

## Minutes of the Finance Committee

Wednesday, October 5, 2016

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

**Present:** Supervisors Jim Heinrich (Chair), Tim Dondlinger, Tom Michalski, Richard Morris, Duane Paulson, and Ted Wysocki. Michalski left the meeting at 12:15 p.m. **Absent:** Bill Zaborowski.

**Also Present:** Chief of Staff Mark Mader, Budget Management Specialist Bill Duckwitz, Administration Director Norm Cummings, Accounting Services Manager Larry Dahl, Information Technology Manager Mike Biagioli, Collections & Business Services Manager Andy Thelke, Human Resources Manager Jim Richter, Risk/Purchasing Manager Laura Stauffer, Principal Financial Projects Analyst Bob Ries, Treasurer Pam Reeves, Judiciary & Law Enforcement Committee Chair Peter Wolff, Emergency Preparedness Director Gary Bell, Operations & Training Manager Sherri Stigler, and Senior Financial Analysts Mark Yatchak, Linda Hein, Clara Daniels, Steve Trimborn, and Rob Dunn. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of September 21**

MOTION: Morris moved, second by Michalski to approve the minutes of September 21. Motion carried 6-0.

### **Schedule Next Meeting Date(s)**

- October 11 and 12

### **Chair's Executive Committee Report of October 3**

Heinrich said the Executive Committee approved proposed 2017 operating budgets for UW-Extension, Bridges (Federated Library), and Non Departmental. They also adopted the Five-Year Capital Projects Plan, heard an update on the Waukesha County Center for Growth, and heard standing committee and Wisconsin Counties Association (WCA) Conference reports.

### **2017 Budget Overview and Five-Year Financial Forecast**

Cummings and Duckwitz reviewed a PowerPoint presentation titled "Five-Year Financial Forecast 2017-2021" prepared by Administration staff that included information on long term strategic financial planning, internal and external forecast environments, operating expenditure projections, revenue sources per department, unfunded state mandates and projected funding shortfalls and remedies.

### **Discuss and Consider the 2017 Operating Budget for the Department of Administration**

Cummings and staff discussed the proposed 2017 budget for the Department of Administration as outlined in the budget book including the financial summaries, current capital projects, program highlights, activity data, and strategic outcomes and objectives. Total all funds, revenues total \$13,026,922 – an increase of \$120,591 or 0.9% from the adopted 2016 budget. The County tax levy totals \$4,635,954 – a decrease of \$30,000 or 0.6%. Expenditures total \$17,662,876 – an increase of \$118,945 or 0.7%. The positions summary shows a reduction of 1.00 for a total of 98.68 full-time equivalent (FTE) positions. No major concerns were voiced pertaining to this budget.

MOTION: Dondlinger moved, second by Michalski to tentatively approve the 2017 operating budget for the Department of Administration. Motion carried 6-0.

**Discuss and Consider the 2017 Operating Budget for the Treasurer’s Office**

Reeves discussed the proposed 2017 budget for the Treasurer’s Office as outlined in the budget book including the financial summaries, program highlights, activity data, and strategic outcomes and objectives. Both revenues and expenditures total \$678,401 – a decrease of \$9,495 or 1.4%. The County tax levy line item shows a credit of \$5,308,850 – an increase of \$405,000. The positions summary shows a reduction of 0.03 for a total of 5.07 full-time equivalent (FTE) positions. Wysocki had concerns with the projected investment income and felt the amount listed was unobtainable and will result in a revenue shortfall. This was discussed in detail. Otherwise, no major concerns were voiced pertaining to this budget.

MOTION: Paulson moved, second by Morris to tentatively approve the 2017 operating budget for the Treasurer’s Office. Motion carried 6-0.

**Payment of Special Assessments and Tax Certificates Issued**

Reeves referred to her reports titled “Delinquent Special Assessments Paid to Municipalities” and Waukesha County History of Tax Certificates Issued.” The amount paid to municipalities in 2015 totaled \$768,404.31. This compares to \$768,576.66 paid in 2014. Also in 2015, a total of \$4,815,121.51 in tax certificates were issued. This compares to \$5,041,284.85 issued in 2014.

**Update on In-Rem Foreclosure Actions**

Reeves discussed her report titled “Properties Acquired in Tax Foreclosure of 2012 and Prior Years’ Taxes” which included photos of said properties, property address, assessed and appraised values, and interest, penalties, and fees.

**Discuss and Consider the 2017 Operating Budget for the Department of Emergency Preparedness**

Bell and staff discussed the proposed 2017 budget for the Department of Emergency Preparedness as outlined in the budget book including the financial summaries, current and planned capital projects, program highlights, activity data, and strategic outcomes and objectives. Total all funds, revenues total \$2,881,844 – an increase of \$29,763 or 1.0% from the adopted 2016 budget. The County tax levy totals \$5,690,294 – an increase of \$250,922 or 4.6%. Expenditures total \$8,274,302 – an increase of \$263,742 or 3.3%. The positions summary shows an increase of 4.48 for a total of 68.86 full-time equivalent (FTE) positions. No major concerns were voiced pertaining to this budget.

MOTION: Morris moved, second by Dondlinger to tentatively approve the 2017 operating budget for the Department of Emergency Preparedness. Motion carried 6-0.

Michalski left the meeting at 12:15 p.m.

MOTION: Morris moved, second by Dondlinger to adjourn at 12:16 p.m. Motion carried 5-0.

Respectfully submitted,

William J. Zaborowski  
Secretary