

**COUNTY OF RACINE
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Q. A. Shakoor, II, Chairman
Supervisor Robert N. Miller, Vice Chairman
Supervisor Thomas H. Pringle, Secretary
Supervisor Janet Bernberg
Supervisor Brett Nielsen

Supervisor Donnie E. Snow
Supervisor John A. Wisch
Ryan Anderson, Youth in Governance Representative
Ruby Ward, Youth in Governance Representative

*** THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. ***

NOTICE OF MEETING OF THE
FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **Tuesday October 17, 2017**

TIME: **6:00 P.M.**

PLACE: **IVES GROVE OFFICE COMPLEX
AUDITORIUM
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177**

AGENDA –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Approval of Minutes from the October 16, 2017 meeting
4. The Committee will review the following individual Department Budgets with Department Heads:
 - a) Clerk of Courts - Criminal Justice & Courts Section 30 - Capital in Statistical Section 43 page 49 (2018 Full Budget PDF Starting Page 257 – Capital Page 480)
 - b) Community Services Department including Cultural, Emergency Management, Medical Examiners & UW Extension – Cultural & Community Services Sections 16, 17, 19 & 20 - Capital in Statistical Section 43 page 48 (2018 Full Budget PDF Starting Page 143 – Capital Page 479)
 - c) Register of Deeds / Land Description – Governmental Services Section 5 (2018 Full Budget PDF Page 63)
 - d) Communication Department – Administrative Services Section 6 Capital in Statistical Section 43 page 47 (2018 Full Budget PDF Starting Page 74 – Capital Page 478)
 - e) Human Resources Department – Administrative Services Section 13 (2018 Full Budget PDF Starting Page 120)
 - f) Sheriff's Office including Jail – Criminal Justice & Courts Sections 33 & 34 – Capital in Statistical Section 43 page 49 (2018 Full Budget PDF Starting Page 289 – Capital Page 480)
5. Correspondence and Miscellaneous
6. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance Department

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 10/17/2017

Signature of Committee Chairperson /Designee: _____

Description: Approval of the minutes from the October 16, 2017 Finance & Human Resources
Committee

Motion: _____

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

2018 NON-AUTHORIZED BUDGET SUMMARY

Clerk of Courts

	2016	2017	2017	2017	2017	2018	Change from 2017	
	Actuals	Original Budget	Revised Budget	YTD Actuals	Projected	Executive Budget	\$	%
Revenues								
Intergovernmental	1,247,016	1,270,404	1,270,404	430,606	1,284,271	1,303,617	33,213	2.600%
Fees, Fines & Forfeitures	2,295,199	2,825,160	2,825,160	1,615,836	2,352,094	2,480,180	(344,980)	-12.200%
Other	93,259	104,000	104,000	84,602	92,532	104,000	0	0.000%
Expenditures								
Personnel Services	1,852,238	2,052,393	2,052,393	1,386,172	1,979,923	2,459,560	407,167	19.800%
Purchase of Services	1,843,979	1,984,761	1,984,761	1,309,817	1,878,890	1,586,010	(398,751)	-20.100%
Supplies & Other	134,872	125,600	125,600	67,830	111,635	132,100	6,500	5.200%
Capital	0	0	0	0	0	0		
Tax Levy Impact	195,615	(36,810)	(36,810)	632,775	241,551	289,873	326,683	-887.500%

Budgeted Positions							
County	30.4	30.4	30.4	30.4	30.4	37.4	
Contracted	15.710	17.710	17.710	17.710	17.710	11.835	

Highlights	
<p>Creation of 2 FTE Non Rep - Non Exempt Clerk III - Eliminating 2 FTE C/S Clerical Support Creation of 2 FTE Non Rep - Non Exempt Clerk II - Eliminating 2 FTE C/S Clerical Support Creation of 1 FTE Non Rep - Exempt E040 Interpreter - Spanish - Eliminating C/S to offset most of the cost Creation of 1 FTE Non Rep - Exempt E030 Case Manager - Eliminating .875 FTE C/S Administrative Reclassification of 1 FTE Non Rep - Non Exempt Clerk III to 1 FTE Non Rep - Exempt E030 Jr Staff Accountant Creation of 1 FTE Non Rep - Exempt E070 Deputy Family Court Comm - Eliminating 1 FTE C/S Court Commissioner Reclassification of 1 FTE Non Rep - Exempt E080 Judicial Court Commissioner to 1 FTE Non Rep - Exempt E090</p> <p>Capital funds in the Capital Budget: Funds to remodel 1 Courtroom Replacement of Sound Equipment & Video Conferencing Equipment for 1 Court room</p>	

Significant Changes - Revenues		\$	FTE
Fees, Fines & Forf	Reduction of Co Ordinance Forf and Recovery of Legal fees to reflect what is projected to be collected	(321,000)	

Significant Changes - Expenses		\$	FTE
Personnel Services	Creation of positions and reclassification of positions	370,443	7
Purchase of Services	Reduction of C/S due to creation of positions	(219,290)	
Purchase of Services	Reduction in Psychologist need	(29,000)	
Purchase of Services	Reduction in Attorney need	(119,500)	
Purchase of Services	Increased cost of Jurys	14,600	

2018 NON-AUTHORIZED BUDGET SUMMARY

Emergency Management Office

	2016	2017	2017	2017	2017	2018	Change from 2017	
	Actuals	Original Budget	Revised Budget	YTD Actuals	Projected	Executive Budget	\$	%
Revenues								
Intergovernmental	128,338	117,368	117,368	41,109	137,040	134,018	16,650	14.200%
Fees, Fines & Forfeitures	0	0	0	0	0	0		
Other	0	0	0	0	0	0		
Expenditures								
Personnel Services	98,058	93,836	93,836	66,973	95,131	94,932	1,096	1.200%
Purchase of Services	7,949	24,111	24,111	10,258	13,940	19,698	(4,413)	-18.300%
Supplies & Other	47,545	1,255	1,255	1,154	46,034	1,585	330	26.300%
Capital	0	0	0	0	0	0		
Tax Levy Impact	25,214	1,834	1,834	37,276	18,065	(17,803)	(19,637)	-1070.700%

Budgeted Positions							
County	1.075	1	1		1	1	
Contracted	0.375	0.375	0.375		0	0.375	

Highlights	
<p>Movement of Emergency Management to the Ives Grove Complex</p> <p>Creation of portable EOC - Emergency Operations Center</p> <p>Capital Project: Various sized generators with the intent that they will be available during emergencies.</p>	

Significant Changes - Revenues		\$	FTE
Intergovernmental	Increase in Grant funds for Emergency Management	16,650	

2018 NON-AUTHORIZED BUDGET SUMMARY

Medical Examiner's Office

	2016 Actuals	2017	2017	2017	2017 Projected	2018	Change from 2017	
		Original Budget	Revised Budget	YTD Actuals		Executive Budget	Budget \$	%
Revenues								
Intergovernmental	0	0	0	0	0	0		
Fees, Fines & Forfeitures	175,487	182,700	182,700	120,000	183,756	182,700	0	0.000%
Other	0	0	0	0	0	0		
Expenditures								
Personnel Services	176,258	159,028	159,028	129,682	182,061	161,264	2,236	1.400%
Purchase of Services	219,973	260,658	260,658	153,015	231,689	268,291	7,633	2.900%
Supplies & Other	3,817	12,970	12,970	8,395	12,178	5,810	(7,160)	-55.200%
Capital	0	0	0	0	0	0		
Tax Levy Impact	224,561	249,956	249,956	171,092	242,172	252,665	2,709	1.100%

Budgeted Positions								
County	1.075	1	1		1	1		
Contracted	1	1	1		1	1		

Highlights								
<p>Increase on Call Deputy pay by 1% as of January 1, 2018</p> <p>Implemented a new computer system to stream line the documentation and reporting of cases within the Medical Examiners office</p>								

Significant Changes		\$	FTE
Supplies & Other	Decrease in budgeted dollars due to 2017 budget included equipment for new computer system and laptops	(8,000)	

2018 NON-AUTHORIZED BUDGET SUMMARY

UW - Extension

	2016	2017	2017	2017	2017	2018	Change from 2017	
	Actuals	Original Budget	Revised Budget	YTD Actuals	2017 Projected	Executive Budget	\$	%
Revenues								
Intergovernmental	18,711	6,600	6,600	2,805	4,100	4,100	(2,500)	-37.900%
Fees, Fines & Forfeitures	0	0	0	0	0	0	0	
Other	12,342	8,900	8,900	3,530	9,360	5,000	(3,900)	-43.800%
Expenditures								
Personnel Services	0	0	0	0	0	0		
Purchase of Services	225,234	241,495	241,495	90,046	204,328	235,681	(5,814)	-2.400%
Supplies & Other	16,679	10,586	10,586	8,311	16,569	9,500	(1,086)	-10.300%
Capital	0	0	0	0	0	0		
Tax Levy Impact	210,860	236,581	236,581	92,022	207,437	236,081	(500)	-0.200%

Budgeted Positions								
County								
Contracted								

Highlights								
<p>Restructure of the UW Extension program - The Director is now 100% funded by the state.</p>								

Significant Changes - Revenues							\$	FTE
Other	Reduction in contributed program funds						(6,900)	
Significant Changes - Expenses								
Purchase of Services	Reduction in the Contract with the State for the UW Extension Staff - Director fully paid for by the state						(13,126)	
Purchase of Services	Increase in Temporary Help to cover the change in the UW Extension Staff						8,062	

2018 NON-AUTHORIZED BUDGET SUMMARY

Register of Deeds

	2017		2017		2017		2018		Change from 2017	
	2016 Actuals	Original Budget	Revised Budget	YTD Actuals	2017 Projected	Executive Budget	Executive Budget	Executive Budget	\$	%
Revenues										
Intergovernmental	720	0	0	240	240	0				
Fees, Fines & Forfeitures	138,719	64,266	64,266	87,643	114,657	79,311	15,045	23.400%		
Other	0	0	0	0	0	0				
Expenditures										
Personnel Services	389,228	429,198	429,198	303,922	422,080	436,388	7,190	1.700%		
Purchase of Services	148,387	100,455	201,834	86,469	97,462	111,816	11,361	11.300%		
Supplies & Other	19,300	20,835	21,464	7,361	15,823	17,805	(3,030)	-14.500%		
Capital	46,290	0	216,324	28,498	15,100	0				
Tax Levy Impact	463,766	486,222	804,554	338,367	435,568	486,698	476	0.100%		

Budgeted Positions									
County	7	7	7		7	7			
Contracted	1	1	1		1	1			

Highlights

Work to maintain and grow a state-of-the-art GIS system, through internal efficiencies as well as creating new public facing application to assist the public and business users.

Continue to maintain a one- to two-day turnaround time on real estate recordings.

Significant Changes		\$	FTE
Fees Fines & Forfs	Increase in revenue from the copies contract for Register of Deeds - Technology to offset the increase in expenses	15,045	
Purchase of Services	Increased cost for software maintenance contracts	11,800	

2018 NON-AUTHORIZED BUDGET SUMMARY

Communications Department

	2016	2017	2017	2017	2017	2018	Change from 2017	
	Actuals	Original Budget	Revised Budget	YTD Actuals	Projected	Executive Budget	\$	%
Revenues								
Intergovernmental	2,548,906	2,548,906	2,548,906	2,548,906	2,548,906	2,548,906		
Fees, Fines & Forfeitures	345	0	0	90	220	0		
Other	0	0	0	0	0	0		
Expenditures								
Personnel Services	3,349,170	3,606,002	3,606,002	2,417,127	3,388,311	3,602,279	(3,723)	-0.100%
Purchase of Services	280,684	211,648	259,939	134,323	232,973	301,545	89,897	42.500%
Supplies & Other	25,655	25,450	25,450	11,657	26,575	28,650	3,200	12.600%
Capital	0	0	0	0	0	0		
Tax Levy Impact								
	1,106,258	1,294,194	1,342,485	14,111	1,098,733	1,383,568	89,374	6.900%

Budgeted Positions								
County	51	51	51		51	51		
Contracted								

Highlights								
Reclassification of Director from Non Rep - Exempt E080 to E100								
Upgrade of hardware & software of the 911 recording system for the main and backup dispatch center								
Reduction of overtime was accomplished by employee retainage, this was offset by increased wage and group insurance increases								
Two capital projects to replace GPS synchronization receiver for the Courthouse and Burlington								

Significant Changes		\$	FTE
Purchase of Services	Increase cost of software subscription for the recording system - multi year contract	35,000	
Purchase of Services	Increase cost for Equipment Repair - Radios	47,000	
Purchase of Services	Increase cost for Software Subscription for Office 365	6,382	

2018 NON-AUTHORIZED BUDGET SUMMARY
Human Resources Department

	2016	2017	2017	2017	2017	2018	Change from 2017	
	Actuals	Original Budget	Revised Budget	YTD Actuals	Projected	Executive Budget	\$	%
Revenues								
Intergovernmental	0	0	0	0	0	0		
Fees, Fines & Forfeitures	0	0	0	0	0	0		
Other	0	0	0	0	0	0		
Expenditures								
Personnel Services	492,536	510,704	510,704	365,594	518,716	528,748	18,044	3.500%
Purchase of Services	51,804	137,251	139,933	58,357	75,314	89,375	(47,876)	-34.900%
Supplies & Other	9,543	5,220	5,220	3,508	5,940	6,070	850	16.300%
Capital	0	0	0	0	0	0		
Tax Levy Impact	553,883	653,175	655,857	427,459	599,970	624,193	(28,982)	-4.400%

Budgeted Positions								
County	5	5	5		5	5		
Contracted	0	0	0		0	0		

Highlights

Reclassification of HR Manager/AAO from E060 to E070 putting this position the same as the other HR Manager

Started "Living as a Leader" leadership program to train leaders throughout the County in supervisory skills and leadership techniques and will continue with this or other programs

Use of the new Payroll/HR - Tyler Munis system for employee self-service which would allow employees to update personal information and benefits enrollment.

Significant Changes		\$	FTE
Personnel	Reclassification of 1 FTE Non Rep - Exempt E060 HR Manager/AAO to 1 FTE Non Rep - Exempt E070 HR Manager/AAO	4,171	
Purchase of Service	While still funding central training to continue leadership training, the amount has been reduced	(50,000)	

2018 NON-AUTHORIZED BUDGET SUMMARY

Sheriff's Office

	2016	2017	2017	2017	2017	2018	Change from 2017	
	Actuals	Original Budget	Revised Budget	YTD Actuals	Projected	Executive Budget	\$	%
Revenues								
Intergovernmental	825,095	363,309	363,309	479,079	760,887	513,269	149,960	41.300%
Fees, Fines & Forfeitures	1,525,854	1,641,753	1,641,753	878,553	1,505,153	1,600,694	(41,059)	-2.500%
Other	172,971	6,300	6,300	47,709	20,047	6,300	0	0.000%
Expenditures								
Personnel Services	12,709,735	13,410,530	13,410,530	10,048,655	13,936,425	13,776,233	365,703	2.700%
Purchase of Services	2,014,424	1,772,134	1,772,134	1,378,681	2,000,517	2,031,351	259,217	14.600%
Supplies & Other	353,615	211,436	211,436	114,229	243,888	301,869	90,433	42.800%
Capital	32,520	0	0	0	0	0		
Reserve								
Tax Levy Impact	12,586,374	13,382,738	13,382,738	10,136,224	13,894,743	13,989,190	606,452	4.500%

Budgeted Positions							
County	123	129	129	129	129	132	
Contracted	7	7	7	7	7	7	

Highlights	
<p>Creation of the following positions as of 7/1/18:</p> <ul style="list-style-type: none"> 1 FTE Sergeant for Investigation Bureau 1 FTE Non Rep - Exempt E030 - ICAC Analyst 	
<p>Reclassification of the following positions:</p> <ul style="list-style-type: none"> 1 FTE Non Rep - Exempt Chief Deputy from E090 to E100 2 FTE Non Rep - Exempt Captain from E080 to E090 	
<p>Transfer of the following positions:</p> <ul style="list-style-type: none"> 1 FTE Lieutenant from the Jail to the Sheriffs as of 7/1/18 	
<p>Capital in the Capital Projects budget:</p> <ul style="list-style-type: none"> Vehicles - Marked and Unmarked Paving of Patrol Station Parking Lot 	

Significant Changes - Revenues		\$	FTE
Intergovernmental	Increase in the Metro Drug Federal Task Force Funds	85,996	
Intergovernmental	Increase in the Metro Drug State Task Force Funds	60,313	
Fees, Fines & Forf	Decrease in Civil Process Fees & Civil Foreclosure sale fees	(50,000)	

Significant Changes - Revenues		\$	FTE
Personnel Services	Increase in wages & fringe benefits for position creation, reclassification and transfer	184,550	
Personnel Services	Increase in wages & fringe benefits not associated with creation, reclassification and transfer	182,370	
Purchase of Services	Lead on Federal & State Metro Drug Grants - C/S with other Agencies	146,309	
Purchase of Services	Lease of Computer - New approach will replace all in 2 years	11,682	
Supplies & Other	Purchase of various types of equipment	51,933	
Supplies & Other	Increase in Metro Drug Buy Funds	38,000	

2018 NON-AUTHORIZED BUDGET SUMMARY

Jail

	2016	2017	2017	2017	2017	2018	Change from 2017	
	Actuals	Original Budget	Revised Budget	YTD Actuals	Projected	Executive Budget	\$	%
Revenues								
Intergovernmental	932,291	941,186	941,186	668,491	1,664,906	3,176,308	2,235,122	237.500%
Fees, Fines & Forfeitures	761,973	932,749	932,749	476,070	901,032	943,000	10,251	1.100%
Other	409,813	191,047	191,047	395,753	434,101	286,000	94,953	49.700%
Expenditures								
Personnel Services	6,890,886	7,830,651	7,830,651	5,592,814	8,173,164	8,151,370	320,719	4.100%
Purchase of Services	3,188,885	3,058,976	3,058,976	2,249,306	3,173,874	3,218,764	159,788	5.200%
Supplies & Other	340,787	337,382	337,382	125,612	271,410	324,495	(12,887)	-3.800%
Capital	0	0	0	0	0	0		
Tax Levy Impact	8,316,481	9,162,027	9,162,027	6,427,418	8,618,409	7,289,321	(1,872,706)	-20.400%

Budgeted Positions							
County	96	113	113	113	113	113	
Contracted	28.5	28.5	28.5	28.5	28.5	28.5	

Highlights	
Creation of 1 FTE Non Rep - Exempt E060 Corrections Lieutenant as of 7/1/18	
Transfer of 1 FTE Lieutenant from the Jail to the Sheriff's Office as of 7/1/18	
Reclassification of 1 FTE Non Rep - Exempt Captain from E080 to E090	
Budgeted 120 daily bed rentals for DOC Inmates	

Significant Changes - Revenues		\$	FTE
Intergovernmental	Budgeted for 120 DOC inmates for 365 days	2,253,948	
Other	Increase the use of Canteen Revenue	94,953	

Significant Changes - Expenses		\$	FTE
Personnel Services	Increased costs for position changes	252,339	
Personnel Services	increased costs of group insurance	41,748	
Purchase of Services	Increase costs associated with DOC inmate rental	155,009	