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**WASHINGTON COUNTY  
FINANCE COMMITTEE**

Courthouse - Government Center  
West Bend, WI

January 29, 2014  
8:30 a.m.

Present: Leslie Borman, Raymond Heidtke, Ralph Hensel, Robert Milich, and Todd White.

Also Present: Finance Director Susan Haag, County Manager Joshua Schoemann, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, County Treasurer Jane Merten, Register of Deeds Sharon Martin, and Robert Hartwig.

Chairperson Hensel called the meeting to order and read the Affidavit of Posting.

**MINUTES**

Moved by Mr. Borman, seconded by Mr. Heidtke to approve the Finance Committee minutes of December 3, 2013, as presented. Motion carried.

Moved by Mr. Milich, seconded by Mr. White to approve the Finance Sub-Committee minutes of November 27, December 11, and 18, 2013, and January 2, 8, 15, and 22, 2014, as presented. Motion carried.

**REPORT ON RADIO SYSTEM MAINTENANCE**

*Appearance: Sheriff Dale Schmidt, Captain Steve Gonwa, and Radio Systems Administrator John Schrader*

Mr. Schrader provided information on the radio system maintenance contract and noted that some of the items included in the current maintenance contract are; staffing of technicians, "on demand" services, software updates, component warranties, microwave tower networks, preventative maintenance, and the general system maintenance. A chart showing the cost of the maintenance contract through 2018 was presented.

**RESOLUTION - GRANT APPLICATION - WISCONSIN EMERGENCY MANAGEMENT  
CRIMINAL ACTS OR ACTS OF TERRORISM EXERCISE**

*Appearance: Emergency Management Coordinator Rob Schmid*

Moved by Mr. White, seconded by Mr. Milich to approve a resolution authorizing Emergency Management to apply for a grant from the Department of Homeland Security in the amount of \$19,250 to address local exercise needs to prepare for and respond to criminal acts or acts of terrorism, and forward to the County Board. Motion carried.

**2013 GENERAL FUND TRANSFER REQUEST - ADMINISTRATION**

No discussion or action is required on this item.

**REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - TREASURER**

Moved by Mr. White, seconded by Mr. Heidtke to approve the request to non-lapse \$300,000 in the County Treasurer Information Systems account from 2013 to 2014. Motion carried.

**1 REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - FINANCE DEPARTMENT**

2 Moved by Mr. Heidtke, seconded by Mr. Borman to approve the request to non-lapse \$40,000 in the  
3 Finance IS account from 2013 to 2014. Motion carried.

**5 DISCUSSION ON POLICY FOR USE OF EXCESS REVENUES**

6 Ms. Haag is recommending this Committee develop a policy relating to the use of unplanned revenues  
7 received by departments. The Committee discussed specific items that have been brought to their  
8 attention recently and requested Ms. Haag prepare a draft policy for review and consideration at a  
9 future meeting.

**11 SALES TAX REPORT**

12 The total received in January, 2014, for sales tax earned in November, 2013, was \$964,906.79, for a  
13 2013 total of \$8,917,807.14, net of Cabela's.

**15 NEXT MEETING DATES**

16 The next regular Finance Committee meeting is tentatively scheduled for Wednesday, February 26,  
17 2014, at 8:30 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, February 5, 12,  
18 and 19, 2014.

**20 FINANCIAL APPROVAL REPORT**

21 Moved by Mr. White, seconded by Mr. Heidtke to accept Report #33 - Financial Approval Report,  
22 dated January 29, 2014, in the amount of \$9,329,958.77, and forward to the County Board. Motion  
23 carried.

**25 VOUCHERS**

26 Moved by Mr. White, seconded by Mr. Milich to approve the following:

27 Miscellaneous vouchers in the amount of \$23,894.48.

28 WiSACWIS vouchers in the amount of \$22,830.26.

29 General Accounts Payable vouchers in the amount of \$850,125.41.

30 Motion carried.

31  
32 Moved by Mr. Hensel, seconded by Mr. Heidtke to approve Mr. Borman's expense voucher in the  
33 amount of \$242.57. Motion carried.

34 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Heidtke's expense voucher in the  
35 amount of \$146.90. Motion carried.

36 Moved by Mr. Heidtke, seconded by Mr. Borman to approve Mr. Hensel's expense voucher in the  
37 amount of \$28.25. Motion carried.

38 Moved by Mr. Hensel, seconded by Mr. Heidtke to approve Mr. Milich's expense voucher in the  
39 amount of \$45.20. Motion carried.

40 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. White's expense voucher in the  
41 amount of \$31.64. Motion carried.

**43 ADJOURNMENT**

44 Moved by Mr. White, seconded by Mr. Borman to adjourn the meeting at 9:55 a.m. Motion carried.

**WASHINGTON COUNTY  
FINANCE SUB-COMMITTEE**

Courthouse-Government Center  
West Bend, WI

February 5, 2014  
8:30 a.m.

Present: Raymond Heidtke, Ralph Hensel, and Robert Milich.

Also present: Susan M. Haag, Finance Director.

Chairperson Hensel called the meeting to order and read the Affidavit of Posting.

Moved by Mr. Heidtke, seconded by Mr. Milich to approve the following vouchers:

**GENERAL ACCOUNTS PAYABLE VOUCHERS** in the amount of \$327,677.10.

**MISCELLANEOUS VOUCHERS** in the amount of \$26,148.35.

**WisACWIS VOUCHERS** in the amount of \$1,050.39.

Motion carried.

Moved by Mr. Heidtke, seconded by Mr. Milich to adjourn at 8:57 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk

**WASHINGTON COUNTY  
FINANCE SUB-COMMITTEE**

Courthouse-Government Center  
West Bend, WI

February 12, 2014  
8:30 a.m.

Present: Raymond Heidtke, Ralph Hensel, and Robert Milich.

Also present: Bette Jane Karnitz, Accounting Assistant.

Chairperson Hensel called the meeting to order and read the Affidavit of Posting.

Moved by Mr. Heidtke, seconded by Mr. Milich to approve the following vouchers:

**GENERAL ACCOUNTS PAYABLE VOUCHERS** in the amount of \$725,635.96.

**MISCELLANEOUS VOUCHERS** in the amount of \$12,671.22.

**WisACWIS VOUCHERS** in the amount of \$52,629.38.

**JURY VOUCHERS** in the amount of \$2,236.06.

Motion carried.

Moved by Mr. Milich, seconded by Mr. Heidtke to adjourn at 9:07 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk

**WASHINGTON COUNTY  
FINANCE SUB-COMMITTEE**

Courthouse-Government Center  
West Bend, WI

February 19, 2014  
8:30 a.m.

Present: Raymond Heidtke, Ralph Hensel, and Todd White.

Also present: Patricia Snyder, Accounting Assistant.

Chairperson Hensel called the meeting to order and read the Affidavit of Posting.

Moved by Mr. Heidtke, seconded by Mr. White to approve the following vouchers:

**GENERAL ACCOUNTS PAYABLE VOUCHERS** in the amount of \$1,085,685.72.

**MISCELLANEOUS VOUCHERS** in the amount of \$19,192.45.

**WisACWIS VOUCHERS** in the amount of \$83,185.33.

Motion carried.

Moved by Mr. Heidtke, seconded by Mr. White to adjourn at 9:10 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk

**ITEM 5**

**Proposal for 3 Corrections Officers  
Revised 2-4-2014**

**JUSTIFICATIONS**

There are three reasons to consider more Corrections Officer positions. They are:

Paid Time Off Program

Each staff member is allowed more time off.

Population level and type

High population, mental illness and addiction issues.

Current Off Time/Overtime

Minimum staffing level is being met with overtime.

**This proposal is only addressing the issue of Current Off Time/Overtime.**

There are currently 59 Corrections Officers positions. The positions are divided among three shifts, First, Second and Third according to work load. The assigned staff is scheduled to cover that shift 24/7. The assigned staff is divided into three rotations, and on any given day two rotations are working and one is off. Each shift has a minimum staff level required to work each shift. Three of the positions, Court Officer (2) and Electronic Monitoring Officer are not calculated into the rotations.

<u>ASSIGNED</u>		<u>SCHEDULE</u>		<u>MINIMUM</u>	
First Shift	20	7-7-6=13 or 14		First Shift	12
Second Shift	21	7-7-7=14		Second Shift	12
Third Shift	15	5-5-5=10		Third Shift	9
Misc.	3				
Total	59				

Under current rules, two staff are allowed to schedule off time per shift. The “buffer” between scheduled and minimum dictates if scheduled off time creates overtime. Additionally, vacancies, FMLA/Sick, and Work Comp will create overtime if they occur when others are on scheduled off time.

A thorough accounting of off time used in 2013, by shift, reveals that on two of the three shifts, the number of assigned staff is not sufficient to simply cover the minimum staff required on any given day. Due to the amount of off time used, it is calculated that two full time positions on First Shift, and one full time position on Third Shift will be worked on overtime. This conclusion is based on applying the available off time across the entire schedule, not actual use.

**Cost**

Annual cost for three positions in 2014.

Wages & Benefits 58,983  
3 Positions 58,983 x 3 = 176,949

Approximate cost of 3 positions on Overtime is \$264,357.

It is proposed to create three additional positions starting April 1, 2014.

Wages & Benefits 58,983  
April 1<sup>st</sup> start x 0.75 = 44,237  
3 Positions 44,237 x 3 = \$132,712

Approximate cost of 3 positions on Overtime from April to December is \$198,268.  
Again, due to the estimate of open positions, the actual savings is not predicted.

-----  
**ADDITIONAL INFORMATION**

**Correction Officer Positions and Inmate Population (in-house) by Year**

<b>YEAR</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
POSITIONS	24	27	46	53	53	53	57	57
POP. IN HOUSE	110	123	126	165	186	207	223	203
OUT OF COUNTY	19	27	27	A			B	

<b>YEAR</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
POSITIONS	59	59	59	59	59	59	59	59
POP. IN HOUSE	202	201	215	218	216	227	236	251
OUT OF COUNTY	C							

A=opening of Jail addition B=opening of Shelled Space C=opening of Justice Center

**Summary**

There are several reasons to consider adding Corrections Officer positions. I believe the off time/overtime reason alone justifies adding three positions. This makes financial sense since we are covering this work at time and half.

The passage of PTO also affects staffing. At this time, it cannot be determined how much the additional time off will affect minimum staffing and consequently overtime.

1 **ITEM 5**

2 **WASHINGTON COUNTY, WISCONSIN**

3  
4 Date of enactment: \_\_\_\_\_  
5 Date of publication: \_\_\_\_\_

6  
7 **2013 ORDINANCE** \_\_\_\_

8  
9 AN ORDINANCE to amend Sections 7.02 and 7.03 relating to: Washington County Staffing  
10 Plan – Sheriff’s Department; and Washington County Classification and Compensation  
11 Plan.

12  
13 *The people of the County of Washington, represented in the Board of Supervisors, do ordain*  
14 *as follows:*

15  
16 **SECTION 1.** Section 7.02 of the Code is amended to read:  
17 **7.02 WASHINGTON COUNTY STAFFING PLAN.** (AM 13- )

18  
19 **SHERIFF'S DEPARTMENT**

Position	Pay Grade	Authorized Positions	FLSA
Corrections Officer	6	59 <u>62</u>	NE

20  
21  
22  
23  
24  
25 **SECTION 2.** The list of pay grades established in Section 7.03(1)(a) shall be adjusted to  
26 incorporate the changes proposed in this ordinance.

27  
28 **SECTION 3. EFFECTIVE DATE.** This ordinance shall become effective April 1,  
29 2014 and upon passage by the Board of Supervisors and publication as provided by law.

30  
31 **SECTION 4. SUMMARY.** Ordinance amending staffing plan for Sheriff’s Department.  
32 \_\_\_\_\_

33  
34 VOTE REQUIREMENT FOR PASSAGE: Majority

35  
36 APPROVED:  
37 \_\_\_\_\_  
38 Kimberly A. Nass, County Attorney  
39 Dated \_\_\_\_\_  
40

Introduced by members of the PUBLIC SAFETY,  
FINANCE and ADMINISTRATIVE SERVICES  
COMMITTEES as filed with the County Clerk.



1 Considered \_\_\_\_\_

\_\_\_\_\_

2 Adopted \_\_\_\_\_

Joseph C. Gonnering, Chairperson

3 Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_

Public Safety Committee

4 Voice Vote \_\_\_\_\_

5 Countersigned:

\_\_\_\_\_

6 \_\_\_\_\_

Peter I. Sorce, Chairperson

7 Herbert J. Tennes

Administrative Services Committee

8 County Board Chairperson

9

\_\_\_\_\_

10

Ralph R. Hensel, Chairperson

11

Finance Committee

DRAFT



# SHERIFF'S OFFICE

DALE K. SCHMIDT, SHERIFF

## ITEM 6

### MEMO

TO: SUE HAAG

FROM: CAPTAIN GONWA

DATE: FEBRUARY 18, 2014

SUBJECT: OUT OF STATE TRAVEL REQUEST

I am requesting approval for out of state travel for the following training:

Sgt. Nate Peskie Washington County Sheriff  
 Officer Jeff Gonzalez Germantown PD

<b>SWAT Team Leader Development</b>	<b>Tuition ( 2 )</b>	<b>\$1342</b>
<b>March 31 – April 4, 2014</b>	<b>Lodging ( shared )</b>	<b>\$400</b>
<b>Englewood, OH</b>	<b>Meals ( est )</b>	<b>\$200</b>
		<b>\$1942</b>

Sponsored by NTOA National Training Officers Association:

This five-day training is designed for law enforcement personnel responsible for deploying as a SWAT team leader, or as a supervisor who is responsible for the training and deployment of tactical teams. The focus is on pre-incident training, planning, organizing and the tactical decision-making process used in the resolution of high-risk operations.

Also included in the curriculum is an overview of SWAT training topics including selection and testing, training issues and liability, national SWAT Standards and critical incident reviews. Practical applications will consist of scouting and planning warrants, small team planning, tactics used in the resolution of critical incidents and reviewing tactical incidents and videos.

Attendees and team leaders will participate in group discussions, write operations orders and develop training plans. They will also critique and evaluate tactics and decisions based on a principal-based SWAT decision-making process.

This training will assist in an orderly transition of leadership of the SWAT Team over the next few years as older members anticipate resigning from the team. The SWAT Team is an interagency team with members from the Sheriff's Office, Germantown PD and Hartford PD. The team remains under the authority of the Sheriff. Under the existing interagency MOU, wages for monthly training and callouts are paid for by the participating police agencies, but specialized training is sponsored by the Sheriff. Therefore it is appropriate for a GPD candidate to attend at our expense. A SWAT organization tried to hold the course in WI this year but there were too few students. Unfortunately, the course is normally only offered out of state. This is the closest course and is within driving distance.



500 N. Schmidt Road, P.O. Box 1986, West Bend, WI 53095-7986  
 Phone: (262) 335-4378, Fax: (262) 335-4429

## ITEM 8

### Washington County Wisconsin Capital Improvement Program Policy

#### 1.0 PURPOSE

To provide an authoritative decision-making process for the evaluation, selection and multi-year scheduling of public physical improvements based on a projection of available fiscal resources and the community's priorities.

#### 2.0 ORGANIZATIONS AFFECTED

Washington County has a substantial investment in buildings, equipment, parks and public infrastructure. Prudent management of these investments is the responsibility of County government. In order to fulfill this responsibility but remain within fiscally prudent parameters, the County has enacted this policy for development of the capital improvement budget. This policy applies to all capital budgets of the County.

#### 3.0 POLICY

This policy establishes a Capital Improvement Program to:

1. Ensure the timely renewal and extension of the County's physical facilities
2. Maintain control over the County's long-term debt in relation to the County's capacity.
3. Maintain control over use of county sales tax proceeds for capital improvements.
4. Ensure coordinated capital development

#### 4.0 DEFINITIONS

##### 4.1 *Capital Improvement Program (CIP)*

A comprehensive and systematic program designed to facilitate the planning, budgeting and funding of all Capital Improvement Projects. This shall include the Equipment Replacement Program, as well as any projects which meet the below definition(s).

##### 4.2 *Capital Improvement Project Threshold*

Projects meeting the below definition shall be included in the Capital Improvement Program document rather than the Operating Budget document, as determined by the Executive Committee..

- A project expected to have a useful life greater than 5 years and an estimated cost of \$50,000 or more. Capital projects include the construction, purchase, or major renovation of buildings, utility systems, or other structures; purchase of land and major landscaping projects; purchase of machinery or equipment.

##### 4.3 *Capital Improvement Schedule*

A summary schedule of all approved capital improvement projects. The program shall be for a five year period. The program shall be annually revised and projected one year to allow for changed conditions and circumstances.

#### 4.4 *Capital Improvement Plan*

A comprehensive planning document including all approved projects in the five-year Capital Improvement Program. This document will include detailed information regarding each project, the Capital Improvement Program Project Request Form and any subsequent attachments and background materials. This document will also include the Capital Improvement Schedule and the Equipment Replacement Schedule, as well as funding source information, linkages to other planning documents and other similar data and analysis.

#### 4.5 *Capital Budget*

The capital budget includes those projects scheduled for activity and funding in the next budget year. The capital budget shall be presented annually by the County Manager to the Executive Committee. After Committee approval the County Manager shall present to the County Board for their approval. The source of financing for each project in the budget shall be identified. The capital budget and the Capital Improvement Schedule shall only include those project costs or portions thereof, that the County is responsible for funding. This would include grant proceeds received on a reimbursement basis, but would not include non-local funding for which the County does not need to front the money.

#### 4.6 *Capital Fund*

To ensure proper accounting and financial management the County shall create and maintain a Capital Projects Funds for the purposes of financing and accounting for the cost of Capital Improvement Projects. These funds shall be accounted for in the Comprehensive Financial Report of and subject to the annual audit and will be maintained by the Finance Department.

### 5.0 SCHEDULE

The schedule for the annual CIP process shall be as follows:

- *March* - CIP Request Forms issued by County Manager
- *May* – Departmental submission of CIP request forms to County Manager.
- *June and July* – County Manager and Finance Director present analysis of available and acceptable funding levels to Executive Committee
- *September* - Presentation to the County Board of the CIP
- *October* – Adoption of the CIP by the County Board

### 6.0 PROJECT PRIORITIZATION

As part of the project submittal process, department/division heads shall identify project priorities to help determine which projects are recommended for inclusion in the five-year CIP.

The following matrix system shall be used to establish a priority for each project. The system ranks projects in two separate categories and then, through the use of the matrix, ranks the projects as either Level 1 (highest), Level 2 (medium) or Level 3 (lowest) priority.

The initial measure of the project's priority is first established using the following factors:

### *High*

- Project is mandated by local, State or Federal regulations
- Project is a high priority of the County Board.
- Project prevents irreparable damage to existing facilities
- Project leverages local funding with other non-local funding sources
- Project finishes a partially completed project

### *Medium*

- Project maintains existing service levels
- Project results in increased efficiency
- Project reduces operational costs
- Project significantly reduces losses in revenue or provides for significant increased revenues

### *Low*

- Project provides an expanded level of service or new public facility
- Project is deferrable

Four project criteria are then evaluated to help separate projects with a greater “need”, like Health & Safety issues as compared to new projects that might be more “desired” than “needed”. The four project criteria are summarized as follows:

#### *Health/safety*

- Capital projects that protect the health and safety of the County, its residents, visitors and employees

#### *Maintenance/replacement*

- Capital projects that provide for the maintenance of existing systems and equipment

#### *Expansion of existing programs*

- Capital projects which enhance the existing systems and programs allowing for expansion of services

#### *New program*

- Capital projects that allow new programs and services

After each project is rated on the priority criteria and project criteria identified above, the project is placed on the grid of the matrix and the rating is determined to be a Level I, II or III.

Prioritization Matrix

CRITERIA		PRIORITY		
		HIGH	MEDIUM	LOW
Health/ Safety/ Welfare	1	I	I	II
Maintenance/ Replacement	2	I	II	II
Expansion of Existing Program	3	II	II	III
New Program	4	II	III	III

Note: Prioritization Matrix and description adapted from South Hampton County, VA.

7.0 Executive Committee Criteria

- Project rating as established by department/division Head.
- Cost in consideration of available funding, including non-local funding opportunities.
- Project Benefits in relation to costs:
  - Projects directly affecting the health and safety of citizens shall have priority over all other projects
  - Projects accruing benefits to a larger number of citizens shall have priority over projects benefiting a smaller number of citizens
- Project operating costs - Projects will be evaluated on the basis of additions and/or savings to the County's operating costs
- Economic Development Impact - Projects will be evaluated on the basis of their overall impact on the County's economic base, including the likelihood that the project will spur other private and public sector development, create new jobs or assist in retaining current jobs, or otherwise positively impact the County's economic base
- Project Readiness - Projects will be evaluated on the ability to move the project expeditiously to completion
- Provide a balance of capital expenditures among the various service sectors.

