

SPECIAL MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

Wednesday September 26, 2018 at 4:00 p.m. in Room 1H & 1I Located on the ground Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Members Present: Frohling, Benter, Schaefer, Caine, and Guckenberger

Absent: None

Others Present: Supervisors: Joe Marsik, William Hoekstra, Richard Bennett, Richard Fink, MaryAnn Miller, Donna Maly, Dennis Schmidt, Kira Sheahan-Malloy, Jeff Berres, and Cathy Houchin; County Administrator Jim Mielke, Department Heads: Julie Kolp, Kurt Klomberg, Lynn Hron, Kim Nass, Patti Hilker, Jane Hooper, Karen Gibson, Becky Bell, Chris Planasch, John Veling, PJ Schobel and Judge Steve Bauer, Staff: Bob Barrington, Monica Hooper, Bill Wiley, Eileen Lifke and Watertown Daily Times Reporter Ed Zagorski.

Non-Member Supervisor Attendance: Joe Marsik, William Hoekstra, Richard Bennett, Richard Fink, MaryAnn Miller, Donna Maly, Dennis Schmidt, and Kira Sheahan-Malloy.

Public Comment - none

Chairman Frohling opened the meeting providing guidance on the purpose of the September 26 and September 27 Mini Budget presentation meetings and the process for submitting 2019 Budget amendments. Mini Budget presentations are an opportunity for Department Heads to present their 2019 highlights. The meeting's intent is to be less formal and interactive and therefore, no motions will be accepted during these meetings. Frohling requested that 2019 budget related questions be held until the end of the Department Heads presentation and any questions requiring detail information or further research be directed to the department or appropriate staff.

Supervisors may make budget amendments during the November 13, 2019 County Board meeting or request Finance Committee members to adopt budget amendment recommendations at the October 30, 2019 Finance Committee meeting. Budget amendments by non-Finance Committee members will not be accepted at the October 30, 2019 meeting; however, Supervisors are encouraged to submit proposed written budget amendments to the Finance Department by October 30, 2019 for review and evaluation of budget impact. All submitted budget amendments must be balanced.

Jim Mielke, County Administrator provided a brief overview on the Preliminary 2019 Budget Summary. Preliminary 2019 numbers are:

- Appropriations including Debt Service – \$112,138,028; a \$546,741 increase from 2018
- Revenues – \$68,915,095; a \$1,613,542 increase from 2018
- Fund Balance Applied, Debt Proceeds, and Transfers – \$4,596,054; a \$1,324,650 decrease from 2018
- Use of Unassigned General Fund Balance – \$2,056,779; a \$903,577 increase from 2018
- County Sales Tax Applied – \$4,518,090; a \$64,340 increase from 2018
- Net County Tax Levy – \$34,033,789; a \$193,509 increase from 2018

The overall Preliminary County Property Tax Rate is \$5.400, a \$0.104 decrease from 2018. Mielke concluded that additional information relating to these numbers as well as the Department Head presentation information is posted on the Dodge County Board and Finance Department web page.

District Attorney Kurt Klomberg and Managing Attorney, Bob Barrington presented the District Attorney's 2019 proposed budget. According to Klomberg, the District Attorney's budget is not complicated. There are two business units (BU). Most of the budget consists of wages and benefits, which he considers non-discretionary since they are out of his control. Barrington noted revenues are slightly up from the four main revenue streams and discretionary items are unchanged for BU 1601 – District Attorney and down \$1,700 for BU 1612 – Victim Witness. The office initiated a transition to paperless or paper-on-demand beginning in 2009. The efficiencies gained from this initiative have been largely recognized so additional savings are not projected in future years.

Treasurer, Patti Hilker presented the Treasurer's 2019 proposed budget. Hilker reported:

- \$1,384 increase to BU 1401 – Treasurer; due to increases and decreases in various line items
- \$4,564 decrease to BU 1415 – In Rem Property; due to decreased number of Tax Deed properties and therefore decreased expenditures.
- \$2,663 increase to BU 1419 – Prior Year Property Taxes. Hilker noted the actual numbers were not available at the time of budget creation so a credit adjustment of \$4,067 will be made in 2019.
- \$233,624 increase to BU 1491 – Taxes, Taxes Interest and Penalty. The County Administrator as part of the budget sets taxes. With fewer properties, the interest and penalties have gone down and the Ag conversion fee and Federal land in lieu of taxes have been reduced.
- \$353,196 increase to BU 1492 – County Aid-Shared Revenue. Personal Property Aid revenue will be new for 2019 and it requires the tax levy to be reduced by the amount this aid. Personal Property Aid for 2019 will be \$353,196.
- \$216,539 increase to BU 1493 – Investment Earnings. Interest rates are on the rise and are expected to continue into 2019. Current Local Government Investment Pool (LGIP) is at 2% and last year's budget was based on a 1% LGIP interest rate.
- BU 1448 – Monarch Property Site currently does not have any activity and is budgeted at \$0.

County Clerk, Karen Gibson reported on the County Clerk's budget. Gibson noted that the Chief Deputy will be taking insurance in 2019, causing BU 1201 – County Clerk levy requirement to increase. BU 1214 – Elections is decreasing due to only two elections anticipated in 2019. BU 1217 – Maps and Platbooks are based on sales and out of the County Clerk's control. BU 1262 – Historical Society is a one-time payment of \$600 and has not changed from 2018. Overall, County Clerk's budget increased \$58.

Gibson continued with the Library budget. According to Gibson, Dodge County passed a resolution in 2017 to increase library funding every year up to 100% of the cost for library services to rural in-county residents who are not served by a library. The Municipal Library Grant for 2019 will increase \$47,985. This is compliant with the resolutions proposal to increase the annual payment from 85% to 87.5% for in-county libraries. Adjacent library grants will remain at 70%. Charts showing payments to Dodge County libraries and adjacent county libraries were presented. Payments are based on total circulation and gross expenditures. County Administrative Services will increase for this business unit due to monthly meeting per diems and travel costs for the Monarch Library meetings which are normally at a location central to Dodge, Washington, Sheboygan and Ozaukee Counties.

Mielke presented the County Board's proposed 2019 budget. Mielke worked with the County Board and Finance Committee Chairmen as well as the County Clerk to prepare the budget proposal. County Board meetings have the biggest impact on the County Board's budget and with the passage of observer per diems; meeting pay was increased \$2,600. Lodging was marked to increase \$200 for the annual Wisconsin Counties Association meeting slated for Wisconsin Dells but Mielke noted that the amount might not be correct for Wisconsin Dells rates.

Mielke reported the East Wisconsin Counties Railroad Consortium (EWCRC) grant of \$25,000 will remain the same. Following an EWCRC question from Guckenberger, Kim Nass, Corporation Counsel Director stated the Dodge County Corporation Counsel provides legal services for EWCRC which is also a revenue source for Corporation Counsel. Nass will provide Guckenberger information on past and upcoming EWCRC projects.

Lynn Hron, Clerk of Courts presented the Clerk of Courts' 2019 Proposed Budget. Hron noted the reduction of Child Support reimbursement caused the biggest change to BU 701 – Clerk of Courts budget. According to Hron, most family cases have been converted to electronic files resulting in a reduction of hours available for reimbursement. BU 702 – Jury is anticipated to increase. Prior history has shown an increase in the number of 2018 jury trials and Hron is anticipating more for 2019. Overall, the mandatory eFiling for attorneys has enabled the office to operate more efficiently, allowing reorganization of the office and the ability to hold off on filling a vacation full-time position for six months into 2019. Due to the court's schedule, Hron stated it would not be beneficial to fill this position with part-time staff. Over the past few years, Clerk of Courts has been successful in reducing the number of positions.

Emergency Management Director, Amy Nehls reported on Emergency Management's Proposed Budget. Nehls reported:

- BU 2801- Central Communication will have a \$21,774 decrease levy resulting from reductions in Machinery and Equipment Maintenance and Radio Repair Parts.
- BU 2811 – Emergency Management will have a \$22,297 decrease mostly due to reduction in Fire Chief Association Water Rescue grant and no vehicle purchase for 2019.
- BU 2821 – Local Emergency Planning Committee will have a \$6,979 increase mostly due to increased wages and benefits and decrease in EPCRA (Emergency Planning Community Right-to-Know Act) grant reimbursement.
- BU 2813 – Hazard Mitigation, BU 2819 – Emergency Disaster and BU 2824 – Exercise and Training will not have a change to levy request. Hazard Mitigation is usually reimbursed by the community experiencing the hazard, Emergency Disaster is covered by Fund Balance which is replenish when used, and Exercise and Training is usually covered with grant funding.
- BU 2825 – Hazmat will have a slight increase due to increased liability insurance.

Overall, Nehls reported a total levy request of \$174,947 with \$247,229 total revenues and \$422,176 total appropriations.

Judge Steve Bauer presented the Courts' budget. According to Bauer, the Courts receive reimbursement for some of the Courts costs and Guardian Ad Litem (GAL) costs. Details per business unit includes:

- BU 301 – Courts: \$9,317 decreased due reduction in wages and benefits from retired staff pay scale higher than replacement staff pay scale.
- BU 307 – Indigent Counselors: \$16,450 increase for interpreter expenses and reduction in anticipated reimbursement and transition of indigent counsel expense to implement Supreme Court order for payment of appointed counsel. Beginning in 2020, appointed counsel will receive a minimum of \$100. Currently, Courts has been able to recover about 92% of criminal attorney costs.
- BU 308 – Guardian Ad Litem: \$6,550 increase due to reduction in recovered GAL fees.
- BU 401 – Register of Probates: \$5,573 decrease is due to employee discontinuing health insurance coverage.
- Courts will be receiving \$650,000 of Sales Tax for the Courts Audio Video project.
- Overall, Courts total increase is \$6,403.

Register of Deeds Director, Chris Planasch reported a \$24,215 decrease in revenues for Register of Deeds 2019 Proposed Budget. Planasch noted:

- Vital record, document and copy fees are set by state statute.
- Document recording fees are flattening out so lower projections are anticipated. The average is 1,100 and currently down to 1,050.
- Real Estate transfer tax increased due to property values being higher than expected.
- Convenient fees offset credit card expenses.
- There has been a shift in copies being made in the office to being made in Landshark causing Landshark revenue increasing and Office Copies decreasing.
- Postal costs have decreased because there are more electronic copies and fewer hard copies that need to be shipped.
- BU 1002 – Register of Deeds Redaction is a non-lapsing business unit with a fund balance. The \$960 increase will be covered by fund balance.
- Now has digital stamp.

Per Supervisor Guckenberger's question, Planasch stated Register of Deeds recently received a digital stamp and at the time is not in need of any other funding for operations.

Mielke reported on Veterans Service Office's Proposed 2019 Budget. According to Mielke, Veterans Service Office is a basic budget. The Veterans Service Assistant is budgeted for a full year beginning 2019. The position had been a shared position with Land and Water Conservation and the prior staff person provided a secretarial function. The new position provides direct service to Veterans which adds to the level of service provide to Dodge County veterans. Overall, Veterans' budget increased \$22,321.

Human Resources Director, Sarah Hinze provided the Human Resource budget. According to Hinze, legal services increased for 2019 due to contract negotiation for Sworn Union. Normally, \$10,000 is budgeted for legal services in the year of negotiation but Hinze feels \$6,000 should be adequate for 2019. Recruitment increased about \$900 to cover Criminal Background checks on all new hires and the Caregiver Background checks that are required for all Human Services and Health employees upon hire and then every four years. In 2019, the majority of employees are due for the four year renewal on the Criminal and Caregiver Background checks. The Sheriff's Office conducts their own internal background checks and Clearview's budget contains funding for Criminal and Caregiver Backgrounds checks for their employees. Advertising has decreased \$4,000. The department advertises open positions where there is little or no costs. Overall, the \$24,821 increase is mostly due to wages and benefits.

Director of Finance, Julie Kolp presented the Finance's Proposed 2019 Budget. Areas noted by Kolp were:

- BU 1301 – Finance is the main or operational business unit of the department.
- In 2018, the Assistant Project Manager was moved to Information Technology and a Purchasing Agent was added mid-year. In 2019, the Purchasing Agent was budgeted for a full year.
- Additional Education and Training for Purchasing Agent to attend training.
- Three year software agreement was purchased for purchasing in 2018 and first full year is 2019.
- BU 1305 - Independent Auditing is the contracted amount.
- BU 1325 – Clearview Amenity and BU 1326 – Jail Improvement is a zero levy.
- BU 1337 – PECFA Hwy & Airport is also zero levy because costs are recovered from the state.
- BU 1340 – County Patients in Other Institutions is for charges dictated by the state for county patients in other institutions. A budget of \$1,000 is for payment to Clearview residents for services rendered and Clearview is unable to pay from Clearview's budget.
- BU 1390 – Contingent Appropriation was reduced to \$100,000 for 2019.

Kolp presented the Debt Service budget. Payment schedules were reviewed. Highway will be making the last intergovernmental repayment for the Neosho Highway Shop in 2019. Maintenance will be making the second of their five intergovernmental repayments in 2019.

Medical Examiner Director, PJ Schoebel reviewed the Medical Examiner's 2019 proposed budget. Items noted by Schoebel included:

- Majority of increase is in wages and benefits.
- Largest line item is autopsy and it will decrease for 2019. Dodge County's caseload is one of the busiest partially due to the four prisons with one being the state infirmities. Costs of prison autopsies are covered by the state. Fond du Lac County had been contracted for Dodge County autopsies but with the reduction of staff and UW unable to handle our caseload, Dodge County has contracted with Milwaukee County for autopsy services. Milwaukee County costs are less than Fond du Lac County resulting in a decrease in this line item. Forensic testing is also down with Milwaukee County because they have an in house toxicology lab.
- Burial/Cremation costs for indigent and unclaimed bodies was increased due to trends in historical data.
- Fees from cremations have moderately increased due to an increase in the number of cremations.

Fiscal Services Division Manager, Monica Hooper presented Human Services and Health Department's proposed budget. Hooper noted:

- Department 40 – Public Health overall decrease of about \$40,000. This was the result of additional grant revenues as well as removal of a funded position.
- Department 48 – Unified Services slightly decreased. Increased costs for an Advance Practice Nurse Prescriber and new image runner were offset by decreased costs with exploring alternative less expensive mental health treatment options other than group home placement.
- Department 50 – Social Services decreased almost \$267,000. Even though costs have increased in the Intake Unit, Children and Family, Foster Home Care and Child Care Institutions divisions, there was also additional State and Federal revenues in the Resource Center to offset the increased costs.
- Department 56 – Aging and Disability Resource Center wages and benefits increased causing an increase to tax levy.
- Department 57 – Senior Dining and Nutrition increased because participant revenue is down and cost of meals is up.
- Overall, Human Services and Health's proposed budget is down \$229,000 from 2018.
- Social Services had six positions approved in 2018 and they are all included in 2019's budget numbers. These positions were funded by reduction of other positions and increased reimbursement from Medicaid.
- Inspired by a committee member question, Bell stated Human Services and Health's biggest issue for funding is manpower. According to Bell, the number of cases coming to their attention continue to increase every year and more higher trained staff are need to address the needs of the public.

Clearview Director of Financial Services, Bill Wiley presented Clearview's proposed budget. Wiley noted the following:

- BU 4519 – Other Revenues decreased \$22,608 due to revenues reflected in the appropriate business units.

- BU 4520 – Skilled Nursing Facility revenues are decreasing due to re-licensing 20 beds from Nursing Home to Behavioral Health and expenditures are increasing due to increased personnel and resident care supplies.
- BJ 4521 – Facility for Individuals with Intellectual Disabilities (IID) is anticipated to have increased revenues due to slightly higher Medicaid census.
- BJ 4524 – Community Based Residential Facility (CBRF) increased the number of beds from 20 to 40 resulting in anticipated increased revenues.
- BU 4527 – Community Group Home expenditures increased due to increased personnel costs for higher professional level of caregivers.
- BU 4528 – Clearview Brain Injury Center (CBIC) is expected to have increase revenues from higher commercial/private pay residents.
- BU 4532 – Physician Services is increasing due to replacing current Medical Director and Staff Physician.
- BU 4541 – Dietary and BU 4544 – Maintenance are increasing due to personnel cost and supplies.
- BU 4561 – Finance increased due to additional position and billing/clinical software system subscription.
- BU 4569 – Administration increased due to additional personnel and facility services.
- Capital and Bond Interest decreased for 2019 and almost \$400,000 is expected to be added to current Fund Balance.

Central Services Director, John Vehling presented BU 1501 – Central Services' proposed budget. Vehling continues to deliver mail, however Central Services does not receive revenue for the service. Vehling reported that printing revenue is down including outside printing. This results in collating and folding revenue to be lower too. The number of copies from freestanding photocopiers is also down with the implementation of image runners in most departments. Decreased revenues is the main reason a levy is required for Central Services in 2019.

Mielke reported on Child Support's budget. According to Mielke, Bernie Mueller, Child Support Director was able to negotiate a lower rate for the call center. The call center has been in use for five or six years and it frees up Mueller's staff to handle the caseload. Revenues from the state may be about the same as 2018 or slightly higher. Mielke concluded with wages and benefits being the main part of the Child Support budget.

Mielke presented the County Administrator budget. BU 801 – County Administrator is the main business unit. Risk management relates to the county insurances. Costs for risk management increased due to increased coverage limits for Employee Dishonesty and increase legal services and insurance claims.

Mielke concluded with noting that Thursday's agenda will begin with the Highway Department.

Next special meeting is scheduled for Thursday, September 27, 2018 at 4:00 p.m. in Room H & I - Auditorium on the 1st floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 6:28 p.m.



Ed Benter,
Secretary