



AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, OCTOBER 30, 2023 – 6:15 PM
ADMINISTRATION CENTER - ROOM A-200
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Executive Committee Live Stream](#)

*The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy](#) & [Instructions For Submitting Public Comments Online](#)*

- 1. CALL TO ORDER**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS, CORRESPONDENCE, COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
 - a. October 2 & 4, 2023
- 5. ACTION ITEMS**
 - a. RES.23-30: Salaries of County Supervisors 2024-2026
 - b. RES.23-31: Authorizing Agreement for the Transfer of Public Safety Answering Service Between Ozaukee County, the City of Cedarburg
 - c. RES.23-33: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Personnel Changes in the 2024 Adopted Budget
 - d. RES.23-34: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - 2024 Budget Wage Increases
 - e. RES.23-32: 2024 Budget
 - (1) 2024 Budget Amendment - Cedarburg Dispatch Transfer to Sheriff's Department
 - (2) 2024 Budget Amendment - Human Services Adult Protective Services
 - h. RES.23-35: 2024 County Tax Levy and Rate
- 6. DISCUSSION ITEMS**
 - a. Schedule of County Board Meetings
- 7. COUNTY ADMINISTRATOR'S REPORT**
 - a. Express Bus Service Termination
 - b. Lasata CBRF Update
 - c. ACT 4 - Protected Service for County Jailors
 - d. Employee Engagement Survey
- 8. COMMITTEE REPORTS**
- 9. NEXT MEETING DATE**

December 4, 2023
- 10. ADJOURNMENT**

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Executive Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	October 30, 2023
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Tyler Quaas

Agenda Summary October 2 & 4, 2023

October 2, 2023

[_10022023-3309](https://ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_10022023-3309)

October 4, 2023

[_10042023-3310](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_10042023-3310)

EXECUTIVE COMMITTEE

RESOLUTION NO. 23-30

SALARIES OF COUNTY SUPERVISORS 2024-2026

WHEREAS, Section 59.10(3)(f) of the Wisconsin Statutes states that a county board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected and may also provide additional compensation for the chairperson.

WHEREAS, Section 59.10(3)(i) of the Wisconsin Statutes states that a county board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected at an annual salary for all their services for the county including all committee services, except the per diem allowance for services in acquiring highway rights-of-way, and in like manner allow additional salary for the members of the highway committee and for the chairperson of the board.

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors with a new term of office for County Supervisor beginning on April 16, 2024, the salary of each Supervisor, except the County Board Chairperson, shall be set at \$5,796.00 per year in monthly installments of \$483.00 and effective April 15, 2025, the salary shall be set at \$5,796.00 per year in monthly installments of \$483.00; and

FURTHER RESOLVED, the salary of the County Board Chairperson is established at a rate of three times the annual salary of a Supervisor beginning on April 16, 2024, the salary of the County Board Chairperson, shall be set at \$17,388.00 per year in monthly installments of \$1,449.00, and effective April 15, 2025, the salary shall be set at \$17,388.00 per year in monthly installments of \$1,449.00; and

FURTHER RESOLVED, that any Supervisor, including the Chairperson, may reject any or all of his or her salary by giving proper written notice to the County Clerk.

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors, that the above salaries be approved for the 2024-2026 term of office.

Dated at Port Washington, Wisconsin, this 1st day of November 2023.

SUMMARY: Resolution establishing County Board Salaries for the 2024-2026 term.

VOTE REQUIRED: Two-Thirds of Members Elect

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	October 30, 2023
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Salaries of County Supervisors 2024-2026

ANALYSIS: The Executive Committee recommends an increase in wages for 2024-2026 to \$5,796.00 annually for County Board Supervisors and \$17,388.00 for the County Board Chairperson assumed in the 2024 Executive Committee Recommended Budget. Section 59.10 (3)(f) of the Wisconsin Statutes states that a county board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected and may also provide additional compensation for the chairperson.

This resolution provides a 5.9% increase for the two-year term.

FISCAL IMPACT: \$9,108 per each year of the term.

FUNDING SOURCE:

County Levy: \$9,108 per each year of the term.

RECOMMENDED MOTION: Approve the 2024-2026 County Board Salaries as recommended by the Executive Committee.

RESOLUTION NO. 23-31

AUTHORIZING AGREEMENT FOR THE TRANSFER OF PUBLIC SAFETY ANSWERING SERVICE BETWEEN OZAUKEE COUNTY, THE CITY OF CEDARBURG

WHEREAS, Ozaukee County's mission is to provide quality services in a cost-effective manner and is heavily reliant on technology to drive efficiency throughout our organization along with our local government partners; and

WHEREAS, the Ozaukee County Board of Supervisors has a long-standing philosophy that it is of the benefit to all county citizens and taxpayers to provide consolidated service at the county level that achieves an economy of scale and improves service delivery; and

WHEREAS, the City Cedarburg approved the transfer its public safety answering services to Ozaukee County; and

WHEREAS, the consolidation of dispatching services countywide aligns with Ozaukee County's mission and philosophy and builds upon the recent dispatch consolidations with the Village of Grafton, City of Port Washington, Village of Saukville and the City of Mequon.

NOW, THEREFORE, BE IT RESOLVED, that the Ozaukee County Board of Supervisors authorizes the County Board Chairperson and County Clerk to execute the Agreement for the Transfer of Public Safety Answering Service Between Ozaukee County, the City of Cedarburg; and

FURTHER RESOLVED, that the Ozaukee County Board of Supervisors authorizes the creation of three (3.0) county-funded Dispatcher positions to support the assumption of all public safety answering services for the City of Cedarburg; and

FURTHER RESOLVED, that the transfer of all the City of Cedarburg public safety answering services shall occur at no cost to the city.

Dated at Port Washington, Wisconsin, this 1st day of November 2023.

SUMMARY: Approving the consolidation of the public safety answering services for the City of Cedarburg with Ozaukee County dispatch.

VOTE REQUIRED: Majority

10/30/23

Public Safety Committee

PUBLIC SAFETY COMMITTEE

Public Safety Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	October 30, 2023
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Authorizing Agreement for the Transfer of Public Safety Answering Service Between Ozaukee County, the City of Cedarburg

BACKGROUND INFORMATION: The City Cedarburg recently approved an agreement for the transfer of public safety answering service to Ozaukee County Dispatch. This resolution approves the transfer by Ozaukee County.

ANALYSIS: The Agreement approves the transfer of Emergency Medical Dispatch Services effective January 1, 2024.

The transfer of all dispatching services requires the creation of three Dispatcher positions to support the call volume of City of Cedarburg Dispatch. The resolution authorizes the creation of these positions. The 2024 Budget assumes the creation of these. With the approval of the Agreement the county is obligated to provide the dispatch services. The State of Wisconsin's tax levy freeze provides for an exemption for the funding of positions and other costs for the assumption of a service by another municipality per 66.0602(3) of the Wis. Stats. The Board should consider this exemption in the context of the 2024 Budget approval process.

Historically, the county consolidated dispatch services with the City of Port Washington and Village of Saukville, Village of Grafton and City of Mequon. The county approved these consolidations at no cost to the municipalities. This aligns with the long-standing philosophy of the county that it is of benefit to all of our citizens and taxpayers when we are able to provide a service at the county level that achieves an economy of scale and improves the service. The provision of our wide area network for internet and network connectivity that all municipalities rely on throughout the county, the countywide radio system, and the ProPhoenix records management solution are prime examples of this approach.

The resolution approves the consolidation at no cost to the City of Cedarburg.

FISCAL IMPACT: The estimated impact of the creation of three Dispatcher positions to support the call volume of City of Cedarburg Dispatch is \$454,738 of county levy.

RECOMMENDED MOTION: Staff and the Sheriff respectfully request that the County Board approve the resolution approving the Agreement by and Between the City of Cedarburg and Ozaukee County Relating to the City of Cedarburg Dispatch Services and the creation of three Dispatcher positions at no cost to the City of Cedarburg.

The Executive Committee is asked to amend the 2024 Budget to include the \$454,738 of county levy.

ATTACHMENTS:

- Agreement to Transfer City of Cedarburg PSAP to Ozaukee Sheriff_DRAFT (PDF)
- 2023.10.09 Common Council minutes excerpt_Cedarburg Dispatch (PDF)

**AGREEMENT FOR THE TRANSFER OF PUBLIC SAFETY ANSWERING SERVICE
BETWEEN OZAUKEE COUNTY AND THE CITY OF CEDARBURG**

RECITALS

I. Ozaukee County (the “County”) has operated a public safety answering point (“PSAP”) and dispatch center for the Sheriff’s Office and other public safety agencies within Ozaukee County.

II. The City of Cedarburg (the “City”) has operated a PSAP and dispatch center for the City’s fire and police departments.

III. The County will undertake PSAP and dispatch services for fire and emergency medical calls within the City of Cedarburg.

IV. The City and County find that the consolidation to a single PSAP and one dispatch center will provide numerous benefits to all Parties including provision of consistent and high quality emergency services call handling which benefits the residents.

V. The Parties are authorized under Wis. Stat. § 66.0301(2) to contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law and under Wis. Stat. § 256.35(2)(d) to combine to establish a basic or sophisticated system.

In consideration of these Recitals, the mutual agreements, benefits and responsibilities outlined herein, and other good and valuable consideration, receipt or sufficiency of which is hereby acknowledged, the parties agree:

A. Establishment of PSAP. As of the Effective Date of this Agreement, the County shall be the PSAP for all emergency services calls within the City of Cedarburg.

B. Dispatch Services. The County shall provide law enforcement, fire, and emergency medical services dispatch and enhanced 911 services (hereinafter “Dispatch Service”) to the City. The Dispatch Service provided by the County shall be the same or better service as the County provides to all other residents within the County for which it provides Dispatch Service, in all respects, including with regard to customer service, receipt of calls, and prompt response. The Dispatch Service provided by the County shall include but not be limited to the following:

1. Answer incoming calls on telephone lines designated by the City.

2. Receive and record information pertaining to requests for emergency services.
3. Alert the City's Police Department and/or Fire Department, as may be appropriate, and broadcast emergency information promptly.
4. Receive acknowledgment of alert and emergency information.
5. Refer non-emergency calls to a designated non-emergency telephone number.
6. Provide teletype service to City police officers while they are on duty.
7. Provide quality customer service to all callers.
8. Provide the foregoing services twenty-four hours per day, seven days per week, while this Agreement is in effect.

C. Equipment. The County shall provide at its sole cost and expense all Dispatch Services from a location that is owned and maintained by the County, on equipment that is owned and maintained by the County.

D. Personnel. The County shall at its sole cost and expense employ sufficient staff to perform the Dispatch Services required by this Agreement. All such staff shall be the sole responsibility of the County. No employment relationship shall exist between the City and said personnel.

E. City Obligations.

1. City shall, at City's sole cost and expense, provide and maintain non-emergency police department telephone lines.
2. City shall furnish County with any special instructions or other information required to effectively provide the Dispatch Services.
3. City shall return two of the County's radio dispatch consoles to the County.

F. Effective Date and Term. The Effective Date of this Agreement shall be January 1, 2024 and shall run for an indefinite term.

G. Termination. In recognition of the difficulty of adjusting the tax levy to reflect staffing changes necessitated by a termination, termination of this Agreement shall be as follows:

1. For Breach. Either party may terminate this agreement upon the breach of the other provided that the non-breaching party provides a notice of the breach and at least 30 days to cure the breach. If the breach was not the result of an intentionally wrongful act or omission of the breaching party and the breach or failure cannot be cured using commercially reasonable and diligent efforts within such 30-day period but could be cured with additional time, such 30-day cure period shall be extended for the period reasonably necessary to cure if (and for such period as) (i) the breaching party uses commercially reasonable and diligent efforts during such 30-day period; (ii) the breaching party continues to use all commercially reasonable and diligent efforts to cure after such 30-day period; and (iii) such efforts are adequate to ensure a cure. In the event of a termination for breach by the County or the City, the breaching party shall pay, as liquidated damages, the actual and reasonable dispatch personnel costs incurred by the non-breaching party. With respect to a breach by the County, the costs shall be the City's additional dispatch personnel costs until the City's next budget cycle so that the City is able to adjust its tax levy to pay for the same, and with respect to a breach by the City, reimbursement of the County's unemployment payments for personnel laid off due to reduced staffing needs.

2. For convenience. Either party may terminate this Agreement for convenience upon two year's written notice.

H. Levy Limit Adjustments. Notwithstanding the reference to Wis. Stat. § 66.0301 above, it is intended by the Parties that their respective levy limits for 2024 will be adjusted utilizing Lines J and K of Section D on the annual Municipal Levy Limit Worksheet. No adjustment should be made on Line H of the Worksheet without an amendment to this Agreement that redistributes costs between the Parties.

I. Notices. Notices required or deemed advisable under this Agreement shall be made in writing and delivered personally or by registered or certified mail upon the County at:

County Administrator
Ozaukee County
121 W. Main St.
Port Washington, WI 53074

and upon the City to:

City Administrator
City of Cedarburg
11333 N. Cedarburg Road
Cedarburg, WI 53092

J. Third-Party Liability. It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability shall be found against that party. Nothing in this Agreement shall be construed to limit the right of any party to seek contribution against another in the event of liability to a third party. This Agreement is intended to be solely between the Parties hereto and no part shall be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties. Nothing contained within this Agreement is intended to be a waiver or estoppel of any Party or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes sections 893.80, 895.52, and 345.05 or common law, and the Parties or their respective insurers shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability under Wisconsin law.

K. Joint Powers Agreement. Pursuant to Section 256.35(9) of the Wisconsin Statutes, the Parties shall annually enter into a Joint Powers Agreement, which shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the County's emergency dispatch system, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries. This Agreement shall constitute the required Joint Powers Agreement.

L. Dispute Resolution. The Parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation by a single mediator. In any litigation thereafter between the Parties, no costs shall be awarded to the prevailing party unless it shall appear to the court that the other party acted with gross negligence or in bad faith, or with malice, concerning the matter(s) that are the subject of such litigation.

M. Entire Agreement. The entire agreement of the parties is contained herein, except for the standard operating procedures which will be hereafter agreed to by the parties, and this Agreement supersedes all previous agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the Parties relating to the subject matter.

N. Amendments. Any amendments to this Agreement shall be made in writing and be approved by the governing Board or Council of all of the Parties.

O. No Waiver. No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be cumulative and in addition to any other remedies provided by law.

P. Severability. In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

OZAUKEE COUNTY

CITY OF CEDARBURG

County Board Chairman

Mayor

County Clerk

City Clerk

Approved as to Form:

Approved as to Form:

Ozaukee County Corporation Counsel

Cedarburg City Attorney

**SOUTHERN OZAUKEE FIRE AND
EMERGENCY MEDICAL SERVICES DEPARTMENT**

Van A. Mobley, President

Andrew Nerbun, Vice President

COMMON COUNCIL
OCTOBER 9, 2023

CC20231009-4
UNAPPROVED

DISCUSSION AND POSSIBLE ACTION ON THE TRANSFER OF CITY OF CEDARBURG DISPATCH CENTER TO THE OZAUKEE COUNTY SHERIFF'S OFFICE EFFECTIVE JANUARY 1, 2024

Police Chief McNerney presented a plan for the future of the City of Cedarburg Dispatch Center. The City's Dispatch Center is the last remaining municipal dispatch center in Ozaukee County and currently has two employees pending retirement in 2024. The City is also facing a 911 system upgrade that will cost between \$60,000 - \$75,000 along with the yearly maintenance costs of \$35,200. With the impending costs to keep the Dispatch Center operational, and the difficulty of hiring additional qualified Dispatchers, the Police Chief is recommending transferring the entire Dispatch Center to Ozaukee County.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to transfer dispatch services to the Ozaukee County Sheriff's Office effective January 1, 2024. Motion carried with Council Member Simpson voting nay.

DISCUSSION AND POSSIBLE ACTION ON APPROVING ORDINANCE NO. 2023-22 TO REMOVE CLERK DEPARTMENT FEES FROM CURRENT CITY CODE AND ADD THEM TO THE NEW FEE SCHEDULE

A motion was made by Council Member Fitzpatrick, seconded by Council Member Thome, to approve Ordinance No. 2023-22. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON APPROVING ORDINANCE NOS. 2023-13, 2023-19, AND 2023-21 TO REMOVE BUILDING CODE FEES FROM THE CURRENT CITY CODE AND ADD THEM TO THE NEW FEE SCHEDULE

A motion was made by Council Member Curley, seconded by Council Member Thome, to approve the amended version of Ordinance No. 2023-13, Ordinance No. 2023-19, and Ordinance No. 2023-21. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 2023-17 APPROVING THE NEW FEE SCHEDULE

A motion was made by Council Member Thome, seconded by Council Member Mueller, to approve Resolution No. 2023-17. Motion carried without a negative vote.

CONSENT AGENDA:

A motion was made by Council Member Thome, seconded by Council Member Mueller, to approve the following consent agenda items. Motion carried without a negative vote.

- September 25, 2023 Common Council meeting minutes
- New 2023-2024 Operator Licenses for period ending June 30, 2024 for Sarah O. Bloomquist, Susan Brill, Mary K. Creten, Sydney K. Gaskell, MaryLee Katzka, Kevin M. Pelkey, Katharine A. Shortreed

RESOLUTION NO. 23-33

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE
MANUAL - PERSONNEL CHANGES IN THE 2024 ADOPTED BUDGET

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended, effective January 1, 2024, to read:

Current Job Title	Department	Division	FLSA	Grade	Head Count	FTE
Lead I&A Specialist Information and Assistance Specialist Supervisor	Human Services	ADRC/Aging Services	Non-Exempt Exempt	12-13	1	1
Division Assistant	Human Services	Children and Families	Non-Exempt	6 7	1.0	1.0
I & A Specialist	Human Services	ADRC/Aging Services	Non-Exempt	11	4.0 5.0	4.0 4.5
Economic Support Program Specialist/Office Assistant IV	Human Services	Administrative & Fiscal Support	Non-Exempt	8	1.0	1.0
Office Assistant IV	Human Services	Administrative & Fiscal Support	Non-Exempt	8	1.0 2.0	1.0 2.0
Crisis Case Manager	Human Services	Behavioral Health	Non-Exempt	12	3 4	3.0
SW2 Long Term Support CLTS Service & Support Coordinator	Human Services	Children and Families	Non-Exempt	12	4.0	4.0
Long-Term Care Lead Worker	Human Services	Economic Support	Non-Exempt	11	1.0	1.0
Economic Support Specialist	Human Services	Economic Support	Non-Exempt	9	6.0 5.0	6.0 5.0
Human Resources Coordinator	Human Resources		Non-Exempt	10	1 2	1 1.6
Deputy Medical Examiner	Medical Examiner		Non-Exempt	11	1	0.6 0.8
Office Administrator	Land and Water Management		Non-Exempt	8	1	0.6
Sanitation & Zoning Specialist	Land and Water Management		Non-Exempt	12	1 2	1 2
Technical Support Specialist	Land and Water Management		Non-Exempt	10	1	1
Accounts Payable Coordinator	Finance		Non-Exempt	9	1	0.7 1.0
Contact Tracer Coordinator Disease Intervention Specialist	TEMPORARY Public Health		Non-Exempt	8-10	AS FUND ED 1.0	AS FUND ED 1.0
Conservation Biologist	Planning and Parks		Non-Exempt	12	1 2	1 2
Program Assistant II Ecological/Fish Passage	Planning and Parks		Non-Exempt	11	1	1
GSP Case Manager	Human Services	Behavioral	Non-Exempt	12	3	3

Behavioral Health Case Manager		Health				
Deputy Register of Deeds	Register of Deeds		Non-Exempt	9 <u>10</u>	1	1
Registered Nurse	Lasata Senior Living Campus	Lasata Crossings	Non-Exempt	13	1 <u>2</u>	1 <u>1.8</u>
Hospitality Aide	Lasata Senior Living Campus	Nursing	Non-Exempt	4	2 <u>13</u>	2 <u>7</u>
Certified Nurse Aide	Lasata Senior Living Campus	Nursing	Non-Exempt	7	67.0	35.0 <u>37.0</u>
Deputy Clerk III	Clerk of Courts		Non-Exempt	9	5.0 <u>6.0</u>	5.0 <u>6.0</u>
Deputy Clerk II	Clerk of Courts		Non-Exempt	8	3.0 <u>2.0</u>	3.0 <u>2.0</u>
Deputy Clerk I	Clerk of Courts		Non-Exempt	6	1.0	0.5

Department	Wage Differential
Lasata	Certified Nurse Aides acting as a medication aide shall receive differential pay of \$3.00/hour.

SUMMARY: Chapter 3 of the Ozaukee County Policy and Procedure Manual pertaining to positions and pay grades is amended.

VOTE REQUIRED: Majority

Dated at Port Washington, Wisconsin, this 1st day of November 2023.

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	October 30, 2023
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Personnel Changes in the 2024 Adopted Budget

Information and Assistance Specialist Supervisor

The County provided job documentation for a newly created Information and Assistance Specialist Supervisor job classification. The County has added the position to the Aging and Disability Resource Center. The position oversees the activities of the Information and Assistance Specialist (I&A) staff. The position is expected to provide ongoing training and assess the I&A staff performance. The supervisor is also expected to function as an I&A Specialist, serving ADRC customers as needed.

A thorough review of the job documentation was performed and our point-factor job evaluation was applied using a number of factors including Thinking Challenges, Decision-Making, Interactions and Communications, and other job-related factors. Based on the job evaluation, it is our recommendation that the I&A Specialist Supervisor be placed in Pay Grade 13 of the County's salary plan.

Division Assistant

There has been an increase in duties since the JDQ was submitted and requested the position be re-evaluated by our wage study vendor. The position is expected to perform skilled administrative duties and provide program support to the Children and Families Division, with a primary focus on the execution of various regulatory requirements for the Child Protection, Youth Justice, Birth to Three, and CLTS programs. A large percentage of this position's time is spent working on billing.

The job documentation was reviewed and the CDC point-factor job evaluation system was applied. This system reviews a number of factors including Thinking Challenges, Decision-Making, Interactions and Communications, and other job-related factors. Based on this review, it is our recommendation that the Children and Families Division Assistant be placed in Pay Grade 7.

I & A Specialist

Currently, adults 65 years old and older make up nearly 21% of Ozaukee County's population

and adults with disabilities under the age of 65 make up 6%. Based upon these statistics, our I&A team of 4.5 workers is required to provide services for 27% of Ozaukee County's current population. That percentage is likely higher than 27% since the Census Bureau's estimate in this table does not include Ozaukee County residents between the ages of 60-64 years old who also fall within the target population served by our I&A team. The annual number of functional screens completed by I&A staff from 2019 - 2022 increased 133%. Since 2019, the state has expanded the role and responsibilities of I&As and requires additional training, certifications, more quality assurance measures and oversight of case work. Additionally, a 30-day timeline was implemented for completing LTCFS's. As a result, the workload of I&As has increased significantly as well as demand for their services. And with the inevitable growth of the senior population, we can expect the demands for I&A services to increase further and their workload to grow even more. For our I&A team to fully function and meet the current and projected needs of our aging community and maintain compliance with state requirements, our I&A team requires and additional .5 FTE I&A Specialist.

Economic Support Program Specialist/Office Assistant IV

Job title change only.

Crisis Case Manager

A full-time employee requested to move to 20 hours per week, and then the Human Services Department hired an additional 20 hour per week employee. The headcount will increase with this change but the FTE count will not.

SW2 Long Term Support/CLTS Service & Support Coordinator

Job title change only.

Long-Term Care Lead Worker/Economic Support Specialist

Upgrade one Economic Support Specialist position into a Long-Term Care Lead Worker. A Long-Term Care Lead Worker would provide guidance and support to the Long-Term Care Team, by ensuring consistency in process, helping to identify areas of policy in need of specialized shared process, performing quality assurance activities that will prevent errors, and supporting communications that will provide improved customer service to those applying for services.

Human Resources Coordinator

To support roughly 775 employees, our Ozaukee County HR Department currently consists of four regular full-time team members: HR Director, HR Business Partner (HRBP), Benefits Manager, and HR Coordinator. Our department oversees all functions of Human Resources including: recruitment, selection, onboarding, employee development, employee engagement, benefits administration, leave administration, employee wellness, managerial support, employee relations, compliance, compensation administration, team recognition, and more. While we have made strides in streamlining and simplifying our processes, our department still has a lot of transactional pieces to manage in addition to providing exceptional service to all departments. To further support the needs of Ozaukee County and long-term increased efforts around engagement

in the workplace, we are respectfully requesting one additional full-time team member in Human Resources. Departments have requested additional HR service to increase management comprehension of the recruitment/hiring process, ongoing support to set expectations for employees and supervisor, policy training, management training, counseling on policies and procedures, support to identify needs for disciplinary interventions, employee coaching, etc. When the HR Department upgraded its HR Generalist to a HR Business Partner position, the goal was to have this employee work closely on the strategic items listed in goal V. However, the HR Department has so much day-to-day transactional work to be accomplished the employee in this position did not have a significant amount of time to dedicate to strategic actions. An additional part-time HR Coordinator will take the transactional work off the HRBP to allow them to focus on accomplishing Strategic Goal V. Develop our Culture and Employees.

Deputy Medical Examiner

When Ozaukee County transitioned from a coroner system to the medical examiner system, due diligence was given to evaluate the needs of the office as it relates to the community. Death investigation procedures have been expanded to align with national standards, necessitating additional investigative and administrative support. Community health and wellness will benefit from real-time comprehensive, multi-disciplinary death investigation. The expansion of the .60 FTE deputy medical examiner to a .80 FTE will not only promote longevity in the position itself, but is a much-needed step in creating a continuity plan for the Medical Examiner's office.

Office Administrator

The Office Administrator provides technical support to facilitate sanitation and zoning permitting, Private On-site Wastewater Treatment Systems (POWTS) maintenance, Land & Water Conservation Programs and general office support. This requires a body of knowledge of these processes in order to work and meet expectations of public and staff professionals. Provides support for POWTS and Zoning for final documentation for project completion. This Office Administrator would be in charge of clerical, finance record keeping, submitting checks, mail, board meeting items, distribution of materials, handling permits etc. for all aspects of the dept. The department needs someone who can keep the permits organized and communicate professionally with the public when staff are out on inspections.

Sanitation & Zoning Specialist

Staff is recommending to promote the current Technical Support Specialist to a Sanitation & Zoning Specialist position. The employee currently in this role is overqualified for this role, therefore we propose to promote him and back fill his old position with the Office Administrator position that would be in charge of clerical, finance record keeping, submitting checks, mail, board meeting items, distribution of materials, and handling permits for all aspects of the department.

Accounts Payable Coordinator

Our current accounts payable coordinator is planning to retire in January. A restructuring of duties will require the position to be upgraded from 28 hours to 40 hours per week.

Disease Intervention Specialist

Under the direction of the Deputy Director, the Disease Intervention Specialist utilizes scientific health principles, inter-agency collaborations and health education programs to reduce the spread of communicable diseases in our communities based on WI State Statutes. Courses of action include assessment, investigation, surveillance, education and implementation of prevention control measures, as a support to the Community Health team.

Conservation Biologist

This request is to upgrade the Program Assistant II - Ecological / Fish Passage position to a Conservation Biologist - Fisheries position. This staff person is the only experienced personnel with fisheries expertise. This staff person has a Master's Degree from UWM - School of Freshwater Sciences and years of experience with the Department conducting fisheries work. This staff person started at the same time as the current Conservation Biologist, but due to going back to school for his Master's Degree has ended up "penalized" for lack of tenure with the County. This staff person was an intern and started at the same time as the current Conservation Biologist. He went on to get his Master's Degree and then came back as an intern. He moved up to the Program Assistant II position; however, has remained at this position even though his responsibilities match those of the current Conservation Biologist (although in Fisheries instead of Terrestrial). The budgetary impact of moving from a PG 11 to PG 12 is less than \$10,000 and will be funded by secured grants, particularly through the Fish Passage Program (which he has assisted in securing). The solution is to retain this staff's expertise (Master's Degree) and experience and recognize that with this upgrade.

Behavioral Health Case Manager

Title change only.

Deputy Register of Deeds

The County requested our wage study vendor to re-evaluate the position based on this additional information. The position was evaluated and the recommendation follows below.

In reviewing the job documentation, our point-factor job evaluation system was applied using a number of factors including Thinking Challenges, Decision-Making, Interactions and Communications, and other job-related factors. Based on the job evaluation it is our recommendation that the position be placed in Grade 10 of the salary plan.

Registered Nurse

A second RN (32 hours per week) was added to the Lasata Crossings campus in 2023 to provide oversight in the evenings and every other weekend.

Certified Nurse Aide

This update is a change to reflected actual FTE counts on the Lasata campus.

Hospitality Aide

This was a new position type added to Lasata for 2023. Assists in providing a positive physical, social, and psychological environment. Assist the Certified Nurse Aides with making beds,

passing meal trays/snacks to residents, collecting menu choices, answering lights, water pass, engaging residents with conversation, reading and other tasks as assigned by Supervising Nurse.

Deputy Clerk III, II, I

A Deputy Clerk II was upgrade to a DCIII position due to additional fiscal duties added to their position. In addition, a Deputy Clerk I position was eliminated in order to keep the reorganization budget neutral.

RESOLUTION NO. 23-34

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE
MANUAL - 2024 BUDGET WAGE INCREASES

RESOLVED, by the Ozaukee County Board of Supervisors that Chapter 3 of the Ozaukee Policy & Procedure Manual be amended, effective January 1, 2024, to read:

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
23	\$74.03	\$76.09	\$78.15	\$80.20	\$82.26	\$84.32	\$86.37	\$88.43	\$90.49	\$92.54	\$94.60
22	\$68.68	\$70.59	\$72.50	\$74.41	\$76.31	\$78.22	\$80.12	\$82.04	\$83.95	\$85.85	\$87.76
21	\$63.70	\$65.47	\$67.23	\$69.00	\$70.77	\$72.54	\$74.31	\$76.08	\$77.85	\$79.62	\$81.39
20	\$59.07	\$60.71	\$62.35	\$63.99	\$65.63	\$67.27	\$68.92	\$70.56	\$72.19	\$73.84	\$75.48
19	\$54.77	\$56.29	\$57.81	\$59.33	\$60.85	\$62.38	\$63.89	\$65.42	\$66.94	\$68.46	\$69.98
18	\$50.77	\$52.18	\$53.59	\$55.00	\$56.41	\$57.82	\$59.24	\$60.65	\$62.06	\$63.47	\$64.88
17	\$47.05	\$48.36	\$49.67	\$50.97	\$52.28	\$53.59	\$54.90	\$56.21	\$57.52	\$58.82	\$60.12
16	\$43.57	\$44.78	\$45.99	\$47.20	\$48.41	\$49.63	\$50.83	\$52.05	\$53.25	\$54.47	\$55.67
15	\$40.32	\$41.45	\$42.57	\$43.68	\$44.81	\$45.93	\$47.05	\$48.16	\$49.29	\$50.41	\$51.53
14	\$37.32	\$38.35	\$39.39	\$40.42	\$41.46	\$42.50	\$43.53	\$44.57	\$45.61	\$46.64	\$47.68
13	\$34.53	\$35.48	\$36.44	\$37.40	\$38.36	\$39.32	\$40.27	\$41.23	\$42.19	\$43.16	\$44.11
12	\$31.91	\$32.80	\$33.68	\$34.57	\$35.45	\$36.34	\$37.22	\$38.11	\$39.00	\$39.88	\$40.77
11	\$29.48	\$30.30	\$31.12	\$31.94	\$32.75	\$33.58	\$34.39	\$35.22	\$36.03	\$36.85	\$37.67
10	\$27.22	\$27.99	\$28.74	\$29.50	\$30.25	\$31.00	\$31.77	\$32.52	\$33.28	\$34.03	\$34.79
9	\$25.15	\$25.85	\$26.54	\$27.24	\$27.94	\$28.64	\$29.34	\$30.03	\$30.74	\$31.44	\$32.14
8	\$23.23	\$23.88	\$24.52	\$25.16	\$25.81	\$26.46	\$27.10	\$27.75	\$28.40	\$29.04	\$29.68
7	\$21.42	\$22.02	\$22.61	\$23.21	\$23.80	\$24.40	\$25.00	\$25.59	\$26.18	\$26.78	\$27.38
6	\$19.75	\$20.29	\$20.85	\$21.39	\$21.94	\$22.48	\$23.04	\$23.59	\$24.13	\$24.68	\$25.24
5	\$18.18	\$18.68	\$19.19	\$19.69	\$20.20	\$20.70	\$21.21	\$21.71	\$22.22	\$22.72	\$23.23
4	\$16.74	\$17.20	\$17.66	\$18.13	\$18.59	\$19.06	\$19.52	\$19.98	\$20.46	\$20.92	\$21.38
3	\$15.39	\$15.82	\$16.24	\$16.68	\$17.10	\$17.53	\$17.95	\$18.39	\$18.81	\$19.24	\$19.66
2	\$14.13	\$14.52	\$14.91	\$15.31	\$15.70	\$16.09	\$16.48	\$16.87	\$17.26	\$17.66	\$18.06

Dated at Port Washington, Wisconsin, this 1st day of November 2023.

SUMMARY: Chapter 3 of the Ozaukee County Policy & Procedure Manual as it relates to county wage scales is amended.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	October 30, 2023
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - 2024 Budget Wage Increases

BACKGROUND INFORMATION: The 2024 Budget assumes a 3.0% wage increase effective January 1, 2024, for all non-represented employees.

ANALYSIS: Eligibility for the wage increase will require each non-represented employee or employee class to meet the performance measures based on the requirements of the position established during the 2023 review of performance.

FUNDING SOURCE: Tax levy and other non-levy revenues

RECOMMENDATION MOTION: Move to approve the 2024 Budget Wage Increase Resolution.

RESOLUTION NO. 23-32

2024 BUDGET

RESOLVED, by the Ozaukee County Board of Supervisors, that the following Budget for 2024 be approved and adopted:

The amounts listed in this resolution are the totals of line-items reflected in the 2024 Proposed Budget document as amended by the Executive Committee, which is hereby adopted by reference.

Dated at Port Washington, Wisconsin, this 1st day of November 2023.

SUMMARY: 2024 Budget

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE: October 30, 2023
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary 2024 Budget

BACKGROUND INFORMATION: This resolution approves the 2024 Ozaukee County Budget as recommended by the Executive Committee.

ANALYSIS: Please see the 2024 County Administrator's Executive Committee Budget Memo for details. The full 2024 Ozaukee County Budget can be found at the following link:

<https://www.co.ozaukee.wi.us/DocumentCenter/View/24653/FY2024-Recommended-Budget>

FISCAL IMPACT: The 2024 Ozaukee County Budget totals \$98.7 Million. Revenues of \$76.0 Million offset the expenses resulting in a 2024 Property Tax Levy of \$22.2 Million. Overall expenses increased 4.75 percent over 2023 and revenues increased 5.6 percent. The 2024 Ozaukee County Budget recommendation increases the county property tax levy 3.0 percent from 2023. The dollar increase totals \$669,455.

The table below compares the 2023 tax levy to the 2024 tax levy as recommended by the Executive Committee.

2024 RECOMMENDED BUDGET

	2023	2024	+/- \$	+/- %
TOTAL TAX LEVY	\$22,280,401	\$22,949,856	\$669,455	3.00%
COUNTY TAX LEVY	\$21,566,432	\$22,229,126	\$662,694	3.07%
LIBRARY LEVY	\$713,969	\$720,730	\$6,761	0.95%
TOTAL TAX RATE	\$1.6448	\$1.51749	-\$0.1273	-7.74%
COUNTY TAX RATE	\$1.3962	\$1.29845	-\$0.0977	-7.00%
LIBRARY TAX RATE	\$0.2486	\$0.21904	-\$0.0296	-11.90%

RECOMMENDED MOTION: The Executive Committee respectfully requests that the County Board approved the 2024 Ozaukee County Budget as presented.

ATTACHMENTS:

- 2024 County Administrator's Executive Committee Budget Memo (PDF)
- 2024 County Administrator's Budget Memo (PDF)



2024 Budget Message

DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

October 11, 2023

Dear County Board Members:

It is my privilege to present the 2024 Executive Committee's Budget for your consideration.

The Executive Committee made \$112,549 of increases in the tax levy from the County Administrator's 2024 Budget. These \$112,549 of additional funds will be supported by tax levy available from 2024 net new construction, the total net new construction levy available in 2024 totals \$328,584. That net new construction amount of \$328,584 was originally included as a tax levy increase in the County Administrator's 2024 Budget recommendation, but the recommendation was amended to increase sales tax revenues of \$328,584 to offset the originally contemplated levy increase. The 2024 sales tax estimates were provided by the Wisconsin Counties Association after the publication of the County Administrator's 2024 Recommended Budget.

The net impact of the \$112,549 tax levy increase recommended by the Executive Committee changed the 2024 tax levy by 0.52% and increased the proposed tax rate by less than one cent or \$0.007.

The tables below compare the County Administrator's Recommended Budget and the Executive Committee's Recommended Budget.

COUNTY ADMINISTRATOR'S RECOMMENDED BUDGET

	2023	2024	+/- \$	+/- %
TOTAL TAX LEVY	\$22,280,401	\$22,382,569	\$102,168	0.46%
COUNTY TAX LEVY	\$21,566,432	\$21,661,839	\$95,407	0.44%
LIBRARY LEVY	\$713,969	\$720,730	\$6,761	0.95%
TOTAL TAX RATE	\$1.6448	\$1.48435	-\$0.1604	-9.75%
COUNTY TAX RATE	\$1.3962	\$1.26531	-\$0.1309	-9.37%
LIBRARY TAX RATE	\$0.2486	\$0.21904	-\$0.0296	-11.90%

EXECUTIVE COMMITTEE'S RECOMMENDED BUDGET

	2023	2024	+/- \$	+/- %
TOTAL TAX LEVY	\$22,280,401	\$22,495,118	\$214,717	0.96%
COUNTY TAX LEVY	\$21,566,432	\$21,774,388	\$207,956	0.96%
LIBRARY LEVY	\$713,969	\$720,730	\$6,761	0.95%
TOTAL TAX RATE	\$1.6448	\$1.49092	-\$0.1539	-9.36%
COUNTY TAX RATE	\$1.3962	\$1.27189	-\$0.1243	-8.90%
LIBRARY TAX RATE	\$0.2486	\$0.21904	-\$0.0296	-11.90%

EXECUTIVE COMMITTEE AMENDMENTS

The Executive Committee's Recommended 2024 Budget included the following amendments, the first four increased the county tax levy and will be funded by net new construction:

1. Land and Water Office Administrator - \$40,000

The Executive Committee approved the creation of a part-time Office Administrator position for the Land and Water Department. Following a retirement in the office in 2020 a hybrid technical and administrative position was created from a clerical position. This amendment will eliminate the administrative responsibilities of the Sanitation and Zoning Position and move them to the Office Administrator position.

2. Land and Water Sanitation and Zoning Position Upgrade - \$7,406

The Executive Committee approved the creation of a part-time Office Administrator position for the Land and Water Department. Following a retirement in the office in 2020 a hybrid technical and administrative position was created from a clerical position. This amendment will eliminate the administrative responsibilities of the Sanitation and Zoning Position and move them to the Office Administrator position.

3. Medical Examiner Hourly Increase - \$25,143

This amendment will increase the current Deputy Medical Examiner position from 0.6 FTE to 0.8 FTE. The Medical Examiner requested this increase in hours to continue the work to expand death investigation procedures to align with national standards, necessitating additional investigative and administrative support.

4. Human Resources Coordinator Position \$40,000

This amendment will create a part-time position in the Human Resources Department. To support roughly 775 employees, our Human Resources Department currently consists of three regular full-time team members: HR Director, HR Business Partner (HRBP),

and Benefits Manager. The department oversees all functions of Human Resources including: recruitment, selection, onboarding, employee development, employee engagement, benefits administration, leave administration, employee wellness, managerial support, employee relations, compliance, compensation administration, team recognition, and more. This position will further support the needs of Ozaukee County and long-term increased efforts around engagement in the workplace.

5. Human Services Upgrade Child and Family Position - \$6,947
6. Human Services Upgrade ADRC Position - \$6,918

These amendments will upgrade two positions in the Human Services Department for increased duties and certifications. Both upgrades are fully revenue supported and do not impact the 2024 tax levy.

7. Human Services ADRC Part-time New Position - \$49,301

This amendment will create a part-time Information and Assistance position in the ADRC. Based on current caseloads the part-time position is required to provide services to the county's adult disabled population. This position is fully revenue supported and do not impact the 2024 tax levy.

8. Parks Position Upgrade - \$9,087

This amendment will upgrade the Program Assistant II - Ecological / Fish Passage position to a Conservation Biologist – Fisheries to reflect the current duties of the role. This position is fully revenue supported and do not impact the 2024 tax levy.

9. Department Revenues - (\$72,253)

This amendment assumed the revenues to offset the expenditure increases for the positions in Human Services and Planning and Parks.

10. GTA Transportation Aid Revenue (no impact to expenditures) - \$75,241
Appropriated Highway Fund Reserves (no impact to expenditures) - (\$75,241)

The 2024 General Transportation Aid Estimate from the Wisconsin Department of Transportation was finalized in early October and increased the amount of transportation aid available to the county. The increase totaled \$75,241. The 2024 budget as recommended by the County Administrator assumed that \$620,000 of 2024 Highway Projects would be funded with a portion of the \$1.6M of Highway fund balance. This amendment reduced the \$620,000 by the amount of the increase of revenues. In addition, the City of Port Washington has submitted an offer to purchase the excess right-of-way at 33 and LL for \$275,000. If this purchase is approved it will further increase the fund balance available.

The Executive Committee amendments increased the tax levy \$112,549 for the positions in Land and Water, Human Resources, and the Medical Examiner's Office.

ADDITIONAL EXPANSION REQUESTS

The list below details the expansion requests that were not included in the 2024 Budget by the Executive Committee:

1. Corporation Counsel: Child Support Administrator - \$33,602 (Desired)
2. Corporation Counsel: Child Support Legal Assistant - \$17,778 (Desired)

These two expansion requests were intended to address workload in the Corporation Counsel's Office. The Corporation Counsel requested that the requests be reconsidered in the 2025 Budget after some additional analysis of workload and duties.

3. Human Resources: Tuition Reimbursement Program - \$40,000 (Desired)

This request will be reviewed by the Finance Committee and accompanied by a transfer of funds from county reserves to implement a pilot program to assess the demand for tuition reimbursement. The committee did not desire to increase the tax levy for this request.

4. Human Services: Increased funding for State Facilities - \$75,000 (Urgent)
5. Human Services: Increased funding for Non-Resident Client - \$125,000 (Urgent)

The committee did not fund these requests from net new construction opting to allow these expenses to be funded with Human Services Fund Balance.

6. Sheriff's Office: Rescue Boat Repaint - \$100,000 (Required)

This request will be presented to the Public Safety Committee in November and accompanied by a transfer from the county project fund, which will allow the boat to be painted during the winter. The committee did not desire to increase the tax levy for this request.

7. Sheriff's Office: Behavioral Health Deputy - \$119,645 (Desired)

This request will be considered for funding with opiate settlement funds. It will require some additional analysis by the Sheriff's and Human Services Department to determine duties and responsibilities to ensure that the use of opiate funds for this role will be appropriate under the terms of settlement.

8. Sheriff's Office: Deputy Sheriff 3rd Shift - \$215,924 (Desired)
9. Sheriff's Office: Court Officer - \$119,645 (Desired)
10. Sheriff's Office: Change Jailors to Protect WRS Status - \$141,471 (Desired)
- 11.

The committee did not fund these requests. The Sheriff's Department will receive a \$989,000 increase in tax levy in the 2024 Budget. Moreover, the expenditure analysis that will be required to meet the maintenance of effort requirements of Act 12 have yet to be finalized by the rule making process by the State Department of Revenue. If the

county includes significant operational expenditures that will be subject to the maintenance of effort, the ability to fund these expenditures in future years is a budgetary risk.

12. UW- Extension: Marketing Specialist - \$9,049 (Desired)

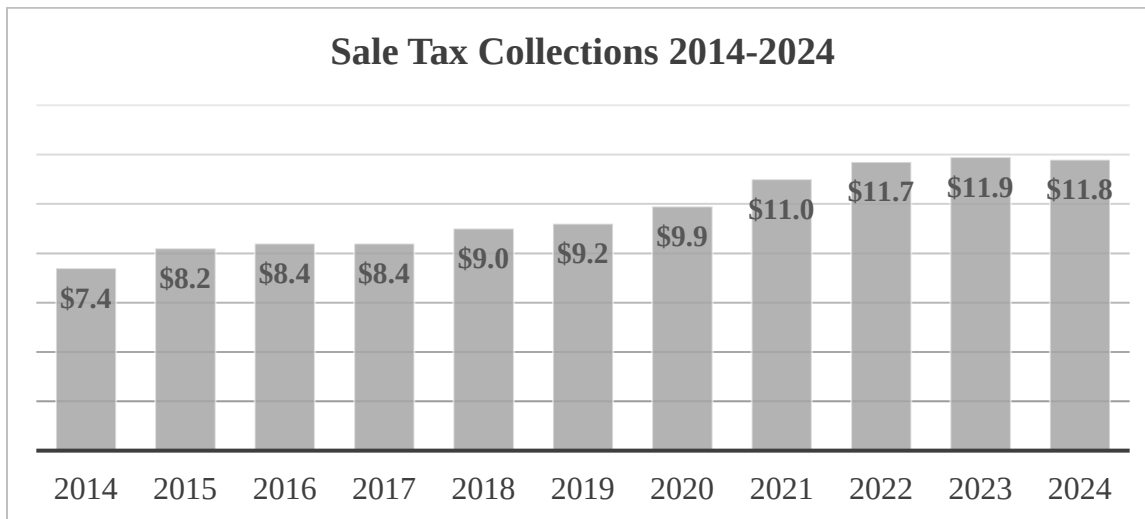
The committee did not fund this request.

FISCAL PLANNING 2025 BUDGET

New revenues from the State of Wisconsin in Act 12 total more than \$1 million in 2024. This legislation is welcomed and has allowed the county to maintain service levels in 2024. The likelihood that the county will receive an additional \$1 million of revenue in 2025 and future budgets is low. For this reason, the County Administrator and the Executive Committee made conservative estimates on sales tax revenues and only relied on a portion of the net new construction available. This approach will set aside additional funds for 2025 and future budgets.

Sales Tax Estimates 2024

The 2024 budgeted sales tax revenues total \$11,760,704. The Wisconsin Counties Association (WCA) estimate for 2024 is forecasted at \$12,082,013. The 2024 budgeted sales tax recommendation assumes approximately 50% of the WCA estimate. This recommendation is both a hedge against an economic downturn in 2024 and provides the county funds for future budgets if sales tax collections continue to outperform estimates. The chart below shows historic collections from 2014-2022 and estimated revenues for 2023 and 2024.



Net New Construction 2024

The Executive Committee's 2024 Budget Recommendation assumes the use of \$112,549 of the \$366,435 of 2024 net new construction, reserving \$253,886 for future years. This coupled with the \$264,222 reserved from 2020 and an estimated \$250,000 assumption for 2025 will make

approximately \$768,000 available for increased expenses. This is nearly equivalent to the \$787,727 of Act 12 revenues in 2024.

The conservative sales tax revenues and use of net new construction will provide more than \$1 million of 2025 revenues.

CITY OF CEDARBURG DISPATCH

On October 9, 2023, the City of Cedarburg approved the transfer of their dispatching services to the Sheriff's Department. This transfer will increase the county levy by the following amounts. The personnel costs will total \$323,791 and the county will incur \$130,947 of equipment and software costs. The total impact to the levy will be \$454,738. This amount is exempt from the net new construction calculations. The total 2024 county tax levy will total \$662,694, an increase of 3.07%. The tax rate will increase to \$1.30.

2024 RECOMMENDED BUDGET - CEDARBURG DISPATCH

	2023	2024	+/- \$	+/- %
TOTAL TAX LEVY	\$22,280,401	\$22,949,856	\$669,455	3.00%
COUNTY TAX LEVY	\$21,566,432	\$22,229,126	\$662,694	3.07%
LIBRARY LEVY	\$713,969	\$720,730	\$6,761	0.95%
TOTAL TAX RATE	\$1.6448	\$1.51749	-\$0.1273	-7.74%
COUNTY TAX RATE	\$1.3962	\$1.29845	-\$0.0977	-7.00%
LIBRARY TAX RATE	\$0.2486	\$0.21904	-\$0.0296	-11.90%



2024 Budget Message

DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

September 17, 2023

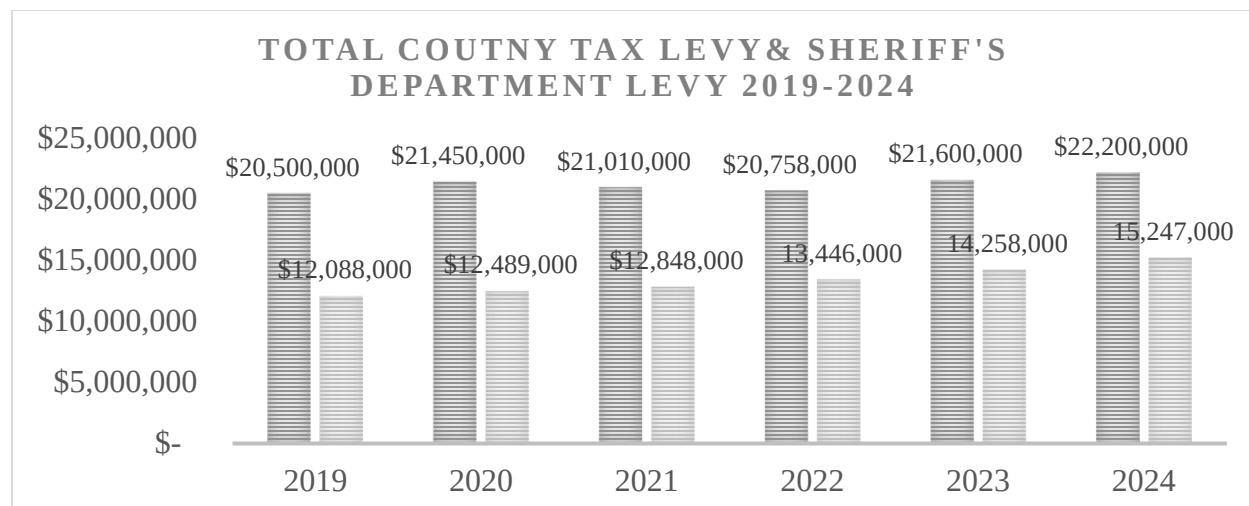
Dear Executive Committee Members:

It is my privilege to present the 2024 County Administrator's Budget for your consideration.

As always, I like to use major themes to tell the budget story. In 2024 the budget story is told in three parts; new revenues, a successful five-year blueprint and a stable future.

WISCONSIN ACT 12 – NEW REVENUES

The State of Wisconsin Act 12 Legislation, which altered the municipal shared revenue formula has a significant impact on the 2024 Budget. The legislation made \$68 million of additional revenue available to Wisconsin Counties and increased the Ozaukee County shared revenue by \$787,727. These shared revenue payments will be sustained in future state budgets and indexed to the percentage change in the state sales and use tax in the prior fiscal year. The new revenue must be expended on certain county services; law enforcement, fire protection, emergency medical services, dispatch, public works, circuit courts and/or transportation. These revenues will address a significant challenge in Ozaukee County, the cost of maintaining current service levels in the County Sheriff's Office. Public safety is a priority service to all Ozaukee County citizens. The tax levy support of the County Sheriff's Office is a considerable portion of the county budget.



As the chart above demonstrates, the total county tax levy has increased approximately \$1.7 million, or eight percent. The county tax levy increase includes the additional \$600,000 of levy for the assumption of dispatching services for the Village of Grafton and the City of Mequon. The levy that is allocated to support the County Sheriff's Office has increased more than \$3.1 million, or twenty-six percent. The additional state shared revenue of \$785,727 will fund only eighty percent of the levy increase required to maintain status quo operations in the County Sheriff's Office in 2024.

A SUCCESSFUL FIVE-YEAR BLUEPRINT

The 2018 Budget recommendation requested a 3.42% tax levy increase to fund operations with net new construction of \$330,000 and a debt levy increase of \$353,000 to fund debt payments on the upgrade to the countywide radio system. This was a considerable increase of property taxes in Ozaukee County, especially when compared to the austere history of the previous ten years, however, it allowed the county to reallocate tax levy set aside for the payment of debt into the County Project Fund. Estimates at the time of the recommendation envisioned that the County Project fund would make nearly \$3 million available for the completion of long deferred county capital projects.

The table below is an excerpt from the 2018 analysis.

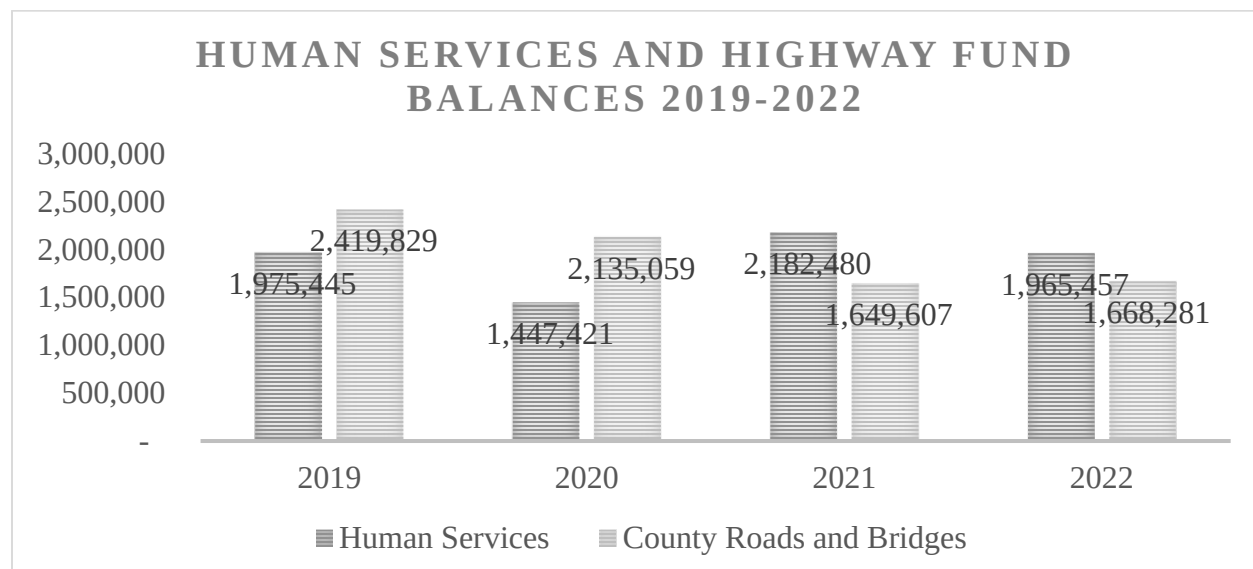
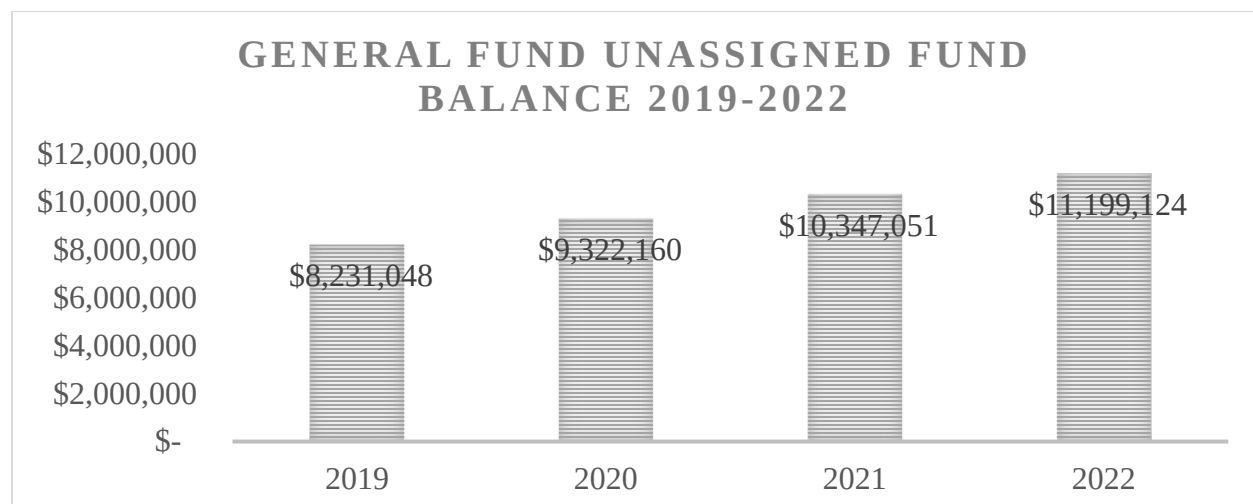
	2018	2019	2020	2021	2022	2023
Tax Levy	\$19,980,567	\$20,310,567	\$20,560,567	\$20,810,567	\$21,060,567	\$21,310,567
New Construction	330,000	250,000	250,000	250,000	250,000	250,000
Radio Project Payments	353,127	778,122	776,862	777,897	773,527	773,841
Total Levy	\$20,663,694	\$21,338,689	\$21,587,429	\$21,838,464	\$22,084,094	\$22,334,408
% Change in County Levy	3.42%	3.27%	1.17%	1.16%	1.12%	1.13%
	2018	2019	2020	2021	2022	2023
Funds Available for Capital	-	440,500	438,600	438,600	819,225	819,225
Funds Available for Capital	-	440,500	879,100	1,317,700	2,136,925	2,956,150

Two items to highlight from the 2018 plan. The analysis assumed an 11.27% tax levy increase from 2018-2023. The actual increase has been 5.36%. The plan also predicted that the county would have nearly \$3 million of capital funds available. Since its inception, the Project fund has funded nearly \$2,700,000 of projects including, technology upgrades to the County Board Room, the Boiler Replacement Study, Security Enhancements at the Administration Center, a Countywide Telephony Upgrade, Courtroom Technology Updates, Dispatch Center Technology Updates, Exterior Lighting at the Justice Center, Remodeling of the Jury Room, Uninterrupted

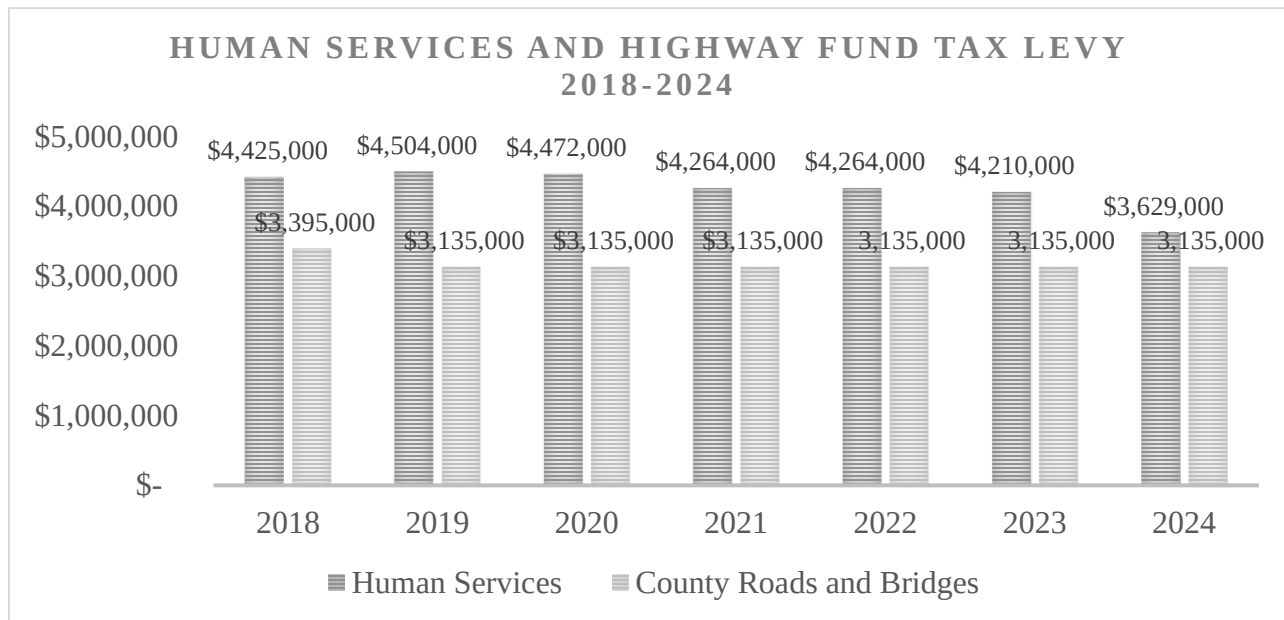
Power Supply Upgrades, an Employee Workout Facility, a Tractor for Clean Farm Families, Replacing the Lion's Den Boardwalk and Parking Lot, Roof Replacements at the Parks Caretaker's Homes, Upgrades to the County Network, a New ADRC Meal Delivery Van and Salad Bar Kiosks, 911 Upgrades, the Countywide Wage Study and other pieces of equipment.

A FISCALLY STABLE FUTURE

Ozaukee County is enjoying a significant period of fiscal stability and increasing financial strength. The County's General Fund has a 2022 unassigned fund balance of more than \$11 million dollars, in excess of the minimum fund balance percentage of 20% of the cost of operations by \$4.3 million. The County's Business Type Operations continued to fare well increasing their net position by more than \$750,000, the Lasata Campus ended the year in a positive position and the county golf courses increased their position by nearly \$300,000. Only the Highway Department experienced a loss of approximately \$500,000, but this loss is offset by a fund balance of nearly \$2 million dollars on County Roads and Bridges portion of Highway Operations.



This fiscal stability allows for conservative revenue and expenditure assumptions in the 2024 Budget recommendation that do not increase the tax levy to fund increases in operational cost, but rather hold the tax levy stable year over year allowing the fund balances to underpin budgetary estimates. This is most evident in the tax levy history for two of the county's major funds Human Services and Highway's County Road and Bridges Fund where the tax levies have held stable since 2018. The Human Services levy assumption for 2024 does decrease due to a shift of funding for the Adult Protective Services tax levy from Human Services to the Aging Disability Resource Center.



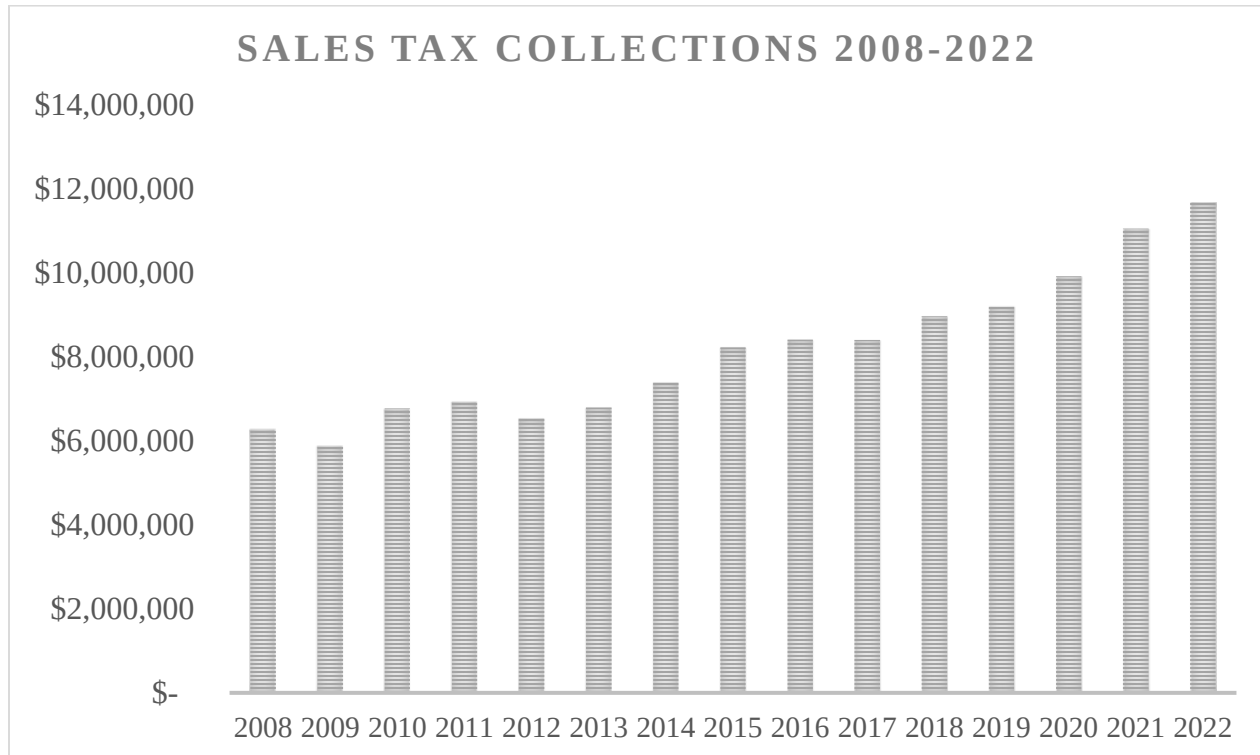
One aspect of fiscal stability is the county's ability to withstand economic instability in the national economy. Overall, most revenue sources that fund county operations are relatively stable. Historically, revenue sources from the State of Wisconsin remain unchanged even during the Great Recession of 2008. Examining the state aid in the Human Services and Highway Departments compared to available fund balances provides some evaluation of the county's ability to withstand revenue reductions in these major functions.

Compare Human Service & Highway Fund Balance to State Aid

Type	Total Aid	10% Reduction	Fund Balance	# Years at 10% Reduction
Human Services State Aid	\$6,800,000	\$680,000	\$1,965,000	2.88
Highway Transportation Aid	\$1,573,000	\$157,300	\$1,688,000	10.73

The fund balances in each of these major functions can withstand multiple years of reductions of 10 percent or more.

Sales tax collections are certainly susceptible to downturns in the economy. The county has experienced two reductions in sales tax collections in 2009 and 2012 of about six percent of collections. The county's undesignated fund balance of \$11,199,000 could withstand fifteen consecutive years of reductions of six percent.



Sales Tax Collections 2008-2022

2008	2009	2010	2011	2012
\$6,281,891	\$5,883,390	\$6,767,698	\$6,939,281	\$6,543,022
2013	2014	2015	2016	2017
\$6,796,393	\$7,393,658	\$8,227,604	\$8,406,950	\$8,401,337
2018	2019	2020	2021	2022
\$8,962,541	\$9,201,339	\$9,920,264	\$11,054,564	\$11,677,104

2024 Budget Summary

The 2024 County Administrator's Budget totals \$98.6 Million. Revenues of \$76.0 Million offset the expenses resulting in a 2024 Property Tax Levy of \$22.6 Million. Overall expenses increased 4.7 percent over 2023 and revenues increased 5.6 percent. The 2024 County Administrator's Budget recommendation increases the county property tax levy 1.8 percent from 2023. The dollar increase totals \$381,516.

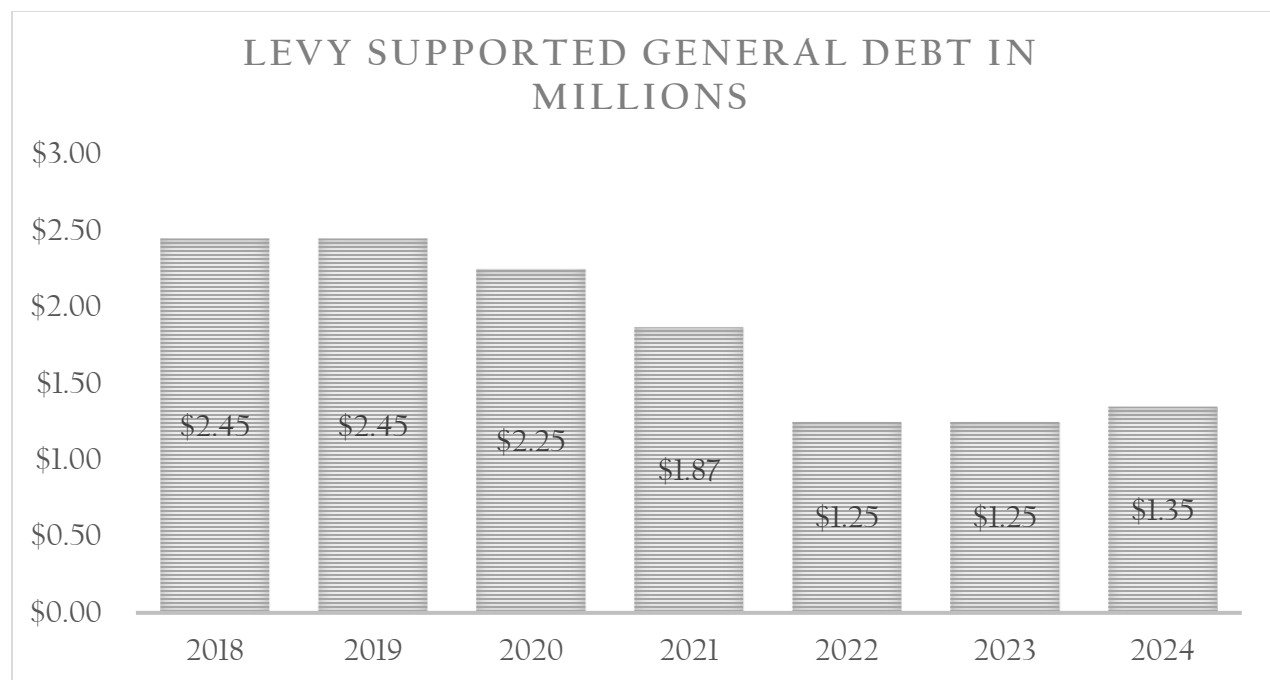
The table below compares the 2023 property tax levy to 2024.

	2023	2024	\$Incr/(Decr)	%Incr/(Decr)
Total Tax Levy	\$22,280,401	\$22,669,759	\$389,358	1.75%
County Tax Levy	\$21,566,293	\$21,947,809	\$381,516	1.77%
Fed. Library Levy	\$713,696	\$721,950	\$8,254	1.16%
Total Tax Rate	\$1.64	\$1.54	-\$0.10	-6.10%
County Tax Rate	\$1.39	\$1.32	-\$0.07	-5.04%
Fed. Library Rate	\$0.25	\$0.22	-\$0.03	-12.00%

Wages and Benefits: The 2024 County Administrator's Budget assumes a three percent cost of living increase for county employees and a five percent increase in insurance premiums. The 2024 health insurance renewal is 5 percent.

Net New Construction: The allowable increase of tax levy for 2024 is \$323,000. The 2024 County Administrator's Budget recommends increasing the levy for a portion of these funds to support operations.

General Obligation Debt: Total property tax supported debt payments in the 2023 County Administrator's Budget are \$1.35 Million a \$95,546 increase from 2023 for increased interest costs.



EXPANSION REQUESTS

In 2020, under the guidance of the Budget Manager, staff worked to provide the committee with a Current Service Level Budget. The purpose of the approach is to determine what the costs of

doing business at a status quo level year over year and to separate these costs from those budget proposals that expand, or in some cases contract the services provided by the County. Items that changed the current service level were considered separately as Expansion Requests. Expansion Requests enhance, improve or add service, increase or upgrade personnel levels and impact departmental mission, programs and service levels.

The 2024 Expansion Requests are summarized below:

Department	Item/ Request	Expense	Revenues	Tax Levy	Notes	Status
UW-Extension	Marketing Specialist	\$9,049	-	\$9,049	Funding for Marketing Services	Desired
Medical Examiner	Deputy Medical Examiner	\$66,168	-	\$25,143	0.60 FTE to 0.80 FTE	Desired
Land & Water	Sanitation & Zoning Tech	\$7,406	-	\$7,406	Retain employee/train for future opening	Urgent
Land & Water	Office Administrator	\$84,000	-	\$84,000	Position Filler for S&Z Expansion	Urgent
Planning & Parks	Upgrade for Program Assistant II to Conservation Biologist	\$9,087	\$9,087	-	Recognize employee qualifications (grant funded)	Required
Sheriff's Office	Rescue Boat Repaint	\$100,000	-	\$100,000	Paint job at end of life	Required
Sheriff's Office	Dispatch Staff Increase	\$323,791	-	\$323,791	increase dispatchers when Cedarburg dispatch consolidates	Required
Sheriff's Office	Behavioral Health Deputy	\$119,645	-	\$119,645	Provide higher level of care in mental health crisis	Desired
Sheriff's Office	Deputy Sheriff 3rd Shift	\$215,924	-	\$215,924	Increased number of calls during 3rd shift	Desired

Attachment: 2024 County Administrator's Budget Memo (RES.23-32 : 2024 Budget)

Sheriff's Office	Court Officer	\$119,645	-	\$119,645	Vastly growing workload	Desired
Sheriff's Office	Change Jailors to Protect WRS Status	\$141,471	-	\$141,471	increase employee retention/ protect jailors	Desired
Human Services	upgrade to C&F division assistant	\$6,947	\$6,947	-	Increased duties/ higher paygrade after job review	Required
Human Services	upgrade ADRC position	\$6,918	\$6,918	-	Change in duties/ growing workload	Desired
Human Services	part time ADRC position	\$49,301	\$49,301	-	part time to assist increasing workload	Urgent
Corp. Counsel	Child Support Administrator	\$101,823	\$68,221	\$33,602	oversee child support agency's day to day operations	Desired
Corp. counsel	Child Support Legal Assistant	\$53,874	\$36,096	\$17,778	aid in case preparation for court process	Desired
Human Resources	Human Resources Coordinator	\$81,503	-	\$81,503	Aid workload/focus on day-to-day operations	Desired
Human Resources	Tuition Reimbursement Program	\$40,000	-	\$40,000	increase retention/ better prepare employees for workplace duties	Desired

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	October 30, 2023
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary 2024 Budget Amendment - Cedarburg Dispatch Transfer to Sheriff's Department

BACKGROUND INFORMATION: This action will amend the 2024 Budget to include the \$454,738 of county tax levy to support the transfer of the City of Cedarburg Public Safety Dispatch to the Sheriff's Department Dispatch Center.

ANALYSIS: The \$454,738 will increase the tax levy 2.11%.

FUNDING SOURCE:

County Levy: \$454,738

Non-County Levy: \$0

Indicate source: N/A

RECOMMENDED MOTION: Staff respectfully requests that the Executive Committee approve the amendment to the 2024 Budget of \$454,738 to support the transfer of the City of Cedarburg Public Safety Dispatch to the Sheriff's Department Dispatch Center.

EXECUTIVE COMMITTEE

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	October 30, 2023
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary 2024 Budget Amendment - Human Services Adult Protective Services

BACKGROUND INFORMATION: Ozaukee County Human Services received petitions for Guardianship for a non-resident of the United States in May 2020. The individual had been hospitalized after suffering a stroke which left them paralyzed on one side. Prior to his medical event, the individual had been employed and living in Grafton. As the Guardian worked to secure benefits and care, it was determined that the individual is not a legal citizen.

ANALYSIS: The individual is currently in an Adult Family Home. The Human Services Department and the Guardian were working with Family Care in searching for a skilled nursing facility placement; the search continues. It is anticipated that with a change in placement, the Human Services Department anticipates costs for placement and medication, and likely for primary care, therapies and psychiatry and may increase if the individual is placed in a skilled care setting.

With the timing of the medical event, the individual was able to access Medicaid and Family Care under emergency orders during Covid. Benefits ended 8/31/2023 with the end of the emergency orders and the inability to prove US citizenship. Citizenship has been applied for. Though options are limited, the Department and Guardian continue to search for means to access benefits, however, the costs are solely borne by the county.

Currently, the costs of care are \$125,000 annually, plus nearly \$8,000 annually for medications.

This amendment is asking the committee to amend the 2024 Budget to include the cost, or a portion of the costs associated with the individual's care into the budget. The Committee could increase the 2024 tax levy up to \$133,000. More than \$250,000 of net new construction funds are available in 2024. Alternatively, the Committee could increase sales tax revenues by \$133,000, which would not increase the tax levy. The 2024 Budget assumes \$11,700,000 of sales tax revenues. The 2024 sales tax revenue estimates from the Wisconsin Counties Association is \$12,100,000. The current sales tax revenue assumption is conservative, however, the estimate guards against an economic downturn in 2024 and is part of a larger budgetary strategy for 2025 and beyond.

FISCAL IMPACT: The amendment, if funded through 2024 tax levy would increase the levy by 0.6%. If additional funds are not approved in the 2024 Budget the any additional costs, outside of the \$14.3 million of budgeted expenditures would be funded by Human Services fund balance. The 2022 end of year fund balance was \$1.96 million. 2023 Revenues and expenditures are currently within budgetary estimates. At 0.93% of 2024 expenditures the risk is not significant, however, the Committee did not include funds for a 10% percent increase in State of Wisconsin

rates for their facilities. This situation has the potential to become a long-term cost if the individual is not able to attain citizenship.

FUNDING SOURCE: County tax levy or sales tax revenues.

EXECUTIVE COMMITTEE

RESOLUTION NO. 23-35

2024 COUNTY TAX LEVY AND RATE

RESOLVED, by the County Board of Supervisors of Ozaukee County, Wisconsin, that the following sums of money be raised for the ensuing year, 2024 taxes:

STATE TAXES (FORESTATION TAX).....	\$0.00	\$0.00
COUNTY TAXES:		
State Charitable Penal Charges	1,855.83	
Federated Library System	720,730.00	
All Other County Taxes	22,227,270.17	22,949,856.00
	<u>\$22,949,856.00</u>	<u>\$22,949,856.00</u>

FURTHER RESOLVED, that the following be the rate per \$1,000.00 of equalized valuation on the various taxes:

State Tax	\$ 0.0000
Federated Library System	0.2190
All Other County Taxes	<u>1.2985</u>
TOTAL	<u>\$ 1.5175</u>

FURTHER RESOLVED, that the sum of \$720,730, the amount approved for the budget of the County Library System, be and hereby is levied against all taxable property in the townships, excluding the Town of Grafton, excluding the Villages of Bayside, Grafton, Saukville and Thiensville, and excluding the Cities of Cedarburg, Mequon and Port Washington.

FURTHER RESOLVED, that the County Clerk and the County Board Chairperson shall, pursuant to Section 70.63, of the Wisconsin Statutes, determine and apportion within ten (10) days of this date, the tax levy set forth for the respective municipalities, according and in proportion to the valuations for the towns, villages, and cities as submitted by the Wisconsin Department of Revenue.

Dated at Port Washington, Wisconsin this 1st day of November 2023.

SUMMARY: 2024 Ozaukee County Property Taxes and Rates.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	October 30, 2023
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Chad Balke

Agenda Summary 2024 County Tax Levy and Rate

BACKGROUND INFORMATION: This resolution sets the levy and rate for the taxes levied by Ozaukee County.

ANALYSIS: • The 2024 Budget as recommended by the Executive Committee is a 3.07% levy increase over 2023 for county taxes.

FISCAL IMPACT: • On the average Ozaukee County home, valued at \$3000,000, the County Tax Bill will increase \$6.50.

RECOMMENDED MOTION: Approve the 2024 Budget Levy and Tax Rate as recommended by the Executive Committee.