

Minutes of the Finance Committee

Friday, October 23, 2015

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

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

Also Present: Chief of Staff Mark Mader, Land Use Committee Chair Pauline Jaske, Deputy Register of Deeds Beth Zimmermann; Senior Financial Analysts Rob Dunn, Clara Daniels, and Steve Trimborn; Budget Manager Linda Witkowski, Parks & Land Use Director Dale Shaver, Business Manager Peter Mudek, Human Resources Manager Jim Richter, and Senior Human Resources Analyst Renee Gage. Recorded by Mary Pedersen, County Board Office.

Schedule Next Meeting Date

- October 26 (Zaborowski absent)

Discuss and Consider 2016 Operating Budgets for the Following Departments

Register of Deeds Office

Zimmermann, Dunn, and Jaske discussed the proposed 2016 operating budget for the Register of Deeds Office including expenditures and revenues, the positions summary, strategic outcomes and objectives, and program highlights. Both revenues and expenditures total \$1,337,809 – a decrease of \$101,423 or 7.0% from the adopted 2015 budget. The County tax levy line item shows a credit of \$1,989,301 – an increase of \$33,000. The positions summary shows a decrease of 0.99 for a total of 17.70 full-time equivalent (FTE) positions. No major concerns were voiced pertaining to this budget.

MOTION: Paulson moved, second by Zaborowski to tentatively approve the 2016 operating budget for the Register of Deeds Office. Motion carried 6-0.

Parks & Land Use Department

Shaver, Mudek, and Jaske discussed the proposed 2016 operating budget for the Parks & Land Use Department including expenditures and revenues, the positions summary, strategic outcomes and objectives, capital projects, and program highlights. Revenues total \$18,153,233 – an increase of \$246,606 or 1.4% from the adopted 2015 budget. The County tax levy totals \$7,229,010 – a decrease of \$57,000 or 0.8%. Expenditures total \$25,388,411 – an increase of \$187,916 or 0.7%. The positions summary shows a decrease of 1.22 for a total of 175.02 FTE equivalents. No major concerns were voiced pertaining to this budget. Jaske, however, noted County Board Supervisor Jennifer Grant did have concerns at Land Use Committee and she is unsure if Grant will bring forward any amendments.

MOTION: Paulson moved, second by Zaborowski to tentatively approve the 2016 operating budget for the Parks & Land Use Department. Motion carried 6-0.

Ordinance: Approve 2016 Position Changes Through Creation, Abolishment, and Reclassification

Richter and Gage discussed this ordinance as outlined. The ordinance results in a net reduction of 3.5 FTE authorized positions. It includes the creation of 13 FTE (12 full-time and 2 part-time) positions, which are offset by 6 FTE (5 full-time and 2 part-time) position abolishments resulting in a net tax levy increase of \$189,200 after new revenues are applied. The remaining 10.5 FTE (10 full-time and 1 part-time) position abolishments were not funded in the 2015 budget, therefore, they have no cost savings impact in the proposed 2016 budget but they did have cost savings in prior budgets of over \$700,000. In addition to the positions in this ordinance, there are 10.75 FTE positions that are proposed to be unfunded in the 2016 budget with an estimated tax levy savings of \$408,750 (net of offsets).

The ordinance also reclassifies 7 positions: 2.0 FTE Senior Substance Abuse Counselors to 2.0 FTE Clinical Therapists in Health & Human Services-Mental Health Outpatient Clinical, 1.0 FTE Outpatient Services Coordinator to Outpatient Services Administrator in Health & Human Services-Mental Health Outpatient Clinical, 1.0 FTE Senior Mental Health Counselor to Clinical Therapist in Health & Human Services-Mental Health Outpatient Intensive, 1.0 FTE Ground Water Program Coordinator to Lead Environmental Health Sanitarian in Parks and Land Use-Environmental Health, and 1.0 FTE Senior Land Use Specialist to a Land Use Specialist in Parks and Land Use-Enforcement, Planning & Zoning. The estimated net County tax levy impact of these proposed reclassifications, after applying related offsetting cost reductions and additional revenue reimbursements, is estimated to result in a \$2,600 increase in tax levy.

In addition, this ordinance provides salary adjustments for lead workers which includes certain Health & Human Services Clinical Therapists and Public Works Building Service Workers.

The total estimated tax levy impact resulting from this ordinance is \$119,300. Increases in net tax levy impact are included in each department's 2016 budget requests. Position costs, related cost reductions, and revenue funding offsets related to this ordinance are included in the proposed 2016 budget.

MOTION: Nelson moved, second by Highum to approve Ordinance 170-O-066. Motion carried 6-0.

MOTION: Paulson moved, second by Whittow to adjourn at 12:17 p.m. Motion carried 6-0.

Respectfully submitted,

William J. Zaborowski
Secretary