

Minutes of the Finance Committee

Wednesday, November 4, 2015

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

Present: Supervisors Jim Heinrich, Duane Paulson, Richard Morris, Larry Nelson, Eric Highum, Bill Zaborowski, and Steve Whittow.

Also Present: Chief of Staff Mark Mader, Administrative Specialist Alison Ries, Legislative Policy Advisor Sarah Spaeth, Treasurer Pam Reeves, Karen Pilarski of The *Freeman*, Administration Director Norm Cummings, Budget Manager Linda Witkowski, County Board Chair Paul Decker, Senior Financial Analysts Clara Daniels and Steve Trimborn, Chief of Staff Shawn Lundie, Principal Financial Projects Analyst Bob Ries, County Executive Paul Farrow, Sheriff Eric Severson, Budget Manager Lyndsay Johnson, Parks & Land Use Director Dale Shaver, and Budget Specialist Bill Duckwitz. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of Previous Meeting(s)

MOTION: Zaborowski moved, second by Paulson to approve the minutes of October 21, 23, and 26. Motion carried 7-0.

Next Meeting Date

- November 18 (Whittow absent)

Payment of Special Assessments and Tax Certificates Issued

Reeves discussed her handouts titled “Delinquent Special Assessments Paid to Municipalities” and “Waukesha County History of Tax Certificates Issued.” For 2014, the total paid to municipalities in delinquent special assessments was \$768,576.66. Tax certificates issued (1,669) totaled \$5,041,284.85.

Update on In Rem Foreclosure Actions

Reeves discussed her handout titled “Properties Acquired in Tax Foreclosure for 2011 and Prior Years” which included photos of said properties, property address, assessed and appraised values, and interest, penalties and fees.

Review Estimated 2015 Year-End Governmental Fund Balances (General, Special Revenue, Capital, Debt)

Cummings and Ries distributed information on general and special revenue fund expenditures and unassigned fund balance. The County will maintain unrestricted fund balances to provide necessary working capital to avoid cash flow interruptions and short-term borrowing to fund daily operations and to maintain the County’s Aaa/AAA bond ratings. Fund balance reserves will not be used to offset continuous operation costs. The unrestricted governmental fund balance (general and special revenue) 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. The unassigned fund balance budgeted for 2016 is \$34,558,359 or 17.6%. This does not include unrealized gains or losses on investments. Cummings noted unassigned fund balance includes cash and assets. Cummings also distributed and discussed information from Moody’s Investors Service confirming the County’s Aaa bond rating, the County’s five-year financial forecast, and 2016 revenue highlights.

Discuss and Consider Individual Supervisor Budget Amendments

Amendment Sup-5 proposed by County Board Supervisor Janel Brandtjen

Department: Non-Departmental (General Fund)

Mader, Shaver, Decker, Farrow, and committee members discussed the Economic Development Initiative and Brandtjen's amendment. Brandtjen is proposing to remove \$150,000 of operating expense appropriations budgeted for the initiative. This amendment reduces the general fund balance by \$103,800 and general County tax levy by \$46,200.

MOTION: Nelson moved, second by Morris to defeat Amendment Sup-5. Motion carried 7-0.

Amendment Sup-2 proposed by County Board Supervisor Tom Schellinger

Department: Non-Departmental (General Fund)

Mader, Farrow, Cummings, Decker, and committee members discussed the proposed municipal fire department study and Schellinger's amendment. Schellinger is proposing to remove \$50,000 of operating expense appropriations budgeted for the study to explore operational efficiencies and cost savings from collaboration among independent Waukesha County municipal fire departments. This amendment reduces general government revenues by \$10,000 and general fund balance by \$40,000.

MOTION: Paulson moved, second by Whittow to approve Amendment Sup-2. Motion defeated 0-7.

Amendment Sup-1 proposed by County Board Supervisor Jeremy Walz

Department: Sheriff's Department (General Fund)

Mader, Severson, Decker, and committee members discussed staffing/overtime challenges and budget targets in the Sheriff's Department and Walz's amendment. Walz is proposing to reduce budgeted personnel cost appropriations for overtime expenses (including related benefit costs) by 10 percent or \$109,800, and reduce general County tax levy by \$109,802. Budgeted full-time equivalent (FTE) for overtime will be reduced by 1.06 FTE, from 10.58 FTE to 9.52 FTE.

MOTION: Nelson moved, second by Whittow to defeat Amendment Sup-1. Motion carried 7-0.

Amendment Sup-4 proposed by County Board Supervisor Janel Brandtjen

Department: Sheriff (General Fund)

Mader, Severson, Cummings, Decker, and committee members discussed the Sheriff's Department's Non-Corrections Equipment Replacement Fund, the Parks & Land Use Department's Tarmann Parkland Acquisition Fund, and Brandtjen's amendment. Brandtjen is proposing to increase expenditures in the Non-Corrections Equipment Replacement Plan budget \$100,000 to purchase equipment in program areas other than the Jail and Huber. This amendment will increase revenues by appropriating \$100,000 of Tarmann Parkland Acquisition Fund balance and applying it to the Non-Corrections Equipment Replacement Plan budget.

MOTION: Paulson moved, second by Highum to approve Amendment Sup-4. Motion defeated 0-7.

Amendment Sup-3 proposed by County Board Supervisor Jennifer Grant
Department: Parks and Land Use (General Fund)

Mader, Cummings, Decker, and committee members discussed annual landfill siting fees in the Tarmann Parkland Acquisition Fund including rationale, and Grant's amendment. Grant is proposing to appropriate \$100,000 of Tarmann Fund balance (generated from past landfill siting fees greater than what was budgeted for parkland acquisition) and apply it to the Parks & Land Use Department Three-Year Maintenance and Major Projects Plan budget to reduce general County tax levy by \$100,000.

MOTION: Paulson moved, second by Morris to approve Amendment Sup-3. Motion defeated 0-7.

Amendment Sup-6 proposed by County Board Supervisor Janel Brandtjen
Department: County Board (General Fund)

Mader, Decker, Cummings (on behalf of Human Resources Manager Jim Richter), and committee members discussed previous County Board Office budget reductions, a consultant's study on County Board staffing, and Brandtjen's amendment. Brandtjen is proposing to reduce personnel cost appropriations by \$100,000 for the unfunding of equivalent FTE positions in the County Board budget and reduce general County tax levy by \$100,000.

MOTION: Nelson moved, second by Nelson to defeat Amendment Sup-6. Motion carried 7-0.

Ordinance 170-O-068: Adopt 2016 Waukesha County Budget

MOTION: Paulson moved, second by Morris to approve Ordinance 170-O-068 as amended. Motion carried 7-0.

MOTION: Paulson moved, second by Highum to adjourn at 12:15 p.m. Motion carried 7-0.

Respectfully submitted,

William J. Zaborowski
Secretary