

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

Supervisor Robert N. Miller, Chairman
Supervisor Brett Nielsen, Vice Chairman
Supervisor Q.A. Shakoor, II, Secretary
Supervisor Janet Bernberg
Supervisor Mike Dawson

Supervisor Thomas H. Pringle
Supervisor John A. Wisch
Kaitlyn Faust, Youth in Governance Representative
Daniel Rosli, 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: **Wednesday October 17, 2018**

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

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

AGENDA –

1. Convene Meeting
2. Chairman Comments
3. Approve the minutes from the October 16, 2018 Meeting.
4. The Committee will review the following individual Department Budgets with Department Heads:
 - a) Community Services Including Cultural Services and UW Extension – Miscellaneous Department Sections 38 and 41 and Capital in Statistical Section Page 48
 - b) Lakeshore Library System – Miscellaneous Department Section 40
 - c) Corporation Counsel Including Office of Child Support Services – Administrative Services Sections 8 - 9
 - d) Reefpoint Marina – Public Works & Development Services Section 23 and Capital in Statistical Section 43 Page 46
 - e) Public Works & Development Services including Building & Facilities Management, Development Services, Golf Division, Highway Division, Land Conservation Division, Land Information Office, Parks Division and Southeastern Wisconsin Regional Planning Commission (SEWRPC) – Public Works & Development Services Sections 16 – 22 and 24 and Capital in Statistical Section 43 Pages 45 - 48
 - p) Human Service Department including Human Services Divisions, Veterans, Health Services and Medical Examiner’s Office – Human Services Sections 31 - 34
5. Finance Department – Alexandra Tillmann – Adopting the 2019 Budget – 2018 – Resolution – Requested action: 1st Reading at the October 25, 2019 County Board Meeting.

6. Finance Department – Alexandra Tillmann – Amending the Racine County Code of Ordinances - Chapter 2 Article V Division 2 – Departments for Changes in the 2019 Budget – 2018 – Ordinance – Requested action: 1st Reading at the October 25, 2019 County Board Meeting.
7. Correspondence and Miscellaneous
8. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 10/17/2018

**Signature of Committee Chairperson
/Designee:** _____

Description: Approval of the minutes from the October 16, 2018 Meeting

Motion: _____

Action: **County Board Supervisors**

Approve

Deny

Youth In Governance

Approve

Deny

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2018</u>	X 	Resolution Request Ordinance Request Report Request
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Requestor/Originator: Finance Department - Alexandra Tillmann

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 10/17/2018 Date of County Board Meeting to be Introduced: 10/25/2018

1st Reading: 1st & 2nd Reading: *

* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorizing Amendments to the 2019 Racine County Executive Budget and adopting the budget as amended

(Previous Resolution 2017-59 attached as an example)

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

The Committee believes that this action furthers the following goals:

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

RESOLUTION NO. 2017-59

**RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE
AUTHORIZING AMENDMENTS TO THE 2018 RACINE COUNTY EXECUTIVE BUDGET
AND ADOPTING THE BUDGET AS AMENDED**

To the Honorable Members of the Racine County Board of Supervisors:

BE IT RESOLVED by the Racine County Board of Supervisors that the 2018 Racine County Budget as set forth in Exhibit "A" which is attached hereto is authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the 2018 Racine County Budget which is incorporated herein by reference be and is hereby adopted. A copy of the 2018 Racine County Executive Budget shall be on file with the Racine County Clerk and available online at RacineCounty.com.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the capital projects as set forth in "CAPITAL PROJECTS" page 39-2 and pages 43-45 through 43-52 of the Racine County 2018 Budget are hereby authorized and approved provided that, any projects that are to be funded through the proceeds of a bond sale are contingent on the County Board authorizing the appropriate bond sale through the passage of appropriate authorizing resolution. The capital projects that are approved in this budget are non-lapsing capital projects and shall continue from year to year until completed or until unauthorized by the Racine County Board of Supervisors.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the added positions, eliminated positions, and reclassifications as shown in pages 43-3 through 43-21 of the Racine County 2018 Budget are authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the fees set forth on pages 43-27 through 43-44 of the Racine County 2018 Budget are authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the non-lapsing and/or revenue transfer accounts set forth on pages 43-23 through 43-26 of the Racine County 2018 budget are authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the Racine County budget is adopted by the Racine County Board of Supervisors at the level stated on the Authorized Budget page.

The Levels of control on the Authorized Budget Page are:

Revenues:

Expenses:

Other Funding:

- Operating Transfers
- Proceeds from Bonds
- Use of Reserves

3
4 Human Services Department – The level of control on the Authorized Budget Page are
5 listed below.

6
7 The three levels of control are as follows:

- 8 Administration
- 9 Workforce & Supportive Services
- 10 Youth & Family

11
12 Listing of Target Groups/Target Populations that make up each level of control.

13			
14			
15	1	DD	Developmentally Disabled
16	5	DS	Delinquents & Status Offenders
17	6	AN	Abused and Neglected Children
18	7	CF	Children and Families
19	9	WS	Workforce & Supportive
20	10	ADMIN	Administration
21	11	RC	Racine County Enhancements
22			

23
24 Capital Projects – The level of control on the Authorized Budget Page are at the
25 organization level.

26
27 Transfers between any of the specified budget level of control may be made by the
28 Board of Supervisors pursuant to Sec. 2-86 Racine County Code of Ordinances or by the
29 Finance and Human Resources Committee pursuant to Sec. 2-130 Racine County Code of
30 Ordinances.

31
32 For purposes of the annual financial report the General Fund and the Human Services
33 fund budgets are adopted at the function level and all other funds are adopted at the total fund
34 level.

35
36 The Racine County Budget also contains the Budget Detail Supplemental page, which
37 is the detail supporting the Authorized Budget Page and is intended only to be supplemental
38 information and not adopted by the Racine County Board of Supervisors. The Finance
39 Director is authorized to establish the accounts as set forth in the Budget Detail Supplemental
40 page. Transfers are allowed between the accounts established by the Finance Director and
41 the County Executive. A report on all such transfers shall be submitted to the Racine County
42 Finance and Human Resources Committee by the Finance Department on a quarterly basis.

43
44 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that the
45 Finance Director is authorized to make any technical corrections in the budget that are
46 deemed necessary.

3
4 Respectfully submitted,

5
6
7
8 1st Reading _____

**FINANCE AND HUMAN RESOURCES
COMMITTEE**

9
10 2nd Reading _____

11 BOARD ACTION

Q.A. Shakoor, II, Chairman

12 Adopted _____

13 For _____

14 Against _____

15 Absent _____

Robert N. Miller, Vice-Chairman

16
17
18 VOTE REQUIRED: Majority

Thomas Pringle, Secretary

19
20 Prepared by:
21 Corporation Counsel

Janet Bernberg

Donnie Snow

John A. Wisch

Brett A. Nielsen

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33
34 The foregoing legislation adopted by the County Board of Supervisors of
35 Racine County, Wisconsin, is hereby:

36 Approved: _____

37 Vetoed: _____

38
39 Date: _____,

40
41 _____
42 Jonathan Delagrave, County Executive

43
44
45
46
47 **INFORMATION ONLY**

48
49 **WHEREAS**, there is a need to adopt a budget for the year 2018.
50

RESOLUTION NO:
EXHIBIT "A"
AMENDMENTS TO THE 2018 EXECUTIVE BUDGET

CHANGE NO.	ITEM DESCRIPTION	PAGE NO.	2018 BUDGET	REVISED AMOUNT	NET CHANGE	TAX LEVY IMPACT	RESERVE IMPACT	BOND IMPACT
	Amendment A:							
	CAPITAL PROJECTS							
	GENERATORS PARKS PAVING VARIOUS LOCATIONS INCLUDING BUT NOT LIMITED TO CLIFFSIDE AND QUARRY LAKE PARK	43-48	200,000	100,000	(100,000)			(100,000)
		43-47	150,000	250,000	100,000			100,000
					<u>0</u>			

The purpose of this amendment is to remove the capital project Generators and to use the bond funds to increase the Parks Paving

(This change will be made on the following pages: Budget Section 39 - 21, Informational Section 37-5 Capital plan pages 18)

Total Change for the amendment:

0	0	0
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DETAIL LINE CHANGES:

CAPITAL PROJECTS	
3316200 CP Parks	380,500
33138000 CP 2108 Capital	1,976,281
	480,500
	1,876,281
	100,000
	(100,000)

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2018</u>		Resolution Request
	X	Ordinance Request
		Report Request

Requestor/Originator: Finance Department - Alexandra Tillmann

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 10/17/2018 **Date of County Board Meeting to be Introduced:** 10/25/2018

1st Reading: **1st & 2nd Reading:** *

*** Include a paragraph in the memo regarding why 1st & 2nd reading is required.**

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Amending the Racine County Code of Ordinances - Chapter 2 Article V Division 2 - Departments for Changes in the 2019 Budget

(Previous Ordinance 2013-107 attached as an example)

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

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The Committee believes that this action furthers the following goals:

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- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

ORDINANCE NO. 2013-107

**ORDINANCE BY THE FINANCE AND HUMAN RESOURCES COMMITTEE
AMENDING THE RACINE COUNTY CODE OF ORDINANCES - CHAPTER 2
ARTICLE V DIVISION 2 –DEPARTMENTS FOR CHANGES IN THE 2014 BUDGET**

To the Honorable Members of the Racine County Board of Supervisors:

The Racine County Board of Supervisors does ordain as follows:

Part 1

Section 2-266 of the Racine County Code of Ordinances relating to departments is hereby amended to read as follows:

Sec. 2-266. - Created.

The following departments are created for Racine County and shall be under the direction and supervision of their respective department heads who shall be under the direction and supervision of the county executive:

- (1) The finance department which shall include the office of auditor, the purchasing division and the ~~mail room/print shop~~ printing and services division.
- (2) The human resources department.
- (3) The information systems department.
- (4) The corporation counsel's office which shall include the office of Child Support Enforcement.
- (5) The public works and development services department which shall include the parks division, the building and facilities division, the highway division, the development services division, the land conservation division and the land information division.
- (6) The human services department which shall include a youth and family division, an adult services division, an economic support division, an operations division, workforce development division, a fiscal division, the Ridgewood Care Center, a veteran's service office, behavioral health service and UW extension.
- (7) The community services department which shall include the emergency management office and the medical examiner's office.
- (8) The communications department.

3
4
5 **Part 2**
6

7 Section 2-267 of the Racine County Code of Ordinances relating to Elected
8 Officials is hereby amended to read as follows:
9

10 **Sec. 2-267. – Elected Officials.**
11

12 The following departments are created which shall be under the control and
13 supervision of the indicated elected constitutional officer and shall have such powers,
14 duties and functions as set forth in this division and in the laws of the State of
15 Wisconsin:
16

- 17 (1) The county treasurer's office which shall be under the control of the county
18 treasurer.
- 19 (2) The county clerk's office which shall be under the control of the county
20 clerk.
- 21 (3) The register of deed's/land description office which shall be under the
22 control of the register of deeds and shall include the real property lister
23 office.
- 24 (4) The clerk of court office which shall be under the control of the clerk of
25 circuit court.
- 26 (5) The district attorney's office which shall be under the control of the district
27 attorney and which shall include the victim/witness office.
- 28 (6) The sheriff's ~~department~~ office which shall be under the control of the
29 sheriff.
30

31 **Part 3**
32

33 Section 2-272 of the Racine County Code of Ordinances relating to finance is
34 hereby amended to read as follows:
35

36 **Sec. 2-272. – Finance.**
37

38 There shall be a finance department. Its duties shall include providing assistance
39 in the preparation of the annual budget, monitoring and controlling the day-to-day
40 financial operations of the county, and analyzing the potential impact of county policies
41 and initiatives. The finance director shall be the head of the finance department. The
42 finance director shall be appointed by the county executive and confirmed by the board
43 of supervisors. The finance director shall also be the auditor for Racine County.
44 Additional powers, duties and functions of the auditor are set forth in section 2-286 of
45 this chapter. The finance director shall also be the director of purchasing and shall be in
46 charge of the purchasing division. The duties of the purchasing division (previously the
47 purchasing department) and the director of purchasing are set forth in chapter 7 of this
48 code. The finance director will be in charge of the ~~mail room/print shop~~ print and
49 services division.

1 Ordinance 2013-107
2 Page Three

5 Respectfully submitted,

7 1st Reading _____

**FINANCE AND HUMAN RESOURCES
COMMITTEE**

9 2nd Reading _____

11 BOARD ACTION

Robert N. Miller, Chairman

12 Adopted _____

13 For _____

Q.A. Shakoor, II, Vice-Chairman

14 Against _____

15 Absent _____

17 VOTE REQUIRED: Majority

Thomas Pringle, Secretary

19 Prepared by:
20 Corporation Counsel

Gilbert Bakke

Donnie Snow

John A. Wisch

Jeff Halbach

31 The foregoing legislation adopted by the County Board of Supervisors of
32 Racine County, Wisconsin, is hereby:

33 Approved: _____

34 Vetoed: _____

36 Date: _____,

38 _____
39 James A. Ladwig, County Executive

40