

**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
Zachary Eifert, Youth in Governance Representative
Keilani Trujillo, 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 APRIL 1, 2020**

TIME: **4:00 P.M.**

PLACE: **PURSUANT TO THE RACINE COUNTY EXECUTIVE'S ADMINISTRATIVE ORDER DATED MARCH 26, 2020, THE MEETING WILL BE HELD VIA PHONE CONFERENCING AND NO PERSONAL GATHERING WILL TAKE PLACE.**

**DIAL IN: 414-455-2762
PASSCODE: 858-648-9977**

AGENDA –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the February 19, 2020 committee meeting.
5. Transfers
 - a) Victim Witness – Latonia Lewis – Acceptance of Wisconsin Department of Justice – VOCA Grant Modification in the amount of \$9,965 and transfer within the Victim Witness – Victim Advocate 2020 Budget – 2020 – Resolution – Action Requested: 1st & 2nd Reading at the April 14, 2020 County Board Meeting.
 - b) County Executive – Jonathan Delagrave – Authorize the use of \$12,500 from Unrestricted Unreserved – Health Services and transfer of \$12,500 to the Cultural Activities 2020 budget for contribution to the Veterans Outreach of Wisconsin – 2020 – Resolution – Action Requested: 1st & 2nd Reading at the April 14, 2020 County Board Meeting.

- c) Public Works & Development Service – Julie Anderson – Creation of 1 FTE Non Rep – Non Exempt Office Assistant split between Parks Division & Highway Division Effective 5/11/2020 and transfer of \$26,189 within the Parks Division 2020 Budget and transfer of \$6,926 within the Highway – Billable Division 2020 Budget – 2020 – Resolution – Action Requested: 1st & 2nd Reading at the April 14, 2020 County Board Meeting.
 - d) Information Technology – Shuchi Wadhwa – Elimination of 4 FTE C/S – Support Staff and creation of 2 FTE Non Rep – Non Exempt Help Desk Analyst 2 positions and 1 FTE Non Rep – Exempt E060 Network Analyst within the Information Technology as of April 27, 2020 and transfer of \$104,709 from the Information Technology – Non Lapsing 2020 Budget to the Information Technology 2020 Budget – 2020 – Resolution – Action Requested: 1st & 2nd Reading at the April 14, 2020 County Board Meeting.
6. Finance Department – Brian Nelson – Authorize a 5-year contract with Ricoh for the operating of the Printing & Services Division of the Finance Department – 2020 – Resolution – Action Requested: 1st & 2nd Reading at the April 14, 2020 County Board Meeting.
 7. Corporation Counsel – Michael Lanzdorf – Authorizing the final payment to the Racine Family YMCA for the 2019 Season of the SC Johnson Community Aquatic Center at Pritchard Park – 2019 – Resolution – Action Requested: 1st & 2nd Reading at the April 14, 2020 County Board Meeting.
 8. Building & Facilities Management – Michael Lanzdorf – Elimination of 1 FTE Non Rep – Non Exempt N102 – Maintenance Engineer II position and creation of 1 FTE Non Rep – Non Exempt N Lead Plumber position as of April 27, 2020 within the Building & Facilities Management 2020 Budget and the creation of Grade Non Rep – Non Exempt N – 2020 – Resolution – Action – Requested: 1st & 2nd Reading at the April 14, 2020 County Board Meeting.
 9. Communication & Report Referrals from County Board Meeting:
 - a. Dalton Addis on behalf of himself has filed a claim against Racine County for property damage to his home.
 - b. Attorney Robert J. Dvorak on behalf of Anne T. Stark has filed a claim against Racine County for personal injury.
 - c. Marcus Lang on behalf of himself has filed a claim against Racine County for property damage to his vehicle.

d. Foreclosure items:

Attorney	Lender	Person/Persons	Amt owed Racine
Codilis, Moody & Circelli P.C.	Citibank	David P. & Amy B. Van Ruden	\$1629.08
Codilis, Moody & Circellia P.C.	Bank of New York	Cateline Serrano	\$815.10
Michael M. Riley	WHEDA	Christopher J. Loew	\$175.30
Ian J. Thomson	PHH Mortgage	Annette Smith	\$877.89

e. Bankruptcy items:

Type of Action:	Person/Persons
Order of Discharge	Loretta Henderson;
Notice of Motion to Continue the Automatic Stay	Annette M. Nunez;
Amend Unconfirmed Chapter 13 Plan	Laura Wyse;
Notice & Motion to Dismiss – Unconfirmed Plan	Jessica Marie Howell; Leslie Ann Wallace; Matthew Phillip Crockett;
Notice – Case Closed without a Discharge	Erica N. Bell;
Chapter 13 Case	Annette Mary Nunez; Kimberly Calecia Jackson; Kenneth Fritz Well;
Notice & Motion to Dismiss – Confirmed Plan	Jeffery Thomas Jr.;
Notice of Appearance and Demand to receive all notices	Kenneth F. & Barbara A. Weil;
No Proof of Claim Deadline	Virginia Weaver; Tanya Marie Trentadue-Allen;
Relief form automatic stay, codebtor stay and abandonment	Richard Paul Woodward;

10. Staff Report – No Action Items.

a) Finance & Human Resources Committee – Next Meeting will be April 15, 2020.

11. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 4/1/2020

Signature of Committee Chairperson /Designee: _____

Description: Approval of the minutes from the February 19, 2020 Meeting

Action: **County Board Supervisors** Approve
 Deny

Youth In Governance Approve
 Deny

4-1

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING

February 19, 2020

IVES GROVE OFFICE COMPLEX
PUBLIC WORKS CONFERENCE ROOM
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Supervisors Bernberg, Dawson, Nielsen, Pringle, and Wisch, Youth Representative Eifert and Trujillo, Supervisor Trottier, Supervisor Maier, County Executive Jonathan Delagrave, County Clerk Wendy Christensen, Communications Manager Mark Schaaf, Finance Director Brian Nelson, Human Resources Director Karen Galbraith, County Board Chair Rusty Clark, Public Works Development Service Director Julie Anderson, Corp Counsel Michael Lanzdorf, Captain Daniel Adams, HSD Fiscal Manager Gwen Zimmer, Human Services Director Hope Otto, HSD Deputy Director Kristin Latus, Youth and Family Manager Kerry Milkie, Aging and Disability Manager Michelle Goggins, and Junior Staff Accountant Kyle Maurer.

Excused: Supervisor Shakoor.

Agenda Item #1 – Convene Meeting.

Meeting Called to Order at 5:00pm by Chairman Miller.

Agenda Item #2 – Youth in Governance/Comments.

Youth in Governance statement was read by Youth Representative Eifert.

Agenda Item #3 – Public Comments.

None.

Agenda Item #4 – Approval of Minutes from the February 5, 2020 committee meeting.

Action: Approve the minutes from the February 5, 2020 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #5 – County Board Chairman – Russell Clark – Establishing the total annual compensation of the County Clerk, the County Treasurer and the Register of Deeds for the years 2021, 2022, 2023, and 2024 –Resolution – Requested action: 1st Reading at the February 25, 2020 County Board Meeting.

Action: 1st Reading at the February 25, 2020 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #6 –Sheriff's Office – Sheriff Christopher Schmaling - Reclassification of 2 FTE Non Rep – Non Exempt N070 Vehicle Service Technicians to 2 Non Rep – Non Exempt PW37 – Mechanics effective March 16, 2020 – 2020 – Resolution – Requested action: 1st Reading at the February 25, 2020 County Board Meeting.

Action: 1st Reading at the February 25, 2020 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #7– Transfers:

a) Emergency Management – David Maack – Acceptance of a State of Wisconsin, Department of Military Affairs, Wisconsin Emergency Management Emergency Police Services Program Grant in the amount of \$25,365 and transfer of funds within the Emergency Management – Grants 2020 Budget– 2020 – Resolution – Action Requested: 1st Reading at the February 25, 2020 County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

b) Human Services Department – Hope Otto – Creation of 1 FTE Sheriff Deputy as of January 1, 2020 within the Sheriff's Office with the position being funded by the Human Service Department and transfer of \$99,009 within the Human Service Department 2020 Budget – 2020 – Resolution – Action Requested: 1st Reading at the February 25, 2020 County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays. Supervisor Wisch was absent for the vote.

c) Human Services Department – Hope Otto – Authorize the capital project – BHS Payroll Timeclock, transfer of \$4,470 within the Health Services 2020 budget and authorize a sole source purchase by vendor Kronos Incorporated – 2020 – Resolution – Action Requested: 1st Reading at the February 25, 2020 County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays. Supervisor Wisch was absent for the vote.

d) Human Services Department – Hope Otto – Authorize the capital project – BHS Security Upgrade, transfer of \$8,285 within the Health Services 2020 Budget, and authorize the sole source purchase by vendor CCB Technology – 2020 – Resolution – Action Requested: 1st Reading at the February 25, 2020 County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

e) Human Services Department – Hope Otto – Elimination of 1 FTE Non Rep- Non Exempt N36 Detention Worker, creation of 1 FTE Non Rep – Non Exempt N65 Lead Detention Worker and transfer of \$7,265 within the Human Services Department 2020 Budget – 2020 – Resolution – Action Requested: 1st Reading at the February 25, County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

f) Human Services Department – Hope Otto – Changes to the Division of Behavioral Health Services Staff wage schedules, elimination of 1 FTE Non Rep Exempt E060 ADRC Director, creation of 1 FTE Non Rep Exempt E070 ADRC Manager and transfer of \$29,854 within the Human Service Department 2020 Budget – 2020 – Resolution – Action Requested: 1st Reading at the February 25, 2020 County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

g) Public Works – Julie Anderson – Acceptance of a grant from Fund for Lake Michigan for a Horlick Dam Study in the amount of \$100,000 and transfer of funds within the Public Works – County Trunk Highway Capital 2020 Budget – 2020 – Resolution – Action Requested: 1st Reading at the February 25, 2020 County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

h) County Executive – Jonathan Delagrave – Authorize the use of \$50,000 from Unrestricted – Ridgewood Reserves and transfer of \$50,000 to the Cultural Activities 2020 budget for contribution to the City of Racine Public Health Department for the Racine Community Health Center – 2020 – Resolution – Action Requested: 1st Reading at the February 25, 2020 County Board Meeting.

Action: Accept the transfers and forward as a resolution to the County Board – 2020 – Resolution. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

Agenda Item #9 – Communication & Report Referrals from County Board Meeting.

Action: Receive and file items a - b. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #10 – Staff Report – No Action Items.

- a) Finance & Human Resources Committee – Next Meeting will be March 4, 2020.

Agenda Item #8– Closed Session – 6:20 PM (Approximately 25 Minutes) – IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(c) OF THE WISCONSIN STATE STATUTES TO DISCUSS LEGAL COUNSEL THE FOLLOWING CLAIM AGAINST RACINE COUNTY: 1) CYNTHIA CASILLAS, NEXT-OFKIN OF M.C.

Action: Motion to go into closed session pursuant to s. 19.85(1)(c), WI Stats, to discuss with legal counsel the following claims against Racine County: 1) CYNTHIA CASILLAS, NEXT-OFKIN OF M.C at 6:20pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: Roll Call Vote was taken of the members present: All Ayes No Nays.

Agenda Item #11– Adjournment.

Action: Adjourn meeting at 7:01pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Aye No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Victim Witness - Latonia Lewis

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Latonia Lewis
If a person is not in attendance the item may be held over.

Does the County Executive know of this request: yes

If related to a position or position change, Does the Human Resources Director know of this request: _____

Does this request propose the expenditure, receipt or transfer of any funds? _____
If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/1/2020 Date of County Board Meeting to be Introduced: 4/14/2020

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Acceptance of Wisconsin Department of Justice - VOCA Grant Modification in the amount of \$9,965 and transfer within the Victim Witness - Victim Advocate 2020 Budget.

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
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VICTIM WITNESS - VICTIM ADVOCATE

2020 BUDGET PAGES 28-5 - 28-6

WDJ VICTIM ADVOCATE ST AID	151520.304030	(113,724)	(113,724)	(9,965)	(123,689)	(123,689)
	TOTAL SOURCES			(9,965)		
C/S DEBRIEFING	11551520.404590	1,125	975	1,650	2,775	2,625
EQUIPMENT	11551520.451000	0	0	705	705	705
PHONES	11551520.435000	300	284	150	450	434
TRAINING	11551520.438500	1,500	1,500	3,660	5,160	5,160
DISCRETIONARY FUNDS	11551520.440000	0	0	3,800	3,800	3,800
	TOTAL USES			9,965		

0

EQUIPMENT:

	QUANTITY	UNIT COST	TOTAL COST
MONITORS	6	100	600
DUAL MONITOR STAND	3	35	105
			<u><u>705</u></u>

TELEPHONE:

	QUANTITY	UNIT COST	TOTAL COST
TELEPHONES	3	50	150
			<u><u>150</u></u>

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST

5a-2

Date: March 19, 2020

To: Finance Committee

From: LaTonia Woods

Regarding: Request to accept grant modification

The Victim Witness Assistance Program has been awarded an additional \$9,965.00 to the VOCA 2019-2020 grant cycle. Below is the anticipated budget for the additional funds.

Budget Detail

Catholic Charities: 22 Counseling sessions at a rate of 75.00 **\$1650.00**

Emergency Fund: Hotel vouchers- 25 vouchers*90.00=\$2250.00 Day transportation passes-100 passes*3.00=\$300.00 Gas cards- 25 gas cards *25.00=\$625.00 Shopping gift cards- 25 gift cards*25.00=\$625.00 **\$3800.00**

Equipment: 6 Monitors- \$100.00 each **\$ 600.00**
3 Dual monitor stands- \$35.00 each **\$105.00**

3 Cell phones- 49.99 each **\$150.00**

Staff Development:

NOVA Annual Training (2 Staff)

- Registration Fee 475.00 **\$950.00**
- Lodging 127.00/night **\$1270.00**
- Travel (Southwest) **\$800.00**
- Meals **\$500.00**
- Travel (to and from airport) **\$50.00**
- Parking at Airport \$15/day **\$90.00**

Total: \$9965.00

This is a 100% reimbursement grant.

3/13/2020 - JK

Grant Adjustment Notice (GAN)

Submitted: 03/10/2020

WI Department of Justice

17 W. Main Street
Madison WI 53707-7857

Project Director:	Ms. LaTonia Woods	Subgrant #:	2018-VO-01-15325	Amendment Number:	1
Applicant Agency:	Racine County Victim Witness Assistance Program 730 Wisconsin Avenue Racine, WI 53403-1238	Applicant Agency Envelope/Label Address:	730 WISCONSIN AVE RACINE, WI 53403-1238		
Signatory:	Racine County	Modification Submit Date:	03/10/2020		
Project Title:	The Victim Advocate Unit	Program Manager:	Mary A Colletti		
Approved Project Period:	From: 10/01/2019	09/30/2020	Modified Project Period:	From: 10/01/2019	To: 09/30/2020
Total Approved Budget by Source	Current Subgrant Budget	Net Change	New Budget		
Federal	\$113,754.00	\$9,965.00	\$123,719.00		
Local Match	\$28,439.00	\$2,491.00	\$30,930.00		
Total	\$142,193.00	\$12,456.00	\$154,649.00		
Total Approved Budget by Category	Current Subgrant Budget	Net Change	New Budget		
Personnel	\$101,351.00	\$2,491.00	\$103,842.00		
Employee Benefits	\$31,698.00	\$0.00	\$31,698.00		
Staff Development	\$1,575.00	\$3,660.00	\$5,235.00		
Travel (Including Training)	\$300.00	\$0.00	\$300.00		
Supplies & Operating Expenses	\$6,144.00	\$855.00	\$6,999.00		
Consultants/Contractual - Consultant	\$1,125.00	\$1,650.00	\$2,775.00		
Other	\$0.00	\$3,800.00	\$3,800.00		
Total	\$142,193.00	\$12,456.00	\$154,649.00		

Explanation or Justification of Requested Modification:

YOCA One-Time Budget Modification

1. Increased the counseling sessions to 22 due to an increase in victims utilizing the counseling sessions. This services has been helpful to victims of more serious crimes such homicides, incidents involving child witnesses, sexual assaults and other sensitive crimes. With the increase in counseling sessions, the Advocate Unit will be able to continuing providing this service to victims that may not otherwise access counseling due to long waiting lists and financial reasons. The increase in funds will continue to be used during the grant cycle until exhausted. The emergency funds will be used to provide emergency assistance to victims. These items would include emergency gas and store cards, hotel vouchers and local transportation bus passes. With an emergency fund the Advocate Unit will be able to assist victims with gas cards if they need to flee the area for safety reasons or if the charged individual was a financial resource for the victim. The store cards will allow victims to purchase needed items such as food, clothes, medication and other needed items due to their victimization. Victims may have to temporarily leave their homes for safety reasons, the hotel vouchers will relieve victims of a financial burden and provide safety for the victims. These items will be purchased once the funds are available and held in a secured location until dispersed to the victims. The Victim Witness Coordinator will review request for emergency funding and keep accurate documentation for disbursements.

2. New Monitors and Phones - The Advocate Unit currently has flip phones. With updated smart phones the Advocate Unit can provide efficient responses to victims with texting, communicating outside of nonnal office hours and also the ability to research needed resources for victims at crime scenes or after hour calls. When reviewing police reports, the Advocate Unit is working with three systems. Those systems include the law enforcement system to review reports, the data base the Advocate Unit utilizes and PROTECT. With two monitors the Advocate Unit can better assist victims with answering questions about a case and the Advocate Unit can input victim information into the data base in a more timely manner. All of the above equipment will be purchased once the funds are dispersed.

3. NOVA Conference - Two staff members will attend the NOVA National Training held in Orlando, FL. Staff members have attended trainings in WI, but have not had the opportunity to attend more advanced trainings due to a lack of funding. The two staff members will provide in office training to the remaining staff.

Budget Detail

Catholic Charities: 22 Counseling sessions at a rate of \$75 = \$1,650

3/10/2020 3:06:40 PM

52-4
1

Emergency Fund: Hotel vouchers- 25 vouchers*90.00=\$2250.00 Day transportation passes-100 passes*3.00=\$300.00 Gas cards- 25 gas cards *25.00=\$625.00
Shopping gift cards- 25 gift cards*25.00=\$625.00 = \$3,800

Equipment: 6 Monitors- \$100 each

3 Dual monitor stands- \$35.00 each 3 Cell phones- \$50 each = \$855

Staff Development:

NOVA Annual Training (2 Staff)

• Registration Fee \$475 x 2 = \$950

• Lodging \$127.00/night x 5 nights x 2 staff = \$1,270

• Travel (Southwest) = \$800

• Meals x 2 = \$500

• Travel (to and from airport) = \$50

• Parking at Airport \$15/day = \$90

TOTAL Increase = \$9,965 - Match Increase = \$2,491 = Volunteer Intern Time (\$20 per hr. x 125 hrs.)

Current Budget = \$113,754 + \$9,965 Increase = NEW Budget \$123,719

Approved By:

Signature:



3.13.2020

Date

THIS ADJUSTMENT IS NOT APPROVED UNTIL YOU RECEIVE A SIGNED COPY

5-a5

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: County Executive

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Jonathan Delagrave
If a person is not in attendance the item may be held over.

Does the County Executive know of this request: Yes

If related to a position or position change, Does the Human Resources Director know of this request: N/A

Does this request propose the expenditure, receipt or transfer of any funds? Yes

If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/1/2020

Date of County Board Meeting to be Introduced: 4/14/2020

1st Reading:

1st & 2nd Reading: *

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorize the use of \$12,500 from Unrestricted Unreserved - Health Services and transfer of \$12,500 to the Cultural Activities 2020 Budget for contribution to the Veterans Outreach of Wisconsin

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
HEALTH SERVICES	NOT IN BUDGET BOOK					
Unrestricted Unreserved	57.257600	216,068	216,068	(12,500)	203,568	203,568
	TOTAL SOURCES			(12,500)		
CULTURAL ACTIVITIES	2020 BUDGET PAGES 42-2					
C/S - VETERANS OUTREACH	15600000.404985	0	0	12,500	12,500	12,500
	TOTAL USES			12,500		
				0		

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.
REASONS

FOR	AGAINST

5b-2

March 18, 2020

TO: Robert Miller
Chairman, Finance and Human Resources Committee

FROM: Jonathan Delagrave
Racine County Executive

RE: Contribution to Veterans Outreach of Wisconsin

Racine County has been partnered with Veterans Outreach of Wisconsin (VOW) since they opened the Veterans Village in November of 2017. The veteran's village (Tiny Homes) is an essential service to veterans to assist them in integrating back into society.

Racine County supports veterans at the Veterans Village through employment search, placement, and other supportive services. Beyond continued support through resource connection, I recommend \$12,500 of reserve funding to support the Veteran's Village to ensure continuity of operations. Without the Veterans Village partnership, Racine County veterans would go without critical services that are best met through this program.

Jonathan Delagrave
County Executive

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Public Works & Development Service - Julie Anderson

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Julie Anderson
If a person is not in attendance the item may be held over.

Does the County Executive know of this request: yes

If related to a position or position change, Does the Human Resources Director know of this request: yes

Does this request propose the expenditure, receipt or transfer of any funds? yes

If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/1/2020 Date of County Board Meeting to be Introduced: 4/14/220

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Creation of 1 FTE Non Rep - Non Exempt Office Assistant split between Parks Division & Highway Division effective 5/11/2020 and transfer of \$26,189 Parks Division 2020 Budget and transfer of \$6,926 Highway - Billable Division 2020 Budget

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

SUBJECT MATTER:

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

5c-1

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
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PARKS DIVISION

2020 Budget Pages 22-8 - 22-10

PARKS OVERTIME	160200.401125.55250	9,675	9,675	(9,000)	675	675
CONTRACTED SERVICES	160200.404500	250,000	233,130	(10,000)	260,000	243,130
CONTRACTED SERVICES	160200.404500.55250	70,000	66,053	(2,800)	72,800	68,853
TEMPORARY HELP	160200.416500	109,729	108,385	(4,389)	105,340	103,996

PUBLIC WORKS - BILLABLE

2020 Budget Page 19-12

HIGHWAY OFFICE ADMIN RMA	660110.304190	(149,017)	(149,017)	(2,126)	(151,143)	(151,143)
CONTRACTED SERVICES	6606440.404500	120,000	118,762	(4,800)	124,800	123,562

TOTAL SOURCES

(33,115)

PARKS DIVISION

2020 Budget Pages 22-8

WAGES	160200.401000	92,837	84,290	17,168	110,005	101,458
WORKER'S COMP	160200.402210	251	207	88	339	295
SOCIAL SECURITY	160200.402220	7,102	6,452	1,314	8,416	7,766
RETIREMENT	160200.402230	7,984	7,364	1,447	9,431	8,811
DISABILITY INSURANCE	160200.402240	929	827	172	1,101	999
GROUP INSURANCE	160200.402260	23,250	20,828	5,658	28,908	26,486
LIFE INSURANCE	160200.402270	462	409	86	548	495
PUBLIC LIABILITY	160200.436000	1,207	1,096	257	1,464	1,353

PUBLIC WORKS - BILLABLE

2020 Budget Page 19-12

WAGES	660110.401000	189,566	165,659	4,540	194,106	170,199
WORKER'S COMP	660110.402210	3,129	2,729	23	3,152	2,752
SOCIAL SECURITY	660110.402220	14,502	12,755	347	14,849	13,103
RETIREMENT	660110.402230	15,840	13,832	383	16,223	14,215
DISABILITY INSURANCE	660110.402240	1,896	1,583	45	1,941	1,628
GROUP INSURANCE	660110.402260	42,462	35,498	1,496	43,958	36,994
LIFE INSURANCE	660110.402270	944	800	23	967	823
PUBLIC LIABILITY	660110.436000	1,896	1,657	68	1,964	1,725

TOTAL USES

33,115

(0)

5c-2

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
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FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.
 REASONS

FOR

AGAINST

5c-3

APRIL-1-2020

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2020

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position created will be effective MAY 11, 2020						
PARKS DIVISION						
0.730	Office Assistant	N040	17,168	9,021		26,189
HIGHWAY DIVISION						
0.270	Office Assistant	N040	4,540	2,386		6,926
<u>1.000</u>	Total for PUBLIC WORKS & DEVELOPMENT SERVICES		<u>21,708</u>	<u>11,407</u>		<u>33,115</u>

5c-4

Memorandum

TO: Karen Galbraith, Director of Human Resources

FROM: Julie Anderson, Director of Public Works & Development Services

DATE: 3/12/20

RE: Office Assistant

The Public Works and Development Department seeks to create a full time Office Assistant position. This position will be split between Highway Administration and Parks. The intention of this position is to take on park and camping reservations. Currently camping reservations are handled by Real Racine. Racine County is planning on bringing camping reservations back in house. This will generate an annual revenue of approximately \$24,000. This position will also be responsible for other park administrative tasks such as the snowmobile trail program and adopt-a-park. It is also the intention to provide assistance to highway administrative staff. This position will monitor inventory levels, maintain state records and billing, and assist with contracted payroll. Highway administrative staff receives funding from the state through the Routine Maintenance Agreement. This position is vital to continue a high level of customer service to Racine County Residents and visitors.

The funding for this position and job description is attached.

5c-5

Basic Duties:

To perform administrative clerical duties for the management of the Public Works Department.

Essential Duties:

- . Manage online reservation system for Parks
- . Maintain SNARS, Snowmobile trail program
- . Analyze, interpret and communicate operating practices such as record keeping systems, communication procedures, form control, and participate in creating new systems or revising established procedures.
- . Locate, compile, assemble and categorize facts and figures for written computation and/or calculations for reports, graphs, tables, records for written computation and other sources of information.
- . Maintain and make disbursements from petty cash fund.
- . Assist Superintendent of Highways and Parks with special events planning and departmental training. Process registration forms for training seminars and conferences.
- . Type and/or compose memos, reports, letters, and other items for management staff.
- . Order maintain and monitor inventory of office supplies, parks kits, uniforms, and process related invoices for payment.
- . Maintain department personnel information and files.
0. Monitor and arrange for maintenance and service of telephone system, FAX and copy machine.
 1. Coordinate Adopt-a-Park Program.
 2. Record deposits- including credit cards
 3. Assist with contracted payroll processes
 4. Maintain various reports for the highway department
 5. Review Accounts Payable for accuracy and provide first step approval
 6. Cross training within the department for short term backup as needed

Supervision Received

Receives supervision from the Audit and Accounting Manager

Qualifications:

Associate degree in Administrative Assistant or Secretarial Science from an accredited technical school and two (2) years relevant work experience; OR a High School diploma or GED and five (5) years relevant work experience.

Recent technical training or work experience with Microsoft suite

Basic accounting knowledge

Ability to multitask in a fast pace environment

Prompt and regular attendance.

*Or any equivalent combination of education, training and experience, which provides the requisite knowledge, skills and abilities.

Knowledge Skills & Abilities:

Ability to communicate effectively orally and in writing.

On a regular and continuous basis, exercise ability to use administrative judgment and assume responsibility for decisions, consequences, and results having an impact on people, costs and /or quality of service within the functional area.

Ability to exchange non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities, nor is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.

5c-6

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Information Technology - Shuchi Wadhwa

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading)
If a person is not in attendance the item may be held over. Shuchi Wadhwa

Does the County Executive know of this request: Yes

If related to a position or position change, Does the Human Resources Director know of this request: Yes

Does this request propose the expenditure, receipt or transfer of any funds? Yes

If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/1/2020 Date of County Board Meeting to be Introduced: 4/14/2020

1st Reading: 1st & 2nd Reading:

*** If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.**

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Elimination of 4 FTE C/S - Support Staff and creation of 2 FTE Non Rep - Non Exempt Help Desk Analyst 2 positions and 1 FTE Non Rep - Exempt E060 Network Analyst within the Information Technology as of April 27, 2020 and transfer of \$104, 709 from the Information Technology - Non Lapsing 2020 Budget to the Informaton Technology 2020 Budget

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
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INFORMATION TECHNOLOGY - NON LAPSING

2020 BUDGET PAGE 15-7

C/S TECHNICAL SUPPRT	14020000.409005	256,252	214,358	(104,709)	151,543	109,649
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TOTAL SOURCES

(104,709)

INFORMATION TECHNOLOGY - NON LAPSING

2020 BUDGET PAGE 15-7

WAGES	14000000.401000	916,442	778,689	69,386	985,828	848,075
WORKERS COMP	14000000.402210	3,117	2,648	236	3,353	2,884
SOCIAL SECURITY	14000000.402220	70,108	60,148	5,308	75,416	65,456
RETIREMENT	14000000.402230	76,637	65,298	5,828	82,465	71,126
DISABILITY INS	14000000.402240	9,164	7,584	694	9,858	8,278
GROUP INS	14000000.402260	180,276	148,257	22,218	202,494	170,475
LIFE INS	14000000.402270	4,563	3,738	345	4,908	4,083
PUBLIC LIABILITY	14000000.436000	9,164	7,784	694	9,858	8,478

TOTAL USES

104,709

0

DUE TO THE 1 FTE NON REP - EXEMPT E090 TECHNICAL SUPPORT MGR POSITION BEING VACANT THERE ARE FUNDS TO HELP OFFSET THE COST OF THE CREATION OF THE 3 NEW COUNTY POSITIONS.

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST

5d-2

APRIL-14-2020

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2020

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
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CREATION OF POSITIONS AS OF APRIL 27, 2020

INFORMATION TECHNOLOGY

BUDGET BOOK PAGE 15-4

-4.000	C/S - COMPUTER SUPPORT				(146,154)	(146,154)
2.000	HELP DESK ANALYST 2	N040	59,977	31,008		90,985
1.000	NETWORK ANALYST	E060	41,779	16,091		57,870

<u>-1.000</u>	Total for DEPARTMENT NAME		101,756	47,099		2,701
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THE AMOUNTS ABOVE ARE THE COST OF THE POSITIONS FOR THE TIME PERIOD FROM APRIL 27, 2020 TO THE END OF THE YEAR BUT IS NOT THE AMOUNT OF THE TRANSFER DUE TO THE VACANCY OF THE 1 FTE NON REP - EXEMPT E090 - SECURITY NETWORK ENG.

5d-3

April 1, 2020

To: Robert N. Miller
Chairman, Finance and Human Resources Committee

From: Shuchi Wadhwa
Director, Information Technology

Ref: **Staffing Changes within Information Technology**

The Racine County Information Technology department institutes a program whereby qualified candidates are hired on a "contract-to-hire" basis. This allows the department to evaluate their skills for the position and evaluate if they are a good fit within the department long-term. By using this standard, the IT department is not bound by hiring and keeping staff that are not a good fit for the department or if they do not possess the skills needed for the job.

Through this program, we have identified two (2) individuals that we deem to be a good fit for the department and possess the skills needed to fulfill their job responsibilities.

As such, we are requesting the conversion of the two (2) contracted staff to Racine County employee status - they are Younes Aoud and Chengyoua Vang.

These individuals are from our Help Desk area and have been making a phenomenal contribution to Racine County and its personnel.

Conversion of 2 vacant contracted Help Desk FTE position into 1 FTE Non-Rep – Exempt E060 – Network Analyst. This position will focus on identity and access management.

If you have any questions concerning this matter, please feel free to contact me.

Shuchi Wadhwa
Director, Information Technology | Racine County

5d-4

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2020</u>	X	Resolution Request
		Ordinance Request
		Report Request

Requestor/Originator: Brian Nelson - Finance

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Brian Nelson
 If a person is not in attendance the item may be held over.

Does the County Executive know of this request: Yes

If related to a position or position change, Does the Human Resources Director know of this request: _____

Does this request propose the expenditure, receipt or transfer of any funds? yes

If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/1/2020 Date of County Board Meeting to be Introduced: 4/14/2020

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorize a 5 year contract with Ricoh for the operating of the Printing & Services Division of the Finance Department

(Previous Resolution 2014-125 - Attached)

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.



Kristine Tapp
Finance & Budget Manager
730 Wisconsin Avenue
Racine, WI 53403
262-636-3119
kris.tapp@racinecounty.com

April 1, 2020

TO: Racine County Finance & Human Resources Committee

FROM: Kris Tapp, Finance & Budget Manager

RE: Multi-year Contract for Print & Mail Services

Racine County starting in 2015 has been using Ricoh for the operating of the Printing and Services Division of the Finance Department. This has proven a good partnership for the County.

I am requesting a 5-year contract 4/1/2020 – 3/31/2025 to continue the services with Ricoh. There is no need to do an RFP for these services as these services are covered under the US Communities contract 4400003732.

The funds to cover the contract are contained within the 2020 Budget and will be budgeted in future budgets.

6.2

APRIL-14-2020

FISCAL NOTE RESOLUTION NO:

Fiscal Year: **2020**

	Monthly	Yearly	Inc %
Final Year of 1st Five Year Contract (4/1/2019 - 3/31/2020)	11,024.76	132,297.12	
1st Year new contract (4/1/2020 - 3/31/2021)	11,596.14	139,153.68	5.00%

The Contract will be from 4/1/2020 - 3/31/2025 and annual increase will be agreed upon by Racine County and Ricoh with a maximum of 5%.

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6-3

SERVICE ORDER

CUSTOMER INFORMATION					
Order Number	2				
Full Legal Name	Racine County				
Address	730 Wisconsin Avenue				
City	Racine	State	WI	Zip Code	53403

This Service Order is made pursuant to the Master Service Agreement dated February 16th, 2015, between Ricoh USA, Inc and Racine County (the "Agreement"). This Service Order shall be effective as of April 1st, 2020 and shall have a (60) month term ("Initial Term") for performance unless earlier terminated as expressly provided herein. Thereafter, this Service Order shall automatically renew for consecutive three (3) month periods, (each, a "Renewal Term") at the rates specified herein, unless terminated by either party upon ninety (90) days prior written notice before the end of the Initial Term or Renewal Term, as applicable.

If the entity identified as the customer above is not the "Customer" listed in the Agreement, such entity acknowledges that it is a Customer Affiliate and, solely with respect to this Service Order, agrees to be bound by the Agreement and this Service Order as the "Customer." All terms and conditions of the Agreement are incorporated into this Service Order and made a part hereof. It is the intent of the parties that this Service Order be separately enforceable as a complete and independent agreement, independent of all other Service Orders made as part of the Agreement. This Service Order consists of this page, together with the following Exhibits and Service Riders, which shall apply only to the engagement contemplated by this Service Order.

EXHIBITS

- Exhibit A – Services, Personnel and Fees SLA Based Agreement**
- Exhibit D – RICOH Services Scope of Services**

The parties have executed this Service Order as of the date first written above.

CUSTOMER		RICOH USA, INC.	
By:	_____	By:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

6-4

**EXHIBIT A
SERVICES, PERSONNEL AND FEES
FOR SLA BASED SERVICES**

Ricoh agrees to provide the following Services for the base minimum service fee: \$11,596.14 per month (the "Minimum Service Fee")

Monthly Base Minimum Service Includes:
Staffing for services detailed below
TRAC Software and Monthly Hosting Fee

Managed Services

- | | | |
|-------------------------------------|------------------------------------|--|
| <input checked="" type="checkbox"/> | Copy/Print Services | Hours of Operation: <u>7:00am – 4:00pm</u> |
| <input checked="" type="checkbox"/> | Mail Services | Hours of Operation: <u>7:00am – 4:00pm</u> |
| <input type="checkbox"/> | Courier Services | Hours of Operation: _____ |
| <input type="checkbox"/> | Receptionist Services | Hours of Operation: _____ |
| <input type="checkbox"/> | Imaging Services | Hours of Operation: _____ |
| <input checked="" type="checkbox"/> | Records Management Services | Hours of Operation: <u>7:00am – 4:00pm</u> |
| <input type="checkbox"/> | Business Information Services | Hours of Operation: _____ |
| <input checked="" type="checkbox"/> | Other: Copy/Anajet Services-TShirt | Hours of Operation: <u>7:00am – 4:00pm</u> |
| <input type="checkbox"/> | Other: RICOH Return Mail Services | Hours of Operation: _____ |

Managed Print Services

- Fleet Management Services
- Print Policy Governance
- Consumables Management Services
- Multi-vendor Management
- TRAC Solution*
- Intelligent Device Monitoring
- @Remote Enterprise Pro

All other Services shall be agreed upon from time-to-time by Customer and Ricoh in writing.

CENTER

Ricoh has staff at the following Customer location(s):

Racine County
730 Wisconsin Avenue
Racine, WI 53403

PERSONNEL

Ricoh will provide the appropriate Personnel to perform the Services specified above. Ricoh, at its sole discretion, shall provide the resources necessary to perform the services Specified herein.

Service Termination Fee: Should Customer opt to terminate On-site Services that include Ricoh Personnel under this Service Order for convenience, Customer shall: (i) pay to Ricoh, as liquidated damages and not as a penalty, a one-time service termination fee equal to (a) four (4) times the then current Minimum Service Fee if termination occurs in the first twelve (12) months of the Initial Term; (b) three (3) times the Minimum Service Fee if termination occurs in months thirteen (13) through twenty-four (24) of the Initial Term; or (c) two (2) times the Minimum Service Fee if termination occurs any time after the twenty-fourth (24th) month of the Initial Term and prior to the expiration of such Initial Term, as set forth within this Service Order (collectively, "Service Termination Fee").

Unless otherwise set forth in an Order Form or SOW, annually, on the anniversary date of this Agreement, Vendor will increase the minimum fee and any rate in any Order Form for Personnel labor and overtime compensation by 5% percent. In addition, if there is any change in applicable law where the Services are performed that requires Vendor to increase the wages paid to Vendor Personnel

6-5

who are performing the Services, then, upon notice to Customer, Vendor may increase the minimum fee and any rate in any Order Form by a commensurate amount.

RICOH ADDITIONAL STAFFING

Additional staffing/resources may be requested by customer when scheduled twenty-four (24) hours in advance. Such additional staffing is provided on an as-available basis for weekday shifts. There is a four (4) hour minimum required for requested service. In the event the known, anticipated or actual workload for the Ricoh service results in an overage, Ricoh will provide additional staffing based on the usage metrics outlined herein. Such additional Field Service Rep ("FSR") staffing is provided on an as-available basis for weekday shifts and will incur an additional fee ("Daily Rate") of \$256 per Full Day, \$128 Half Day. There is a 4-hour minimum required for any FSR service. Invoicing and rates for such additional staffing specific to other managed services (i.e.: not selected on page 2) will be mutually agreed upon by the parties in advance of the services being provided.

To ensure operational efficiency and quality of the service, both parties agree that "overages" may result in increased burden to the existing staff that will be billed upon usage when additional FSR staffing is needed. Ricoh agrees to provide the needed resources to support increases in weekly/daily usage based on overage fee schedule below:

- Additional Locations / buildings and/or mailstops outside those listed herein
- Additional Services outside of those listed herein, when requested by Customer
- Monthly Outbound Mail Volume in excess of 31,414 Pieces/Envelopes
- Monthly Outbound Package Shipping Volume in excess of 240 Flats/Parcels/Packages
- Monthly Inbound Mail Volume in excess of 9,558 Pieces/Envelopes
- Monthly Inbound Package Volume in excess of 427 Flats/Parcels/Packages
- Monthly Duplicating Jobs in excess of 138
- Monthly T-Shirt Jobs in excess 125
- Monthly Color Impressions in excess of 45,000
- Monthly Black & White Impressions in excess of 125,000
- Monthly Envelopes in excess of 13,000
- Monthly Call volume of Fleet support in excess of 65

The resource allocation may or may not include additional Ricoh resources needed to support these increases and will be billed each month upon usage. Ricoh will only provide resources for overages during the period of time during which overages are needed.

Longer-term full-time and part-time staffing may be added via an amendment to this Service Order as way to provide structure and consistency. Additional rates for longer-term additional staffing will be agreed upon in advance of commencement of such service by way of an amendment to this Service Order and will be based upon current labor market conditions at the time. FSR Staffing rates listed herein will be used for added staffing until an amendment is fully executed.

HOURS OF OPERATION AND HOLIDAYS

Ricoh will provide the Services during normal business hours which, unless otherwise specified herein, will be 7:00 a.m. to 4:30 p.m. local time, Monday through Friday except the following holidays: (i) New Year's Day; (ii) Memorial Day; (iii) 4th of July; (iv) Labor Day; (v) Thanksgiving; (vi) Day after Thanksgiving; and (vii) Christmas Day ("**Normal Business Hours**"). If Customer recognizes fewer holidays, Customer will be charged at the below-referenced overtime rates for operation of any Center on the nationally recognized holidays not recognized by Customer.

Overtime: When Customer workload requires the Services to be provided by any Personnel in excess of an eight (8) hour workday, during or beyond Normal Business Hours, Ricoh will provide overtime Services and will invoice Customer for such overtime. Overtime will be charged at Ricoh's then-current overtime rates (currently \$37 per hour), when the overtime is not directly adjacent to Normal Business Hours.

Freight, Delivery, and Mailing Costs: Customer shall pay all postage/ mailing expenses (meter rentals), any reasonable fuel surcharges assessed from time to time, USPS, courier and/or carrier fees directly as deemed necessary to provide the Services. Ricoh shall not bear or be responsible for any costs related to Customer's freight, delivery and/or mail costs and, to the extent Ricoh pays such costs, Customer shall immediately reimburse Ricoh.

6-6

EXHIBIT D
RICOH SERVICES - SCOPE OF SERVICES

SCOPE OF SERVICES

Ricoh will provide the Services described more fully in the paragraph entitled "Service Areas" below and in this scope of services ("Scope of Services"). Each service area ("Service Area") will include quantitative baseline information derived from Ricoh's analysis of Customer's current operations. The quantitative information is summarized in the Ricoh Proposal prepared for Customer or a similar resource document and will establish the operational benchmark for the staffing, equipment, and processes provided by Ricoh.

Each Service Area will also include a description and outline of the Services that Ricoh will perform, including Ricoh's responsibilities. Associated Ricoh tasks are to be further detailed in the Ricoh Management Services "Site Procedures Guide" prepared for Customer.

Customer responsibilities are also included below where such responsibilities are necessary for Ricoh's performance of the Services. This Scope of Services also details the logistics of Customer's facility to establish the square footage, department, and Customer employee population served.

SCOPE OF SERVICES TO BE PERFORMED:

Onsite services for Mail, Print/Copy/T-Shirt and Records Operations and related reporting as outlined herein. Any services or deliverables not expressly stated below are considered out of scope and require additional purchase if needed.

CHANGES IN SCOPE OF SERVICES

Any changes to this Scope of Services must be made pursuant to a written amendment signed by both parties.

■ **CORE PROVISIONS FOR ALL SERVICE DELIVERY**

- ✓ Resources will be cross trained on all Ricoh provided services to support during peak business times
- ✓ Ricoh staff schedules will be managed to meet the specified hours of operation and accommodate for peak periods throughout each day
- ✓ If not provided by Customer, supplies will be purchased for use in the center and included in the monthly bill
- ✓ Paper and Postage are not provided by Ricoh. Paper and Postage account(s) for the equipment must be provided by Customer or ordered as necessary and added to the monthly invoice.
- ✓ On a monthly basis, Ricoh will provide and review monthly reports as outlined herein, showing Services activity in order to identify opportunities to reduce expenses and improve processes. Opportunities will be tracked and included in Monthly Operation Reports.
- ✓ Walk-in services will be provided to all Customer employees as walk in traffic to the center and all job requests will be produced in accordance with the specifications for overages outlined herein.
- ✓ Ricoh will work with mail equipment vendor(s) to maintain acceptable uptime. Service call escalation needs will be coordinated through the customer's designated key contact.
- ✓ Ricoh will maintain integrity, confidentiality and security at all times.

SERVICE AREAS

Ricoh will provide the following Services to Customer

- | | |
|-------------------------------|-----------------------------------|
| ■ Copy/Print Services | ■ TRAC Solution® |
| ■ Mail Room Service | ■ Consumables Management Services |
| ■ Records Management Services | |

REPORTING

RICOH will provide operating reports on a monthly basis to Customer's authorized contact. The operating reports may include, but may not be limited to, quantitative data (such as volumes and other relevant metrics) for the Services performed by RICOH. RICOH and Customer will mutually agree to the content of such reports.

Quarterly Strategy Updates and Annual Customer Strategy Sessions

Ricoh will coordinate quarterly meetings ("Quarterly Strategy Update") three (3) months in advance of the date of the review. The Quarterly Strategy Update is to be attended by authorized members of Ricoh and Customer management. The agenda is to include, at a minimum, a review of the quantitative information collected by Ricoh during the preceding quarter, as detailed in this Scope of Work, relevant changes within Customer's operations or with Customer's quantitative baseline information, and enhancements to Services.

CHANGES IN SCOPE OF WORK

Any change to the Scope of Work must be made pursuant to an addendum to this Service Order and signed by both parties.

Facility Logistics and Environment

Number of Buildings	One Building- Racine County Courthouse 730 Wisconsin Ave Racine, WI 53403
---------------------	---

Copy Center Services

1.1 Quantitative Baseline

Monthly	Number of Machines	Average Monthly Volume	Avg Daily Volume (Avg-21 days a month)
Volume- Black & White Ricoh 8200	1	119,635	5,696
Volume- Color Ricoh 7200 Volume Color Ricoh 5200	1	42,159	2,009

Monthly	Job Count	Job Impression Volume	Avg Job Order Size (Impressions)	Mean Job Order Turn Time
Copy Jobs	138	Varies	Varies	72 Hours

Production Services

All jobs are processed through TRAC

If a job were to come in through email (printmail@racinecounty.com) the job would immediately entered into TRAC with a corresponding job number

Process jobs in order to meet deadlines

Enter all information needed into the TRAC ticket (impressions, waste, binding, paper, etc.)

Complete the job

Notify the customer the job is complete or follow orders for pick up or delivery

Service Description

- RICOH will provide an on-site copy center ("Copy Center") that is capable of fulfilling customer requested print and/or copy jobs in black and white, and/or in color.
- Customer will provide space, utilities, and office supplies for the Copy Center according to Section 5 of the Agreement.
- RICOH will provide job ticket and record keeping tools for job scheduling and recording via TRAC.
- RICOH will provide the administrative and operation processes and procedures including but not limited to job ticket form, scheduling, and coordinating process etc.
- The Copy Center will be staffed from 7:00 a.m. – 4:00 p.m. Monday thru Friday to accommodate Customer requests for Service. Additional hours will be arranged as needed at Customer requests expense as specified in Exhibit A of the agreement.
- Jobs will be delivered via Customer Mail staff or can be picked up by requestor at the Copy Center.
- In the event the volume of work is such the turnaround time or Customer's requirements cannot be met, RICOH will work with the Customer contact to prioritize the jobs.
- RICOH will notify the requester when the job is complete.
- RICOH will utilize Customer Provided Equipment as needed

Submission process:

- Ricoh will develop and coauthor (along with the appropriate Racine County staff) chain of custody process requirements when handling protected documentation. This documentation will be adhere in the copy environment in the event staff is asked to reproduce materials of this type.
- Copy projects are to be submitted using the TRAC system

6-8

- The TRAC submission ticket will require some customization to accommodate the fields required by customer, but should include fields associated with project specifications (staple, # sets, etc) in addition to some fields around bill back to the appropriate resource and delivery instructions
- Ricoh copy operators will review submissions and appropriately prioritize the work based upon the nature of the job and the work already in house (and their associated deadlines and complexities)
- In the event the materials being produced contain protected information Ricoh will follow development guidelines associated with handling this material
- Ricoh copy operators will contact the Racine County staff member in the event there are issues/questions with the project and/or the deadline.
- Ricoh copy operators will execute the print and or copy work per instruction
- Ricoh copy operators will review and QC work
- Ricoh copy operators will execute the requested finishing work and QC again
- Ricoh copy operators will make appropriate arrangements to get the finished work to the requester per the original request

SLA's

- Job Accuracy
Accuracy will meet or exceed 95%.
- On Time Job Completion
Timeliness will meet or exceed 95%.
- Turnaround Time
Turnaround time for average size jobs will be 48 hours, unless otherwise negotiated.

Deliverable

- Manage Copy Center for daily operations
- Coordinate daily workflow through provided Ricoh processes
- Maintain TRAC database for ticketing and reporting functions
- Provide necessary training/demo's to new users
- Maintain accurate inventory of customer supplied material specifically paper
- Report volume in center on a monthly basis

Copy Center Services Anajet Ricoh Ri1000

1.1 Quantitative Baseline

Quarterly	Number of Machines	Average Monthly Volume	Avg Daily Volume (Avg-21 days a month)
T-Shirts	1	72	3

Quarterly	Job Count	Job Impression Volume	Avg Job Order Size (Impressions)	Mean Job Order Turn Time
T-Shirts	125	Varies	Varies	72 Hours

Production Services

All jobs are submitted through email or in person to staff
 Staff works directly with customer to make their graphic print ready
 A proof will be ran and approval will be needed before running remainder
 Turnaround time will be 72 hours from the time the proof was approved. This time could change depending on quantity of garments being printed
 Enter all information needed into the TRAC ticket
 Complete the job
 Notify the customer the job is complete or follow orders for pick up or delivery

Copy Center Services Xante

1.1 Quantitative Baseline

6-9

Quarterly	Number of Machines	Average Monthly Volume	Mean Job Order Turn Time
Envelopes – Color	1	512	72 Hours
Envelopes – Black and White	1	12,078	72 Hours

Production Services

- All jobs are processed through TRAC
- If a job were to come in through email (printmail@racinecounty.com) the job would immediately entered into TRAC with a corresponding job number
- Process jobs in order to meet deadlines
- Enter all information needed into the TRAC ticket (impressions, waste, envelope, etc.)
- Complete the job
- Notify the customer the job is complete or follow orders for pick up or delivery

Records Management (Document Destruction)

1.1 Quantitative Baselines

Monthly		Average Monthly Volume	Avg Daily Volume (Avg-21 days a month)
# of Boxes/Records		X Boxes	

Document Destruction

- Documents are located in the Central File Room
- Go left out of the center, right at the end of the hall, left at the end of the hall, straight ahead is the Central File Room.
- To gain access to the Central File Room you will need to have a badge as the door is locked.
- Boxes to be destroyed are marked accordingly and will be placed on the table in the Central File Room.
- Remove all paper clips, binder clips and rubber bands
- Place documents into the blue recycle bins which are located in the Central File Room
- When the blue bin is full make sure it is locked.
- Empty boxes need to be broken down and placed on the pallet next to the shelves.
- Facilities will take the bins to the garage when full.
- Log date and amount of time spent on the destruction sheet

1. Mail Room Services

2.1 Quantitative Baselines

Monthly	Total Mail Volume	Inbound Mail	Outbound Mail
USPS Mail	40,972	9,558	31,414
Packages	667	427	240

Monthly	Number of Buildings Serviced	Base Mail Runs (Daily)	Number of Mail Stops (Boxes) Serviced
Mail Delivery	1	1:30 pm	17

Service Description

Inbound Packages

Certified Mail piece or accountable package will be scanned into the TRAC system and “registered” to the recipient named on the shipping label. The TRAC system will send an email to that individual in order to alert them there is a package. This email will provide pertinent details on how the package can be retrieved from the mail center and will be set up with input from Racine County staff. When the recipient

6-10

arrives in the center, they will be asked to sign for the package electronically. Ricoh staff may also request to see identification if Racine County requires that extra step of security.

Mail Route

One Mail Route per day beginning at 1:30 and ending at 2:00pm. Mail stops are broken out as follows:

- 11th Floor – 1 stop
- 10th floor: 1 stop (County Exec, Medical Examiner, Corp Counsel)
- 9th floor: 1 stop (DA)
- 8th floor: 1 stop (Clerk of Courts)
- 7th floor: 1 stop (H/R)
- 6th floor: 1 stop (Probate, Adoption and Guardianship)
- 5th floor: 1 stop: (Family Court)
- 4th floor: 3 stops: (Court Support/Civil Court, Buildings and Facilities, Finance/Payroll)
- 3rd floor: 1 stop: (Family Court Office)
- 2nd floor: 2 stops: (District Court Administration, Victim Witness)
- 1st floor: 3 stops: (County Clerk, Treasurer, Register of Deeds)
- Basement: 1 stop (Finance/Budget and Purchasing)

Outbound Mail

- Any mail picked up from a given mail stop will be labeled with the yellow ¼ sheet of paper noting the department and the mail counts for that date.
- Mail picked up on mail runs will be processed by the mail staff for pickup by the county's presort vendor, UMS, by 2:30pm
- The mail is again counted by mail room staff and the appropriate account slip is affixed to the mail pieces prior to putting those mail pieces in the trays or buckets. These counts are put into a spreadsheet and a copy of the spreadsheet is provided to the UMS driver with a copy of the UMS form

If Ricoh is engaged to provide Mail Services under the Service Order, Ricoh will manage Customer's inbound and outbound mail operations at the designated off-site location or the identified Center, as applicable, and at the prices set forth in the Service Order or herein. This includes processing all mail pieces and parcels received at the Center, coordinating pickup and drop-off services with the United States Postal Service, maintaining a tracking system for accountable, express, special and/or overnight mail and parcels, and picking up outbound mail from Customer's offices and departments, as mutually agreed upon by the parties. Mail Services will be completed in accordance with the following Service Levels:

Mailroom Services

Mailroom delivers (tubs/trays) of items per day. Delivery of 98% of all Mail within same day measured by calculating the delivered mail divided by total mail for the day. This does not include mail to be researched (no name, unknown name, etc). The measurement is based on an average for a 90-day period.

Service Description

Ricoh will provide mail services for Customer's mail based on the above volume, staffing levels and facility logistics.

Ricoh will manage the mail services center (Mail Room)

Ricoh will staff a Mail Service Center Monday through Friday 7:00 am – 4:00 pm

Ricoh will receive the mail daily via Excel Express Messenger

Ricoh will sort the U.S.P.S. and Customer internal mail into the assigned mail slots. Mail is picked up from customers starting at 8:00am.

Ricoh will provide one mail run per day Monday through Friday for pickup of outgoing mail.

Pickup will be at assigned Customer Mail stops/bins.

Ricoh will sort incoming express, certified and registered mail. Customers will be notified when a package is received for them. Signature via manifest will be required for express, certified and registered mail. If the required signatory is unavailable, a member of the same department to sign for the package.

Ricoh will prepare the outgoing mail for pick up by UMS

- Mail piece per department is automatically recorded with the Neopost Meter machine.
- Place in USPS tray or tub for pick up by UMS by 2:30pm daily.

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- Courier Mail bags, anything (mail and/or copy jobs) for Taylor Avenue (Purple), City of Burlington (Yellow), Burlington Service Center (Yellow), Ives Grove (Orange), Senior Nutrition (Red), and Sail (Dominak / Green) should go in these bags for pick up by courier, any boxes should be noted on the Courier Boxes spreadsheet, bags need to be packaged up with corresponding label by end of day for AM pick up.
- Ricoh will process outgoing packages to be picked up by UPS at 2:30pm daily.
- Mail service will not be performed on days deemed a holiday and no mail service is available.

Convenience Copier Fleet Services

- Ricoh staff are not responsible for convenience devices.
- All Service calls should be placed by the customer directly to Ricoh

Racine County's unique ongoing Initiatives –As with any effective outsourcing relationship, we intend to continually refine our services and solutions so that we remain aligned with the strategic objectives of Racine County. At RICOH, we continue to follow our national Service Excellence process methodology and best practices to ensure that priorities and strategies stay in alignment between our two organizations.

Analysis

Ricoh will perform an analysis annually

Mail Process: RICOH will analyze the existing process of both accountable and USPS mail including, but not limited to, incoming, outgoing, sorting, delivery, and end-user processing. Upon completion of the analysis, RICOH will provide Racine County with the findings and recommended future state. As with any analysis performed, Racine County will make the decision if the project recommendations will be implemented.

Implementation: RICOH utilizes nationally recognized best practices designed to effectively implement a solution

An Executive Site Audit (Site Certification twice a year)

Implementation planning tools used as a best practice throughout the RICOH organization

Conducting an Open House

Operations and Best Practices

- RICOH continues to collect and utilize best practices from industry experts and our own site personnel.
- Each site has a certification program that requires that standards are met and/or exceeded. This is a bi-annual process for each site and each RICOH Area is required to be certified each year.
- On an ongoing basis, RICOH will continue to document cost savings to Racine County
- Each site is required to write and maintain a site procedures guide as part of their certification process.
- Ongoing training is offered to site personnel – ranging from customer service to software training.

All Star Employees

- RICOH is committed to their customers and site personnel to continually develop and train our employees.

Customer Strategy and Communication

- **Quarterly Business Reviews** - RICOH will coordinate monthly and quarterly meetings ("Quarterly Business Reviews") one (1), three (3) months in advance of the date of the review. The Monthly and Quarterly Business Review is to be attended by authorized members of RICOH and Customer management. The agenda is to include, at a minimum, a review of the quantitative information collected by RICOH during the preceding month, as detailed in this Scope of Work, relevant changes within Customer's operations or with Customer's quantitative baseline information, and enhancements to Services. Customer Reporting includes: Copy Reporting, Mail Reporting, Postage Reporting, Miscellaneous Reporting
- Ricoh will coordinate annual review meetings ("Annual Customer Strategy") each year to revisit Racine County's strategic priorities for the upcoming fiscal year. Ricoh's senior marketplace management and Racine County's key customer executives will review the organizational priorities to ensure Ricoh is aligned to assist Racine County in reaching those goals
- Open House – RICOH will continue to offer and conduct an Open House designed to highlight the service offerings, technology updates and site personnel to the Racine County corporate staff and end user.

6-12

February 24, 2015

RESOLUTION NO. 2014-125

**RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE
AUTHORIZING A FIVE-YEAR CONTRACT WITH RICOH FOR THE OPERATING OF
THE PRINTING AND SERVICES DIVISION OF THE FINANCE DEPARTMENT**

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

BE IT RESOLVED by the Racine County Board of Supervisors that a five (5)-
year contract with Ricoh for the operation of the Printing and Services Division of the
Finance Department is authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that
services shall be provided as set out in said contract and will be on file with the County
Clerk's office.

BE IT FURTHER RESOLVED that the Racine County Board of Supervisors
authorize changes to other terms and conditions of the contract as the Corporation
Counsel and the Finance Director deem necessary and appropriate.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that
any two of the County Executive, the County Clerk and/or the County Board Chairman
are authorized to execute any contracts, agreements or other documents necessary to
carry out the intent of this resolution.

Respectfully submitted,

1st Reading _____
2nd Reading _____

**FINANCE AND HUMAN RESOURCES
COMMITTEE**

BOARD ACTION
Adopted _____
For _____
Against _____
Absent _____

Q.A. Shakoor, II, Chairman

Robert N. Miller, Vice-Chairman

VOTE REQUIRED: Majority

Thomas Pringle, Secretary

Prepared by:
Corporation Counsel

Janet Bernberg

Donnie Snow

John A. Wisch

Brett A. Nielsen

6-13

1 Resolution No. 2014-125
2 Page Two
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6

7 **The foregoing legislation adopted by the County Board of Supervisors of**
8 **Racine County, Wisconsin, is hereby:**

9 **Approved:** _____

10 **Vetoed:** _____

11
12 **Date:** _____,

13
14 _____

15 **Peter L. Hansen, County Executive**

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INFORMATION ONLY

WHEREAS, Racine County's 2015 budget included the contracting of staff within the Print and Mail division effective March 27, 2015; and

WHEREAS, it is necessary to enter into a contract with Ricoh for operating services within the Print and Mail division of the Finance Department.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Corporation Counsel, Michael Lanzdorf

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Michael Lansdorf
If a person is not in attendance the item may be held over.

Does the County Executive know of this request: yes

If related to a position or position change, Does the Human Resources Director know of this request: _____

Does this request propose the expenditure, receipt or transfer of any funds? _____
If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: _____

Date Considered by Committee: 4/1/2020 Date of County Board Meeting to be Introduced: 4/14/2020

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorizing the Final Payment to the Racine Family YMCA for hte 2019 Season of the SC Johnson Community Sports Complex at Pritchard Park

(Previous Resolution 2018-19 attached)

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.

APRIL-14-2020

FISCAL NOTE RESOLUTION NO:

EXHIBIT "A"

Fiscal Year:

2019

RACINE COUNTY ENTERED INTO A CONTRACT WITH RACINE FAMILY YMCA TO OPERATE THE SC JOHNSON AQUATIC CENTER FOR THE 2019 SEASON. PER THE CONTRACT, IF THE YMCA RUNS AN OPERATING DEFICIT UP TO \$2,608.70 THE COUNTY WILL COVER THAT AND IF THE OPERATING DEFICIT IS MORE THE PARTIES AGREED TO REVISIT THE COUNTY'S WILLINGNESS TO OFFSET SUCH ADDITIONAL LOSS.

YMDA'S COMPARATIVE INCOME STATEMENT ENDING 11/30/2019

TOTAL REVENUES	143,232.95
TOTAL EXPENSES - NO ADMIN	
FEE	215,621.66
<u>PROFIT/(DEFICIT)</u>	<u>(72,388.71)</u>
Forgiven Final Invoice for Season	29,681.21
<u>FINAL PROFIT/(DEFICIT)</u>	<u><u>(42,707.50)</u></u>

AQUATIC PARK - OFF SEASON LOSS ON OPERATIONS	55101000.405045	42,707.50
--	-----------------	-----------

THE TOTAL EXPENSES DOES NOT INCLUDE ANY ADMINISTRATIVE FEE FOR THE YMCA.

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST

7-2

THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF RACINE, WISCONSIN

Comparative Income Statements, Versus Budget and Prior Year
for the month ending November 30, 2019

Pritchard Park	YTD	YTD Budget	YTD Budget Variance	Prior YTD	Prior YTD Variance
Income					
01-Contributions	\$ -	\$ -	\$ -	\$ 9,500.00	\$ (9,500.00)
03-Special Events	-	-	-	-	-
08-United Way	-	-	-	-	-
10-Gov Fees/Grants/Contracts	5,350.00	-	5,350.00	-	5,350.00
11-Membership	102,180.50	218,743.00	(116,562.50)	174,927.00	(72,746.50)
13-Program Services	2,462.00	5,888.00	(3,426.00)	6,093.00	(3,631.00)
14-Sales	31,225.45	54,000.00	(22,774.55)	46,972.25	(15,746.80)
15-Investment Income	-	-	-	-	-
16-Miscellaneous	2,015.00	3,150.00	(1,135.00)	240.00	1,775.00
Total Income	143,232.95	281,781.00	(138,548.05)	237,732.25	(94,499.30)
Operating Expenses					
21-Salaries/Wages	121,425.01	144,040.90	(22,615.89)	131,212.30	(9,787.29)
22-Employee Benefits	340.72	619.94	(279.22)	682.16	(341.44)
23-Payroll Taxes	14,080.05	15,546.76	(1,466.71)	12,494.61	1,585.44
24-Outside Services	-	750.00	(750.00)	4,375.00	(4,375.00)
25-Supplies	45,903.14	32,322.88	13,580.26	46,920.42	(1,017.28)
26-Telephone	1,706.00	2,430.20	(724.20)	2,273.10	(567.10)
27-Postage/Shipping	-	-	-	-	-
28-Occupancy	31,732.05	59,450.00	(27,717.95)	22,745.49	8,986.56
29-Equipment	427.73	181.85	245.88	-	427.73
31-Promotion/Advertising	-	2,522.75	(2,522.75)	235.00	(235.00)
32-Travel/Transportation	6.96	224.46	(217.50)	-	6.96
33-Meetings	-	-	-	-	-
35-Dues	-	-	-	-	-
36-Awards/Grants	-	-	-	-	-
37-Financing	-	-	-	-	-
38-Insurance	-	-	-	-	-
39-Miscellaneous	-	-	-	-	-
Total Operating Expenses	215,621.66	258,089.74	(42,468.08)	222,060.39	(6,438.73)
Operating Income	(72,388.71)	23,691.26	(96,079.97)	15,671.86	(88,060.57)
Other Expenses					
41-Depreciation	-	-	-	-	-
48-Intra-YMCA Expense	-	-	-	-	-
Total Other Expenses	-	-	-	-	-
Net Income	\$ (72,388.71)	\$ 23,691.26	\$ (96,079.97)	\$ 15,671.86	\$ (88,060.57)

73

RACINE COUNTY
Racine County Finance Department
730 Wisconsin Ave
Racine, WI 53403
Phone: 262-636-3522
Email: APFinance@racinecounty.com



INVOICE

Jeffrey Collen
Racine Family YMCA
Racine, WI 53403

Invoice No.: SCJ1019
Invoice Date: 11/14/2019
Due Date: 12/14/2019

Billing Period: May – September 2019

Description	Qty	Amount Due
SCJ Aquatic Center Reimbursement – Utilities (electric, gas, water, telephone)	1	27,393.48
SCJ Aquatic Center Reimbursement – Internet	1	811.05
SCJ Aquatic Center Reimbursement – Alarm Monitoring	1	117.00
SCJ Aquatic Center Reimbursement – Waste Disposal	1	933.00
SCJ Aquatic Center Reimbursement – Printing	1	131.31
SCJ Aquatic Center Reimbursement – Maintenance Supplies	1	110.37
SCJ Aquatic Center Reimbursement – Equipment Repairs	1	185.00
Invoice Total:		29,681.21

Remit Payment by Check to:

Racine County
Attn: Crystal Moore, Finance
730 Wisconsin Ave.
Racine, WI 53403

Make Checks Payable to Racine County

7-4

March 24, 2020

TO: Robert N. Miller
Chairman, Finance and Human Resources Committee

FROM: Michael J. Lanzdorf
Corporation Counsel

RE: Authorizing final payment to the Racine Family YMCA for the 2019 Season

Racine County entered into an operations management agreement for the SC Johnson Community Aquatic Center at Pritchard Park with the Racine Family YMCA as authorized by Resolution No. 2018-19. That agreement was renewed for the 2019 season and the parties are in the process of finalizing the terms for the upcoming 2020 season. The 2019 agreement outlined the County's fiscal responsibility. Namely, in the event that the Racine Family YMCA did not meet its cost plus its administrative overhead, the County agreed to cover any operating deficit up to \$2,608.70. In the event that the YMCA experienced a deficit in excess of the \$2,608.70 for the 2019 season, the parties agreed to revisit the County's willingness to offset such additional loss.

The SC Johnson Community Aquatic Center at Pritchard Park remains a treasured asset and is enjoyed by countless families throughout the community. The Racine Family YMCA, in close coordination with Racine County, deliberately keeps the daily individual rates lower than other similar outdoor community aquatic centers so that it remains a viable option for families of limited means to safely enjoy. However, due largely in part to prolonged and unseasonably cool weather conditions during the 2019 summer, the Racine Family YMCA experienced a marked decline in the number of guests who frequented the aquatic center particularly in the month of June. Consequently, we request the recommendation of the FHR Committee to the County Board to authorize covering \$42,707.50 in losses incurred during the 2019 season.

Moving forward, Racine County and the Racine Family YMCA have worked aggressively and proactively to better incentivize the purchase of season passes, which is expected to lead to greater use and enjoyment of the SC Johnson Community Aquatic Center at Pritchard Park. For example, the Racine Family YMCA plans to offer new discounted opportunities for local businesses and nonprofit organizations and their employees to enjoy the aquatic center through reduced-rate daily and seasonal passes when purchased in bulk. In addition, the facility will be available for office retreats and employee/family appreciation events. These and other exciting measures such as enhanced hours of operation will better serve the community and ensure the aquatic center remains sustainable and family friendly.

March 12, 2019

RESOLUTION NO. 2018-

RESOLUTION BY THE PUBLIC WORKS, PARKS AND FACILITIES COMMITTEE AUTHORIZING FINAL PAYMENT TO THE RACINE FAMILY YMCA FOR THE 2018 SEASON OF THE SC JOHNSON COMMUNITY SPORTS COMPLEX AT PRITCHARD PARK

WHEREAS, Racine County entered into an operations management agreement for the SC Johnson Community Sports Complex at Pritchard Park with the Racine Family YMCA as authorized by Resolution 2018-19; and

WHEREAS, The County and YMCA celebrated a successful first season, earning \$237,723.25 in revenue and incurring \$244,257.66 in expenses. The YMCA's total operating deficit is \$6,524.41; and

WHEREAS, the operations management agreement outlines the County's fiscal responsibility. Per the contract, if the YMCA incurs a loss, the County will cover any operating deficit up to \$19,061.28. If the YMCA runs a deficit of less than \$10,000 for the 2018 season, the County will pay the YMCA \$5,000 as an incentive for more efficient operations; and

WHEREAS, approval is needed for final payment of the 2018 season to the YMCA for \$11,524.41; and

WHEREAS, this payment will cover the County's fiscal obligation to cover the operating deficit of \$6,524.41 and operation incentive of \$5,000.

THEREFORE, BE IT RESOLVED, by the Racine County Board of Supervisors that the fiscal note as set forth in Exhibit "A," that is attached hereto, is authorized and approved.

Respectfully submitted,

1st Reading _____

PUBLIC WORKS, PARKS AND FACILITIES COMMITTEE

2nd Reading _____

BOARD ACTION

Robert D. Grove, Chairman

Adopted _____

For _____

Against _____

Absent _____

Tom Hincz, Vice-Chairman

VOTE REQUIRED: 2/3 M.E.

Monte G. Osterman, Secretary

7-6

1 Res No. 2018-
2 Page Two

3
4 Prepared by:
5 Corporation Counsel

Mike Dawson

6
7
8 _____
Nick Demske

9
10 _____
Fabi Maldonado

11
12 _____
Tom Kramer

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14
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16 **The foregoing legislation adopted by the County Board of Supervisors of**
17 **Racine County, Wisconsin, is hereby:**

18 **Approved: _____**

19 **Vetoed: _____**

20
21 **Date: _____,**

22
23 _____
24 **Jonathan Delagrave, County Executive**

MAR-12-2019

FISCAL NOTE RESOLUTION NO:

EXHIBIT "A"

Fiscal Year: **2018**

RACINE COUNTY ENTERED INTO A CONTRACT WITH RACINE FAMILY YMCA TO OPERATE THE SC JOHNSON AQUATIC CENTER FOR THE 2018 SEASON. PER THE CONTRACT, IF THE YMCA RUNS A DEFICIT OF LESS THAN \$10,000 FOR THE 2018 SEASON, THE COUNTY WILL PAY THE YMCA \$5,000 AS AN INCENTIVE FOR MORE EFFICIENT OPERATIONS. THE COUNTY WILL COVER ANY OPERATING DEFICIT UP TO \$19,061.28

YMCA'S COMPARATIVE INCOME STATEMENT ENDING 12/31/2018

TOTAL REVENUES	\$	237,733.25
TOTAL EXPENSES		244,257.66
PROFIT/(DEFICIT)		(6,524.41)
INCENTIVE		(5,000.00)
TOTAL FINAL PAYMENT	\$	(11,524.41)

THE FINAL PAYMENT TO BE MADE BY RACINE COUNTY TO THE YMCA IS \$11,524.41. THERE ARE SUFFICIENT FUNDS WITHIN THE 2018 BUDGET TO COVER THESE EXPENDITURES.

AQUATIC PARK-OFF SEASON C/S OPERATING BONUS	55101000.404820	\$	5,000.00
AQUATIC PARK-OFF SEASON LOSS ON OPERATIONS	55101000.405045		6,524.41

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.
REASONS

FOR	AGAINST

THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF RACINE, WISCONSIN

Comparative Income Statements, Versus Budget and Prior Year
for the month ending December 31, 2018

Pritchard Park	YTD	YTD Budget	YTD Budget Variance	Prior YTD	Prior YTD Variance
Income					
01-Contributions	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00
03-Special Events	-	-	-	-	-
08-United Way	-	-	-	-	-
10-Gov Fees/Grants/Contracts	-	-	-	-	-
11-Membership	174,928.00	261,420.00	(86,492.00)	-	174,928.00
13-Program Services	6,093.00	42,068.00	(35,975.00)	-	6,093.00
14-Sales	46,972.25	81,000.00	(34,027.75)	-	46,972.25
15-Investment Income	-	-	-	-	-
16-Miscellaneous	240.00	5,400.00	(5,160.00)	-	240.00
Total Income	237,733.25	389,888.00	(152,154.75)	-	237,733.25
Operating Expenses					
21-Salaries/Wages	131,212.30	179,804.92	(48,592.62)	-	131,212.30
22-Employee Benefits	682.16	244.68	437.48	-	682.16
23-Payroll Taxes	12,719.54	19,323.58	(6,604.04)	-	12,719.54
24-Outside Services	-	2,000.00	(2,000.00)	-	-
25-Supplies	51,056.16	48,343.25	2,712.91	-	51,056.16
26-Telephone	2,273.10	6,321.65	(4,048.55)	-	2,273.10
27-Postage/Shipping	-	-	-	-	-
28-Occupancy	22,751.85	90,120.00	(67,380.87)	-	22,751.85
29-Equipment	-	1,477.20	(1,477.20)	-	-
31-Promotion/Advertising	235.00	10,022.75	(9,787.75)	-	235.00
32-Travel/Transportation	-	75.00	(75.00)	-	-
33-Meetings	-	-	-	-	-
35-Dues	-	-	-	-	-
36-Awards/Grants	-	-	-	-	-
37-Financing	-	-	-	-	-
38-Insurance	-	6,000.00	(6,000.00)	-	-
39-Miscellaneous	1,122.31	223.35	898.96	-	1,122.31
Total Operating Expenses	222,052.42	363,956.38	(141,915.68)	-	222,052.42
Operating Income	15,680.83	25,931.62	(10,238.07)	-	15,680.83
Other Expenses					
41-Depreciation	-	-	-	-	-
48-Intra-YMCA Expense	22,205.24	36,395.64	(14,190.40)	-	(22,205.24)
Total Other Expenses	-	-	-	-	-
Net Income	\$ (6,524.41)	\$ (10,465)	\$ (3,940.6)	\$ -	\$ (6,524.41)

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REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Corporation Counsel - Michael Lanzdorf

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Michael Lanzdorf
 If a person is not in attendance the item may be held over.

Does the County Executive know of this request: yes

If related to a position or position change, Does the Human Resources Director know of this request: yes

Does this request propose the expenditure, receipt or transfer of any funds? _____
 If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/1/2020 Date of County Board Meeting to be Introduced: 4/14/2020

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Elimination of 1 FTE Non Rep - Non Exempt N102 - Maintenance Engineer II position and creation of 1 FTE Non Rep - Non Exempt N111 Lead Plumber position as of April 27, 2020 within the Building & Facilities Management 2020 Budget and the creation of Grade Non Rep - Non Exempt N111

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
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CREATION OF POSITIONS AS OF APRIL 27, 2020

BUILDING & FACILITIES MANAGEMENT

BUDGET BOOK PAGE 9-5

-1.000	MAINTENANCE ENGINEER II	N102	(48,931)	(22,721)		(71,652)
1.000	LEAD PLUMBER	N 111	60,736	21,311		82,047
<u>0.000</u>	Total for DEPARTMENT NAME		11,805	(1,410)		10,395

CREATION OF GRADE:

		Miniumum	Midpoint	Maximum
LEAD PLUMBER	N111	35.00	40.00	45.00

There will be sufficient funds within the Building & Facilities Management 2020 Budget - all divisions to cover the changes due to vacancies

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST

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March 24, 2020

TO: Robert N. Miller
Chairman, Finance and Human Resources Committee

FROM: Michael J. Lanzdorf
Corporation Counsel

RE: Changes to Buildings & Facilities Maintenance Staffing: Creation of a Lead Plumber position by eliminating one (1) vacant Maintenance Engineer II N102

The Buildings & Facilities Management division continues to work aggressively and proactively to ensure it is adequately staffed with qualified workers to avoid interruptions in service delivery, minimize risk, and to provide clean, well-functioning buildings in which to work and conduct government activities. Given the volume and vast array of building assets, one of the division's primary and continuing needs is contracting with skilled plumbers to assist in, among other things, the installation, maintenance, inspection, modification, remodel and repair of: mechanical plumbing equipment, and fixture; water, gas, oil, steam, sewage, fire sprinkler/prevention, and refrigeration-water supply plumbing systems, including automated plumbing systems. In order to meet the County's continuing plumbing needs at reduced cost to taxpayers, the division seeks to eliminate one long-vacant Maintenance Engineer II N102 position and to replace it with a newly created Lead Plumber position. The creation of this new position would greatly enhance the ability of the division to more efficiently and expeditiously meet the County's plumbing needs in-house, rather than resorting to contracting for and paying a premium for those services from external plumbing sources in the vast majority of instances. It is therefore anticipated that having a Lead Plumber on staff will result in significant financial savings.

As such, we request the recommendation of the FHR Committee to the County Board to approve this resolution.

Michael Lanzdorf
Corporation Counsel

RACINE COUNTY

LEAD PLUMBER Buildings and Facilities Management

Basic Function

To perform work in the maintenance, repair, and installation of various types of plumbing equipment related to Racine County buildings.

Essential Duties

1. Troubleshoot, maintain, repair and install new plumbing fixtures, appliances and systems.
2. Works with and in charge of semi-skilled maintenance engineers involved in the installation, maintenance, inspection, modification, remodel and repair of mechanical plumbing equipment and fixtures.
3. Maintain and inspect water, steam, sewage, fire prevention/sprinkler and refrigeration-water supply plumbing systems.
4. Maintain, troubleshoots and tests plumbing systems including backflow prevention devices.
5. Assembles, installs and repairs pumps, pipes, fittings and fixtures.
6. Maintains proper selection of plumbing equipment and supplies.
7. As necessary provide additional help to plumbing contractors and/or control vendors who may be on site working and/or upgrading equipment.
8. Able to review and clearly understand plumbing and building blue prints and drawings.
9. As necessary and directed assist other divisions and/or department with plumbing needs as authorized.
10. Able to respond to after hour emergencies as requested.
11. Be a self-thinker, self-starter and motivated.
12. Must be detail oriented and take initiative and stewardship in properly maintaining the county buildings.

Supervision Received

Receives supervision and direction from the Maintenance Supervisor, Assistant Superintendent and Superintendent of Buildings and Facilities Management.

Qualifications

Education and Experience

- High school diploma or GED equivalent and one year of post high school education at an accredited school.
- Master Plumber License Preferred.
- Current Wisconsin Journeyman's plumber's card.
- Ten to Fifteen years experience as a Journeyman Plumber with an emphasis in commercial building systems. This includes but is not limited to the operation of building automation system.
- Five to Ten years working as a foreman within the trades. In lieu of, will consider work overall experience.
- Current Wisconsin Backflow Preventer License or obtain within a year.
- Prompt and regular attendance.

Physical Qualifications

- Continuous (67-100% of workday) standing, lifting, carrying and pushing/pulling objects weighing 1-10 pounds, light handling and light to medium fingering.
- Frequent (34-66% of workday) climbing, ascending/descending ladders while carrying objects, hearing, use of near and far vision, bending/twisting, lifting and carrying objects weighing 11-20 pounds, pushing/pulling objects weighing 11-20 pounds, and medium handling.
- Occasional (1-33% of workday) walking, sitting, stooping, kneeling, crouching, balancing, reaching, feeling, talking, lifting, and carrying objects weighing 21-50 pounds, and pushing/pulling objects weighing 41-80 pounds on wheels, and high handling and fingering.

Working Conditions

- Continuous (67-100% of workday) inside work, exposure to mechanical and plumbing hazards.
- Frequent (34-66% of workday) exposure to noise and vibrations, chemical and burn hazards, exposure to dust and physically confined workspaces. .
- Occasional (1-33% of workday) heights above 12 feet from a ladder.

Equipment Used

Measuring and metering devices , hand tools, corded /cordless power tools, automobile, truck, breathing apparatus and personal protection equipment.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.