

Minutes of the Finance Committee

Wednesday, April 22, 2015

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

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

Also Present: Chief of Staff Mark Mader, Public Works Director Allison Bussler, Airport Manager Kurt Stanich, Budget Manager Bill Duckwitz, Adolescent & Family Services Manager Peter Slesar, Purchasing/Risk Manager Laura Stauffer, Budget Manager Linda Witkowski, Senior Financial Analyst Aaron Daul, Parks System Manager Duane Grimm, Federated Library Director Connie Meyer, Business Manager Lyndsay Johnson, Jail Administrator Mike Giese, and Deputy Inspector Torin Misko. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of April 8

MOTION: Paulson moved, second by Zaborowski to approve the minutes of April 8. Motion carried 6-0.

Schedule Next Meeting Dates

- April 28 (6:15 p.m.)
- May 6 (8:30 a.m.)

Chair's Executive Committee Report of April 20

Heinrich highlighted the various ordinances and appointments that were approved at the last Executive Committee meeting.

State Legislative Update

Mader indicated the Joint Finance Committee has pulled many of the non-financial items including the countywide assessment issue which would require separate consideration. Today they are discussing local transportation aids and the car kill deer program. The governor has proposed that counties pay for removing dead deer on roadways which would result in an annual County cost of about \$28,000.

Ordinance 170-O-020: Approve Stein's Aircraft Services LLC As An Aircraft Fuels And Oil Aeronautical Service Provider At Waukesha County Airport And Approve Amendment To Hangar Lease Agreement

Bussler and Stanich discussed this ordinance which approves Stein Aircraft Services (SAS), LLC as a fixed based operator (FBO) and it amends an existing lease agreement. The amended agreement includes the construction of a new hangar and fuel farm infrastructure as part of a business plan to expand SAS's customer base. Overall, the agreement generates an additional \$91,000 of annual land lease/rental and fuel revenue (2015 dollars, to be adjusted for CPI each year) after the land lease suspension ends in 2020, and the hangar is constructed by 2018. This offsets a \$550,000 ramp expansion, paid by the County, and suspended lease payments resulting in an approximate ten-year

payback, discounting to net present value. These additional revenue streams are expected to decrease future reliance on county tax levy as they grow.

Bussler and Stanich defined FBO and at Paulson's request, explained the powers of the County Board, Airport Commission, and the Airport/Public Works Department.

MOTION: Morris moved, second by Paulson to approve Ordinance 170-O-020. Motion carried 6-0.

Ordinance 170-O-017: Accept State Of Wisconsin Department Of Justice Juvenile Accountability Block Grant And Modify Waukesha County Department Of Health And Human Services' 2015 Budget To Authorize Grant Expenditures

Slesar discussed this ordinance which authorizes the department to accept a State grant up to \$21,500 for 2015. It also authorizes the department to contract with Carroll University for grant-funded services. The funds will be used to pay for an amended contract with Carroll University to further evaluate the Adolescent and Family Services Division's data gathering system and service intervention methods. The grant includes a local match requirement of 10% in-kind services to be performed by the department in support of the Carroll University study. This will be absorbed by the department's existing budget and the grant results in no additional direct tax levy impact.

MOTION: Paulson moved, second by Highum to approve Ordinance 170-O-017. Motion carried 6-0.

Ordinance 170-O-018: Reauthorization Of Self-Insurance

Stauffer indicated the Wisconsin Worker's Compensation Act provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or be exempted (self-insured) from insuring liability with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment. The State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the department. This ordinance, brought forward every three years, reauthorizes the County's self-insured worker's compensation program currently in effect. Stauffer noted the County contracts with a third party claims administrator to administrate our claims.

MOTION: Paulson moved, second by Morris to amend Line 21 of the ordinance by adding the word "the" after the word "that" and deleting the words "Dan Vrakas." Motion carried 6-0.

MOTION: Paulson moved, second by Morris to approve Ordinance 170-O-018 as amended. Motion carried 6-0.

Year-End Report on Special Revenue and General Funds

Witkowski and Daul were present to discuss this report as outlined. Witkowski indicated there was a positive variance at year-end of almost \$3.21 million or 2% of the modified expenditure budget of \$164 million. This includes under budget spending by 4.2% or \$6.88 million of a \$154 million expenditure budget and non levy revenues under achieved by \$3.67 million of \$81.09 million budgeted. Witkowski reviewed each department/fund and advised of those with negative variances and those with positive variances.

MOTION: Zaborowski moved, second by Paulson to accept the year-end report on Special Revenue and General Funds. Motion carried 6-0.

Ordinance 170-O-007: Accept Donation Of Croxice® Hockey Boards At NagaWaukee Ice Arena

Grimm discussed this ordinance which authorizes the department to accept donated Croxice® hockey boards (rink divider panels) from the Waukesha County Youth Hockey Association, Inc. at NagaWaukee Ice Arena valued at approximately \$6,500. The equipment will not be added to an equipment replacement plan and any repair or maintenance costs will be absorbed within the department's existing budget. Grimm distributed additional information on the rink divider system.

Highum said they wanted to donate more but Eble does not have the space. He believes there is a hockey resurgence whereby Grimm said the number of adult hockey leagues in the County is growing.

MOTION: Paulson moved, second by Zaborowski to approve Ordinance 170-O-007. Motion carried 6-0.

Ordinance 170-O-011: Modify Waukesha County Federated Library System 2015 Budget To Accept And Appropriate Grant Funding To Purchase Hearing Loop Systems For The Meeting Rooms Of Federated Library System Member Libraries

Meyer discussed this ordinance which authorizes the Federated Library System to accept and appropriate \$19,968 of Federal Library Services Technology Act (LSTA) grant funding passed through the State Department of Public Instruction (DPI). The grant will be combined with an additional \$10,884 in charges for services revenue from six participating member libraries for a 35% cost share to purchase meeting room hearing loops systems. Meyer distributed copies of "Frequently Asked Question about Hearing Loops." Hearing loop technology transmits sound electromagnetically to help people who use hearing aids or cochlear implants to overcome the listening challenges of distance from the speaker and background noise. The ordinance appropriates total expenditures of \$30,852 for this purpose. No County indirect costs are allowable for this grant. Member libraries participating in this project will be responsible for ongoing maintenance and support costs. This ordinance results in no additional direct tax levy impact for 2015.

MOTION: Paulson moved, second by Nelson to approve Ordinance 170-O-011. Motion carried 6-0.

Ordinance 170-O-012: Amend Sheriff's Department 2015 Budget For Expenditure Of Donated Funds

Misko discussed this ordinance which authorizes the department to use \$10,000 in donated funds for handler/canine training and handler travel expenses (\$5,000 each). This will allow the department to maintain the canine unit at the current level of four dogs which are trained to function in a patrol and drug detection role. This ordinance results in no additional direct tax levy impact.

MOTION: Paulson moved, second by Morris to approve Ordinance 170-O-012. Motion carried 6-0.

Ordinance 170-O-013: Accept Two Donated Trunk Vaults For The Canine Unit

Misko discussed this ordinance which authorizes the department to accept the donation of two trunk vaults for the canine unit from the Waukesha Deputy Sheriff's Association. The approximate value of

the trunk vaults is \$5,200. The vaults will cost approximately \$160 to install in the new replacement vehicles for the canine unit and will be funded from the department's operating budget.

MOTION: Paulson moved, second by Morris to approve Ordinance 170-O-013. Motion carried 6-0.

Ordinance 170-O-014: Modify Budget To Appropriate Funds To Restore The 2015 Jail Equipment Replacement Plan

Johnson said when the integration component (matrix) of the Jail security electronics system began to fail in January 2015, a change in budget intent and a fund transfer was approved by Finance Committee to allow the department to use 2015 expenditure appropriations funds to replace the matrix at an estimated cost of \$105,000. The 2015 expenditures had been budgeted for other equipment identified in the jail equipment replacement plan. This ordinance appropriates an additional \$105,000 of expenditure authority to allow the department to restore funding for the 2015 equipment replacement plan, which includes the following items: washing machine (\$21,000); dryer (\$5,000), walk-thru metal detector (\$6,000); video conference system (\$18,250); software upgrade (\$53,100); and exam table (\$1,650).

The Jail security electronics system matrix was scheduled to be replaced and funded with fund balance from prior year jail assessment fees in 2018 as part of capital project 201410 in the 2015-2019 Capital Plan. Since the matrix is being replaced immediately this capital project is no longer necessary and expected to be removed from the 2016-2020 capital project plan, and results in reserved jail assessment fees to be available. The ordinance increases fund balance for the 2015 equipment replacement resulting in no additional tax levy impact.

MOTION: Paulson moved, second by Highum to approve Ordinance 170-O-014. Motion carried 6-0.

Ordinance 170-O-015: Amend The Sheriff's Department 2015 Budget For The Expenditure Of National Drug Control Policy Cooperative Agreement Funds For The Development And Broadcast Of Public Service Announcements

Misko discussed this ordinance which authorizes the department to accept High Intensity Drug Trafficking Area cooperative funding in the amount of \$11,250 from the Office of National Drug Control Policy. The funds will be used for the development and broadcast of public service announcements in a partnership with Waukesha County Drug Free Communities. The public service announcements are anticipated to reach approximately 1,230 high school students and 384,000 movie attendees at four Marcus theaters in Waukesha County over a twelve-week broadcast period.

To answer Paulson's question, Johnson said this ordinance does not result in any additional county tax levy.

MOTION: Nelson moved, second by Paulson to approve Ordinance 170-O-015. Motion carried 6-0.

Ordinance 170-O-016: Amend The 2015 Sheriff's Department Budget And Approve The Expenditure Of Seized Funds For The Purchase Of Tasers And Technology - April 2015

Misko discussed this ordinance which authorizes the use of seized funds totaling \$32,800 to purchase 30 tasers (\$32,500) and technology for command staff (\$300). Federal guidelines require that seized funds must be used to enhance law enforcement activities, not to supplant existing adopted budget

appropriations. Not including this ordinance, the department has a balance of available undesignated seized funds totaling \$179,300. Staff estimate the on-going operating and maintenance costs for these items to be minimal and will be the responsibility of the department. These additional costs will be absorbed within current and future base budgets. This ordinance results in no additional direct tax levy impact in 2015.

Answering Heinrich's question, Misko said tasers need to be replaced every seven to ten years.

MOTION: Zaborowski moved, second by Highum to approve Ordinance 170-O-016. Motion carried 6-0.

MOTION: Highum moved, second by Morris to adjourn at 10:20 a.m. Motion carried 6-0.

Respectfully submitted,

William J. Zaborowski
Secretary