actual cost was \$1,268,845. Sgarlata reviewed aggregate evaluation ratings for 1,206 employees: one received an unacceptable rating, 12 received needs to build, 218 received effective, 715 received commendable, and 260 received exceptional. An additional 34 employees would have received an unacceptable or needs to build rating if they had not separated their employment in 2017. A rating of commendable or better is required to be considered for a performance award. Sgarlata said this year's report is consistent with previous years. However, more employees have been added to this system which resulted in a cost increase and more employees will be added in the future.

MOTION: Wysocki moved, second by Whittow to accept the annual report on employee performance evaluations and awards. Motion carried 7-0.

**Ordinance 172-O-094: Abolish One Land Information System Manager Position And Create One Land Information System Supervisor Position In The Department Of Parks & Land Use**

Shaver discussed this ordinance which creates one regular full-time position of Land Information supervisor (salary range \$73,216 - \$96,824) and abolishes one full-time Land Information Manager (\$84,739 – \$122,034) in the Land Information Systems Fund (LIS) within the Parks and Land Use Department. The lower cost supervisor position is estimated to save \$13,300, comparing projected salary and related benefits at the minimum for the pay range. This position is budgeted in the LIS Fund which is a special revenue fund and does not include any tax levy. Position savings will drop to fund balance assuming all budgeted revenues are received.

MOTION: Morris moved, second by Michalski to approve Ordinance 172-O-094. Motion carried 7-0.

Whittow left the meeting at 11:30 a.m.

**Ordinance 172-O-093: Amend The 2018 Sheriff's Department Budget For The Expenditure Of Seized Funds To Participating Agencies In March 2018**

Severson said this ordinance allows for the distribution of Federal asset forfeiture seized funds to participating Metro Drug Unit agency communities based on their participation status at the time of each seizure. An amount not to exceed \$4,437 will be disbursed to the following agencies: City of Waukesha (\$1,057); City of New Berlin (\$531); City of Brookfield (\$1,057); Village of Menomonee Falls (\$1,057); City of Muskego (\$187); Village of Hartland (\$168); Village of Pewaukee (\$199); Village of Elm Grove (\$138); and City of Oconomowoc (\$43). This ordinance results in no additional direct tax levy impact in 2018.

MOTION: Paulson moved, second by Dondlinger to approve Ordinance 172-O-093. Motion carried 7-0.

MOTION: Wysocki moved, second by Dondlinger to adjourn at 11:33 a.m. Motion carried 7-0.

Respectfully submitted,

Thomas A. Michalski  
Secretary