AGENDA
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, FEBRUARY 29, 2024 – 8:00 AM
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:

Finance 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. January 26, 2024
5. **CORPORATION COUNSEL DEPARTMENT REPORT**
   a. Corp. Counsel Finance Report
6. **ACTION ITEMS**
   a. Resolution: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual – Creation of Behavioral Health Co-Responder Positions
   b. Resolution: Carryovers of 2023 Funds
   c. Finance Committee Approval to Require Employees to Receive Electronic Pay Stubs
   d. Recommendation of Finance Committee Project Submittals to the Executive Committee
   e. Wire Transfers #3952 - #3985 and January Schedule of Vouchers
7. **DEPARTMENT REPORTS**
   a. County Clerk
   b. Finance
   c. Human Resources
   d. IT and Radio Financials
   e. Treasurer Report
8. **NEXT MEETING DATE**
   March 28, 2024
9. **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.

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **County Clerk**
DIRECTOR: **Karen Niemuth**
PREPARER: **Karen Niemuth**

Agenda Summary January 26, 2024

<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_01262024-3358>

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Corporation Counsel**
DIRECTOR: **Rhonda Gorden**
PREPARER: **Beth Esselman**

Agenda Summary Corp. Counsel Finance Report

ATTACHMENTS:

- CORP.COUNSEL.February2024.FinanceReport (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund Corporation Counsel

For the One Month Ending Wednesday, January 31, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	-	$556,150	$556,150	0.00%
Public Charges for Services	-	-	$6,350	$6,350	0.00%
Total Revenues	**-**	**-**	**$562,500**	**$562,500**	**0.00%**
Expenditures					
Salaries	$23,363	$23,363	$632,381	$609,018	3.69%
Fringe Benefits	$28,028	$28,028	$250,198	$222,170	11.20%
Travel/Training	-	-	$3,260	$3,260	0.00%
Supplies	$150	$150	$10,984	$10,834	1.37%
Purchased Services	$296	$296	$22,100	$21,804	1.34%
Interdepartment Charges	$1	$1	$110,633	$110,632	0.00%
Other Expenses	$100	$100	$2,847	$2,747	3.51%
Total Operating Expenditures	**$51,938**	**$51,938**	**$1,032,403**	**$980,465**	**5.03%**
Capital Outlay					
Total Expenditures	**$51,938**	**$51,938**	**$1,032,403**	**$980,465**	**5.03%**
Net Increase (Decrease)	**($51,938)**	**($51,938)**	**($469,903)**	**($417,965)**	**11.05%**

Equity:

RESOLUTION NO. (ID # 9912)

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL – CREATION OF BEHAVIORAL HEALTH CO-RESPONDER POSITIONS

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended, effective March 6, 2024, to read:

Current Job Title	**Department**	**Division**	**FLSA**	**Grade**	**Head Count**	**FTE**
~~Crisis Case Manager~~ Behavioral Health Liaison	Human Services	Behavioral Health	Non-Exempt	12	~~5~~ 6	**4** 5.0
Behavioral Health Deputy	Sheriff	Patrol	Non-Exempt	Union	1	1

Dated at Port Washington, Wisconsin, this 6th day of March 2024.

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	**February 29, 2024**
DEPARTMENT:	**Human Resources**
DIRECTOR:	**Chris McDonell**
PREPARER:	**Chris McDonell**

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual – Creation of Behavioral Health Co-Responder Positions

RESOLUTION NO. (ID # 9918)

CARRYOVERS OF 2023 FUNDS

RESOLVED, by the Ozaukee County Board of Supervisors, the following carry-over of funds from 2023 to 2024 be approved:

DEPARTMENT NAME / Account Number	Account Name	Amount	Dept Total
GENERAL FUND			
Planning & Parks			
115-1-07-54501-000	Purchase Services - Construction	$20,000	
115-1-07-55103-000	Highway - Grounds Maintenance	30,000	
115-2-01-51103-000	Temporary Salaries	5,000	
115-2-01-54106-000	Professional Services - SEWRPC	10,000	
			$65,000
Maintenance - Admin Center			
109-1-01-54307-000	Equipment Repairs and Maintenance	$15,000	
			$15,000
Total General Fund Carryovers:			**$80,000**
SPECIAL REVENUE FUNDS			
Public Health			
204-2-14-59101-000	St Aid - DPH Opioid Harm Program	$70,180	
204-2-12-59101-000	St Aid - Infrastructure Grant	527,427	
			$597,607
Human Services			
203-2-01-54132-001	Purchased Services - Congregate Taxi Vouchers	$2,500	
			$2,500
Total Carryovers in Other Fund Departments:			**$600,107**
	Total Year End Carryovers:		**$680,107**

Dated at Port Washington, Wisconsin, the 6th day of March 2024.

SUMMARY: Carryover of Funds from 2023 to 2024 - $680,107.

VOTE REQUIRED: Two-Thirds of Members Elect

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **County Clerk**
DIRECTOR: **Karen Niemuth**
PREPARER: **Tyler Quaas**

Agenda Summary Carryovers of 2023 Funds

ATTACHMENTS:

- Carryovers 2024 (PDF)

SUPPORT DOC YEAR-END CARRYOVERS TO AMEND 2024 BUDGET

Carry over 2023 - 2024

Dept/Account	Description	Request	2023 Balance	Reason
General Fund				
Planning & Parks				
115-1-07-54501-000	Purchase Services - Construction	$ 20,000	$ 20,100	Existing E&D Contract and OIT Grant Construction/Repaving Projects
115-1-07-55103-000	Highway - Grounds Maintenance	$ 30,000	$ 34,300	OIT WisDOT Grant Construction Project (Match) and HWY OIT Trail Signage
115-2-01-51103-000	Temporary Salaries	$ 5,000	$ 6,740	Salaries/Wages for committed match or existing DATCP FPP Grant
115-2-01-54106-000	Professional Services - SEWRPC	$ 10,000	$ 35,000	SEWRPC Planning/Tech Asst per MOU/Agreements/Grant - FPP, Comp Plan, GIS
	Total Department Carry over:	**$ 65,000**	**$ 77,862**	**Department's 2023 remaining balance**
Maintenance - Admin Center				
109-1-01-54307-000	Equipment Repairs and Maintenance	$ 15,000	$ 25,093	Electrical Upgrade to feed panel Historical building, upgrade panel to 100 amp
	Total Department Carry over:	**$ 15,000**	**$ 74,384**	**Department's 2023 remaining balance**
Total General Fund Carry overs:		**$ 80,000**		
Special Revenue Funds				
Human Services				
203-2-01-54132-001	Purchased Services - Congregate Taxi Vouchers	$ 2,500	$ 2,500	Doner restriction. $3,500 in taxi voucher donations in May 2023 with $2,500 remaining
	Total Department Carry over:	**$ 2,500**	**$ 11,211**	**Department's 2023 remaining balance**
Public Health				
204-2-14-59101-000	St Aid - DPH Opioid Harm Program	$ 70,180	$ 70,964	PH vending machine grant that runs until June 30, 2024. Not all funds spent yet.
204-2-12-59101-000	St Aid - Infrastructure Grant	$ 527,427	$ 527,427	Infrastructure grant that goes through 2027 for spending
	Total Department Carry over:	**$ 597,607**	**$ 597,607**	**Department's 2023 remaining balance**
Total Special Fund Carry overs:		**$ 600,107**		

Attachment: Carryovers 2024 (Carryovers of 2023 Funds)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Administrator**
DIRECTOR: **Jason Dzwinel**
PREPARER: **Jason Dzwinel**

Agenda Summary Finance Committee Approval to Require Employees to Receive Electronic Pay Stubs

BACKGROUND INFORMATION: Currently the Finance Department and County Treasurer's Office efforts with each payroll to print approximately 250 pay stubs. The effort to print is time consuming and unnecessary because county employees can opt in to receive electronic pay stubs.

ANALYSIS: The Finance Department and County Treasurer's Office is requesting that the Finance Committee approve the recommendation to require that all county pay stubs be delivered electronically as of July 1, 2024. This timeline will provide ample time to coordinate and train any employee who needs assistance with electronic access of pay stubs.

FISCAL IMPACT: $100 of materials per payroll, plus staff time in the Finance Department and County Treasurer's Office.

RECOMMENDED MOTION: Staff respectfully requests that the Finance Committee approve the action to require that all county pay stubs be delivered electronically as of July 1, 2024.

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Administrator**
DIRECTOR: **Jason Dzwinel**
PREPARER: **Jason Dzwinel**

Agenda Summary Recommendation of Finance Committee Project Submittals to the Executive Committee

BACKGROUND INFORMATION: Below the Committee will find information on the project fund applications from the departments within your oversight. A memo explaining the process is included to aid in understanding. A project feasibility reports is included for each submittal that summarizes the project and details the staff recommendation. Finally, all of the information submitted by the departments is included.

SUMMARY OF RECOMMENDATIONS:

- ERP Vendor Selection Assistance - Staff recommends consideration of funding.
- ERP Software Implementation - Not recommend to be funded at this time.
- Countywide Radio System - Microwave Upgrade & Equipment - Staff recommends consideration of funding.

RECOMMENDED MOTION: Staff respectfully requests that the committee consider the projects as proposed and make recommendations for consideration by the Executive Committee.

ATTACHMENTS:

- 2024 Project Reserve Memo_12-15-2023 (PDF)
- Project Scorecard 2024 (PDF)
- Feasibility and Analysis DOA 2_ERP Vendor Selection Assistance (PDF)
- ERP Vendor Selection (PDF)
- Feasibility and Analysis DOA 1_ERP Software Implementation (PDF)
- ERP Implementation (PDF)
- Feasibility and Analysis DOA 4_Countywide Radio System (DOCX)
- DOA Capital Project Request Form Radio Microwave (PDF)

FINANCE COMMITTEE

DEPARTMENT OF ADMINISTRATION
COUNTY ADMINISTRATOR'S OFFICE
Jason Dzwinel, County Administrator
www.co.ozaukee.wi.us

TO: COUNTY DEPARTMENTS

FROM: JASON DZWINEL, COUNTY ADMINISTRATOR

SUBJECT: 2024 PROJECT PROPOSAL PROCESS

DATE: 12/15/2023

BACKGROUND

Through the 2024 Budget Process, the Board and Staff identified funds to be reserved for projects funded through a Request for Proposal process submitted by departments. The current amount of funding available is approximately $2,000,000 in 2024. Additional funding could be available in 2024, after the 2023 financial closeout. A county policy adopted in 2018, allows the County Board to add up to fifty percent of the year-end surplus to the project fund. In an effort to decrease the amount of annual deferral of necessary projects. One of the goals established by the Board and Staff is better capital asset and one-time project planning, and part of this involves finding a regular source of funds for these projects. There is significant pressure on using the base tax levy to fund regular operations, and this leaves little tax levy available for capital assets or one-time projects.

PROCESS

In 2019, the Executive Committee met and approved a concept for staff to design and implement a Project Proposal Process, which will continue in 2024. With this input from the Executive Committee, Staff has finalized an evaluation process intending to prioritize projects into various quartiles. The evaluation is based on a set of criterion established by the Executive Committee and Staff. The evaluation places less emphasis on a hard 1 through 30 ranking of projects and more emphasis on putting projects into a quadrant that highlights the impact of the project. This allows the Board and Staff to focus less on rankings and understand the general priority of all projects.

PROCESS REQUIREMENTS AND ELIGIBILITY

The intention of this funding is to provide an opportunity for Departments that are typically unable to fund their projects using tax levy during the annual budget process. Funding is available to Departments within the rules and eligibility highlighted below:

1. Projects are tax levy supported. Projects could use Enterprise or Special Revenue funds to offset some of the tax levy, but overall the project would not be completed without tax levy investment.
2. Projects can be **capital** (example: replacement of existing asset, purchase of new asset, new building/service, etc.) or a **one-time project that is not capital** related (consulting services studying operations, innovation, business process improvement, etc.). Projects could include both components.
3. The number of projects requested is up to the discretion of departments. This includes any projects that a department has submitted in prior requests during a budget process. It should

also include any projects the department has not submitted in the past because they might have assumed it would not be approved due to the constant deferral of projects in prior budget processes.

4. Projects should be in the near-term of the County's 5-year CIP plan. Projects should be shovel ready for start and completion within the next 2 years.
5. Consult with Administration if you have any questions about projects you are considering.
6. Submit projects via email to the following: jwittek@ozaukeecounty.gov

PROJECT PROPOSAL CALENDAR

The dates below indicate the timeline for this process. The process relies on the County's Committee process for input and recommendations. The Board will approve the final plan.

December 15 – Materials Available to Departments

January 12 – Materials Due from Departments

January 15-19 – Staff Analysis of Department Projects. Departments provide clarification, if needed.

January 22-26 – Staff follows up with Departments. Review results of analysis presented to Committees.

February 8 – Natural Resources Committee

February 20 – Public Safety Committee

February 22 – Public Works Committee

February 27 – Health and Human Services Committee

February 29 – Finance Committee

March 4 (Tentative) – Executive Committee Reviews

March 20 – County Board Review at Mid-Month Meeting

April 3 – County Board Approves (projects and funds approved for the 2022 Amended Budget)

ATTACHMENTS

1. **Business Case Analysis Form**
2. **Evaluation Scorecard**

VALUE AND EFFICIENCY

Percentage of Project Budget expended - Project's percentage of available budget. Inverse score to project cost.	10	20	30	40	50	60	70	80	90	100
This is a measurement of input and the scarcity of resources. Assumption is that the project fund is limited and due to scarcity projects requiring a higher percentage of the total budget limits the ability to fund project in the current year or future funding cycles.										
Operational Budget Impact - Net of project revenues and ongoing operational expenses.	10			40			70			100
Operational Cost	$50,000 - $25,000			$25,000 - $5,000			$5,000 - $0			<$0
This is a measurement of how the project will impact the operational budget. Projects creating efficiencies, revenue streams, cost savings and with limited risk should score well on the operational budget impact scale.										
Health and Safety - Impacts of potential health hazards, public safety, and risk to citizens and employees will be addressed by this project.	10	20	30	40	50	60	70	80	90	100
	Negligible				Marginal				Critica	
This is a measurement of the project's impact on health and safety, public, environmental and risk mitigation.										
Project Urgency - Project need is imminent, consider risk of delay.	10	20	30	40	50	60	70	80	90	100
	Desired				Necessary				Urgen	
This is a measurement the level of need for project completion. Consideration should be given to the impact of project delay, legal requirements, the viability of project alternatives.										

MODERNIZATION AND SERVICE

Modernization - Proposals include innovative solutions and/or leverages technology or partnerships to improve business processes. Project maintains or enhances existing assets.	10	20	30	40	50	60	70	80	90	100
		Low Impact			ON BUSINESS PROCESS				High Impact	
This is a measurement of the project's innovation, how it was selected over other viable alternative, and how it leverages partnerships.										
Project purpose - Project addresses a recognized problem and/or need that is supported by data or information. Project links back to departmental strategy, service.	10	20	30	40	50	60	70	80	90	100
		Does Not Meet Need			PROPOSAL MEETS NEED				Quality Solution	
Assess the quality of the proposal, the consideration of alternatives and the final recommendation.										
Quality of Life - Proposal leads to a positive impact on customer's improving quality of life.	10	20	30	40	50	60	70	80	90	100
		Low Impact			ON QUALITY OF LIFE				High Impact	
Consideration should be given to the departmental mission and how the project will impact specific measures of quality of life under the mission.										
Customer Satisfaction - Proposal satisfies customer need or request.	10	20	30	40	50	60	70	80	90	100
		Low Satisfaction			CUSTOMER SATISFACTION				High Satisfaction	
Consideration should be given to the needs of the service population, as well as, how the customer requests of the project or service. Customers include both the internal and external persons served.										

PROJECT FEASIBILITY ANALYSIS

Project Name: ERP Vendor Selection & Implementation Assistance

Project Manager: Chris McDonell

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$90,000	N/A
TOTAL	**$90,000**	

Project Score: Value and Efficiency (170/400) Modernization and Service (330/400)

Project Purpose Summary (from department):

The proposal includes expenses to contract with a vendor to assist the County in selecting and implementing a new ERP software system. The proposed approach to this work includes: Engagement planning and kickoff, business process and software requirements review, develop functional requirements report, vendor request for proposal (RFP) development, develop demonstration scrips and manage demonstration process, vendor selection and contract negotiations, develop and maintain an internal implementation checklist, conduct internal project status calls with the county team, participate in vendor-led status calls, oversee task completion, serve as a point of escalation for any issue resolution.

Proposal Considerations, Risks, and Identified Issues:

This project scored moderate for percent of budget and high for urgency. It did not score well for budget impact or health & safety. This project did score high for modernization, project purpose and customer satisfaction but scored moderate for quality of life. This project accounts for the cost of hiring a vendor that would assist in providing us with a seamless transition from Great Plains come 2026 not to be confused with the actual cost of the software implementation. The cost dedicates a project manager who is familiar with software transitions and solely focused on transitioning us out of Great Plains to provide us with the seamless transition.

Staff Recommendation:

Staff recommends consideration of funding.

Project Reserve Information Sheet

Project Name:	ERP Vendor Selection and Implementation Assistance
Requested By:	Department of Administration
Project Owner:	
Start Date:	April 8, 2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

✔ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$90,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$90,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount	
	TOTAL	

Provide a narrative of project costs:

The proposal includes expenses to contract with a vendor to assist the County in selecting and implementing a new ERP software system. The proposed approach to this work includes:

Engagement planning and kickoff, business process and software requirements review, develop functional requirements report, vendor request for proposal (RFP) development, develop demonstration scrips and manage demonstration process, vendor selection and contract negotiations, develop and maintain an internal implementation checklist, conduct internal project status calls with the county team, participate in vendor-led status calls, oversee task completion, serve as a point of escalation for any issue resolution.

Project Narrative - Define the Current State

Describe the need, urgency, or gap in service and risk of delay from a customer perspective:

The County relies on Microsoft Dynamics GP for financial management and payroll, but Microsoft has announced the end of support for GP by January 11, 2028. Additionally, Kronos, Lasata's timekeeping software, will no longer receive support after March 31, 2027. Replacing only Kronos without addressing GP would be impractical due to the intricate integrations between the two. Consequently, our goal is to implement a new ERP system by January 1, 2026, allowing seamless coexistence with the current system for one year to ensure accuracy, before fully transitioning.

Describe how the project impacts the department's level of service:

This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.

Project Recommendation - Define the Suggested Course of Action

Define the project scope and why the project is an innovative solution:

The proposed approach to this work includes:
Engagement planning and kickoff, business process and software requirements review, develop functional requirements report, vendor request for proposal (RFP) development, develop demonstration scrips and manage demonstration process, vendor selection and contract negotiations, develop and maintain an internal implementation checklist, conduct internal project status calls with the county team, participate in vendor-led status calls, oversee task completion, serve as a point of escalation for any issue resolution.

Describe how the project addresses department objectives or countywide strategy:

This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.

Describe the project's impact on quality of life:
This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.

Describe the project's impact on health and safety:

Describe how the project impacts department operations using business objectives:
This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer Service	How does the impact improve customer service internally and externally
Investment in Innovation	What is innovative about the approach
Reduce Errors	How will the project reduce errors in work
Improve Safety	How will the project improve safety
Impact on Energy Usage	What is the impact of energy usage
Streamline Business Process	Define efficiencies in process
Ensure Compliance	How does the project ensure legal/policy compliance
Improve Reporting or Transparency	How will the project impact the dissemination of information
Improve Community Outreach	Define impacts on community partnerships
Improve Staff Skills	How will the project improve the analytical or technical skills of staff
Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

PROJECT FEASIBILITY ANALYSIS

Project Name: ERP Software Implementation

Project Manager: Chris McDonell

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$900,000	N/A
TOTAL	**$900,000**	

Project Score: Value and Efficiency (170/400) Modernization and Service (330/400)

Project Purpose Summary (from department):

The County relies on Microsoft Dynamics GP for financial management and payroll, but Microsoft has announced the end of support for GP by January 11, 2028. Additionally, Kronos, Lasata's timekeeping software, will no longer receive support after March 31, 2027. Replacing only Kronos without addressing GP would be impractical due to the intricate integrations between the two. Consequently, our goal is to implement a new ERP system by January 1, 2026, allowing seamless coexistence with the current system for one year to ensure accuracy, before fully transitioning.

Proposal Considerations, Risks, and Identified Issues:

This project scored moderate for percent of budget and high for urgency. It did not score well for budget impact or health & safety. This project did score high for modernization, project purpose and customer satisfaction but scored moderate for quality of life. The project accounts for the implementation of new software to replace Great Plains which will no longer receive support beginning 2028. This project is being considered now in anticipation of a timely process to perform this software transition.

Staff Recommendation:

Staff does not recommend consideration of funding at this time.

Project Reserve Information Sheet

Project Name:	ERP Software Implementation
Requested By:	Department of Administration
Project Owner:	
Start Date:	09/01/2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$900,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$900,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

This proposal encompasses the expenses associated with the deployment of a new Enterprise Resource Planning (ERP) software system. The budget covers 25% of a specialized project manager's fees, the seamless conversion of our existing data to the new system, and both on-site and remote implementation services. The projected cost aligns with a 20-month implementation timeline.

Project Narrative - Define the Current State

Describe the need, urgency, or gap in service and risk of delay from a customer perspective:

The County relies on Microsoft Dynamics GP for financial management and payroll, but Microsoft has announced the end of support for GP by January 11, 2028. Additionally, Kronos, Lasata's timekeeping software, will no longer receive support after March 31, 2027. Replacing only Kronos without addressing GP would be impractical due to the intricate integrations between the two. Consequently, our goal is to implement a new ERP system by January 1, 2026, allowing seamless coexistence with the current system for one year to ensure accuracy, before fully transitioning.

Describe how the project impacts the department's level of service:

This project significantly improves how departments provide services by simplifying and combining tasks. Right now, the County relies on about 20 different software programs and manual processes to handle the functions covered in this project. Switching to a unified Enterprise Resource Planning (ERP) software system will transform the way departments manage various tasks. With a single platform for accounting, payroll, human resources, and other essential functions, the project removes the inefficiencies and duplications linked to the current scattered system. This more straightforward approach not only boosts overall efficiency but also improves the accuracy, speed, and access to information. This, in turn, positively affects the departments' ability to deliver services quickly and effectively.

Project Recommendation - Define the Suggested Course of Action

Define the project scope and why the project is an innovative solution:

Functionalities include comprehensive features such as accounting, accounts payable, budgeting, capital assets, cash management, contract management, eProcurement, inventory, project and grant accounting, purchasing, employee scheduling, employee expense reimbursement, human resources and talent management, payroll with employee access, recruiting, time and attendance with mobile access, accounts receivable, general billing, asset maintenance and performance, enterprise analytics and reporting, and forms processing. This project stands as an innovative solution by integrating a diverse range of functionalities into a single system.

Describe how the project addresses department objectives or countywide strategy:

This project fits with the County's 2020-2024 Strategic Plan, specifically Goal VI to streamline county processes. It introduces an Enterprise Resource Planning (ERP) software system that combines crucial functionalities to improve collaboration across departments and boost operational efficiency

Describe the project's impact on quality of life:
This project significantly enhances the quality of life for our employees by simplifying and improving work processes. Currently, employees navigate through approximately 20 different software programs and manual procedures to carry out their tasks. The introduction of a unified Enterprise Resource Planning (ERP) software system will streamline these processes, reducing the complexity and time required for various functions such as accounting, payroll, and human resources. This simplification not only boosts operational efficiency but also reduces the stress and workload on employees, allowing them to focus more on meaningful tasks.
Describe the project's impact on health and safety:
Describe how the project impacts department operations using business objectives:
This project greatly impacts department operations by making them more efficient. It replaces about 20 different software programs and/or manual tasks with a single Enterprise Resource Planning (ERP) system. The project includes a dedicated manager, careful data conversion, and flexible implementation to ensure a smooth transition. Overall, it enhances operations by being more efficient, seamless, and meeting the County's strategic goals.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer Service	How does the impact improve customer service internally and externally
Investment in Innovation	What is innovative about the approach
Reduce Errors	How will the project reduce errors in work
Improve Safety	How will the project improve safety
Impact on Energy Usage	What is the impact of energy usage
Streamline Business Process	Define efficiencies in process
Ensure Compliance	How does the project ensure legal/policy compliance
Improve Reporting or Transparency	How will the project impact the dissemination of information
Improve Community Outreach	Define impacts on community partnerships
Improve Staff Skills	How will the project improve the analytical or technical skills of staff
Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

PROJECT FEASIBILITY ANALYSIS

Project Name: Countywide Radio System – Microwave Upgrade & Equipment

Project Manager: Jason Dzwinel

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$600,000	N/A
TOTAL	**$600,000**	

Project Score: Value and Efficiency (350/400) Modernization and Service (260/400)

Project Purpose Summary (from department):

This project is the second phase of the Pinnacle Tower Upgrade to the countywide radio system. The microwave system is the backup connection between the radio towers so that in the event of an equipment failure of one of the radio towers the other towers in the system have the ability to continue to provide coverage. In addition, this upgrade will bring the Harrington Beach tower online in the countywide radio system. Under the current configuration, radio users need to switch channels when seeking radio coverage using the Harrington Beach tower and switch back to rejoin the 'normal' radio system.

Proposal Considerations, Risks, and Identified Issues:

This project scored high for percent of budget, budget impact, health & safety, and urgency. It also scored high for modernization and project purposes while receiving moderate scores for quality of life and customer satisfaction. Following through with this upgrade will bring on the newly built Harrington Beach radio tower while providing seamless use. If this project is not followed through with the Harrington Beach radio tower will remain effectively useless from this area of the county without the implementation of this upgrade.

Staff Recommendation:

Staff recommends consideration of funding.

Project Reserve Information Sheet

Project Name:	Countywide Radio System - Microwave Upgrade and Equipment
Requested By:	Jason Dzwinel
Project Owner:	Jason Dzwinel
Start Date:	Q2 2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund ☐ Grants ☐ Dept. Reserve Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$1,200,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$1,200,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

This project is the second phase of the Pinnacle Tower Upgrade to the countywide radio system. The mircowave system is the backup connection between the radio towers so that in the event of an equipment failure of one of the radio towers the other towers in the system have the ability to continue to provide coverage. In addition, this upgrade will bring the Harrington Beach tower online in the countywide radio system. Under the current configuration, radio users need to switch channels when seeking radio coverage using the Harrington Beach tower and switch back to rejoin the 'normal' radio system.

Project Narrative - Define the Current State

Describe the need, urgency, or gap in service and risk of delay from a customer perspective:

The recent radio backbone and user equipment upgrade did not upgrade the microwave system as the development of a new radio site (Pinnacle Tower) was contemplated but not constructed before completion of the backbone upgrade phase of the project. With the construction of the Pinnacle Tower substantially complete the upgrades to the microwave system are now timely.

Describe how the project impacts the department's level of service:

The microwave system serves as the over the air connection to the tower sites at Mee Kwon Park, the Justice Center, the Belgium Tower, the Harrington beach Tower and the new Pinnacle Tower. The construction of the Pinnacle Tower allows the county to implement a 'loop' design with the microwave system. A 'loop' design is preferable to the current 'line' design because in the event of a site failure a loop cannot be broken, the radio traffic can travel through the remaining connections, but a line can be severed disconnecting radio traffic.

Project Recommendation - Define the Suggested Course of Action

Define the project scope and why the project is an innovative solution:

The project is innovative because it is the completion of the over the air connection between not only the Harrington Beach Tower, but also the Washington County public safety radio system. Ozaukee County and Washington County shared in the construction of the Pinnacle Tower with the goal of enhancing interoperability between the two counties. When Washington County completes the upgrades to their radio system all of the high-level technology will be in place to allow the public safety answering points in each county to serve as a back up.

Describe how the project addresses department objectives or countywide strategy:

Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.

Describe the project's impact on quality of life:
Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.

Describe the project's impact on health and safety:
Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.

Describe how the project impacts department operations using business objectives:
Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer Service	How does the impact improve customer service internally and externally
Investment in Innovation	What is innovative about the approach
Reduce Errors	How will the project reduce errors in work
Improve Safety	How will the project improve safety
Impact on Energy Usage	What is the impact of energy usage
Streamline Business Process	Define efficiencies in process
Ensure Compliance	How does the project ensure legal/policy compliance
Improve Reporting or Transparency	How will the project impact the dissemination of information
Improve Community Outreach	Define impacts on community partnerships
Improve Staff Skills	How will the project improve the analytical or technical skills of staff
Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Finance**
DIRECTOR: **Jay McMahon**
PREPARER: **Jay McMahon**

Agenda Summary Wire Transfers #3952 - #3985 and January Schedule of Vouchers

ATTACHMENTS:

- Wire Transfers & Schedule of Vouchers (PDF)

FINANCE COMMITTEE

WE HEREBY CERTIFY THAT WE HAVE REVIEWED AND APPROVED THE FOLLOWING:

SCHEDULE OF VOUCHERS

For Checks Paid 1/1/2024 To 1/31/2024 Total Amount: $5,034,704.28

WIRE TRANSFERS

NUMBER RANGE WT #3952 To WT #3985 Total Amount: $2,449,308.75

Total Claims and/or Wire Transfers: $7,484,013.03

Approved this 29th day of February 2024

Paul Melotik
Finance Committee - Chairperson

Finance Committee
February 29, 2024

Wire Transfers

WT #	Date	Amount	Paid To	Purpose
WT #3952	1/17/2024	$13,244.90	Elan Financial Services	Credit Card Payment/kpm
WT #3953	1/22/2024	$1,037.67	WI DOR	Sales Tax December 2023/kpm
WT #3954	1/17/2024	$30,740.07	Great West Trust Company	Deferred Compensation/kpm
WT #3955	1/17/2024	$5,793.06	North Shore Bank	Deferred Compensation/kpm
WT #3956	1/19/2024	$187.50	WI DOR	Wage Attachment/kpm
WT #3957	1/22/2024	$358,666.58	IRS	Federal Payroll Tax/kpm
WT #3958	2/15/2024	$60,922.11	WI DOR	State Payroll Tax/kpm
WT #3959	1/22/2024	$3,602.46	IRS	Federal Payroll Tax/kpm
WT #3960	2/15/2024	$580.59	WI DOR	State Payroll Tax/kpm
WT #3961	1/22/2024	$600.00	Dept Navy NSWC	Annual Fee / Sheriff /st
WT #3962	1/31/2024	$428,132.17	WRS	Dec 2023 WRS Contributions/kpm
WT #3963	1/30/2024	$54.36	WI DOR	State Payroll Tax/kpm
WT #3964	1/25/2024	$5,663.28	Aegis	Worker's Comp Dec 2023/kpm
WT #3965	1/26/2024	$393,979.56	US Bank	Credit Card Payment/kpm
WT #3966	1/31/2024	$23,109.32	Metlife	Feb 2024 Dental/kpm
WT #3967	1/31/2024	$2,470.27	Metlife	Feb 2024 Vision/kpm
WT #3968	1/31/2024	$8,893.28	Metlife	Voluntary Insurances/kpm
WT #3969	1/31/2024	$11,659.28	Metlife	Life & LTD/kpm
WT #3970	1/29/2024	$754.03	IRS	Federal Payroll Tax/kpm
WT #3971	1/31/2024	$26,858.70	Great West Trust Co	Deferred Compensation/kpm
WT #3972	1/31/2024	$5,793.06	North Shore Bank	Deferred Compensation/kpm
WT #3973	2/2/2024	$187.50	WI DOR	Wage Attachment/kpm
WT #3974	2/5/2024	$325,791.50	IRS	Federal Payroll Tax/kpm
WT #3975	2/29/2024	$56,176.90	WI DOR	State Payroll Tax/kpm
WT #3976	2/8/2024	$33,350.48	Aegis Corporation	Worker's Comp Jan 2024/kpm
WT #3977	2/7/2024	$10,682.66	Elan Financial Services	Credit Card Payment/kpm
WT #3978	2/15/2024	$121,206.72	WI DOR	RE Transfer Fees Jan 2024/kpm
WT #3979	2/14/2024	$28,536.43	Great West Trust Co.	Deferred Compensation/kpm
WT #3980	2/14/2024	$5,793.06	North Shore Bank	Deferred Compensation/kpm
WT #3981	2/16/2024	$187.50	WI DOR	Wage Attachment/kpm
WT #3982	2/20/2024	$400,152.13	IRS	Federal Payroll Tax/kpm
WT #3983	3/15/2024	$64,204.99	WI DOR	State Payroll Tax/kpm
WT #3984	2/16/2024	$19,727.48	Elan Financial Services	Credit Card Payment/kpm
WT #3985	2/20/2024	$569.15	WI DOR	Sales Tax January 2024/kpm
		$2,449,308.75		

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **County Clerk**
DIRECTOR: **Karen Niemuth**
PREPARER: **Tyler Quaas**

Agenda Summary County Clerk

ATTACHMENTS:

- County Clerk Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund County Clerk

For the One Month Ending Wednesday, January 31, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	-	-	$45	$45	0.00%
Intergovernmental Charges	$31,642	$31,642	$51,600	$19,958	61.32%
Interdepartmental Charges	$992	$992	$86,000	$85,008	1.15%
Licenses & Permits	$495	$495	$20,000	$19,505	2.48%
Other Revenue	$3,349	$3,349	$18,000	$14,651	18.61%
Total Revenues	**$36,478**	**$36,478**	**$175,645**	**$139,167**	**20.77%**
Expenditures					
Salaries	$26,486	$26,486	$420,900	$394,414	6.29%
Fringe Benefits	$14,545	$14,545	$141,884	$127,339	10.25%
Travel/Training	$125	$125	$27,750	$27,625	0.45%
Supplies	$29,376	$29,376	$270,700	$241,324	10.85%
Purchased Services	$544	$544	$67,225	$66,681	0.81%
Interdepartment Charges	$119	$119	$35,614	$35,495	0.33%
Other Expenses	$111	$111	$5,339	$5,228	2.08%
Total Operating Expenditures	**$71,306**	**$71,306**	**$969,412**	**$898,106**	**7.36%**
Capital Outlay					
Total Expenditures	**$71,306**	**$71,306**	**$969,412**	**$898,106**	**7.36%**
Net Increase (Decrease)	**($34,828)**	**($34,828)**	**($793,767)**	**($758,939)**	**4.39%**

Equity:

Attachment: County Clerk Financials (County Clerk)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Finance**
DIRECTOR: **Jay McMahon**
PREPARER: **Jay McMahon**

Agenda Summary Finance

ATTACHMENTS:

- February Directors Report (PDF)
- February Reports (PDF)

FINANCE COMMITTEE

DIRECTOR'S REPORT TO THE FINANCE COMMITTEE
FEBRUARY 2024

TO: THE HONORABLE MEMBERS OF THE OZAUKEE COUNTY FINANCE COMMITTEE

The mission of the Ozaukee County Finance Department is to facilitate effective and efficient fiscal management while maintaining accountability for the financial resources in accordance with generally accepted accounting principles (GAAP).

Preliminary 2023 Results:

The General Fund has a surplus and we still have some grant receivables to record. As of preparing this report, the GF has a surplus of $$283,971 for the year ending December 31, 2023. There are still a couple outstanding items such as last payment from the state for the Child Support program, Land Conservation grants and any adjustment to Sales Tax for the December actual that could push this number higher. At this point, I do not anticipate much more in the way of 2023 expenses to be processed. It should also be noted that the amended budget for 2023 is a deficit of $487,463. This is for the Carry-over funds that are intended to use fund balance from the prior year surplus in various departments (Parks, Land & Water) and other budget amendments during 2023.

Despite the budgeted deficit and exceeding our budgeted expenditures by $242,924, we are in position to have a surplus in 2023. The surplus can be attributed to exceeding our sales tax budgeted revenues and exceeding our interest revenue budget by more than $1,200,000 in 2023. This was due to interest rates at Port Washington State Bank and the LGIP greater than 5% for most of 2023.

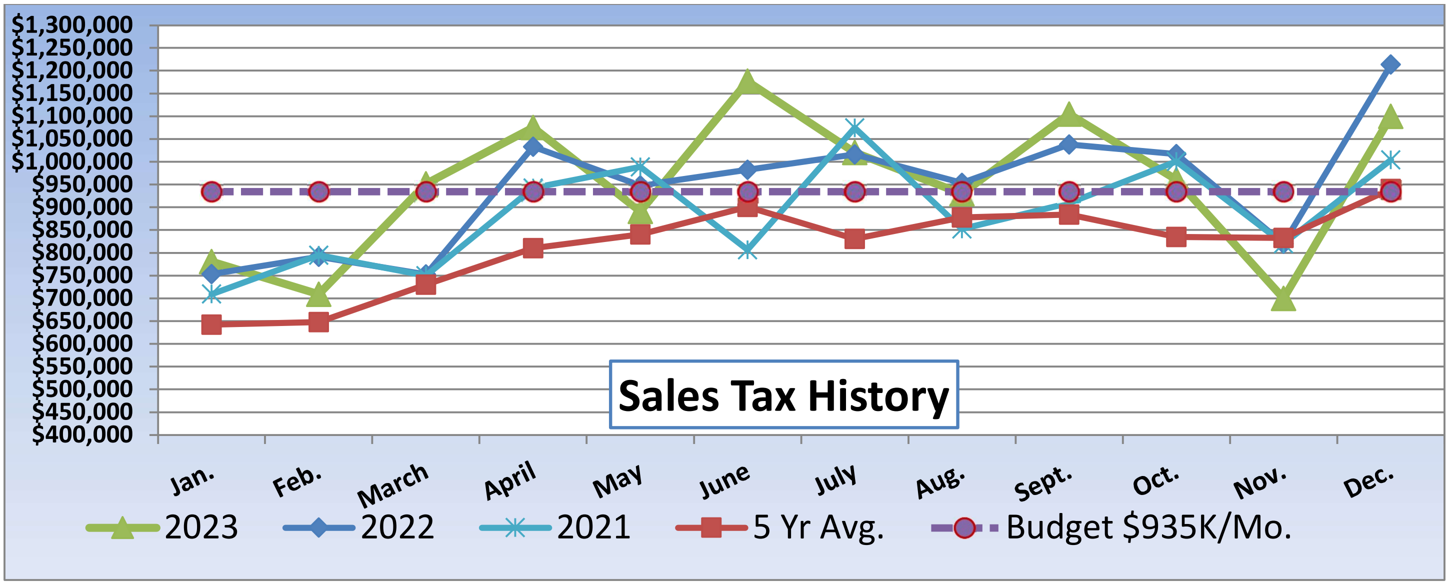
Under the Fund Balance policy approved in 2018, the committee can approve a transfer of up to 50% of the General Fund surplus. Finance will bring a proposed transfer to the Finance Committee for approval at the March meeting when we have a better picture of the final 2023 numbers.

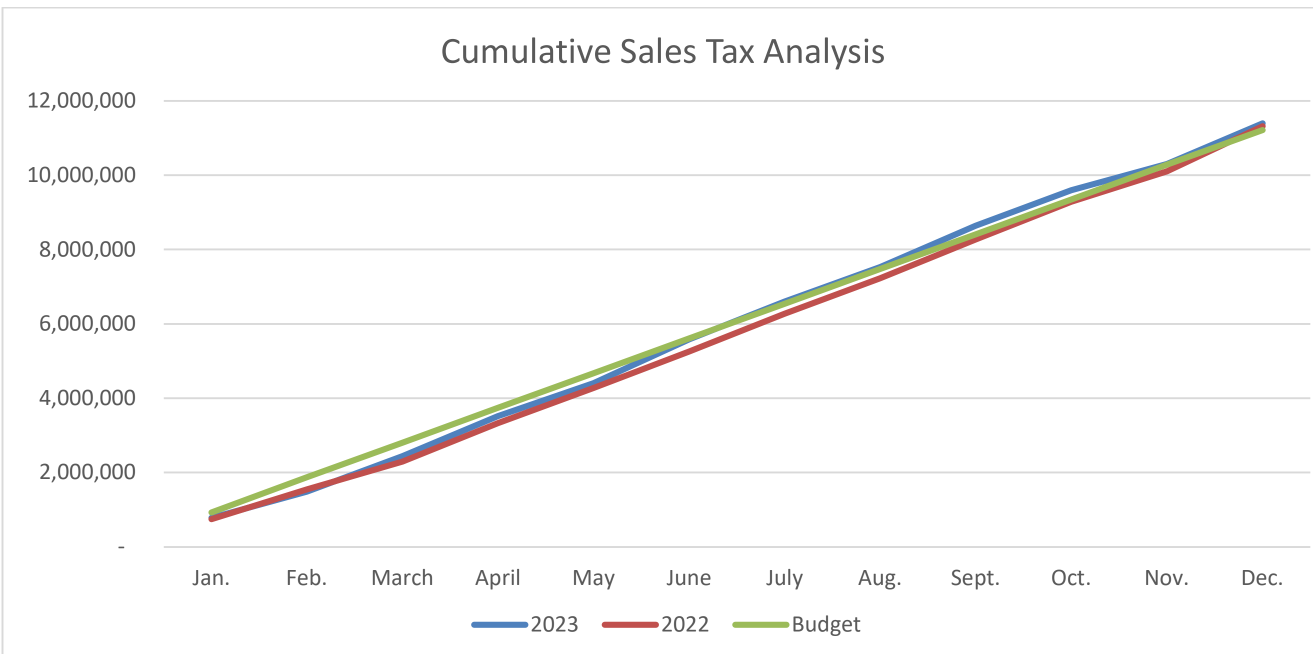
2024 County Finances:

Finance has started the process of closing out 2023 as well as working on setting up the 2024 recurring entries to record items such as property tax revenue, depreciation expense, inter-departmental charges and any other recurring item. As such, the financial reports for January were not presented as they do not present a complete picture without some of the above-mentioned adjustment entered.

Sales Tax Collections:

The most recent month received is November in which the County received $699,925. This was less than the same month in 2022 by $120,036. Through November, the County is ahead of the prior year by $193,850 and ahead of the 2023 budget by $17,333. The second graph shows just how close the 2022 and 2023 actuals and the 2023 budget are tracking. On the first graph there is an estimated $1,100,000 for December 2023. We anticipate the actual amount to be higher since the County received $1,213,586 in December 2022.





Month	2023	2022	2021	2020
Jan.	$ 780,367	$ 753,101	$ 709,655	$ 640,248
Feb.	708,888	791,175	794,643	676,988
March	951,640	752,730	749,818	624,557
April	1,075,074	1,032,797	942,045	646,382
May	890,736	948,041	988,440	836,826
June	1,176,749	982,372	807,042	816,972
July	1,020,036	1,015,951	1,074,803	817,956
Aug.	929,919	953,798	852,524	912,479
Sept.	1,104,714	1,038,162	909,058	730,504
Oct.	960,699	1,016,809	1,000,698	936,555
Nov.	699,925	819,961	819,968	835,958
Dec.	1,100,000	1,213,586	1,004,389	837,361
Totals	$ 11,398,747	$ 11,318,483	$ 10,653,083	$ 9,312,786

Attachment: February Directors Report (Finance)

Ozaukee County Committee Report

1-GENERAL FUND

For the Twelve Months Ending Sunday, December 31, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	$2,949,630	$22,782,802	$22,551,637	($231,165)	101.03%
Intergovernmental Revenues	$955,793	$3,366,717	$3,497,166	$130,449	96.27%
Public Charges for Services	$153,814	$2,199,819	$2,436,509	$236,690	90.29%
Intergovernmental Charges	$30,776	$202,708	$258,100	$55,392	78.54%
Interdepartmental Charges	$271,799	$497,855	$515,414	$17,559	96.59%
Fines/Forfeitures/Penalties	$13,005	$184,855	$220,000	$35,145	84.03%
Licenses & Permits	$21,840	$165,482	$126,650	($38,832)	130.66%
Interest Revenue	$181,820	$1,572,405	$363,050	($1,209,355)	433.11%
Other Revenue	$101,463	$666,147	$656,131	($10,016)	101.53%
Total Revenues	**$4,679,940**	**$31,638,790**	**$30,624,657**	**($1,014,133)**	**103.31%**
Expenditures					
Salaries	$1,928,468	$16,181,305	$15,852,060	($329,245)	102.08%
Fringe Benefits	$301,706	$5,775,126	$6,006,712	$231,586	96.14%
Travel/Training	$10,391	$133,101	$212,632	$79,531	62.60%
Supplies	$155,769	$1,268,436	$1,578,129	$309,693	80.38%
Purchased Services	$524,078	$3,716,218	$3,680,873	($35,345)	100.96%
Interdepartment Charges	$95,245	$1,114,860	$1,158,635	$43,775	96.22%
Grants	$315,805	$1,514,473	$1,413,021	($101,452)	107.18%
Other Expenses	$270,394	$1,411,375	$939,908	($471,467)	150.16%
Total Operating Expenditures	**$3,601,856**	**$31,114,894**	**$30,841,970**	**($272,924)**	**100.88%**
Capital Outlay					
Equipment & Furniture	$127,408	$400,925	$431,150	$30,225	92.99%
Total Capital Outlay	**$127,408**	**$400,925**	**$431,150**	**$30,225**	**92.99%**
Total Expenditures	**$3,729,264**	**$31,515,819**	**$31,273,120**	**($242,699)**	**100.78%**
Other Finance (Sources)	($76,000)	($161,000)	($472,250)	($311,250)	34.09%
Net Other Financing Sources/Uses	**($76,000)**	**($161,000)**	**($472,250)**	**($311,250)**	**34.09%**
Net Increase (Decrease)	**$1,026,676**	**$283,971**	**($176,213)**	**($460,184)**	- **161.15%**
Equity:					
Governmental Fund Balance	-	($12,259,366)	-	$12,259,366	0.00%

Attachment: February Reports (Finance)

Ozaukee County Committee Report

Summary of All Units

For the Twelve Months Ending Sunday, December 31, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	$3,783,706	$34,049,501	$33,818,336	($231,165)	100.68%
Intergovernmental Revenues	$4,213,000	$33,789,034	$20,944,238	($12,844,796)	161.33%
Public Charges for Services	$1,908,268	$23,079,353	$24,972,357	$1,893,004	92.42%
Intergovernmental Charges	$384,064	$7,184,182	$7,818,980	$634,798	91.88%
Interdepartmental Charges	$494,719	$5,059,890	$4,693,553	($366,337)	107.81%
Fines/Forfeitures/Penalties	$13,005	$184,855	$226,300	$41,445	81.69%
Licenses & Permits	$34,324	$787,901	$871,790	$83,889	90.38%
Interest Revenue	$243,038	$2,301,532	$373,050	($1,928,482)	616.95%
Other Revenue	$955,588	$3,362,290	$3,770,878	$408,588	89.16%
Total Revenues	**$12,029,712**	**$109,798,538**	**$97,489,482**	**($12,309,056)**	**112.63%**
Expenditures					
Salaries	$4,359,312	$37,723,110	$38,618,955	$895,845	97.68%
Fringe Benefits	$665,505	$12,890,361	$14,257,518	$1,367,157	90.41%
Travel/Training	$34,788	$307,315	$616,575	$309,260	49.84%
Supplies	$544,424	$8,906,883	$9,615,077	$708,194	92.63%
Purchased Services	$2,810,249	$18,138,209	$17,312,335	($825,874)	104.77%
Interdepartment Charges	($67,212)	$4,772,465	$5,752,497	$980,032	82.96%
Depreciation	($864,549)	$1,797,506	$2,874,741	$1,077,235	62.53%
Debt Service	$53,762	$1,660,450	$1,645,388	($15,062)	100.92%
Grants	$329,674	$3,566,320	$5,037,226	$1,470,906	70.80%
Other Expenses	$1,864,428	$5,363,309	$3,280,222	($2,083,087)	163.50%
Total Operating Expenditures	**$9,730,381**	**$95,125,928**	**$99,010,534**	**$3,884,606**	**96.08%**
Capital Outlay					
Project Fund	$331,975	$3,071,972	$5,459,479	$2,387,507	56.27%
Equipment & Furniture	$169,889	$1,633,114	$2,052,436	$419,322	79.57%
Buildings & Land	$1,011,884	$3,777,170	$2,903,855	($873,315)	130.07%
Contra	-	-	($550,000)	($550,000)	0.00%
Total Capital Outlay	**$1,513,748**	**$8,482,256**	**$9,865,770**	**$1,383,514**	**85.98%**
Total Expenditures	**$11,244,129**	**$103,608,184**	**$108,876,304**	**$5,268,120**	**95.16%**
Other Finance (Sources)	($141,292)	($1,810,304)	($3,030,763)	($1,220,459)	59.73%
Other Finance Uses	$141,292	$1,810,304	$1,875,596	$65,292	96.52%
Net Other Financing Sources/Uses	**-**	**-**	**($1,155,167)**	**($1,155,167)**	**0.00%**
Net Increase (Decrease)	**$785,583**	**$6,190,354**	**($10,231,655)**	**($16,422,009)**	**-60.50%**
Equity:					
Retained Earnings	$1,632	$1,235,610	-	($1,235,610)	0.00%
Governmental Fund Balance	-	($25,800,090)	($64,977)	$25,735,113	39706.50 %

Attachment: February Reports (Finance)

Ozaukee County Committee Report

General Fund Finance Department

For the Twelve Months Ending Sunday, December 31, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Other Revenue	$9,492	$134,284	$120,000	($14,284)	111.90%
Total Revenues	**$9,492**	**$134,284**	**$120,000**	**($14,284)**	**111.90%**
Expenditures					
Salaries	$94,690	$820,675	$777,351	($43,324)	105.57%
Fringe Benefits	$9,847	$273,336	$263,310	($10,026)	103.81%
Travel/Training	$1,259	$5,541	$8,200	$2,659	67.57%
Supplies	$1,421	$9,664	$40,155	$30,491	24.07%
Purchased Services	$147	$42,441	$17,725	($24,716)	239.44%
Interdepartment Charges	$3,010	$36,789	$36,941	$152	99.59%
Other Expenses	$529	$1,861	$600	($1,261)	310.17%
Total Operating Expenditures	**$110,903**	**$1,190,307**	**$1,144,282**	**($46,025)**	**104.02%**
Capital Outlay					
Total Expenditures	**$110,903**	**$1,190,307**	**$1,144,282**	**($46,025)**	**104.02%**
Net Increase (Decrease)	**($101,411)**	**($1,056,023)**	**($1,024,282)**	**$31,741**	**103.10%**

Equity:

Attachment: February Reports (Finance)

Ozaukee County Committee Report

General Fund County Administrator

For the Twelve Months Ending Sunday, December 31, 2023
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	$14,335	$122,898	$137,223	$14,325	89.56%
Fringe Benefits	$2,577	$48,066	$43,590	($4,476)	110.27%
Travel/Training	-	$865	$1,425	$560	60.70%
Supplies	$35	$5,707	$2,275	($3,432)	250.86%
Purchased Services	$55	$676	$900	$224	75.11%
Interdepartment Charges	$1,286	$15,795	$15,425	($370)	102.40%
Other Expenses	-	$3,476	$500	($2,976)	695.20%
Total Operating Expenditures	**$18,288**	**$197,483**	**$201,338**	**$3,855**	**98.09%**
Capital Outlay					
Total Expenditures	**$18,288**	**$197,483**	**$201,338**	**$3,855**	**98.09%**
Net Increase (Decrease)	**($18,288)**	**($197,483)**	**($201,338)**	**($3,855)**	**98.09%**

Equity:

Attachment: February Reports (Finance)

Ozaukee County Committee Report

General Fund Budget/Grant/Project Management

For the Twelve Months Ending Sunday, December 31, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	$27,656	$236,497	$225,094	($11,403)	105.07%
Fringe Benefits	$3,379	$61,201	$62,867	$1,666	97.35%
Travel/Training	-	-	$5,000	$5,000	0.00%
Supplies	-	$575	$4,675	$4,100	12.30%
Interdepartment Charges	-	$1	-	($1)	0.00%
Other Expenses	$28	$174	$1,500	$1,326	11.60%
Total Operating Expenditures	**$31,063**	**$298,448**	**$299,136**	**$688**	**99.77%**
Capital Outlay					
Total Expenditures	**$31,063**	**$298,448**	**$299,136**	**$688**	**99.77%**
Net Increase (Decrease)	**($31,063)**	**($298,448)**	**($299,136)**	**($688)**	**99.77%**

Equity:

Ozaukee County Committee Report

General Fund Non Departmental

For the Twelve Months Ending Sunday, December 31, 2023
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interdepartmental Charges	$250,000	$250,000	$270,000	$20,000	92.59%
Interest Revenue	$112	$1,255	-	($1,255)	0.00%
Other Revenue	$221	$43,284	$138,886	$95,602	31.17%
Total Revenues	**$250,333**	**$294,539**	**$408,886**	**$114,347**	**72.03%**
Expenditures					
Salaries	-	$767	($35,000)	($35,767)	-2.19%
Fringe Benefits	-	$161,406	$173,000	$11,594	93.30%
Travel/Training	-	$13,937	$21,000	$7,063	66.37%
Supplies	-	$16,574	$15,338	($1,236)	108.06%
Purchased Services	$4,469	$53,625	$53,625	-	100.00%
Grants	$36,250	$1,139,204	$1,139,204	-	100.00%
Other Expenses	$237,573	$1,047,721	$633,828	($413,893)	165.30%
Total Operating Expenditures	**$278,292**	**$2,433,234**	**$2,000,995**	**($432,239)**	**121.60%**
Capital Outlay					
Total Expenditures	**$278,292**	**$2,433,234**	**$2,000,995**	**($432,239)**	**121.60%**
Other Finance (Sources)	-	-	($15,000)	($15,000)	0.00%
Net Other Financing Sources/Uses	**-**	**-**	**($15,000)**	**($15,000)**	**0.00%**
Net Increase (Decrease)	**($27,959)**	**($2,138,695)**	**($1,577,109)**	**$561,586**	**135.61%**

Equity:

Attachment: February Reports (Finance)

Ozaukee County Committee Report

Special Revenue County American Rescue Plan Act

For the Twelve Months Ending Sunday, December 31, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	$15,171,865	-	($15,171,865)	0.00%
Interest Revenue	$44,317	$510,460	-	($510,460)	0.00%
Other Revenue	$2,577	$4,663	-	($4,663)	0.00%
Total Revenues	**$46,894**	**$15,686,988**	**-**	**($15,686,988)**	**0.00%**
Expenditures					
Grants	-	$1,512,000	$3,024,000	$1,512,000	50.00%
Total Operating Expenditures	**-**	**$1,512,000**	**$3,024,000**	**$1,512,000**	**50.00%**
Capital Outlay					
Project Fund	$246,589	$2,921,235	$5,345,479	$2,424,244	54.65%
Total Capital Outlay	**$246,589**	**$2,921,235**	**$5,345,479**	**$2,424,244**	**54.65%**
Total Expenditures	**$246,589**	**$4,433,235**	**$8,369,479**	**$3,936,244**	**52.97%**
Other Finance Uses	-	$931,087	$931,087	-	100.00%
Net Other Financing Sources/Uses	**-**	**$931,087**	**$931,087**	**-**	**100.00%**
Net Increase (Decrease)	**($199,695)**	**$10,322,666**	**($9,300,566)**	**($19,623,232)**	**-110.99%**

Equity:

Attachment: February Reports (Finance)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Human Resources**
DIRECTOR: **Chris McDonell**
PREPARER: **Chris McDonell**

Agenda Summary Human Resources

Wellness program

Aurora is once again conducting onsite biometric screenings. Aurora will provide the results directly to our wellness vendor (WellRight) and they will appear in your portal within one to two weeks after all the on-site biometric screenings have been completed. You will also be given a copy of your results for your records.

Ozaukee County is pleased to announce that we are offering a Live Well Your Weigh Program by Aurora Health Care for our employees and their spouses. This six week program looks at the pillars of successful weight loss. Each session starts with discussion about experiences during the week and closes with establishing next week's goals and solutions. You will need to weigh-in prior to the week 1 session. Employees on the Ozaukee County Health Insurance have the option of weighing-in prior to the week 1 session and again upon completion with Liz Merry, NP at the Ozaukee County Employer Clinic. Otherwise, you can weigh yourself at home and then send your weight to the instructor before the 1st session.

The program will be offered through a live webinar and there is NO cost to employees or their spouses. The webinars will take place on Tuesday's from 12:00pm-1:00pm starting March 5, 2024 and ending on April 9, 2024. Additional information is located in the attached flyer. This program has a maximum of 20 participants. Do not delay. Register today!

If you are interested in participating in this program you will need to contact me by Tuesday, February 27, 2024.

***Employees and their spouses that complete the program AND are on the County Health Insurance plan are eligible to earn 100 points for the 2024 Wellness Program.

Act 4

The Wisconsin Department of Employee Trust Funds has released the ET-2440 form - see attached. You must complete this form to make a choice to be either a general category employee or a protective category employee for WRS benefit purposes. Please complete this form and submit it to me no later than 4:30 PM on March 1, 2024.

Before you make your choice, please be aware of the following:

- Your decision is a one-time, irrevocable choice (for the duration of your employment with Ozaukee County). You cannot change your mind.

• This choice affects the amount of required WRS contributions that you will pay, and also the benefits that you will be entitled to as a WRS- participating employee.

• If you become a protective employee, the required WRS contributions you pay will increase, and your take-home pay will decrease. You will pay all increased costs of being a protective employee.

• If you do not submit this form to your employer within the time limit, you will be enrolled as a protective category employee for the duration of your employment with your current employer. You cannot submit a late form.

• This election affects only future service that you earn as a WRS participating employee.

ATTACHMENTS:

- HR Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund Department Human Resources

For the One Month Ending Wednesday, January 31, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	$10,332	$10,332	$317,708	$307,376	3.25%
Fringe Benefits	$11,168	$11,168	$118,444	$107,276	9.43%
Travel/Training	$1,548	$1,548	$2,200	$652	70.36%
Supplies	$131	$131	$22,850	$22,719	0.57%
Purchased Services	$3,460	$3,460	$38,900	$35,440	8.89%
Interdepartment Charges	$40	$40	$15,632	$15,592	0.26%
Other Expenses	$245	$245	$2,000	$1,755	12.25%
Total Operating Expenditures	**$26,924**	**$26,924**	**$517,734**	**$490,810**	**5.20%**
Capital Outlay					
Total Expenditures	**$26,924**	**$26,924**	**$517,734**	**$490,810**	**5.20%**
Net Increase (Decrease)	**($26,924)**	**($26,924)**	**($517,734)**	**($490,810)**	**5.20%**

Equity:

Attachment: HR Financials (Human Resources)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Administrator**
DIRECTOR: **Jason Dzwinel**
PREPARER: **Jason Dzwinel**

Agenda Summary IT and Radio Financials

ATTACHMENTS:

- 2022-2023 IT Financials (5)(PDF)

FINANCE COMMITTEE

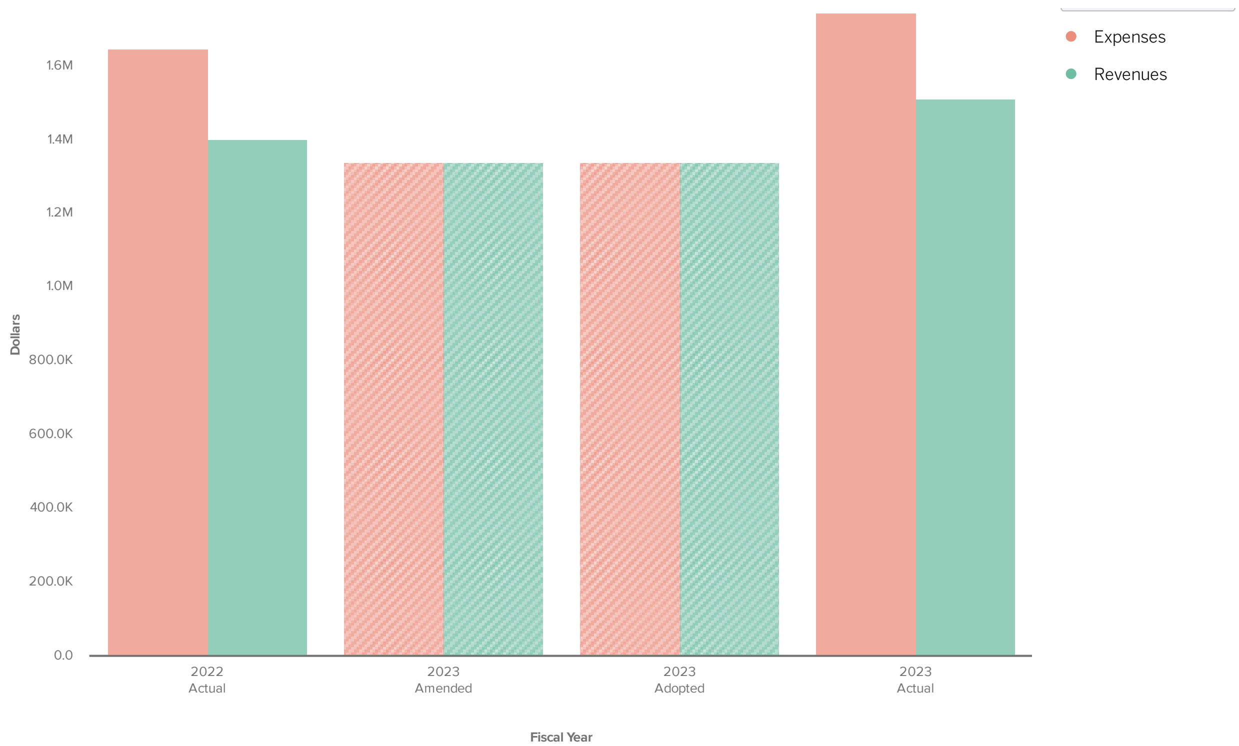
Radio Services and IT Financials

Finance Committee

IT Financials

Expand All	2022 Actual	2023 Amended	2023 Adopted	2023 Actual
Revenues	$ 1,400,809	$ 1,338,623	$ 1,338,623	$ 1,511,938
Expenses	1,646,805	1,338,621	1,338,621	1,742,703
Purchased Services	983,353	721,336	721,336	1,087,695
Purchased Services	983,353	721,336	721,336	1,087,695
Service Contracts	580,750	430,000	430,000	646,601
Telephone	251,224	175,336	175,336	275,409
Maintenance Contracts	92,596	70,000	70,000	79,506
Consulting Services	58,782	45,000	45,000	85,862
Equipment Repairs and Maintenance	0	1,000	1,000	0
Maintenance Contracts- MBM Printer Contract	0	0	0	316
Salaries & Fringe Benefits	684,394	588,936	588,936	598,950
Other	684,394	588,936	588,936	598,950
Regular Salaries & Wages	377,437	370,030	370,030	360,596
Health Insurance	109,583	106,668	106,668	100,778
Overtime	118,990	50,000	50,000	61,249
Retirement	32,437	28,562	28,562	28,684
Social Security Tax	24,863	25,799	25,799	25,540
Medicare Tax	6,803	6,090	6,090	5,973
Vacation Payout	0	0	0	14,765
Accrued Sick Leave Expense	8,831	0	0	0
Disability Insurance	979	1,166	1,166	846
Accrued Vacation Expense	3,871	0	0	0
Life Insurance	602	622	622	519
Supplies under $5,000	28,960	22,700	22,700	9,900
Travel/Mileage/Conference&Meetings	1,294	5,250	5,250	1,453
Interdepartmental Charges	71	200	200	11
Other Expenses	-51,267	200	200	44,695
Revenues Less Expenses	$ -245,997	$ 2	$ 2	$ -230,765

IT Financials

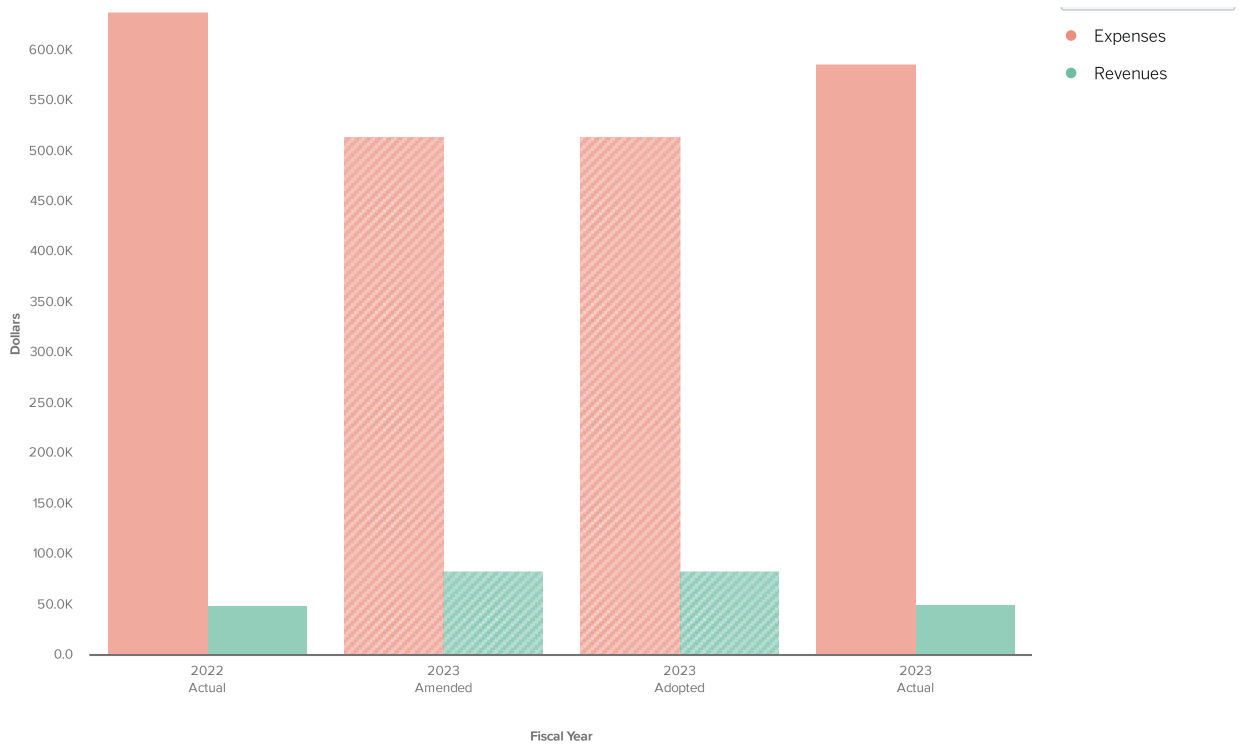


Radio Services Financials

Collapse All	2022 Actual	2023 Amended	2023 Adopted	2023 Actual
Revenues	$ 49,477	$ 83,370	$ 83,370	$ 50,689
Other (Donations/One-time/Misc)	49,477	83,370	83,370	50,689
Hunting Permits	49,440	83,370	83,370	50,689
Discounts Taken	37	0	0	0
Expenses	637,803	514,936	514,936	587,013
Purchased Services	378,593	321,210	321,210	433,895
Salaries & Fringe Benefits	118,288	132,527	132,527	129,969
Supplies under $5,000	92,875	45,100	45,100	9,240
Interdepartmental Charges	10,217	12,818	12,818	13,126
Equipment & Software	37,048	0	0	0
Travel/Mileage/Conference&Meetings	0	2,500	2,500	0
Other Expenses	782	782	782	782
Revenues Less Expenses	$ -588,326	$ -431,566	$ -431,566	$ -536,324

Attachment: 2022-2023 IT Financials (5) (IT and Radio Financials)

Radio Services Financials



OpenGov

Add links

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **February 29, 2024**
DEPARTMENT: **Treasurer**
DIRECTOR: **Sandi Tretow**
PREPARER: **Sandi Tretow**

Agenda Summary Treasurer Report

ATTACHMENTS:

- TREASURER FEBRUARY REPORT (PDF)

FINANCE COMMITTEE

OZAUKEE COUNTY TREASURER

ADMINISTRATION CENTER
121 WEST MAIN STREET
P.O. BOX 994
PORT WASHINGTON, WI 53074-0994
Website: www.ozaukeecounty.gov

Sandra Tretow
County Treasurer
Email: stretow@ozaukeecounty.gov

Phone: Local (262) 284-8280
Metro (262) 238-8280
Fax: Local (262) 284-8373
Metro (262) 238-8373

FINANCE COMMITTEE
Thursday, February 29, 2024
SUMMARY OF TREASURER'S OFFICE ACTIVITIES

Tasks completed:

- Month-end activities
- Reconciled bank statements to general ledger
- February Tax Settlement
- Working on 2020 foreclosures
- Developed an investment strategy with WISC (6-months to 2 years)
- Mailed 630 delinquent tax statements.
- Upgrading credit/debit card payments in office to chip-reader.
- Met with Connie Mueller on reinstating the Generous Juror Program.
- Drainage District Settlement.
- Filed Lottery and Gaming Credit/First Dollar Report with State.
- Prepared January financial report for this committee
- Approve invoices in Docuware
- Daily tasks in office – verify daily monetary activities (deposits, transfers, wires, etc.)

Future goals/events:

- I would like to host a meeting in end-May or June with the municipal Clerks about the Assessment Process and our office's role.

Please "Like" and "Follow" the Ozaukee County Treasurer's Office Facebook Page and ask your constituents to do the same. We post a lot of helpful and interesting information. (We really do!)

TREASURER'S REPORT
FINANCE COMMITTEE
FEBRUARY 2024
REPORTING PERIOD: January, 2024

CASH

Cash ending January is down $ **(4,818,563)** from last January:

Cash 2024,	$	**37,442,028**	2023	$	**42,260,591**	**Decrease of**	$ **(4,818,562.92)**	***-11.40%***

All funds are either collateralized, or guaranteed by the State's Public Deposit (per s. 20.144(1) Wisconsin Statutes, the FDIC or the Federal government.

Variances of cash from month to month and year to year January include the following: bond reimbursements to treasurer cash, spending from fund balances, fund balance used to reduce levy, carryover of funds and timing of spending, number of payrolls within a month, delinquent tax balance, amount of current year taxes collected and timing of payments due to the county, general obligation debt refinancing, and federal and state granting.

REVENUES

Interest and penalty revenues are up from last year through January:

January 2024,	$	**26,757**	2023	$	**12,073**	**Increase of**	$ **14,683.65**	***121.62%***
Budget 2024,	$	**280,000**	2023	$	**285,000**	**Budget/Actual 2024**		***9.56%***

The interest and penalty revenues are from delinquent tax collections.
All delinquent taxes are subject to interest of 1% per month and penalty of .5% per month (fraction of a month counts as a whole month) from February 1st until paid in full.

Interest earnings are down from last year through January:

January 2024,	$	**(44,126)**	2023	$	**72,807**	**Decrease of**	$ **(116,932.67)**	***-160.61%***
Budget 2024,	$	**280,000**	2023	$	**280,000**	**Budget/Actual 2024**		***-15.76%***

The interest earning revenues are from cash investments. DANA closeout in January resulted in negative amount.
All of our bank accounts earn interest except our checking, payroll and treasurer's petty cash.

Sales tax revenue is up from last year through November, see page 6:

November 2023,	$	**10,298,747**	2022	$	**10,104,897**	**Increase of**	$ **193,850.00**	***1.92%***
Budget 2023,	$	**11,216,085**	2022	$	**10,100,721**	**Budget/Actual 2023**		***91.82%***

The County's sales tax rate is 5.5% which is comprised of the following: 5.0% State and 0.5% County. Of the 0.5% allocated for County sales tax, the County receives 97.75%, the State retains 1.75% and the retailers retain .5%

See pages 7 and 8

DELINQUENT TAXES

Certificate delinquent balance:

2024	$	**580,637**	2023	$	**566,895**	**Increase of**	$ **13,742.00**	***2.42%***

Number of delinquent parcels:

2024		**140**	2023		**146**	**Decrease of**	**-6**	***-4.11%***

The certificate balance is all delinquent outstanding real estate taxes.
Tax Certificate reports: see pages 5 and 6:

FORECLOSURES

We are working on whittling down the foreclosure list with payments, and have set up a few payment agreements. Our list is currently at 15.
Publication for the Ozaukee Press will be forthcoming - anticipated early March.

Attachment: TREASURER FEBRUARY REPORT (Treasurer Report)

REPORT OF THE OZAUKEE COUNTY TREASURER

MAIN CHECKBOOK

Balance January 1, 2024			$	516.83
Receipts:				
Transfers from Money Market #2	$	5,841,534.92		
Transfer from Transit Trust	$	108,769.50		
Voids and Stop Payments	$	217.20		
Total Monthly Receipts			$	5,950,521.62
Total Balance & Receipts			$	5,951,038.45
Disbursements:				
County Orders (550559-551219)	$	(3,992,740.92)		
Wire Transfers (wt# 3945-3972)	$	(1,925,600.70)		
ACH Transfers	$	(32,696.83)		
Total Monthly Disbursements			$	(5,951,038.45)
MAIN CHECKBOOK Balance January 31, 2024			**$**	**-**

BANK RECONCILIATION:
PORT WASHINGTON STATE BANK MAIN CHECKBOOK:

Balance as Per Statement	$	381,758.07		
Outstanding County Checks	$	(381,758.07)		
MAIN CHECKBOOK Balance January 31, 2024			**$**	**-**

MONEY MARKET #1 CHECKBOOK

Balance January 1, 2024			$	698,930.38
Receipts:				
Department Direct Deposit Receipts	$	1,716,197.50		
Real Estate Tax Receipts, Electronic	$	47,801.30		
Transfer from Summit MM	$	682.70		
January Tax Settlement	$	9,652,022.39		
Drainage Settlement	$	14,788.38		
Interest Earnings	$	424.76		
Total Monthly Receipts			$	11,431,917.03
Total Balance & Receipts			$	12,130,847.41
Disbursements:				
Transfers to Money Market #2	$	(12,096,491.57)		
Voids and NSF payments	$	(8,248.38)		
Total Monthly Disbursements			$	(12,104,739.95)
MONEY MARKET #1 CHECKBOOK Balance January 31, 2024			**$**	**26,107.46**

BANK RECONCILIATION:
PORT WASHINGTON STATE BANK MONEY MARKET #1 CHECKBOOK:

Balance as Per Statement	$	25,424.76		
Deposit in Transit	$	682.70		
MONEY MARKET #1 CHECKBOOK Balance January 31, 2024 (5.59%)APY			**$**	**26,107.46**

MONEY MARKET #2 CHECKBOOK

Balance January 1, 2024		$ 8,246,066.60
Receipts:		
Department Receipts	$ 1,580,183.88	
Real Estate Tax Receipts	$ 85,410.02	
RLF Payments	$ 3,972.17	
NSF Replace	$ 5,332.00	
January Tax Settlements	$ 391,204.12	
Drainage Settlement	$ 505.44	
Transfer from COC - Unclaimed Funds	$ 76,647.36	
Transfer from PWSB - Parks Reservations	$ 2,612.27	
Transfers from Money Market #1	$ 11,895,467.14	
Transfer from Register of Deeds	$ 150,570.96	
Transfer from GO Bond 2021 MM	$ 684,011.00	
Interest Earnings	$ 64,036.15	
Total Monthly Receipts		$ 14,939,952.51
Total Balance & Receipts		$ 23,186,019.11
Disbursements:		
Transfers to Main Checkbook	$ (5,841,534.92)	
Transfers to Payroll Checkbook	$ (2,087,683.56)	
Transfer to Petty Cash	$ (453.74)	
Total Monthly Disbursements		$ (7,929,672.22)
MONEY MARKET #2 Balance January 31, 2024		**$ 15,256,346.89**

BANK RECONCILIATION:
PORT WASHINGTON STATE BANK MONEY MARKET #2 CHECKBOOK:

Balance as Per Statement	$ 15,256,346.89	
Deposit in Transit	$ -	
MONEY MARKET #2 CHECKBOOK Balance January 31, 2024 (5.69%)APY		**$ 15,256,346.89**

PAYROLL CHECKBOOK

Balance January 1, 2024		$ -
Receipts:		
Transfers from Money Market #2	$ 2,087,683.56	
Cancel checks due to stale date	$ 1,072.28	
Total Monthly Receipts		$ 2,088,755.84
Total Balance & Receipts		$ 2,088,755.84
Disbursements:		
Salary Orders (#441892-441900)	$ (11,464.13)	
Salary Direct Deposit (#359669-360972)	$ (2,076,219.43)	
Transfer to Petty Cash	$ (1,072.28)	
Total Monthly Disbursements		$ (2,088,755.84)
PAYROLL Balance January 31, 2024		**$ -**

BANK RECONCILIATION:
PORT WASHINGTON STATE BANK PAYROLL CHECKBOOK:

Balance as Per Statement	$ 24.27	
Outstanding Payroll Checks	$ (24.27)	
PAYROLL CHECKBOOK Balance January 31, 2024		**$ -**

REVENUE YTD	2024		2024 ANNUAL BUDGET	
Interest Investments/Market to Market	(44,125.94)	$	280,000	(January)
Curlers Building Maint	1,232.49		-	(January)
Interest Go Bond 2021	2,006.08		-	(January)
Interest Health Care Trust	127.97		-	(January)
Interest Veteran's Memorial Trust	105.92		50	(January)
Interest Transit Trust Fund	1,248.34		-	(January)
Interest on Delinquent Taxes	17,250.54		185,000	(January)
Penalty on Delinquent Taxes	9,506.11		95,000	(January)
Sales Tax General Fund	699,924.73		11,216,085	(November)
Use Value Penalty Tax	-		50,000	(January)

INVESTMENT BALANCES	BALANCE	RATES	
Summit Credit Union, Savings (General Fund)	149,985.00	5.35%	(January) APY
Summit Credit Union, CD (General Fund)	515,378.69	5.13%	(January) APY
Horicon Bank (General Fund)	910,261.92	5.30%	(January) APY
DANA, Federal Securities (General Fund)	90,157.34	0.00%	(January) APY
LGIP, Savings (General Fund)	3,183,390.02	5.39%	(January) APY
WISC (General Fund)	3,398,913.60	5.25%	(January) APY
WISC CD's (General Fund)	2,808,800.00	4.63%	(January) APY
PWSB, Money Market (Curlers Association Building Maint)	251,362.32	5.59%	(January) APY
PWSB Money Market (General Obligation Bond 2021)	139,675.56	5.59%	(January) APY
PWSB, Money Market (Health Care Trust)	26,099.97	5.59%	(January) APY
PWSB, Money Market (Veteran's Memorial Trust)	21,602.01	5.59%	(January) APY
PWSB, Money Market (Register of Deeds)	151,469.73	5.59%	(January) APY
PWSB, Money Market (Tax Collection)	10,597.80	5.59%	(January) APY
PWSB, Money Market (Transit Trust Fund)	184,108.60	5.69%	(January) APY
PWSB, Treasurer (Petty Cash)	5,000.00		
PWSB, Money Market (Parks and Reservations)	2,430.37	5.59%	(January) APY
PWSB, CDBG Lasata	100.00		
PWSB, CDBG Shelter	100.00		
PWSB, ARPA	10,145,114.29	5.69%	(January) APY
PWSB, Opioids Settlement	648,399.41	5.59%	(January) APY

Respectfully submitted,
Sandra Tretow
County Treasurer

2024 MONTHLY SPECIAL ASSESSMENTS COLLECTED (RED)

MONTH	CERT TOTAL	CERT RECEIPTS	MO END TOTAL
JANUARY	$ 41,876.32	$ 10,227.85	$ 31,648.47
FEBRUARY			$ -
MARCH			$ -
APRIL			$ -
MAY			$ -
JUNE			$ -
JULY			$ -
AUGUST			$ -
TAX SALE			$ -
SEPTEMBER			$ -
OCTOBER			$ -
NOVEMBER			$ -
DECEMBER			$ -
TOTAL			$ -

2024 MONTHLY REDEMPTION REPORT TAXES

MONTH	CURR TOTAL	CURR RECEIPTS	NEW TOTAL
JANUARY	$ 664,872.22	$ 84,234.94	$ 580,637.28
FEBRUARY			$ -
MARCH			$ -
APRIL			$ -
MAY			$ -
JUNE			$ -
JULY			$ -
AUGUST			$ -
TAX SALE			$ -
SEPTEMBER			$ -
OCTOBER			$ -
NOVEMBER			$ -
DECEMBER			$ -
TOTAL		$ 84,234.94	

OZAUKEE COUNTY
TAX CERTIFICATE BALANCES

SALE YEAR	2020	%	#Parcels	2021	%	#Parcels	2022	%	#Parcels	2023	%	#Parcels	2024	%	#Parcels
CO LEVY	22,118,522			21,712,622			21,429,276			22,280,401			22,949,856		
JAN	665,015	3.01%	160	652,981	3.01%	160	564,610	2.63%	154	566,895	2.54%	146	580,637	2.53%	140
FEB	592,846	2.68%	*499	582,329	2.68%	*588	544,510	2.54%	*541	525,357	2.36%	*631			
MAR	560,118	2.53%	*405	555,446	2.56%	*461	512,296	2.39%	*474	496,913	2.23%	*412			
APR	542,472	2.45%	*414	504,160	2.32%	*396	445,611	2.08%	*348	467,696	2.10%	*344			
MAY	492,878	2.23%	*388	493,747	2.27%	*333	423,011	1.97%	*310	451,323	2.03%	*314			
JUN	450,119	2.04%	*333	437,245	2.01%	*298	410,740	1.92%	*279	433,619	1.95%	*274			
JUL	442,269	2.00%	*289	400,444	1.84%	*271	379,925	1.77%	*249	410,330	1.84%	*234			
AUG	411,445	1.86%	*356	382,486	1.76%	*307	364,487	1.70%	*301	395,693	1.78%	*291			
TAX SALE	803,850	3.63%	340	669,498	3.08%	291	621,043	2.90%	287	713,254	3.20%	273			
SEP	1,039,007	4.70%	340	854,598	3.94%	291	780,481	3.64%	287	956,327	4.29%	241			
OCT	901,856	4.08%	282	777,814	3.58%	244	685,065	3.20%	221	847,067	3.80%	210			
NOV	839,099	3.79%	232	705,494	3.25%	208	628,481	2.93%	185	779,393	3.50%	180			
DEC	768,603	3.47%	207	648,714	2.99%	188	600,870	2.80%	170	664,872	2.98%	167			

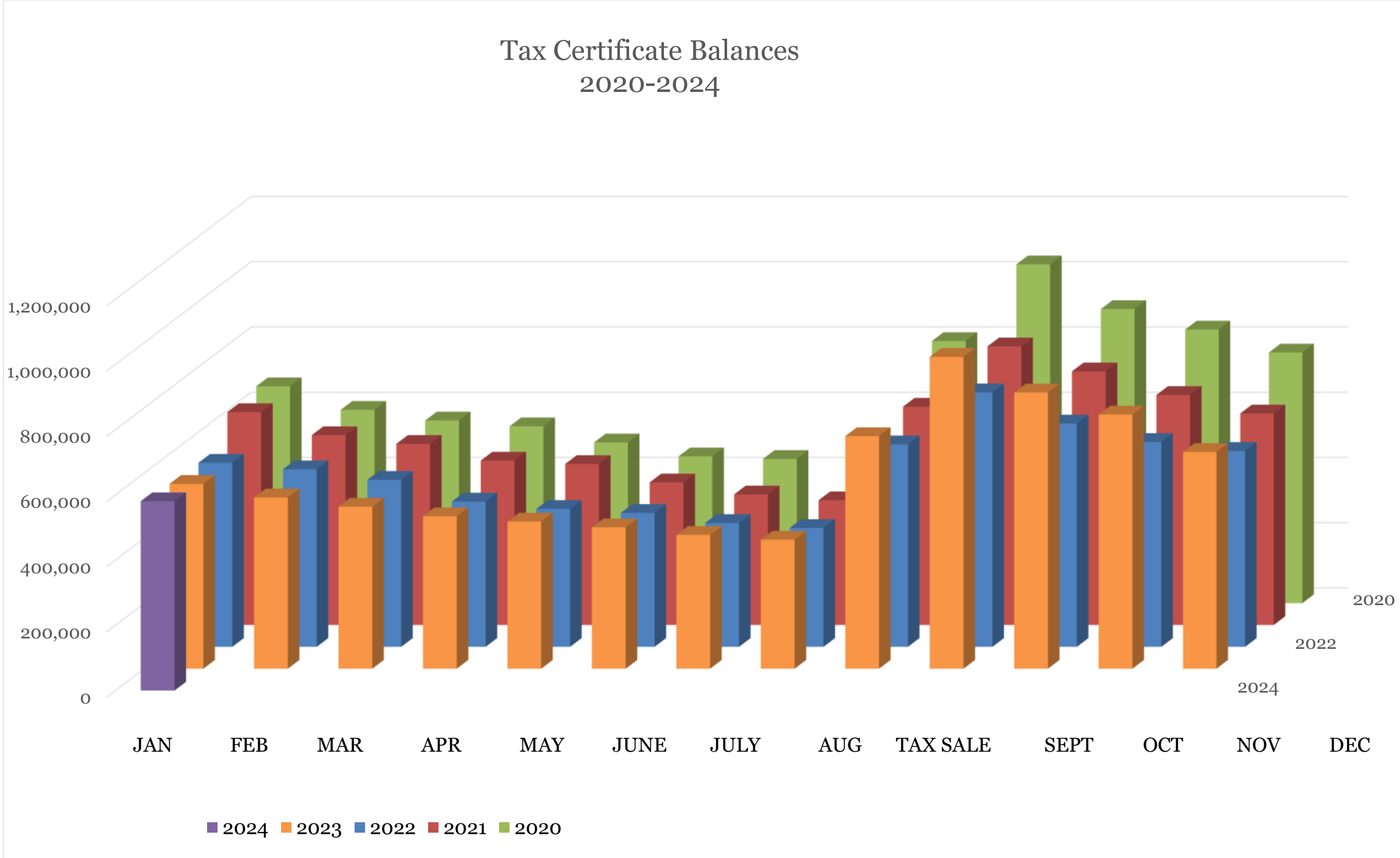
Dollars listed are from the tax certificate roll. Certificates are issued by law on September 1 for delinquent current year taxes and are added to the prior year delinquent taxes due.

% listed is the % of levy uncollected.

The number and dollars listed for September through January are all tax certificates.

*The number of parcels listed for February through August includes both current year delinquent parcels and prior year tax certificates. The dollars do not include current year delinquent taxes.

There are currently 9 parcels with delinquent taxes due that are on a payment plan. We are working on foreclosure process for 2020 tax year. We are working with Corp Counsel on putting notice together for the Ozaukee Press.


Tax Certificate Balances
2020-2024
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
JAN
FEB
MAR
APR
MAY
JUNE
JULY
AUG
TAX SALE
SEPT
OCT
NOV
DEC
2020
2022
2024
2024
2023
2022
2021
2020

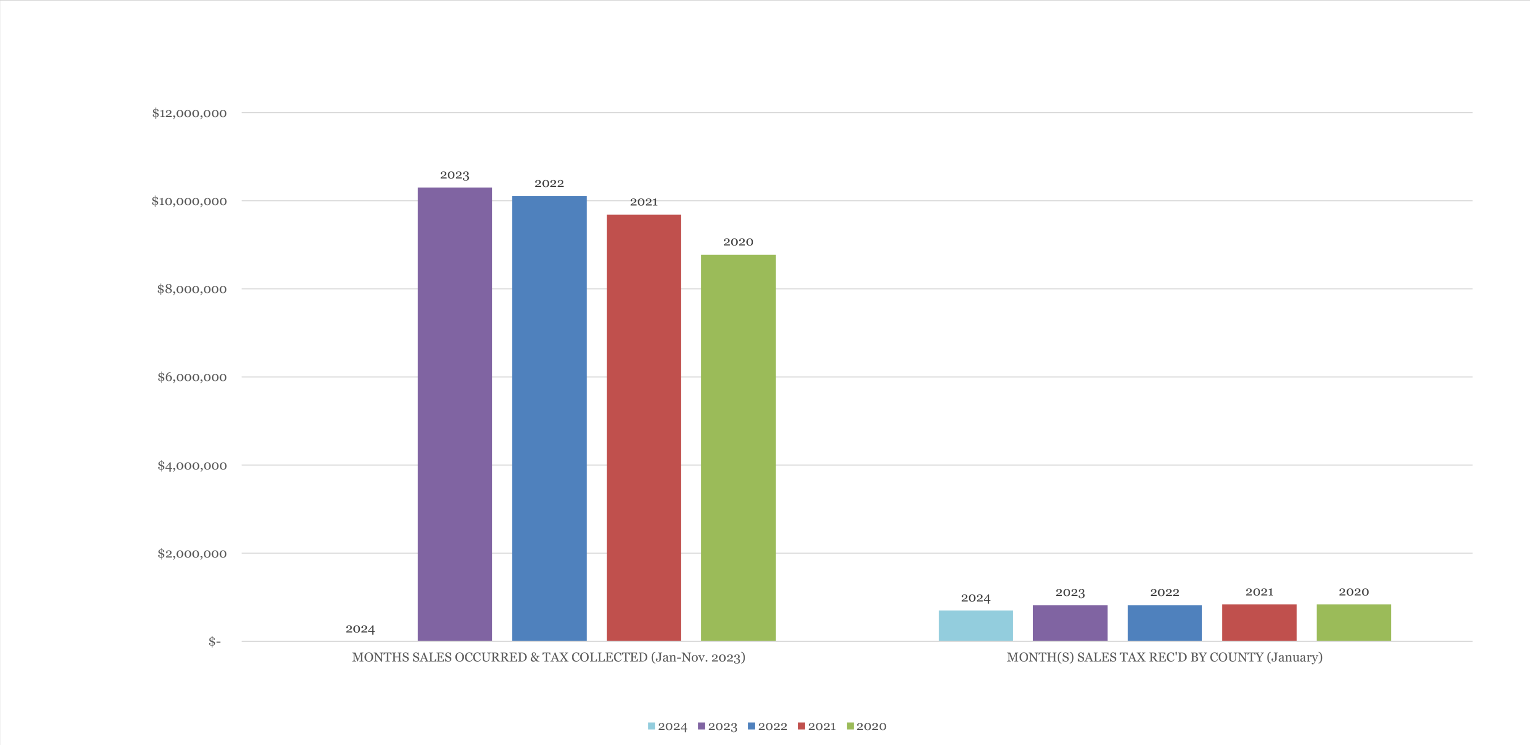
SALES TAX INCOME

MONTH COUNTY RECEIVES SALES TAX MONEY	MONTH SALES OCCURRED AND SALES TAX COLLECTED	2024	2023	2022	2021	2020
January	November	$ 699,925	$ 819,961	$ 819,968	$ 838,958	$ 840,209
February	December		$ 1,213,586	$ 1,004,389	$ 837,361	$ 811,096
March	January		$ 780,367	$ 753,101	$ 709,655	$ 640,248
April	February		$ 708,888	$ 791,175	$ 794,643	$ 676,988
May	March		$ 951,640	$ 752,730	$ 749,818	$ 624,557
June	April		$ 1,075,074	$ 1,032,797	$ 942,045	$ 646,382
July	May		$ 890,736	$ 948,041	$ 988,440	$ 836,826
August	June		$ 1,176,749	$ 982,372	$ 807,042	$ 816,972
September	July		$ 1,020,036	$ 1,015,951	$ 1,074,803	$ 817,956
October	August		$ 929,919	$ 953,798	$ 852,524	$ 1,208,946
November	September		$ 1,104,714	$ 1,038,162	$ 944,816	$ 730,504
December	October		$ 960,699	$ 1,016,809	$ 1,000,698	$ 936,555
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Nov. 2023)		$ -	$ 10,298,747	$ 10,104,897	$ 9,684,452	$ 8,774,892
MONTH(S) SALES TAX REC'D BY COUNTY (January)		$ 699,925	$ 819,961	$ 819,968	$ 838,958	$ 840,209
BUDGET		$ 11,677,265	$ 11,216,085	$ 10,100,721	$ 9,106,921	$ 9,106,921

County receives	97.75%	of the .5% tax collected
State retains	1.75%	
Retailers retain	0.5%	
	100.00%	

SALES TAX INCOME

	2024	2023	2022	2021	2020	
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Nov. 2023)	$ -	$ 10,298,747	$ 10,104,897	$ 9,684,452	$ 8,774,892	<------------
MONTH(S) SALES TAX REC'D BY COUNTY (January)	$ 699,925	$ 819,961	$ 819,968	$ 838,958	$ 840,209	<------------



REVOLVING LOAN FUND UPDATE

RLF LOANS	Loan Begin Date	Loan End Date*	Principal Due	Monthly Payment	Paid Through	Most Recent Payment Date**
107 W Buntrock LLC	July 1, 2014	June 2024	$10,758.14	$904.54	June 2023	1/31/2024
Cheel LLC	February 1, 2018	December 2024	$10,729.14	$647.01	June 2023	1/31/2024
Oldenburg Metal Properties	April 1, 2014	March 2024	$2,704.33	$678.41	November 2023	2/1/2024
Oldenburg Metal Loan #3	September 1, 2023	September 2028	$50,209.69	$983.82	January 2024	2/1/2024
The Fermentorium	May 1, 2015	July 2025	$18,615.23	$757.79	May 2023	1/16/2024

**Payment dates updated to most current payment date as of 02/15/2024

Ozaukee County Committee Report
General Fund Treasurer
For the One Month Ending Wednesday, January 31, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Prior YTD Actual	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues						
Taxes	$13,804	$28,530	$28,530	$337,300	$308,770	8.46%
Public Charges for Services	$150	$1,374	$1,374	$4,000	$2,626	34.35%
Other Revenue	-	($3,958)	($3,958)	$25,500	$29,458	-15.52%
Total Revenues	**$13,954**	**$25,946**	**$25,946**	**$366,800**	**$340,854**	**7.07%**
Expenditures						
Salaries	$11,674	$14,083	$14,083	$250,169	$236,086	5.63%
Fringe Benefits	$10,342	$11,385	$11,385	$102,534	$91,149	11.10%
Travel/Training	-	$125	$125	$4,950	$4,825	2.53%
Supplies	$617	$36,661	$36,661	$41,650	$4,989	88.02%
Purchased Services	$198	$68	$68	$13,100	$13,032	0.52%
Interdepartment Charges	$2,526	$40	$40	$42,853	$42,813	0.09%
Other Expenses	$224	-	-	$12,200	$12,200	0.00%
Total Operating Expenditures	**$25,581**	**$62,362**	**$62,362**	**$467,456**	**$405,094**	**13.34%**
Capital Outlay						
Total Expenditures	**$25,581**	**$62,362**	**$62,362**	**$467,456**	**$405,094**	**13.34%**
Net Increase (Decrease)	**($11,627)**	**($36,416)**	**($36,416)**	**($100,656)**	**($64,240)**	**36.18%**
Equity:						
Due To / Due From	($10,489,664)	$8,662,276	$8,662,276	-	($8,662,276)	0.00%