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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Government Center
West Bend, WI

October 1, 2012
8:00 a.m.

Present: Ralph Hensel, Leslie Borman, Marilyn Merten, Robert Milich and Todd White.

Also Present: County Board Chairperson Herbert Tennes, Administrative Coordinator Douglas Johnson, Finance Director Susan Haag, County Clerk Brenda Jaszewski, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Richard Bertram, and Supervisors Michael Bassill, Joseph Gonnering, Donald Kriefall, Dennis Myers, Gerald Schulz, and Paul Ustruck.

Chairperson Hensel reconvened the meeting at 8:00 a.m.

District Attorney

The District Attorney budget was presented by District Attorney Mark Bensen and Office Supervisor Jane Koepke. Mr. Johnson presented the base level funding of \$483,062 and the recommended budget is \$496,930 (0.8% above 2012 levy). The levy requested is needed to sustain an acceptable staffing level in this department. The alternative to funding at the Requested level would be layoff of an employee for approximately 14 weeks, causing delays in various functions of the District Attorney's office, impacting the courts, police agencies, defense attorneys, and the public.

DECISION ITEMS FUNDED: Continue current staffing by replacing reduced State Victim Witness revenues with county levy @ \$ 13,868

ONE MORE THING: As for the Clerk of Courts, collections have been hampered by the weak economy. The Victim Witness services are funded in part by Victim Witness surcharges, which have declined since 2008. That year the DA's office received 56% reimbursement from the State. In 2012 this was cut back to 47%, with only 43% anticipated for 2013. The reduced State revenues were absorbed this year because of lower than expected health insurance costs. A change of one employee to family health insurance coverage for 2013 returns costs to 2012 budgeted levels.

The District Attorney's budget presentation inadvertently did not include the user fees. Mr. Bensen indicated the user fees are for copies, which are charged at a rate of \$.30 per page.

Moved by Mr. Borman, seconded by Ms. Merten to tentatively approve the District Attorney 2013 recommended budget, including User Fees, for a total net levy in the amount of \$496,930. Motion carried.

Clerk of Courts

The Clerk of Courts budget was presented by Clerk of Circuit Court Theresa Russell. Mr. Johnson presented the base level funding of \$1,802,644 and the recommended budget is \$1,830,424 (-0.5% below 2012 levy). The Clerk of Courts and Public Safety Committee have determined that the file conversion project can be accomplished at less cost using current county staff rather than outsourcing this work. Either through the annual budget or by transfer from the General Fund, the project needs to be done.

1 **DECISION ITEMS FUNDED:** Microfilm and microfiche scanning project @ \$27,780

2
3 **OUTLAY:** Microfilm/fiche Scanner @ \$17,000.

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5 **ONE MORE THING:** This department is absorbing a decline in revenue for fines and forfeitures that
6 totals \$71,323. The revenue should increase as the economy improves and defendants can afford to pay
7 their court-ordered obligations.

8
9 As part of the approval for the out of state travel, Ms. Russell is requesting authorization to use a rental
10 car in Williamsburg, Virginia as it is more cost effective than using the shuttle and taxi.

11
12 Moved by Ms. Merten, seconded by Mr. White to tentatively approve the Clerk of Courts 2013
13 recommended budget, including User Fees, Outlay, and Out of State Travel as requested, for a total net
14 levy in the amount of \$1,830,424. Motion carried.

15 Finance

16 The Finance Department budget was presented by Finance Director Susan Haag. Mr. Johnson
17 presented the base level funding of \$1,324,588 and the recommended budget is \$1,344,466
18 (-0.5% below 2012 levy). The use of contract firms to conduct internal audits as planned by the
19 Finance Director is a valuable practice that will correct and avoid problems that could be much more
20 costly to the County. If overall County budget targets can be met with this expense in the budget, it
21 would be good to keep it in. Except for this new initiative, the budget to continue the work of the
22 department reaches the Base level amount.

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25 **DECISION ITEMS FUNDED:** Fund several internal department audits as a contract service @
26 \$20,000

27
28 **ONE MORE THING:** Citrix system implementation is moving forward according to schedule for
29 departments. Those that have begun to use Citrix by September include County Board Supervisors,
30 Veterans Service, Administration, Child Support, Treasurer, Register of Deeds, and Human Services-
31 Acute Care. All departments will have started use by the end of 2012, with full roll out expected in the
32 first quarter of 2013.

33
34 Moved by Ms. Merten, seconded by Mr. Milich to tentatively approve the recommended Finance
35 Department 2013 budget in the amount of \$1,344,466, including Out of State Travel, and User Fees,
36 plus Indirect Charges in the amount of -\$928,843, for a total net levy in the amount of \$415,623.
37 Motion carried.

38 Medical Examiner

39 The Medical Examiner budget was presented by Medical Examiner Bob Posont. Mr. Johnson
40 presented the base level funding of \$277,365 and the recommended budget is \$277,365 (-2% below
41 2012 levy). The Requested budget is at the authorized Base level set by the Finance Committee on
42 June 6.

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45 **ONE MORE THING:** This department has gone through dramatic changes in the past year, and is
46 continuing to deliver the required services. Both full-time positions - Medical Examiner (Bob Posont)
47 and Chief Deputy Medical Examiner (Craig Garbisch) - are filled by new hires. Bob came from Dodge
48 County, Craig by internal promotion. Improvements have been made to better use technology

1 including cell phones, laptops and tablets, and implementation of e-faxing. Cost savings to reach Base
2 level funding were accomplished by reducing travel costs though the purchase of a used Sheriff's car
3 to replace some reimbursed mileage, and by conducting more local, team oriented training.
4

5 Ms. Merten encouraged Mr. Posont to take advantage of the County's Purchasing Department for
6 obtaining materials needed for the Medical Examiner's office.
7

8 Moved by Mr. White, seconded by Mr. Borman to tentatively approve the Medical Examiner 2013
9 recommended budget, including User Fees, for a total net levy in the amount of \$277,365. Motion
10 carried.
11

12 **Sheriff**

13 The Sheriff's Department budget was presented by Sheriff Dale Schmidt, Captain Steve Gonwa,
14 Corrections Administrator Shirley Miller, and Accounting Supervisor Jennifer Rindt. Mr. Johnson
15 presented the base level funding of \$15,060,910 and the recommended budget is \$15,060,910 (-2%
16 below 2012 levy). The Requested budget is at the authorized base level set by the Finance Committee.
17 It should be noted that negotiations with the Deputies Association have not yet established either 2012
18 or 2013 wage levels. The proposed budget contains Patrol wages at 2011 levels. If wage increases for
19 2013 result from collective bargaining, supplemental funds will be needed from the General Fund.
20

21 **OUTLAY:** Squad cars and other equipment @ \$267,944.
22

23 **ONE MORE THING:** Huber population in the jail has been near or above the 2012 average monthly
24 census this year, and is expected to increase in 2013. The secure detention unit for juveniles was
25 planned to allow Washington County families to be worked with locally, while at the same time
26 offsetting a large portion of the cost with boarders from other counties. For 2012 the average daily
27 census to date was 13.5 with more than 10.3 juveniles placed as boarders from other counties.
28

29 The Committee discussed the new Radio System maintenance costs and Mr. Gonwa indicated that the
30 radio contract was negotiated with specific maintenance cost increases each year, with the exception of
31 the final contract year.
32

33 Moved by Mr. Milich, seconded by Mr. White to tentatively approve the Sheriff's Department 2013
34 recommended budget, including Outlay, Out of State Travel, and User Fees, for a total net levy in the
35 amount of \$15,060,910. Motion carried.
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37 Mr. Hensel recessed the meeting at 9:50 a.m. and reconvened at 10:05 a.m.
38

39 **Register of Deeds**

40 The Register of Deeds budget was presented by Register of Deeds Sharon Martin. Mr. Johnson
41 reported the base level funding is revenue more than expenses of \$118,696 and the recommended
42 budget is revenue more than expenses of \$206,300. The Requested budget achieves more net revenue
43 than the Base level target set by the Finance Committee on June 6.
44

45 **ONE MORE THING:** During 2012, a full-time Clerk (Vital Records) position was reduced to ¾-
46 time, resulting in reduced wages budgeted. This change and continued good service levels are possible
47 because of the experience of the remaining staff and the efficient use of technology. Almost 40% of the
48 documents presented are recorded electronically.

1 Moved by Ms. Merten, seconded by Mr. Borman to tentatively approve the Register of Deeds 2013
2 recommended budget, including User Fees, for a total net levy in an amount of revenues more than
3 expenses of \$206,300. Motion carried.
4

5 **Planning and Parks**

6 The Planning and Parks budget was presented by Administrator Paul Mueller. Mr. Johnson presented
7 the base level funding of \$2,918,837 and the recommended budget is \$2,861,963 (-3.9% below 2012
8 levy). The Requested budget is below the Base level set by the Finance Committee on June 6.
9

10 **OUTLAY:** Recommended vehicles, equipment, and office build-out @ \$99,850.
11

12 **ONE MORE THING:** By year end, a web portal for the 2011 installed POWTS software will allow
13 the submittal of wastewater treatment system maintenance reports online.
14

15 The Committee discussed selling Facility Management one of the two trucks that Planning & Parks
16 will be replacing in 2013 instead of having Facility Management purchase a new vehicle. Mr. Johnson
17 is working on this alternative and will bring a final recommendation to this Committee tomorrow.
18

19 Moved by Mr. White, seconded by Mr. Milich to tentatively approve the Planning and Parks 2013
20 recommended budget, including Outlay, Out of State Travel, and User Fees, for a total net levy in the
21 amount of \$2,861,963. Motion carried.
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23 Mr. Hensel recessed the Finance Committee at 10:55 a.m. until Tuesday, October 2 at 8:00 a.m.
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Brenda Jaszewski, County Clerk