

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, May 16, 2013

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

James Dwyer, Chairman
Gilbert B. Bakke
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy L. Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Ms. Greene had asked to be excused.

APPROVAL OF MINUTES OF APRIL 25, 2013, MEETING

Chairman Dwyer asked if there were any changes or additions to the April 25, 2013, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on April 25, 2013, were approved as published.

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APPROVAL OF DISBURSEMENTS

Chairman Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

2013 Reporting Period No. 9

Ms. Larsen distributed copies of the Check Register for the 9th financial reporting period of 2013, April 8 to April 21, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to CareerBuilder, LLC, Ms. Larsen stated that this payment was for advertisements for two open staff positions: a Senior Specialist-Biologist position and a Specialist-Biologist position.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 9th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 9th reporting period of 2013 (copy attached to Official Minutes).

2013 Reporting Period No. 10

Ms. Larsen distributed copies of the Check Register for the 10th financial reporting period of 2013, April 22 to May 5, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to BPI, Ms. Larsen stated that this payment was for the purchase of plotter paper and ink for one of the two Geographic Information Systems (GIS) plotters.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Diversified Benefit Services, Ms. Larsen stated that this payment was the monthly fee for the administration of the Commission's health reimbursement account.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Master Graphics, Inc., Ms. Larsen stated a portion of this payment was for paper and toner for the second GIS plotter. The balance of the payment included an amount for a service call placed on this plotter.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Olim, LLC, Ms. Larsen stated that this payment was for a three year license renewal for Checkpoint, the firewall software installed on the Commission's network.

In response to an inquiry by Mr. Crowley, relative to a payment on page 2 to Nassco, Inc., Ms. Larsen stated that this payment was for cleaning and restroom supplies.

In response to an inquiry by Mr. Crowley, relative to a payment on the same page to Milwaukee Journal Sentinel, Inc., Ms. Larsen stated that this payment was for online employment ads for the Senior Specialist-Biologist and the Specialist-Biologist positions.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to Jeffrey Thornton, Ms. Larsen stated that this payment was for the re-issuance of a staff member's lost expense check. She further explained that the check register shows the original check as voided with a zero dollar amount and the attendant replacement check that was issued.

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In response to an inquiry by Mr. Crowley, relative to a payment on this same page to Staples Business Advantage, Inc., Ms. Larsen stated that this payment was for office supplies and also shows a credit for a returned item.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 10th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 10th reporting period of 2013 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MAY 5, 2013

Copies of the Statement of Projected Revenues and Expenditures for reporting period 10 ending on May 5, 2013, were distributed for Committee review. Chairman Dwyer asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented about 40 percent of the new calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the budgeted amounts set forth in the Commission's 2013 Overall Work Program approved in late 2012.
2. The Service Agreement revenues have been adjusted to reflect a revised project schedule resulting in an overall decrease of nearly \$403,000. Decreases occurred in the Water Quality Planning Program and the Floodland Management Planning Program. Increases are expected in the Land Use Planning Program and the Community Assistance Planning Program.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$150,000.
4. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2011 financial audit. These accounts will be adjusted upon completion of the audit for 2012.
5. The Commission had on hand as of May 5, 2013, nearly \$5.4 million. This includes about \$59,200 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool which is presently paying 0.14 percent interest, and various money market accounts.

In response to an inquiry by Mr. Bakke, Ms. Larsen stated that Associated Bank holds the Commission's checking account. The low rate on the money market account reflects the discount the Commission receives on banking service charges. Mr. Buestrin suggested that Ms. Larsen work with the bank to bring the interest rate closer to the Commission's other money market investment rates.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for May 5, 2013, was accepted to be placed on file (copy attached to Official Minutes).

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CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2014

Chairman Dwyer asked Ms. Larsen to lead the Committee through a discussion of possible budget assumptions for calendar year 2014. Noting that materials had been provided to Committee members with the agenda for this meeting (copy attached to the Official Minutes), Ms. Larsen made the following major points:

1. Federal revenues for transportation planning have increased by \$209,515 compared to the 2013 projected funding. In addition all of the Federal transportation funding will be U.S. Department of Transportation Highway Administration (FHWA) Planning (PL) funding.
2. State revenues for transportation planning have decreased by \$30,647 compared to the 2013 projected funding. In addition, the State funding to complete the Washington County Transit Development Plan will end in 2014, and the Origin and Destination Travel Survey will be completed, and its attendant funding will end, in 2013.
3. State revenues for water quality and coastal management planning are not expected to change over the 2013 amounts.
4. A series of assumptions led to a \$315,000 decrease in service agreement revenue. Decreases are expected in park and land use planning, economic development planning, water quality planning, and stormwater management planning. New revenues have been secured from the Wisconsin Department of Transportation for the re-monumentation assistance and wetland delineation.
5. No change is anticipated in the rental revenues as the tenant, ProHealth Care, Inc., has renewed their lease for two years through March 31, 2015.
6. It is proposed that the budget amount for regional tax levy support remain at its present level of \$2.37 million, resulting in a tax rate of 0.00140 percent (substantially below the statutory cap of 0.003 percent). Owing to the relative differences in the change in equalized value between 2011 and 2012 among the seven counties, some counties will see an increase in regional planning tax levy support, while other counties will see a decrease. Ozaukee, Washington, and Waukesha Counties will see increases of 1.40 to 1.70 percent, and Kenosha, Milwaukee, Racine, and Walworth Counties will see decreases of 0.46 to 2.88 percent. The proposed 2014 Budget will be the eighth consecutive year of no increase or a reduced tax levy.
7. On an overall basis, the potential year 2014 operating budget would call for a total revenue and expenditure level of about \$7.087 million, a decrease of \$236,412, or 3.2 percent from the adopted 2013 budget. The decrease results largely from reduced Service Agreement revenues.
8. Key expenditure assumptions proposed to be made in preparing the budget include an authorized full time staffing level of 67 positions, a decrease of 3 positions over the 2013 level; staff salary adjustments of 3 percent with the salary adjustments distributed on the basis of merit only and a 10 percent increase in health insurance costs.

Following Ms. Larsen's summary of the 2014 budget assumptions, Mr. Yunker commented on the decline in State funding and the offsetting increase in Federal funding for the Commission's Continuing Land Use and Transportation Study. Mr. Yunker then noted that upon the Administrative Committee's approval, this budget will be brought to the full Commission for their review and consideration at the June 19, 2013, Annual Commission meeting.

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In response to an inquiry by Mr. Drew, Mr. Yunker stated that if the Commission were to increase the tax rate from 0.00140 to 0.00150, this would increase Commission local revenue nearly 7 percent, or approximately \$160,000. In response to Mr. Dwyer's inquiry, Mr. Yunker stated that the 0.0030 percent mill rate maximum of equalized valuation for the tax levy request does apply to all of the Regional Planning Commissions in the State.

Ms. Russell inquired about any aspects of this budget which may cause difficulty in planning for the next calendar year. Mr. Yunker stated that there may be issues concerning the Commission's health insurance costs and additional fees due to the Affordable Care Act (ACA) as the full impact of this new law is not yet known.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the 2014 health insurance premium rates are expected to be released by the Wisconsin Department of Employee Trust Funds website in early September. In response to an inquiry by Mr. Dwyer, Ms. Larsen stated the proposed budget includes a potential ten percent increase for health insurance premiums. Mr. Yunker noted this past year health insurance premiums rose eight percent. Ms. Larsen also stated the budget does include any known fees that are associated with the ACA.

In response to an inquiry by Mr. Wirth, Mr. Yunker stated that Commission staff mails the approved budget to the Counties shortly after the June Annual Commission meeting.

Ms. Larsen distributed and reviewed with the Committee a supplemental summary detailing the Commission's annual computer hardware and software maintenance expenditures. This document had been requested by Mr. Dwyer at the March 28, 2013, Administrative Committee meeting.

During the review of this summary, Mr. Wirth commented that the Microsoft 365 maintenance program may be a less expensive alternative to purchasing the annual Microsoft Assurance maintenance program. Ms. Larsen stated that in comparing the Microsoft 365 program to the Microsoft Assurance program, the Assurance program payment includes licenses not only for the Microsoft Office Suite, but also the Windows operating system for desktop computers and network servers, the SQL license needed for the accounting software, and the Client Access license which allows for employees to access files and documents stored on the network servers using the Worldox document management software. The Microsoft 365 program only covers licenses for remote access to e-mail and the Microsoft Office Suite. Ms. Larsen stated that the Commission is currently licensed for 90 computers under the Microsoft Assurance program. The bundled Microsoft Assurance program provides a significant cost savings to the Commission compared to the Microsoft 365 program. She added that these costs will be periodically reviewed to determine the best practice for the Commission.

At the conclusion of the 2014 budget assumptions discussion, it was moved by Mr. Wirth, seconded by Ms. Russell, and carried unanimously to direct the Commission staff to prepare a year 2014 budget consistent with the assumptions presented and discussed, and to present that budget to the full Commission for formal consideration at the Annual Meeting of the Commission in Washington County on Wednesday, June 19, 2013.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence and there were no announcements.

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ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:16 p.m. on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
AdminMay13Min (#211382)

Attachments