

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, December 13, 2016

4:30 p.m.

Courthouse - Room #1273

721 Oxford Avenue • Eau Claire, WI

1. Call to Order
2. Review/Approval of Committee Minutes / Discussion-Action (pgs . 2 – 3)
 - November 1, 2016
3. Public Comment
4. Quarterly Reports / Discussion-Action (pgs . 4 – 9)
5. Economic Development Corporation Board Appointments / Discussion-Action
6. Review/Approval of Citizen Appointments to Select Commissions, Boards, and Councils/Discussion-Action
 - Veterans Service Commission
 - Indianhead Federated Library Board
7. 2017 Work Plan /Discussion-Action
8. Motion to Adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

To wit: Civil Action/County Theft

Motion to go into Open Session. Committee Action

9. Adjourn

Post: 12/8/16 Media, Committee Members, Frank Draxler, Dave Hayden, Lance Gurney and Kathy Schauf

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 8394710 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, November 1, 2016

4:30 p.m.

Courthouse - Room #1273

721 Oxford Avenue • Eau Claire, WI

Members Present: Gregg Moore, Colleen Bates, Kathy Clark, Jerry Wilkie and Mark Beckfield

Staff Present: Kathryn Schauf, County Administrator; Keith Zehms, Corporation Counsel; Dave Hayden, Information Systems Director; Frank Draxler, Purchasing Director; Lance Gurney, Planning & Development Director and Angie Harmon

Chairman Moore called the meeting to order at 4:30 p.m.

Internal Controls Update by Frank Draxler and Dave Hayden / Discussion-Action

Dave and Frank reported the observations and recommendations as suggested from CliftonLarsonAllen (CLA) to the committee members for the Information Systems and Purchasing departments, respectively. The full board will receive an oral report from CLA in December.

Opengov.com Update by Frank Draxler /Discussion-Action

Opengov is a new online software tool that financial data can be downloaded and then reports are generated from that data. The software has a function to view reports from other jurisdictions in the country also using opengov.com. There is a group working on development and they are still finalizing the details before making it available publicly.

Space Needs/Temporary Space Adjustment /Discussion-Action

Lance briefed the committee on the recommended changes to the Housing Authority office and staff. He discussed splitting Housing Authority from the Planning & Development Department to a stand-alone operating entity. Lance is requesting that the Housing Authority be relocated to the 1st floor storage space within the government center. The space is currently utilized by the ADRC and Information Systems (IS) Departments. In conjunction with the Housing Authority move, other changes would include, the IS Dept. would temporarily use conference room 3360 and ADRC would utilize conference room 1278. This would open up office space allowing for the Land Conservation Division to move from Ag Center in Altoona to the Planning & Development Dept.

ACTION: Supervisor Clark made a motion to approve the recommended temporary relocations of the Housing Authority and conference room use for the ADRC & Information Systems Departments. Motion carried, 5-0.

Approval of Sikich, LLC contract / Discussion-Action

Kathy briefed the members regarding the contract with Sikich, LLC for transitioning the current Finance Dept. operations from a "bookkeeping" operation to a true finance department. There will be an interim finance manager hired to help with the transition and implementation into a true finance department.

ACTION: Supervisor Wilkie made a motion to approve the contract with Sikich, LLC. Members had some additional discussion. Motion carried, 5-0.

Proposed Ordinance #16-17/063 – Code Amendments / Discussion-Action

Keith briefed the members on the updates that were needed to change the county code.

ACTION: Supervisor Bates made a motion to approve the ordinance as presented. Motion carried, 5-0.

Strategic Plan Document & Website

Kathy provided an update regarding the strategic planning process and presented the information that is on the website. The CORE team will attend the December the next meeting.

Review/Approval of Committee Minutes / Discussion-Action

- October 11, 2016

ACTION: Supervisor Beckfield made a motion to approve the October 11, 2016 committee minutes as presented. Motion carried, 5-0.

The next meeting will be held on Tuesday, December 13th at 4:30 p.m.

The meeting was adjourned at 6:38 p.m. by unanimous consent.

Minutes respectfully submitted by,

Angie Harmon
Committee Clerk

**Administration Department
 Summary of Expenditures/Revenue to Date
 Through September 2016
 (75% of the Year)**

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 318,265	\$ 69,594	21.9%
Services & Supplies	11,295	22,950	203.2%
Equipment			
Total Expenditures	\$ 329,560	\$ 92,544	28.1%
Revenues:			
Charges & Fees	900	1,095	121.7%
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy			
Total Revenues	\$ 900	\$ 1,095	

Note: (Regarding Services & Supplies) No funds were allocated in the 2016 budget for Line Item 219 "Other Professional Services". In order to identify the vendor and amount spent, it was suggested to pay from this account and settle from the Administrator's budget at the end of the year. Thus the reason for the overage. Payments made from this account include:

**RR Consulting Group \$11,400
 (strategic plan)**

**Stokes, Herzog, LLC \$972
 (press conference prep -
 embezzlement case)**

**Thomas Fiedler \$2,700
 (Impartial Hearing
 Officer Fees)**

Total \$15,072

County Board
Summary of Expenditures/Revenue to Date
Through September 2016
(75% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 112,321	\$ 71,074	63.3%
Services & Supplies	42,432	23,550	55.5%
Equipment			
Total Expenditures	\$ 154,753	\$ 94,624	61.1%
Revenues:			
Charges & Fees		-	
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy			
Total Revenues	\$ -	\$ -	

Corporation Counsel/Child Support

Summary of Expenditures/Revenues to Date

Through September 2016

(75% of the Year)

	2016 BUDGET	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	1,865,951	1,237,357	66.3%
Service & Supplies	88,370	53,558	60.6%
Equipment	5,800	400	6.9%
Total Expenditures	1,960,121	1,291,315	65.9%
Revenues			
Federal/State Grants	1,195,409	571,369	47.8%
Charges & Fees	83,300	76,577	91.9%
Misc	3,000	1,439	48.0%
Fund Balance Applied			
Property Tax Levy	678,412	641,931	94.6%
Total Revenues	1,960,121	1,291,315	65.9%

Facilities Department
Summary of Expenditures/Revenue to Date
Through September 2016
(75% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 988,733	\$ 656,935	66.4%
Services & Supplies	1,487,286	988,127	66.4%
Equipment	-		
Total Expenditures	\$ 2,476,019	\$ 1,645,062	66.4%
Revenues:			
Federal/State Grants			
Charges & Fees	512,262	384,197	75.0%
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy	1,963,757	1,472,818	75.0%
Total Revenues	\$ 2,476,019	\$ 1,857,015	75.0%

Explanations for Variances

Personnel costs slightly lower because of vacancy in January-February, September-Current

**Information Systems Department
 Summary of Expenditures/Revenue to Date
 Through September 2016
 (75% of the Year)**

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 1,036,990	\$ 666,990	64.3%
Services & Supplies	525,164	456,643	87.0% ¹
Equipment	2,900	2,317	79.9% ²
Total Expenditures	\$ 1,565,054	\$ 1,125,950	71.9%
Revenues:			
Federal/State Grants			
Charges & Fees	\$ 153,884	\$ 123,698	80.4%
Miscellaneous			
Fund Balance Applied			
Property Tax Levy	1,411,170	1,411,170	100.0%
Total Revenues	\$ 1,565,054	\$ 1,534,868	98.1%

Explanations for Variances

1 - Many payments for annual support are due early in the year.

2016 annual support has already been paid for some major applications:

ESRI GIS	13,295
alio financials	32,227
ACS land records	35,941
Sungard law enforcement	55,298
Video conferencing	20,173
Network hardware	17,280
Netsmart Avatar	24,415
Fidlar register of deeds	51,450
Total	250,078

2 - Utilizing some salary savings to upgrade a workstation in the Records Center

Veteran Services
Summary of Expenditures/Revenue to Date
Through October 20, 2016
(75% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 206,860	\$ 161,895	78.3%
Services & Supplies	24,852	27,321	109.9%
Equipment	-	-	#DIV/0!
Total Expenditures	\$ 231,712	\$ 189,216	81.7%
Revenues:			
Federal/State Grants	\$ 13,000	\$ 6,500	50.0%
Charges & Fees	-	-	#DIV/0!
Miscellaneous	-	3,496	#DIV/0!
Fund Balance Applied	-	-	
Property Tax Levy	218,712	218,712	100.0%
Total Revenues	\$ 231,712	\$ 228,708	98.7%

Explanations for Variances

1) WIDVA Grant is now submitted twice yearly at \$6,500 to equal \$13,000 annually. Must wait until January, 2017 to submit for the remainder of the grant.

2) Miscellaneous revenue includes donations that were not budgeted for in 2016. This revenue more than pays for the transportation fees of \$1,916 and explains Service and Supplies over budget.