AGENDA
EXECUTIVE COMMITTEE
SPECIAL BUDGET AND REGULAR MEETING
MONDAY, SEPTEMBER 30, 2024 – 1:00 PM
ADMINISTRATION CENTER - AUDITORIUM
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. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **PROPER NOTICE**
4. **PUBLIC COMMENT, CORRESPONDENCE, COMMUNICATIONS**
5. **APPROVAL OF MINUTES**
   a. August 26, 2024
6. **BUDGET REVIEW:**
   Grants/Funding to Organizations
   Advocates of Ozaukee
   The National Flag Day Foundation
   Ozaukee Youth Apprenticeship Program
   Family Promise of Ozaukee
   Ozaukee County Historical Society
   Ozaukee County Tourism Council
   Southeastern Wisconsin Regional Planning Commission
   Monarch Library System
   East Wisconsin Counties Railroad Consortium
   Ozaukee Economic Development
7. **DISCUSSION ITEMS:**
   a. 2025 Budget Update
   b. Schedule of County Board Meetings
8. **COUNTY ADMINISTRATOR'S REPORT**
   a. Lasata CBRF Update
   b. Human Services Director Recruitment
   c. Belgium Farms LLC Donation of Park Land
9. **COMMITTEE REPORTS**
10. **NEXT MEETING DATE**
    Special Budget Meeting - Wednesday, October 2, 2024
    Special Budget Meeting - Thursday, October 3, 2024 - 8:00 AM (if needed)
    Regular Meeting - Monday, November 4, 2024 - 6:00 PM
11. **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:	**September 30, 2024**
DEPARTMENT:	**County Clerk**
DIRECTOR:	**Karen Niemuth**
PREPARER:	**Karen Niemuth**

Agenda Summary August 26, 2024

<https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_08262024-3457>

EXECUTIVE COMMITTEE

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **September 30, 2024**
DEPARTMENT: **Administrator**
DIRECTOR: **Jason Dzwinel**
PREPARER: **Jason Dzwinel**

Agenda Summary 2025 Budget Update

The following memo provides background on the 2025 County Administrator's Recommended Budget.

ATTACHMENTS:

- 2025 County Administrator's Executive Committee Budget Memo (PDF)

EXECUTIVE COMMITTEE

DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE
Jason Dzwinel, County Administrator
2025 Budget Message
www.co.ozaukee.wi.us

September 26, 2024

Dear Members of the Executive Committee:

It is my privilege to present the 2025 County Administrator's Recommended Budget for your consideration.

The County Administrator's Recommended Budget increases in the tax levy from the Approved 2024 Budget by $591,316 or 2.66%. These $591,316 of additional funds will be supported by the allowable tax levy increase fir 2025 under the State of Wisconsin's net new construction formula of $257,907, in addition to, $333,409 of net new construction that was unused in the 2024 budget.

The net impact of the $591,316 tax levy increase recommended will increase the 2025 tax levy by 2.66% and decrease the proposed tax rate by $0.05.

The table below compares the County Administrator's Recommended Budget from 2024 to 2025

COUNTY ADMINISTRATOR'S RECOMMENDED BUDGET

	2024	2025	+/- $	+/- %
TOTAL TAX LEVY	$22,948,000	$23,579,345	$631,345	2.75%
COUNTY TAX LEVY	$22,227,270	$22,818,586	$591,316	2.66%
LIBRARY LEVY	$720,730	$760,759	$40,029	5.55%
TOTAL TAX RATE	$1.52	$1.47	($0.05)	-3.04%
COUNTY TAX RATE	$1.30	$1.25	($0.05)	-3.63%
LIBRARY TAX RATE	$0.22	$0.22	$0.00	0.47%

FACTORS IMPACTING THE 2025 BUDGET

There are two significant facts impacting the 2025 County Administrator's Recommended Budget. One, the increasing costs of placements in the Human Services Department and a corresponding decrease of revenues from the State of Wisconsin. Two, sales tax collections which will be allocated as a revenue to decrease the property tax levy for 2025.

Human Services 2025 Budget

The Human Services Department (combined department with ADRC and Aging) 2025 Current Service Level Budget as presented by the department would have resulted in a $2,408,668 increase in tax levy over the 2024 Adopted Budget. The 2024 budget included $292,000 use of reserves (fund balance), to decrease the 2024 tax levy. The 2025 budget does not include this revenue. In addition, the 2024 budget assumed a Vacancy and Turnover (VAT) factor of $250,058. The VAT is a budget assumption that the total budgeted amount of salaries and benefits for Human Services staff budgeted for the twelve month financial plan will not be expended in total due to vacancy and turnover of staff in the department.

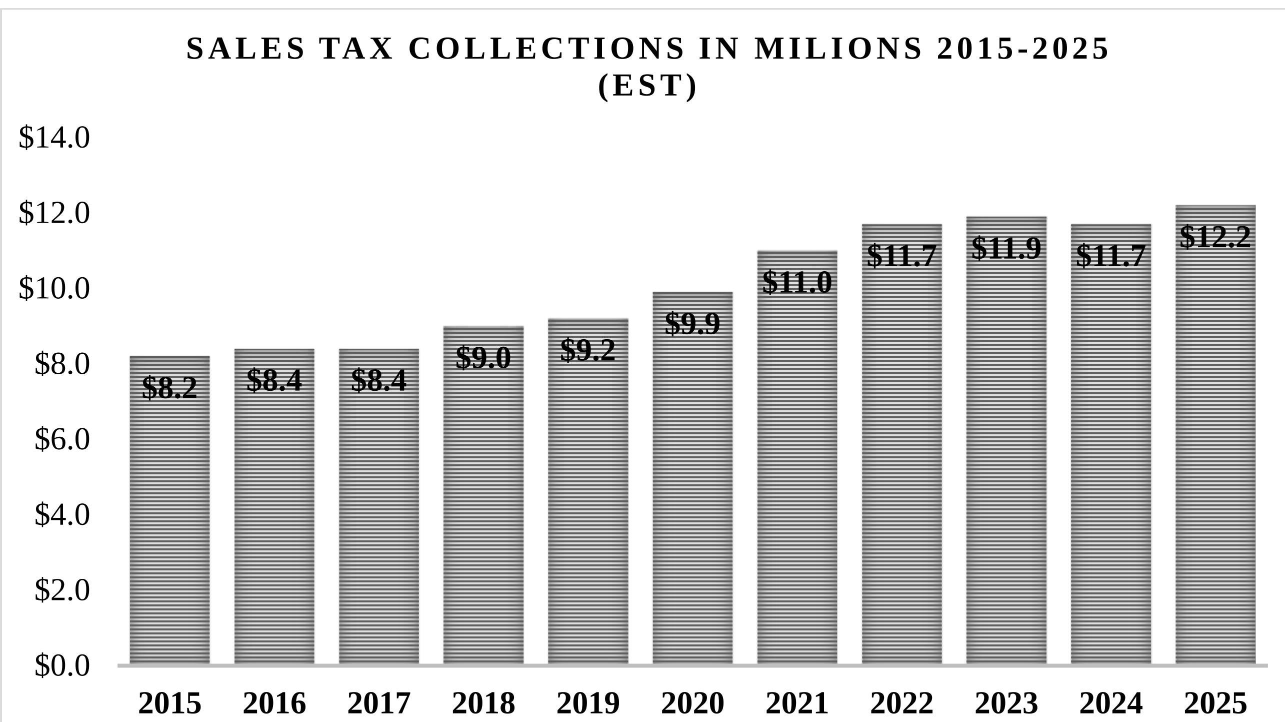
Aging Services briefly housed the Adult Protective Services (APS) program in the 2024 budget. The tax levy for this program was $722,478 in 2024. After the budget was moved back to Human Services in 2025 the tax levy is now requested at $939,023. The increased tax levy amount is $216,545. Most of this increase is attributable to increases in the costs of Community Based Residential Facility placements of, $196,000 and increases in salaries and wages.

The Economic Support Division has a loss of around $200,000 in Intergovernmental Revenue, from the unwinding of COVID related Medicaid funds and this is replaced by tax levy in 2025. Expenditures (mostly Salaries and Benefits) increase by about $70,000. Net tax levy impact in this division is about $270,000.

The Children, Youth and Families Division tax levy increases by $882,525 or 60% from last year. Group Home costs increase by $375,000. Residential Care Center costs increase by $300,000, and Juvenile Correctional Institutional Placement increases by $85,000. Revenues in the division are down slightly. Salaries and Benefits are up about $100,000.

Sales Tax Estimates 2025

The 2024 budgeted sales tax revenues total $ 11,677,265. The Wisconsin Counties Association (WCA) estimate for 2025 is forecasted at $12,082,013. The 2025 budgeted sales tax recommendation assumes the WCA estimate of $12,232,000, an increase of $554,735. Sales tax collections YTD are $100,000 over budget through July and historically fare better in the latter half of the year. The chart below shows historic collections from 2015-2023 and estimated revenues for 2024 and 2025.



DEPARTMENTAL HIGHLIGHTS BY COMMITTEE

Finance Committee

The Corporation Counsel and Child Support budget for 2025 increases the tax levy by $39,679 or 8%, primarily due to rising salary and health insurance costs. In contrast, the County Clerk's Office has decreased its tax levy by $34,675 or 4.38%, thanks to lower costs associated with the printing of ballots local elections as there is no presidential or gubernatorial elections in 2025. Neither department submitted any expansion requests.

The Department of Administration also experiences an increase in its tax levy by $136,141 or 6.3%. Salaries and benefits constitute 90% of this budget, the increase reflects regular Cost of Living Adjustments (COLA) and step increases. Notably, there are no expansion requests for the Department of Administration (which includes the County Administrator's Office, Human Resources, and Finance).

For the Treasurer's Office, the tax levy sees an increase of $24,223 or 24%. This increase is driven by higher expenditures for salaries and benefits and a $10,000 reduction in revenue for the Agricultural Use Penalty. The Agricultural Use Penalty is a charge for landowners for converting agricultural land to a non-farm use (residential, commercial or industrial). The charge is based on the difference between the average market value of cropland in the county and the use value of the land. Salaries and benefits increase by 6% in the Treasurer’s Office.

Radio Services shows a decrease of $68,026 or 11%, due to the elimination of a contracted position that has completed a radio system programming project. The Information Technology Fund operates without tax levy support, relying on user fees from other departments. Expenses for IT services have grown by 11% due to the evolving technological needs of the county, primarily in the areas of maintenance and security contracts. The department continues to manage increased costs tied to its Microsoft 365 contract and other purchased services. There is an expansion request in the IT Department for a new Help Desk position shared between the Lasata Care Center and the IT Department. This new position will not have a levy impact as it will be supported by revenue from the Lasata Campus and a portion of funds set aside from the elimination of the contracted position.

Human Services Committee

Turning to the Human Services Department, the 2025 budget recommendation includes a substantial tax levy increase of $1,238,636 over 2024. As discussed above, key drivers include the transfer of the Adult Services Program back to the Behavioral Health Division, the removal of reserves from the previous budget, and an overall increase in salary and benefit costs. The original request was more than a $2,400,000 increase over 2024. The recommend budget does include $280,000 in service expense reductions in Child Protective Services, Youth Justice, Foster Care and Crisis. In addition, five open positions will remain unfilled in 2025 saving $526,000 and the remainder will be made up with a VAT assumption. This VAT assumption will require continual management of staff productivity, revenue reimbursement and restructuring of open positions. The fund balance as of 2023 in Human Services totals more than $850,000, which will guard against the aggressive VAT assumption.

The Lasata Senior Living Campus continues to operate without tax levy support, with balanced budgets across its facilities. The Lasata Care Center benefits from a favorable Medicaid rate increase of 35%, allowing it to avoid financial support transfers from other Lasata facilities and even contribute to the General Fund. The Lasata Campus will contribute $100,000 of excess revenues to the General Fund to offset the property tax levy. The Lasata Crossings and Lasata Heights similarly maintain balanced budgets, with occupancy rates remaining strong, and no major transfers to the Care Center are required in 2025. The only expansion request in this area involves increasing a Dietitian's hours.

For the Public Health Department, the budget holds the tax levy flat for 2025, except for an increase of $6,586 for the Criminal Justice Collaboration Council. The department also requests an expansion request of a part-time WIC Nutritionist due to growing caseloads and increased demand for services.

Natural Resources Committee

In the Land and Water Management department, the tax levy increases by $87,229 or 12.4%, primarily due to a reduction in revenue linked to the expiration of the Demonstration Farm Grant. The department's one expansion request is to convert a part-time office administrator role into a full-time position, at a cost of $45,000.

The Planning and Parks Department sees a tax levy increase of $94,826 or 8.31%, driven by rising operating expenses and declining revenues. The additional costs of operating new parklands and parks infrastructure totals more than $50,000 in 2025. This increase is recommended to be offset by increasing the Golf Course payment to the parks to $140,000 in 2025, a $50,000 increase. However, its one expansion request, an increase to a GIS Technical position, is expected to be offset by increased revenues. Meanwhile, the Golf Courses maintain financial stability without the need for tax levy support.

The Register of Deeds/Land Information Office revenues will reduce the tax levy by $460,460, thanks to strong revenue performance in recent years, and an assumption that interest rates will continue to decrease opening the door to home mortgage refinancing in 2025. Salary and Benefit expenditures are rising slightly, which reduce total departmental revenues by $41,560.

Public Works Committee

The Facilities budget sees tax levy increases in both the Justice Center and the Administration Center Building, largely due to rising health insurance and salary costs.

The Highway Department budget remains flat, with no expansion requests approved for 2025. This flat budget recommendation is a reduction of $607,000 of the departmental tax levy request in County Roads in Bridges Fund. The recommendation includes a delay of a county highway project in 2025, with a direction to the Highway Department to secure additional town work (summer or winter), state projects or work with Planning and Parks. Planning and Parks has secured grant funds for the CTH W project in Saukville and has a new grant for Sucker Creek that assumes $2,400,000 in Highway work through the life span of the project. A portion of the Sucker Creek work will be done in 2025.

In Transit the requested 2025 tax levy increase of $150,603 has been eliminated. In 2025 the county will move from urban to rural funding from the Federal Transit Authority, the full financial impact of this is an unknown. The recommendation is to not increase the tax levy in 2025 for two reasons. One, in 2021 the county budget set aside $200,000 of tax levy that was allocated to Express Bus Operations in the Project Fund when the bus was operated using CARES/ARPA funds. Two, the Transit fund has a fund balance of $2,200,000.

Public Safety Committee

In the Public Safety area, the Clerk of Courts requested a tax levy increase of $110,544 or 11.4%, largely driven by increases in salaries and benefits. This increase has been eliminated in the 2025 recommended budget. The Wisconsin Counties Association has made court funding its primary lobbying request of the State of Wisconsin in 2025-2027 state budget. Despite the fact that the courts are a state operation, the amount of county support to the court system has increased incrementally for many years. Statewide the revenues from the State of Wisconsin totaled less than 20% of the total cost of court operations. In addition, only 22% of fines and forfeitures collected by the circuit courts are returned to counties.

The District Attorney's Office experiences similar salary and benefit pressures, with a 12% increase in its tax levy due to rising personnel costs. The department has requested an additional part-time position in the Victim Witness program due to the increasing workload required by the implementation of Marsy’s Law.

Finally, the Sheriff’s Office sees a 3.68% tax levy increase, or $572,000, with the bulk of the increase attributed to salaries and benefits. The initial budget submitted by the Sheriff’s Department did not fund five Dispatcher positions. The recommended budget removes funding for an additional three Dispatcher positions saving $211,000. The Sheriff’s Department is currently approved to fill 28 Dispatcher positions in the County Policy Procedure Manual. This recommendation would fund 20 Dispatcher positions in 2025. Based on an analysis of hours worked in the Dispatch Center from 2022, 2023 and YTD 2024 including, compensatory time and overtime earned, field training, holiday worked, regular time, sick, vacation and special assignment time, the hours total 15 FTE in 2022, 18 FTE in 2023 and an estimated 18.5 in 2024 (9.8 YTD). This recommendation will not limit hiring to more than 20 Dispatchers, the intent is not to impact operations, but is a budgetary assumption. In addition, the recommended budget removes funding a five year taser lease and recommends funding year by year a $96,000 decrease.

The Sheriff’s Department has submitted two expansion requests: repainting the Emergency Management Rescue Boat and expanding services for jail court transfers, both of which were requested in prior budgets. The repainting of the Emergency Management Rescue Boat will be handled by 2024 budgeted funds.

TAX LEVY SUMMARY

Tax Levy Summary by Committee & Department

Account Description	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2025 Requested	2025 Recommend	Variance $	Variance %
FINANCE COMMITTEE								
101-General Fund	-11,546,238	-12,901,998	-14,579,877	-14,808,149	-14,808,149	-15,747,612	-939,463	6.3%
102-Department of Administration	1,676,848	1,939,202	2,036,808	2,160,633	2,299,274	2,296,774	136,141	6.3%
103-Corporation Counsel & Child Suppo	305,987	323,661	408,257	469,903	509,582	509,582	39,679	8.4%
105-County Board & County Clerk	554,061	594,825	595,102	793,767	759,002	759,002	-34,765	-4.4%
107-County Treasurer	-76,806	42,626	-38,790	100,656	134,879	124,879	24,223	24.1%
602-Information Technology	124,119	245,997	226,388	0	0	0	0	0.0%
104-Radio Services & IT Projects	537,711	699,138	681,275	614,468	646,439	546,439	-68,029	-11.1%
120-Non Departmental (excluding Libra	449,546	638,658	1,056,344	903,250	903,250	708,250	-195,000	-21.6%
LEVY BY COMMITTEE	**-7,974,772**	**-8,417,891**	**-9,614,493**	**-9,765,472**	**-9,555,723**	**-10,802,686**	-1,037,214	10.6%
HEALTH & HUMAN SERVICES COMMITTEE								
203-Aging Services	23,606	88,288	126,902	882,183	231,638	231,638	-650,545	-73.7%
216-ADRC	6,379	19,544	-17,532	0	0	0	0	0.0%
202-Human Services	3,529,711	4,481,791	5,333,527	3,629,224	6,688,437	4,867,860	1,238,636	34.1%
501-Lasata Care Center	1,388,734	-89,297	404,490	0	0	0	0	0.0%
504-Lasata Crossing	-146,276	116,980	674,106	0	0	0	0	0.0%
502-Lasata Heights	-178,159	-1,029,033	78,834	0	0	0	0	0.0%
204-Public Health	338,839	167,697	650,519	520,702	520,702	520,702	0	0.0%
217-Public Health-CJCC	30,465	42,232	44,615	34,260	34,096	34,096	-164	-0.5%
114-Veterans' Services	178,981	162,821	175,835	236,379	251,090	245,490	9,111	3.9%
LEVY BY COMMITTEE	**5,172,280**	**3,961,023**	**7,471,296**	**5,302,748**	**7,725,963**	**5,899,786**	597,038	11.3%
NATURAL RESOURCES COMMITTEE								
503-Golf Courses	-590,112	-282,342	148,977	0	0	0	0	0.0%
115-Planning & Parks	868,813	1,148,006	1,092,546	1,141,622	1,420,348	1,236,448	94,826	8.3%
117-Land & Water Management	461,027	606,242	534,475	701,408	788,637	788,637	87,229	12.4%
208-Land Information Office	-33,972	-44,837	-21,734	57,535	77,640	57,535	0	0.0%
106-Register of Deeds	-821,422	-675,134	-317,363	-502,020	-460,460	-460,460	41,560	-8.3%
116-University Extension	184,943	184,378	153,594	222,542	232,162	232,162	9,620	4.3%
221 & 222-Ozaukee Grant Projects	137,302	191,938	-259,729	0	0	0	0	0.0%
LEVY BY COMMITTEE	**206,579**	**1,128,251**	**1,330,766**	**1,621,087**	**2,058,327**	**1,854,322**	233,235	14.4%
PUBLIC SAFETY COMMITTEE								
110-Clerk of Courts	653,928	816,963	786,090	971,674	1,082,218	971,674	0	0.0%
108-Medical Examiner	47,612	-38,518	183,372	185,722	229,316	199,316	13,594	7.3%
111-District Attorney	503,652	564,008	552,663	673,719	757,308	757,308	83,589	12.4%
113-Emergency Management	171,437	157,233	194,706	283,471	293,295	283,146	-325	-0.1%
112-Sheriff's Office	12,936,920	13,435,234	14,545,702	15,571,460	16,453,107	16,144,191	572,731	3.7%
212-Sheriff's Office-Jail Assessment	-12,866	-8,001	3,189	0	0	0	0	0.0%
210-Sheriff's Office-Jail Commissary	7,653	2,276	-4,778	0	0	0	0	0.0%
LEVY BY COMMITTEE	**14,308,336**	**14,929,195**	**16,260,944**	**17,686,046**	**18,815,244**	**18,355,635**	669,589	3.8%

TAX LEVY SUMMARY

Tax Levy Summary by Committee & Department

Account Description	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2025 Requested	2025 Recommend	Variance $	Variance %
PUBLIC WORKS COMMITTEE								
220-County Fairgrounds	92,413	62,024	150,052	119,017	150,757	119,017	0	0.0%
109-Facilities Management	1,344,663	1,263,166	1,394,599	1,413,890	1,529,078	1,537,552	123,662	8.7%
205-Highway County Roads & Bridges	3,800,942	3,296,818	3,738,451	3,315,491	3,922,857	3,315,491	0	0.0%
601-Highway Department	-146,268	631,049	421,773	133,000	133,000	133,000	0	0.0%
211-Transit Services	-292,080	191,977	193,023	248,828	399,431	248,828	0	0.0%
LEVY BY COMMITTEE	**4,799,670**	**5,445,034**	**5,897,898**	**5,230,226**	**6,135,123**	**5,353,888**	123,662	2.4%
EXECUTIVE COMMITTEE - CAPITAL LEVY								
401-Capital Reserve (Operating)	203,027	485,322	-350,909	362,553	362,553	362,553	0	0.0%
405-Capital Project-County Building Prc	-4,336,768	-1,045,256	-1,044,175	0	0		0	0.0%
406-Capital Project-Technology Project	422,400	6,594	0	0	0		0	0.0%
209-Revolving Loan Fund	1,055,238	-3,125	-6,545	0	0		0	0.0%
LEVY BY COMMITTEE	**-2,656,103**	**-556,465**	**-1,401,629**	**362,553**	**362,553**	**362,553**	0	0.0%
OPERATIONAL COUNTY TAX LEVY				**20,435,332**	**25,541,487**	**21,023,498**	588,166	2.9%
EXECUTIVE COMMITTEE - DEBT TAX LEVY								
401-Capital Reserve - (Debt Portion)	0	0	0	438,600	438,600	438,600	0	0.0%
301-Debt Service Fund	2,084,001	1,353,068	1,345,162	1,353,338	1,356,488	1,356,488	3,150	0.2%
TOTAL DEBT TAX LEVY				**1,791,938**	**1,795,088**	**1,795,088**	3,150	0.2%
TOTAL ALLOWABLE LEVY				**22,227,270**	**27,336,575**	**22,818,586**	591,316	2.7%
SPECIAL LIBRARY LEVY *								
Eastern Shores Library	**648,974**	**669,842**	**713,969**	**720,730**	**760,759**	**760,759**	40,029	5.6%
* budgeted in Non-Department but separated for this presentation								
TOTAL LEVY (OPERATIONAL, DEBT/CAPITAL, AND LIBRARY)				**22,948,000**	**28,097,334**	**23,579,345**	631,345	2.8%

Attachment: 2025 County Administrator's Executive Committee Budget Memo (2025 County Administrator's Recommended Budget)

TAX LEVY SUMMARY

Tax Levy Summary by Fund Type & Department

Fund and Department	2022 Actual	2023 Actual	2024 Budget	2024 Amended	2025 Budget	2024-2025 Variance $	2024-2025 Variance %
GENERAL FUND							
101-General Fund	-12,901,998	-14,579,877	-14,808,149	-14,808,149	-15,747,612	-939,463	6.34%
102-Department of Administration	1,939,202	2,036,808	2,160,633	2,160,633	2,296,774	136,141	6.30%
103-Corp Counsel & Child Support	323,661	408,257	469,903	469,903	509,582	39,679	8.44%
104-Radio Services & IT Projects	699,138	681,275	614,468	614,468	546,439	-68,029	-11.07%
105-County Board & County Clerk	594,825	595,102	793,767	793,767	759,002	-34,765	-4.38%
106-Register of Deeds	-675,134	-317,363	-502,020	-502,020	-460,460	41,560	-8.28%
107-County Treasurer	42,626	-38,790	100,656	100,656	124,879	24,223	24.07%
108-Medical Examiner	-38,518	183,372	185,722	185,722	199,316	13,594	7.32%
109-Facilities Management	1,263,166	1,394,599	1,413,890	1,413,890	1,537,552	123,662	8.75%
110-Clerk of Courts	816,963	786,090	971,674	971,674	971,674	0	0.00%
111-District Attorney	564,008	552,663	673,719	673,719	757,308	83,589	12.41%
112-Sheriff's Office	13,435,234	14,545,702	15,571,460	15,571,460	16,144,191	572,731	3.68%
113-Emergency Management	157,233	194,706	283,471	283,471	283,146	-325	-0.11%
114-Veterans' Services	162,821	175,835	236,379	236,379	245,490	9,111	3.85%
115-Planning & Parks	1,148,006	1,092,546	1,141,622	1,141,622	1,236,448	94,826	8.31%
116-University Extension	184,378	153,594	222,542	222,542	232,162	9,620	4.32%
117-Land & Water Management	606,242	534,475	701,408		788,637	87,229	12.44%
120-Non Departmental (Excl Library)	638,658	1,056,344	903,250	903,250	708,250	-195,000	-21.59%
SPECIAL REVENUE FUNDS							
202-Human Services	4,481,791	5,333,527	3,629,224	3,629,224	4,867,860	1,238,636	34.13%
203-Aging Services	88,288	126,902	882,183	882,183	231,638	-650,545	-73.74%
204-Public Health	167,697	650,519	520,702	520,702	520,702	0	0.00%
205-Hwy County Roads & Bridges	3,296,818	3,738,451	3,315,491	3,315,491	3,315,491	0	0.00%
208-Land Information Office	-44,837	-21,734	57,535	57,535	57,535	0	0.00%
209-Revolving Loan Fund	-3,125	-6,545	0	0	0	0	0.00%
210-Sheriff's Office-Jail Commissary	2,276	-4,778	0	0	0	0	0.00%
211-Transit Services	191,977	193,023	248,828	248,828	248,828	0	0.00%
212-Sheriff's Office-Jail Assessment	-8,001	3,189	0	0	0	0	0.00%
216-ADRC	19,544	-17,532	0	0	0	0	0.00%
217-Public Health-CJCC	42,232	44,615	34,260	34,260	34,096	-164	-0.48%
220-County Fairgrounds	62,024	150,052	119,017	119,017	119,017	0	0.00%
221 & 222-Parks Grant Projects	191,938	-259,729	0	0	0	0	0.00%
Account Description	**2022 Actual**	**2023 Actual**	**2024 Budget**	**2024 Amended**	**2025 Budget**	**2024-2025 Variance $**	**2024-2025 Variance %**
DEBT SERVICE FUND							
301-Debt Service Fund	1,353,068	1,345,162	1,791,938	1,353,338	1,795,088	3,150	0.18%
CAPITAL PROJECTS							
401, 405, & 406 - Capital Reserve	-556,465	-1,401,629	360,697	362,553	362,553	1,856	0.51%
ENTERPRISE FUNDS							
501-Lasata Care Center	-89,297	404,490	0	0	0	0	0.00%
502-Lasata Heights	-1,029,033	78,834	0	0	0	0	0.00%
503-Golf Courses	-282,342	148,977	0	0	0	0	0.00%
504-Lasata Crossing	116,980	674,106	0	0	0	0	0.00%
INTERNAL SERVICE FUNDS							
601-Highway Department	631,049	421,773	133,000	133,000	133,000	0	0.00%
602-Information Technology	245,997	226,388	0	0	0	0	0.00%
SUBTOTAL			22,227,270	21,089,118	22,818,586	591,316	2.66%
COUNTY TAX LEVY			**22,227,270**	**21,089,118**	**22,818,586**	**591,316**	**2.66%**
EASTERN SHORES LIBRARY LEVY	**669,842**	**713,969**	**720,730**	**720,730**	**760,759**	**40,029**	**5.55%**
TOTAL TAX LEVY			**22,948,000**	**21,809,848**	**23,579,345**	**631,345**	**2.75%**

2025 COUNTY ADMINISTRATOR'S BUDGET REVISIONS

These are the decreases and increases made by the County Administrator in the 2025 budget in order to submit a balanced budget utilizing the authorized Tax Levy amount. The expenditures are reduced based on the Tax Levy amount and the revenue budgets. Revenue is developed using various methodologies that will provide the County with a responsible revenue projection.

	NON-HUMAN SERVICES REDUCTION ITEMS	Total Reductions	2,875,052
Parks	Sugar Maple Nature School payment		30,000
Parks	Rental and Reservations increase		15,000
Parks	Operating Expenses (all but about $75,000 expenses at Hawthorne)		128,000
Parks	Transfer GC revenue to Hawthorne Park		50,000
HWY	Hold flat levy (3 positions vacant and seek non-county projects)		607,366
Transit	Hold flat levy - wait for results of programmatic/funding changes		150,603
Countywide	Use 2025 New Construction (actual amount will vary due to levy calculation process)		337,034
Countywide	2024 New Construction (Use in HS)		-
Countywide	2020 New Construction (Reserved for 2026 Budget)		-
Countywide	Reduce HI amount for premium incentive based on actual usage		30,000
EM	Reduced PT by $4,000 and reduced salary rates for FT positions		10,149
Veterans	reduced expenses and increased revenues		5,600
Lasata PILOT	Increase transfer to GF from Lasata		50,000
Fairgrounds	Increase revenue to offset levy increase		32,000
Countywide	VAT amount increased (VAT amount set at $200K)		100,000
Sheriff	Fund tasers annually instead of all at once		96,000
Countywide	Remove vacation payout budget amount		70,000
Courts	Adjust some revenues and expenses to hold levy flat		110,544
Treasurer	Put revenue back in budget		10,000
Sheriff	Unfund 3 more dispatchers		212,916
LIS Fund	Increase revenue to eliminate the levy increase		20,105
Medical Examiner	Decrease Per Diem by $20K and increase revenues by $10K		30,000
Countywide	Increase State Shared Aid and Person Property (Gen Fund)		225,000
Countywide	Sales Tax Increase		554,735
	HUMAN SERVICES REDUCTIONS	Total Reductions	2,408,668
	5 Position (5.0 FTE) eliminated from Budget (vacant positions)		526,531
	2024 New Construction Levy Amount		333,409
	HS VAT Assumption (holding positions vacant in dept)		544,168
	Operating Expense Cuts		279,471
	Excess Levy from the General Fund		725,089

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	District Attorney
DIVISION OR PROGRAM:	Victim Witness Unit
REQUEST TITLE:	Victim Witness Assistant - Support Position

REQUEST DESCRIPTION:

Since the passage of the Marsy's Law constitutional amendment in 2020, the obligations of the Victim Witness Unit have dramatically increased. Previously, the victim rights statute focused on the opportunity to make a victim impact statement and to request restitution at sentencing. Marsy's law provides greater protections for victim rights, including the opportunity to confer with the District Attorney's office, and to address the court at any stage of the proceedings -- including the bail and scheduling hearings. This requires victim witness staff to promptly identify victims on all referrals received from law enforcement and notify them of their rights -- many times even before a charging decision has been made. In addition to expanded obligations under Marsy's Law, the Victim Witness Unit now works with an increased number of attorneys. The current number of victim witness staff (a full-time coordinator and half-time specialist) was created well over 20 years ago when there were only three attorneys in the office. Today, there are five attorneys in the office and still only 1.5 victim witness positions. Much of the coordinator's and specialist's time is spent providing direct assistance to victims, meeting with victims and prosecutors, or accompanying victims in court. This proposed position would provide vital administrative support for our Victim Witness Unit by handling mailings, taking phone calls, and office coverage when the coordinator/specialist are otherwise in court.

PRIORITY: Required (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

This request is a high priority. With the addition of Assistant District Attorney's in the DA's Office and an increasing number of cases, the Victim Witness Unit is forced to provide the bare minimum services to victims and witnesses. This has been less then ideal and could expose the DA's Office and Victim Witness Unit to complaints with the Crime Victim Rights Board.

BUDGET IMPACT:		
EXPENSES:	$ 38,085.44	(What is the total budgetary impact of this request?)
REVENUE:	$ 13,721.00	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ 24,364.44	(Formula taking the difference between Expense and Revenue)

REVENUE SOURCE IS GUARANTEED:	Yes	No	N/A
	x		

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Victim Witness Assistant	$ 38,085	PCR 1

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

This is the most important section. Link your request to the Strategic Plan, Objectives, and KPI's/PM's. The goal of the Victim Witness Unit is to have personal contact with every victim and explain the rights they have and help then to exercise those rights as early as possible. The Assistant position would provide the support needed to accomplish this goal. The District Attorney's Office has added two additional attorneys to the office with the Victim Witness Unit having virtually no change in over 20 years. The demands have increased and the additon of this position will help us assist the District Attorney's Office with prosecution of their criminal case load. This will also provide us with the resources to provide the best service to victims of criminal conduct in our county.

OTHER CONSIDERATIONS:

It's anticipated this postion would be partially funded by the State of Wisconsin similar to the Coordinator and Specialist positions (approval is pending). Historically, the reimbursement percentage averages roughly 48% (not guaranteed). If the State would not approve the funding, this position would need to be fully funded by Ozaukee County.

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	District Attorney - Victim Witness Unit				
Employee Name *(if change only):*					
Effective Date of Request:	January 1, 2025				
Have you submitted a Position Description to HR?	Yes	x	No		use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	x	No		
Will a grant offset the position?	Yes	x	No	x	State may fund position partially

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST	CURRENT POSITION INFO	NEW OR CHANGED POSITION
(if new position fill out information on right side and leave "current position info" blank)		
Position Title	From:	To: Victim Witness Assistant
Employee Group	From:	To: Non-Exempt
Pay Grade	From:	To: 8
Step (max of step 5 for new/vacant positions)	From:	To: 1
Hourly Rate (budgeted based on step)	From:	To: $23.93
Annual Hours (1560 is min for Health Insurance)	From:	To: 1040
Other Change:	From:	To:

BUDGETARY IMPACT	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$0.00	$24,887.20
Social Security (6.2% of salary and OT)	$0.00	$1,543.01
Medicare (1.45% of salary and OT)	$0.00	$360.86
Retirement (6.75% of salary and OT for most positions)	$0.00	$1,679.89
Health Insurance (for most positions assume +1 at 20%)	$0.00	
Life Insurance (0.16% of salary and OT)	$0.00	$39.82
Disability Insurance (0.3% of salary and OT)	$0.00	$74.66
Subtotal Salary & Benefits	**$0.00**	**$28,585.44**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$9,500.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$38,085.44**
Revenue Source (leave blank if you are requesting tax levy)		
Reimbursement from the State of Wisconsin (Roughly 48%)	$0.00	$13,721.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$0.00**	**$24,364.44**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$24,364.44**

COST CENTERS AND ALLOCATIONS		Allocation Check 100%	TRUE	100%
Cost Center(s) Expensed & Allocations				
		111-1-02		100%

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

*Expansion Request 1 - Victim Witness Assitant ****************THE REIMBURSEMENT AMOUNT FROM THE STATE OF WISCONSIN IS SUBJECT TO APPROVAL. I AM ALSO INVESTIGATING IF ANY PORTION OF THE EQUIPMENT EXPENSES WOULD BE REIMBURSABLE. BY THE STATE.*

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION				
Department and Division (if applicable):	Human Services			
Employee Name *(if change only)*:	**(hidden)**			
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	No		use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	No		
Will a grant offset the position?	Yes	No		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST	CURRENT POSITION INFO		NEW OR CHANGED POSITION
(if new position fill out information on right side and leave "current position info" blank)			
Position Title	From: I&A Specialist	To:	ADRC Specialist
Employee Group	From:	To:	
Pay Grade	From:	To:	
Step (max of step 5 for new/vacant positions)	From:	To:	
Hourly Rate (budgeted based on step)	From:	To:	
Annual Hours (1560 is min for Health Insurance)	From:	To:	
Other Change:	From:	To:	

BUDGETARY IMPACT	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$0.00	$0.00
Social Security (6.2% of salary and OT)	$0.00	$0.00
Medicare (1.45% of salary and OT)	$0.00	$0.00
Retirement (7% of salary and OT for most positions)	$0.00	$0.00
Health Insurance (for most positions assume single and +1 a	$0.00	$0.00
Life Insurance (0.16% of salary and OT)	$0.00	$0.00
Disability Insurance (0.3% of salary and OT)	$0.00	$0.00
Subtotal Salary & Benefits	**$0.00**	**$0.00**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$0.00**
Revenue Source (leave blank if you are requesting tax levy)		
202-3-11, 202-3-12, 202-2-14	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$0.00**	**$0.00**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$0.00**

COST CENTERS AND ALLOCATIONS	Allocation Check 100%	FALSE	0%
Cost Center(s) Expensed & Allocations			

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Expansion Request 1

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Human Services				
Employee Name *(if change only):*	**(hidden)**				
Effective Date of Request:	January 1, 2025				
Have you submitted a Position Description to HR?	Yes		No		use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes		No		
Will a grant offset the position?	Yes		No		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST		*CURRENT POSITION INFO*		*NEW OR CHANGED POSITION*
(if new position fill out information on right side and leave "current position info" blank)				
Position Title	From:	I&A Specialist Supervisor	To:	ADRC Supervisor
Employee Group	From:		To:	
Pay Grade	From:		To:	
Step (max of step 5 for new/vacant positions)	From:		To:	
Hourly Rate (budgeted based on step)	From:		To:	
Annual Hours (1560 is min for Health Insurance)	From:		To:	
Other Change:	From:		To:	

BUDGETARY IMPACT	*CURRENT POSITION BUDGET*	*REQUESTED POSITION BUDGET*
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$0.00	$0.00
Social Security (6.2% of salary and OT)	$0.00	$0.00
Medicare (1.45% of salary and OT)	$0.00	$0.00
Retirement (7% of salary and OT for most positions)	$0.00	$0.00
Health Insurance (for most positions assume single and +1 a	$0.00	$0.00
Life Insurance (0.16% of salary and OT)	$0.00	$0.00
Disability Insurance (0.3% of salary and OT)	$0.00	$0.00
Subtotal Salary & Benefits	**$0.00**	**$0.00**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$0.00**
Revenue Source (leave blank if you are requesting tax levy)		
202-3-11, 202-3-12, 202-2-14	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$0.00**	**$0.00**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$0.00**

COST CENTERS AND ALLOCATIONS	Allocation Check 100%	FALSE	0%
Cost Center(s) Expensed & Allocations			

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Expansion Request 1

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Human Services			
Employee Name *(if change only):*	**(Hidden)**			
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	No	X	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	No	X	
Will a grant offset the position?	Yes	No		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST	CURRENT POSITION INFO	NEW OR CHANGED POSITION
(if new position fill out information on right side and leave "current position info" blank)		
Position Title	From: School Social Work Liasion	To: Youth Justice Worker
Employee Group	From: 14	To: 12
Pay Grade	From: 6	To: 11
Step (max of step 5 for new/vacant positions)	From:	To:
Hourly Rate (budgeted based on step)	From: $44.84	To: $41.99
Annual Hours (1560 is min for Health Insurance)	From: 2080	To: 2080
Other Change:	From:	To:

BUDGETARY IMPACT	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$ 93,267.20	$ 87,339.20
Social Security (6.2% of salary and OT)	$ 5,782.57	$ 5,415.03
Medicare (1.45% of salary and OT)	$ 1,352.37	$ 1,266.42
Retirement (7% of salary and OT for most positions)	$ 6,528.70	$ 6,113.74
Health Insurance (for most positions assume single and +1 a	$ 30,504.00	$ 30,504.00
Life Insurance (0.16% of salary and OT)	$ 149.23	$ 139.74
Disability Insurance (0.3% of salary and OT)	$ 279.80	$ 262.02
Subtotal Salary & Benefits	**$137,863.87**	**$131,040.15**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$137,863.87**	**$131,040.15**
Revenue Source (leave blank if you are requesting tax levy)		
202-3-11, 202-3-12, 202-2-14	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$137,863.87**	**$131,040.15**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**($6,823.72)**

COST CENTERS AND ALLOCATIONS		Allocation Check 100%	TRUE	100%
Cost Center(s) Expensed & Allocations				
202-2-09	100%			

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION				
Department and Division (if applicable):	Human Services			
Employee Name *(if change only):*	**(hidden)**			
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	No	X	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	No	X	
Will a grant offset the position?	Yes	No		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST	*CURRENT POSITION INFO*		*NEW OR CHANGED POSITION*
(if new position fill out information on right side and leave "current position info" blank)			
Position Title	From:	To:	
Employee Group	From:	To:	
Pay Grade	From:	To:	
Step (max of step 5 for new/vacant positions)	From:	To:	
Hourly Rate (budgeted based on step)	From: $33.68	To:	$35.61
Annual Hours (1560 is min for Health Insurance)	From: 2080	To:	1040
Other Change:	From:	To:	

BUDGETARY IMPACT	*CURRENT POSITION BUDGET*	*REQUESTED POSITION BUDGET*
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$ 70,054.40	$ 37,034.40
Social Security (6.2% of salary and OT)	$ 4,343.37	$ 2,296.13
Medicare (1.45% of salary and OT)	$ 1,015.79	$ 537.00
Retirement (7% of salary and OT for most positions)	$ 4,903.81	$ 2,592.41
Health Insurance (for most positions assume single and +1 a		
Life Insurance (0.16% of salary and OT)	$ 112.09	$ 59.26
Disability Insurance (0.3% of salary and OT)	$ 210.16	$ 111.10
Subtotal Salary & Benefits	**$80,639.62**	**$42,630.30**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$80,639.62**	**$42,630.30**
Revenue Source (leave blank if you are requesting tax levy)		
202-3-11, 202-3-12, 202-2-14	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$80,639.62**	**$42,630.30**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**($38,009.32)**

COST CENTERS AND ALLOCATIONS		Allocation Check 100% TRUE	100%
Cost Center(s) Expensed & Allocations			
202-1-01	20%	216-1-01	25%
202-2-14	25%		
202-4-01	5%		
202-5-01	25%		

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Human Services			
Employee Name *(if change only)*:	**(hidden)**			
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	No	X	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	No	X	
Will a grant offset the position?	Yes	No		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST

(if new position fill out information on right side and leave "current position info" blank)

	CURRENT POSITION INFO		NEW OR CHANGED POSITION
Position Title	From: Crisis Supervisor	To:	rvisor - Assessment and Referral
Employee Group	From:	To:	
Pay Grade	From:	To:	
Step (max of step 5 for new/vacant positions)	From:	To:	
Hourly Rate (budgeted based on step)	From:	To:	
Annual Hours (1560 is min for Health Insurance)	From:	To:	
Other Change:	From:	To:	

BUDGETARY IMPACT

	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$ -	$ -
Social Security (6.2% of salary and OT)	$ -	$ -
Medicare (1.45% of salary and OT)	$ -	$ -
Retirement (7% of salary and OT for most positions)	$ -	$ -
Health Insurance (for most positions assume single and +1 a		
Life Insurance (0.16% of salary and OT)	$ -	$ -
Disability Insurance (0.3% of salary and OT)	$ -	$ -
Subtotal Salary & Benefits	**$0.00**	**$0.00**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$0.00**
Revenue Source (leave blank if you are requesting tax levy)		
202-3-11, 202-3-12, 202-2-14	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$0.00**	**$0.00**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$0.00**

COST CENTERS AND ALLOCATIONS

Allocation Check 100% FALSE 0%

Cost Center(s) Expensed & Allocations

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Attachment: 2025 County Administrator's Executive Committee Budget Memo (2025 County Administrator's Recommended Budget)

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION				
Department and Division (if applicable):	Human Services			
Employee Name *(if change only):*	**(Hidden)**			
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	No	X	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	No	X	
Will a grant offset the position?	Yes	No		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST	CURRENT POSITION INFO		NEW OR CHANGED POSITION
(if new position fill out information on right side and leave "current position info" blank)			
Position Title	From: Case Management Supervisor	To:	sor-Community Recovery Suppor
Employee Group	From:	To:	
Pay Grade	From:	To:	
Step (max of step 5 for new/vacant positions)	From:	To:	
Hourly Rate (budgeted based on step)	From:	To:	
Annual Hours (1560 is min for Health Insurance)	From:	To:	
Other Change:	From:	To:	

BUDGETARY IMPACT	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$ -	$ -
Social Security (6.2% of salary and OT)	$ -	$ -
Medicare (1.45% of salary and OT)	$ -	$ -
Retirement (7% of salary and OT for most positions)	$ -	$ -
Health Insurance (for most positions assume single and +1 a		
Life Insurance (0.16% of salary and OT)	$ -	$ -
Disability Insurance (0.3% of salary and OT)	$ -	$ -
Subtotal Salary & Benefits	**$0.00**	**$0.00**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$0.00**
Revenue Source (leave blank if you are requesting tax levy)		
202-3-11, 202-3-12, 202-2-14	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$0.00**	**$0.00**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$0.00**

COST CENTERS AND ALLOCATIONS	Allocation Check 100%	FALSE	0%
Cost Center(s) Expensed & Allocations			

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Attachment: 2025 County Administrator's Executive Committee Budget Memo (2025 County Administrator's Recommended Budget)

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Land & Water Management			
Employee Name *(if change only)*:	**(Hidden)**			
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes X	No		use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes X	No		
Will a grant offset the position?	Yes	No X		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST

(if new position fill out information on right side and leave "current position info" blank)

	CURRENT POSITION INFO	NEW OR CHANGED POSITION
Position Title	From: Office Administrator- PT	To: Office Administrator - FTE
Employee Group	From:	To:
Pay Grade	From: 8	To: 10
Step (max of step 5 for new/vacant positions)	From: 1	To: 1
Hourly Rate (budgeted based on step)	From: $23.23	To: $23.93
Annual Hours (1560 is min for Health Insurance)	From: 1248	To: 2080
Other Change:	From:	To: increase in responsibilities

BUDGETARY IMPACT

	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$28,991.04	$49,774.40
Social Security (6.2% of salary and OT)	$1,797.44	$3,086.01
Medicare (1.45% of salary and OT)	$420.37	$721.73
Retirement (7% of salary and OT for most positions)	$2,029.37	$3,484.21
Health Insurance (for most positions assume +1 at 20%)	$0.00	**$21,876.00**
Life Insurance (0.16% of salary and OT)	$46.39	$79.64
Disability Insurance (0.3% of salary and OT)	$86.97	$149.32
Subtotal Salary & Benefits	**$33,371.59**	**$79,171.31**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$33,371.59**	**$79,171.31**
Revenue Source (leave blank if you are requesting tax levy)		
(Type in Revenue Source #1 Here)	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$33,371.59**	**$79,171.31**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$45,799.73**

COST CENTERS AND ALLOCATIONS

Allocation Check 100% **FALSE** **100%**

Cost Center(s) Expensed & Allocations

117-1-01	40%
117-2-01	40%
117-2-12	15%
117-2-13	5%

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

In 2024, County Board approved a Part Time Office Administrator, duties included: clerical responsibilities, public engagement, customer service, tracking, filing and depositing checks, mail, assisting customers with basic mapping shoreland/floodplain boundaries, Minutetaq documents etc. This was filled in June 2024 by our sitting zoning and sanitation intern, Nick Mikkelson. In 2025, I propose we increase this position to full time. Nick has since pursued licensing and training in zoning code, POWTS maintainer training and Arc Pro which would be a value added to our Department. His role would then include reviewing, accepting and filing zoning permits, reviewing POWTS plans, as well as assisting in keeping our mapping layers up to date in Arc Pro, which are published live to the public via our website mapping.

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	LWM 117
DIVISION OR PROGRAM:	Land & Water Management
REQUEST TITLE:	Office Administrator

REQUEST DESCRIPTION:

In 2024, County Board approved a Part Time Office Administrator, duties included: clerical responsibilities, public engagement, customer service, tracking, filing and depositing checks, mail, assisting customers with basic mapping shoreland/floodplain boundaries, Minutetaq documents etc. This was filled in June 2024 by our sitting zoning and sanitation intern. In 2025, I propose we increase this position to full time. The current employee has since pursued licensing and training in zoning code, POWTS maintainer training and Arc Pro which would be a value added to our Department. His role would then include reviewing, accepting and filing zoning permits, reviewing POWTS plans, as well as assisting in keeping our mapping layers up to date in Arc Pro, which are published live to the public via our website mapping.

PRIORITY: Urgent (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

This transition from part time to full time will be necessary to retain this individual in this role to benefit from his skills, skills we have also helped shape, and trained him for. During the 6 months of vacancy as a part time position, we received many applicants, but all turned down the job in the end due to the lack of health insurance coverage.

BUDGET IMPACT:		
EXPENSES:	$ 45,799.73	(What is the total budgetary impact of this request?)
REVENUE:	$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ 45,799.73	(Formula taking the difference between Expense and Revenue)

REVENUE SOURCE IS GUARANTEED: Yes No **N/A**

In 2023, we increased our Sanitation Fees and in 2024 we increased our Zoning fees, neither had been updated in over a decade. 4 positions, including this one, are partially supported by these fees.

NEW POSITIONS REQUESTED (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Office Administrator	$ 45,799.73	attached

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

Revenue is not listed in the Budget Impact table, as this position pulls from multiple revenues including Zoning and Sanitation permits, and permit volume varies year to year. We have recently adjusted our permit fees to help offset our dept expenses and to lessen their seat on the tax levy. Additionaly, I have an expansion request for scanning documents, if need be I would allocate those dollars to this position, and it could allow me to do the scanning work in house.

OTHER CONSIDERATIONS:

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Medical Examiner			
Employee Name *(if change only):*				
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	x	No		use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes		No	x
Will a grant offset the position?	Yes		No	x

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST

(if new position fill out information on right side and leave "current position info" blank)

	CURRENT POSITION INFO		NEW OR CHANGED POSITION
Position Title	From: Deputy Medical Examiner	To:	Chief Deputy Medical Examiner
Employee Group	From:	To:	
Pay Grade	From: 11	To:	13
Step (max of step 5 for new/vacant positions)	From: 4	To:	1
Hourly Rate (budgeted based on step)	From: $31.94	To:	$34.53
Annual Hours (1560 is min for Health Insurance)	From: 1664	To:	2080
Other Change:	From:	To:	

BUDGETARY IMPACT

	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$53,148.16	$71,822.40
Social Security (6.2% of salary and OT)	$3,295.19	$4,452.99
Medicare (1.45% of salary and OT)	$770.65	$1,041.42
Retirement (6.75% of salary and OT for most positions)	$3,587.50	$4,848.01
Health Insurance (for most positions assume +1 at 20%)		
Life Insurance (0.16% of salary and OT)	$85.04	$114.92
Disability Insurance (0.3% of salary and OT)	$159.44	$215.47
Subtotal Salary & Benefits	**$61,045.98**	**$82,495.21**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	
Total Annual Position Expense	**$61,045.98**	**$82,495.21**
Revenue Source (leave blank if you are requesting tax levy)		
(Type in Revenue Source #1 Here)	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$61,045.98**	**$82,495.21**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)		**$21,449.23**

COST CENTERS AND ALLOCATIONS

Allocation Check 100% **FALSE** **0%**

Cost Center(s) Expensed & Allocations

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Attachment: 2025 County Administrator's Executive Committee Budget Memo (2025 County Administrator's Recommended Budget)

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Medical Examiner
DIVISION OR PROGRAM:	
REQUEST TITLE:	Chief Deputy Medical Examiner

REQUEST DESCRIPTION:

Ozaukee County recently shifted from a coroner system to a medical examiner system, with careful consideration given to assessing community needs. This transition has expanded death investigations procedures in the county to meet national standards, requiring increased support in investigations and administrive tasks. Real-time, comprehensive, multi-disciplinary death investigations will enhance community health and wellness. Upgrading the 0.80 FTE Deputy Medical Examiner to a 1.0 FTE Chief Deputy Medical Examiner not only ensures stability in the role but also establishes a crucial continuity plan for the Medical Examiner's Office.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

BUDGET IMPACT:		
EXPENSES:	$ -	(What is the total budgetary impact of this request?)
REVENUE:	$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ -	(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	Yes No N/A	

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Chief Deputy Medical Examiner	$ 93,163	

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

The additional support this position will bring to the ME office can be linked to sections I and IV of the Ozaukee County Strategic Plan. The ability to develop statistics dervied from the death investigations will enhance public health, specifically preventative deaths. We are able to support not only the Substance Misuse Task Force by providing toxicological and forensic results from those who died as a result of drug intoxication, but furnish information on other preventable deaths to aid the county-wide behavioral health stigma reduction campaign. The statistical data will also promote community-wide engagement when shared on our website.

OTHER CONSIDERATIONS:

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Planning and Parks - Ecological Division			
Employee Name *(if change only):*				
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	X	No	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	X	No	
Will a grant offset the position?	Yes	X	No	

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST

(if new position fill out information on right side and leave "current position info" blank)

POSITION REQUEST		*CURRENT POSITION INFO*		*NEW OR CHANGED POSITION*
Position Title	From:	Natural Resources and GIS Tech	To:	Conservation Biologist
Employee Group	From:	Non-exempt	To:	Exempt
Pay Grade	From:	11	To:	12
Step (max of step 5 for new/vacant positions)	From:	2	To:	3
Hourly Rate (budgeted based on step)	From:	$30.30	To:	$34.69
Annual Hours (1560 is min for Health Insurance)	From:	2080	To:	2080
Other Change:	From:	NA	To:	NA

BUDGETARY IMPACT

BUDGETARY IMPACT	*CURRENT POSITION BUDGET*	*REQUESTED POSITION BUDGET*
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$63,024.00	$72,155.20
Social Security (6.2% of salary and OT)	$3,907.49	$4,473.62
Medicare (1.45% of salary and OT)	$913.85	$1,046.25
Retirement (6.75% of salary and OT for most positions)	$4,254.12	$4,870.48
Health Insurance (for most positions assume +1 at 20%)	$20,854.08	$21,876.00
Life Insurance (0.16% of salary and OT)	$100.84	$115.45
Disability Insurance (0.3% of salary and OT)	$189.07	$216.47
Subtotal Salary & Benefits	**$93,243.45**	**$104,753.46**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$93,243.45**	**$104,753.46**
Revenue Source (leave blank if you are requesting tax levy)		
USFWS Milwaukee River OxBow and NOAA Sucker Creek	$0.00	$6,500.00
USFS Coastal Parks Project Area Phase II	$0.00	$5,010.02
Levy Impact (Tax Levy Requested)	**$93,243.45**	**$93,243.44**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**($0.00)**

COST CENTERS AND ALLOCATIONS

Allocation Check 100% **TRUE** **100%**

Cost Center(s) Expensed & Allocations

Cost Center	Allocation		
222-1-01	60%		
221-1-01	40%		

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Upgrade Natural Resources and GIS Technician to Conservation Biologist. Current staff has consistently performed above and beyond the job description and taking on more complex duties of the Conservation Biologist postion including several research reports and high end GIS analysis.

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Information Technology
DIVISION OR PROGRAM:	Information Technology
REQUEST TITLE:	IT Help Desk Position

REQUEST DESCRIPTION:

Problem Statement:
The Lasata Care Campus, along with countywide IT operations, is facing an increasing demand for IT support to ensure smooth daily operations. Currently, the IT department is stretched thin managing both higher-level strategic tasks and lower-level technical functions, such as troubleshooting hardware, maintaining software, and providing user support. This strain is causing delays in response times and reducing overall efficiency. Moreover, the reliance on contracted IT services for routine tasks has proven costly and less effective in meeting the immediate and evolving needs of the campus and broader county IT operations.

Solution Statement:
To address this issue, it is proposed that a new IT Help Desk position be created to support the Lasata Care Campus and countywide IT operations. This position will focus on lower-level IT functions such as troubleshooting, maintenance, and user support, freeing up higher-level staff to focus on more strategic projects. Importantly, the addition of this position will not increase the property tax levy, as it will be funded through the revenues generated by the Lasata Care Campus and savings from reducing reliance on contracted IT services. This approach will ensure more efficient and responsive IT support without increasing taxpayer burden.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

BUDGET IMPACT:		
EXPENSES:	$ 83,000.00	(What is the total budgetary impact of this request?)
REVENUE:	$ 83,000.00	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ -	(Formula taking the difference between Expense and Revenue)

REVENUE SOURCE IS GUARANTEED:	**Yes**	No	N/A
			x

NEW POSITIONS REQUESTE (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
IT Help Desk Support	$ 830,000	na

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

Enhance IT Support Efficiency -Improve response times and resolution rates for lower-level IT issues across the Lasata Care Campus and countywide IT operations by providing dedicated help desk support. This will allow for faster troubleshooting, reducing system downtime and improving operational continuity.

Optimize Resource Allocation -By delegating lower-level tasks to the new help desk position, senior IT staff will be able to focus on higher-level, strategic projects, maximizing the department's overall productivity and efficiency..

Improve User Satisfaction - Enhance user experience for Lasata Care Campus staff and countywide departments by providing quicker and more personalized IT support. The help desk will serve as a first point of

OTHER CONSIDERATIONS:

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Planning and Parks Department
DIVISION OR PROGRAM:	Ecological (Fish Passage) Division
REQUEST TITLE:	Upgrade for Natural Res. & GIS Tech to Conservation Biologist

REQUEST DESCRIPTION:

This request is to upgrade the Natural Resources and GIS Technician position to a Conservation Biologist position. This staff person has exceeded expectations of her current position for several years and is performing duties of the Conservation Biologist. This staff person has a Bachelor's Degree from UW - Madision and several years of experience with the Department conducting fieldwork, GIS , and technical analysis and reporting. This staff person has been working with both current Conservation Biologists and providing critical back-up for both while taking on additional workload. This staff person was an intern with the Department and moved up to her current position. She has exceeded performance of her current duties and has taken on duties related to the Conservation Biologist position such as technical and ecological analysis and report writing, advanced grant writing and reporting as well as proficiency of the Conservation Biologist technical fieldwork. The budgetary impact of moving from a PG 11 to PG 12 is less than $12,000 and will be funded by secured grants (USFWS, NOAA, WCMP and USFS grants) within the Ecological Division (both terrestrial and fisheries), which she has assisted in securing. The solution is to retain this staff's expertise, dedication and experience and recognize that with this upgrade.

PRIORITY: Required (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

To recognize this staff person's accomplishments, workload, dedication and years of experience with the County.

BUDGET IMPACT:		
EXPENSES:	$ 11,510.02	(What is the total budgetary impact of this request?)
REVENUE:	$ 11,510.02	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ -	(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	**Yes** No N/A	YES, See PCR

The full expense of this position is grant funded currently.

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Conservation Biologist	$ 104,753	PCR 1

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

This position directly supports multiple Strategic Plan Goals, Strategic Objectives, Key Performance Indicators (KPIs) & Metrics (KPMs) including: Goal III: Enhance Quality of Life Assets - Strategic Objective: Increase Preservation and Restoration of Important Environmentally Sensitive Lands and Farmlands. KPI's include: Acres of natural areas under active management, acres of invasive species under active management, acres under active restoration, number and percentage of acres of non-county owned natural areas and farmland. Strategic Objective: Improve Our Water Quality. KPI's include: Acres under active restoration, Milwaukee River Total Maximum Daily Load (TMDL) and Milwaukee River Basin Scorecard. Strategic Objective: Develop Recreational and Cultural Destinations for Tourism, Residents and Businesses. KPI's include: Number of Ozaukee Interurban Trail Users and % Change in Users Annually. Goal IV: Promote the County and Engage Citizens, Strategic Objective: Enhance our Communications, Website and Marketing. KPI's include number of hits on all County channels.

OTHER CONSIDERATIONS:

This position supports these Strategic Plan items through technical grant writing and reporting, habitat assessments, supervision, environmental monitoring, survey work, construction inspection & oversight, social media & website development, education & outreach, GIS, project management, coordination with partners, and collection & analysis of environmental, park & OIT user data

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Public Health WIC				
Employee Name *(if change only):*					
Effective Date of Request:	January 1, 2025				
Have you submitted a Position Description to HR?	Yes		No	X	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	x	No		
Will a grant offset the position?	Yes	x	No		

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST

(if new position fill out information on right side and leave "current position info" blank)

	CURRENT POSITION INFO		NEW OR CHANGED POSITION
Position Title	From:	To:	WIC Nutritionist
Employee Group	From:	To:	WIC
Pay Grade	From:	To:	9
Step (max of step 5 for new/vacant positions)	From:	To:	1
Hourly Rate (budgeted based on step)	From:	To:	$24.42
Annual Hours (1560 is min for Health Insurance)	From:	To:	1248
Other Change:	From:	To:	

BUDGETARY IMPACT

	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$0.00	$30,476.16
Social Security (6.2% of salary and OT)	$0.00	$1,889.52
Medicare (1.45% of salary and OT)	$0.00	$441.90
Retirement (7% of salary and OT for most positions)	$0.00	$2,133.33
Health Insurance (for most positions assume +1 at 20%)	$0.00	
Life Insurance (0.16% of salary and OT)	$0.00	$48.76
Disability Insurance (0.3% of salary and OT)	$0.00	$91.43
Subtotal Salary & Benefits	**$0.00**	**$35,081.11**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$35,081.11**
Revenue Source (leave blank if you are requesting tax levy)		
WIC Grant	$35,081.11	$35,081.11
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**-$35,081.11**	**$0.00**
Net Impact (FY 2025 Incr(Decr) vs. FY 2024)	**N/A**	**$35,081.11**

COST CENTERS AND ALLOCATIONS

Allocation Check 100% TRUE 100%

Cost Center(s) Expensed & Allocations

Cost Center	Allocation
204-2-09-51101-000	100%

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Expansion Request #1

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Public Health
DIVISION OR PROGRAM:	WIC
REQUEST TITLE:	WIC Nutritionist

REQUEST DESCRIPTION:

The WIC department has has not experienced any changes in FTE's since 2020, while enrollment and retention of participants has continued to increase year over year along with significant increases of in-person and walk-in appointments. WIC staff complete time studies on an annual basis to inform decision-making regarding workflow and clinic staffing and are no longer able to dedicate as much time to each client as they previously could, due to the increase in caseload. State WIC funding is also tied to participant enrollments and due to this increase, the health department's 2024-2025 WIC budget has also increased. We are requesting to use this additional grant funding to support the addition of a part-time WIC nutritionist. This position would be three days a week for a total of 24 hours a week. This would also allow our WIC Director to spend less time covering clinic appointments and focus more on program admin and team leadership. As well it would assist with more cross coverage when staff are out and would allow for more time spent on required conferences and trainings. The entire amount of this request is covered by WIC grant funds.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

Additional burden is currently covered by our WIC Director and while we could maintain at this pace if absolutely necessary, the approval of additional Nutritionist position would allow our WIC staff to adjust their clinic flow to better serve the public.

BUDGET IMPACT:		
EXPENSES:	$ 35,081.11	(What is the total budgetary impact of this request?)
REVENUE:	$ 35,081.11	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ -	(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	Yes No N/A	

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
WIC Nutritionist	$ 35,081	1

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

One of the Public Health Department's 6 top priorities in our current strategic plan is to improve access to services. An additional WIC Nutritionist (24 hours per week) would allow our department to add an additional Nutritionist to our full clinic where it is currently understaffed. Which will improve access to appointments for our WIC families. Our department is also heavily focused on quality improvement as a result of our 140 review with DHS and this expansion was identified as an opportunity for improvement based on our most recent time studies, completed by our WIC staff.

OTHER CONSIDERATIONS:

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Register of Deeds - Land Information			
Employee Name *(if change only):*				
Effective Date of Request:	January 1, 2025			
Have you submitted a Position Description to HR?	Yes	x	No	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	x	No	
Will a grant offset the position?	Yes		No	x

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST	CURRENT POSITION INFO		NEW OR CHANGED POSITION
(if new position fill out information on right side and leave "current position info" blank)			
Position Title	From:	To:	GIS Technician
Employee Group	From:	To:	Land Information
Pay Grade	From:	To:	9
Step (max of step 5 for new/vacant positions)	From:	To:	1
Hourly Rate (budgeted based on step)	From:	To:	$25.90
Annual Hours (1560 is min for Health Insurance)	From:	To:	2080
Other Change:	From:	To:	

BUDGETARY IMPACT	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$0.00	$53,872.00
Social Security (6.2% of salary and OT)	$0.00	$3,340.06
Medicare (1.45% of salary and OT)	$0.00	$781.14
Retirement (6.75% of salary and OT for most positions)	$0.00	$3,636.36
Health Insurance (for most positions assume +1 at 20%)	$0.00	
Life Insurance (0.16% of salary and OT)	$0.00	$86.20
Disability Insurance (0.3% of salary and OT)	$0.00	$161.62
Subtotal Salary & Benefits	**$0.00**	**$61,877.38**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$61,877.38**
Revenue Source (leave blank if you are requesting tax levy)		
(Type in Revenue Source #1 Here)	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$0.00**	**$61,877.38**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$61,877.38**

COST CENTERS AND ALLOCATIONS	Allocation Check 100%	FALSE	0%
Cost Center(s) Expensed & Allocations			

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Expansion Request 1

Attachment: 2025 County Administrator's Executive Committee Budget Memo (2025 County Administrator's Recommended Budget)

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Register of Deeds
DIVISION OR PROGRAM:	Land Information
REQUEST TITLE:	GIS Technician

REQUEST DESCRIPTION:

Request Desc – Add a staff member to Land Info Office
Problem – Current staff of one is not able to complete all duties where there were originally two. The workload has increased since then, and the upcoming retirement of the ROD will add even more duties to the office. Projects are continually being delayed.
Currently there are some projects/services requested that cannot be done in-house by the office and must be completed by hiring an outside consultant.
Solution – Restore GIS Tech position to assist in the operations of the office.
Budget impact – For the most part it would be salary only, no additional computer hardware. The position was previously budgeted, then removed.

PRIORITY: Urgent (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

The office provides GIS data for NG-911. The County can't go live until the data has been cleaned up and correctly formatted. We have already passed our proposed go-live date. The
NG-911 project (one of many) is still evolving and will always need editing updates on a continual basis.

BUDGET IMPACT:

EXPENSES:		(What is the total budgetary impact of this request?)
REVENUE:	$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:		(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	Yes No N/A	

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
GIS Technician	$ 61,877	

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

The demand for GIS and Land Information continues to grow. Many people have come to rely on the services this office provides. There is currently little or no time for one person to keep up with all the duties of the office. It is essential to provide current data for other departments, the public, Planners, Realtors, Dispatch, Municipalities, etc. The GIS Tech can assist with this.
Restoring the position would allow the Land Info Office more time to assist those with their GIS needs, saving on expensive consultants.
The additional staff would also allow for a backup in the Land Information Officer/GIS Coordinator's absence. There is currently no other available or qualified employee that can even temporarily step in to help with the workload.

OTHER CONSIDERATIONS:

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Sheriff's Office - Jail		
Employee Name *(if change only):*			
Effective Date of Request:	January 1, 2025		
Have you submitted a Position Description to HR?	Yes x	No	use the form from the current salary study
Is this an EXPANSION REQUEST? *	Yes	No x	
Will a grant offset the position?	Yes	No x	

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST	CURRENT POSITION INFO	NEW OR CHANGED POSITION
(if new position fill out information on right side and leave "current position info" blank)		
Position Title	From: Sheriff - Community Liaison	To: Jail Behavioral Health Specialist
Employee Group	From:	To:
Pay Grade	From:	To:
Step (max of step 5 for new/vacant positions)	From:	To:
Hourly Rate (budgeted based on step)	From:	To:
Annual Hours (1560 is min for Health Insurance)	From:	To:
Other Change:	From:	To:

BUDGETARY IMPACT	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$0.00	$0.00
Social Security (6.2% of salary and OT)	$0.00	$0.00
Medicare (1.45% of salary and OT)	$0.00	$0.00
Retirement (7% of salary and OT for most positions)	$0.00	$0.00
Health Insurance (Assume Single or Plus 1)		
Life Insurance (0.16% of salary and OT)	$0.00	$0.00
Disability Insurance (0.3% of salary and OT)	$0.00	$0.00
Subtotal Salary & Benefits	**$0.00**	**$0.00**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$0.00	$0.00
Total Annual Position Expense	**$0.00**	**$0.00**
Revenue Source (leave blank if you are requesting tax levy)		
(Type in Revenue Source #1 Here)	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$0.00**	**$0.00**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**$0.00**

COST CENTERS AND ALLOCATIONS		Allocation Check 100%	TRUE	100%
Cost Center(s) Expensed & Allocations				
112-6-01	100%			

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Requesting job title change only. No change to wages or benefits. The current job title implies position deals more with people in the community. This position spends most of their time dealing with behavioral issues of inmate in the jail setting.

Attachment: 2025 County Administrator's Executive Committee Budget Memo (2025 County Administrator's Recommended Budget)

PERSONNEL CHANGE REQUEST - New or Change

This form will be used by the Budget Office to determine how and where the request will be categorized in Open Gov.

POSITION INFORMATION

Department and Division (if applicable):	Sheriff's Office / Jail - Court Services			
Employee Name *(if change only)*:	**Deputy Sheriff - CSU Deputy**			
Effective Date of Request:				
Have you submitted a Position Description to HR?	Yes	x	No	
Is this an EXPANSION REQUEST? *	Yes	x	No	
Will a grant offset the position?	Yes		No	x.

use the form from the current salary study

** Most position requests will be an Expansion Request because the Current Service Level is based on what's approved in the prior budget.*

POSITION REQUEST		CURRENT POSITION INFO		NEW OR CHANGED POSITION
(if new position fill out information on right side and leave "current position info" blank)				
Position Title	From:	Deputy Sheriff - CSU Deputy	To:	
Employee Group	From:	Union	To:	
Pay Grade	From:	Deputy Sheriff	To:	
Step (max of step 5 for new/vacant positions)	From:	4	To:	
Hourly Rate (budgeted based on step)	From:	$41.06	To:	
Annual Hours (1560 is min for Health Insurance)	From:	2080	To:	
Other Change:	From:		To:	

BUDGETARY IMPACT	CURRENT POSITION BUDGET	REQUESTED POSITION BUDGET
Salaries and Benefits (all are calculations except health insurance)		
Regular Salary & Wages (Calculated from Above)	$85,404.80	$0.00
Social Security (6.2% of salary and OT)	$5,295.10	$0.00
Medicare (1.45% of salary and OT)	$1,238.37	$0.00
Retirement (6.75% of salary and OT for most positions)	$5,764.82	$0.00
Health Insurance (for most positions assume +1 at 20%)	$0.00	
Life Insurance (0.16% of salary and OT)	$136.65	$0.00
Disability Insurance (0.3% of salary and OT)	$256.21	$0.00
Subtotal Salary & Benefits	**$98,095.95**	**$0.00**
Operating Expenses		
IT, Data, and Phone Requirements	$0.00	$0.00
Furniture & Equipment Requirements	$0.00	$0.00
Other Expenses	$1,000.00	$0.00
Total Annual Position Expense	**$99,095.95**	**$0.00**
Revenue Source (leave blank if you are requesting tax levy)		
(Type in Revenue Source #1 Here)	$0.00	$0.00
(Type in Revenue Source #2 Here)	$0.00	$0.00
Levy Impact (Tax Levy Requested)	**$99,095.95**	**$0.00**
Net Impact (FY 2024 Incr(Decr) vs. FY 2023)	**N/A**	**($99,095.95)**

COST CENTERS AND ALLOCATIONS		Allocation Check 100%	TRUE	100%
Cost Center(s) Expensed & Allocations				
112-6-04	100%			

WHICH EXPANSION REQUEST IS THIS POSITION TIED TO?

Expansion Request Court Officer

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Sheriff's Office
DIVISION OR PROGRAM:	Emergency Management - Water Rescue
REQUEST TITLE:	Rescue Boat Repaint

REQUEST DESCRIPTION:

Stripping and repainting of the Rescue Boat due to age and failing paint to prevent corrosion and slips and falls. Boat painting is necessary for any boat that stays in the water continuously for long periods. Bottom paint, also called anti-fouling paint, deters the growth of aquatic organisms, plants, and algae that damage your boat’s hull, affect the boat’s performance, and add a continuous ongoing maintenance chore.

PRIORITY: Required (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

Reached the end of life on yearly scraping and paint of troublesome spots.

BUDGET IMPACT:		
EXPENSES:	$ 100,000.00	(What is the total budgetary impact of this request?)
REVENUE:	$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ 100,000.00	(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	Yes No NA	

NEW POSITIONS REQUESTED (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
	$ -	

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

Enhance our Quality of Life Assets (access to Lake Michigan) & Transportation Infrastructure is in place and safe to meet current and future resident and business needs (provide emgergency services to boates on Lake Michigan).

OTHER CONSIDERATIONS:

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Ozaukee County Sheriff's Office
DIVISION OR PROGRAM:	Jail - Court Services Unit
REQUEST TITLE:	Court Officer

REQUEST DESCRIPTION:

The number of cases handled by the District Attorney's Office has steadily increased. The Sheriff's Office Court Officer's case load logically has risen as well. Felony criminal cases have risen since covid. The rising Felony cases would typically equate to higher bails and the chances of more inmates not being able to post and having to go to court from our jail. The Court Officer position is tasked with arranging in-custody appearances in court from the jail each day. He has noticed a distinct difference with the increased case load and his duties. The Court Officer often relies on other staff to assist him in his daily duties in order to ensure all of the inmates appear in court on schedule. In addition to the daily in-custody appearances of bringing the inmates in front of the court, the Court Officer is also in charge of scheduling the Court Security Unit staff, arranging daily inmate transports for Order to Produce hearings, inmate medical transports, Chapter 51 transports, prison inmate transports, and coordinating extradition arrangements for out of state arrests that need to be transported back to WI to appear in front of the court. He also coordinates with Department of Human Services and Corporation Counsel for Three-Party Commitments. A second Court Officer position is requested to help divide some of these duties and ensure that inmates appear in front of the courts in a

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

BUDGET IMPACT:	$ 99,095.55	(What is the total budgetary impact of this request?)
REVENUE:	$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ 99,095.55	(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	Yes No N/A	

NEW POSITIONS REQUESTED (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Deputy Sheriff - CSU Deputy	$ 99,096	PCR 2 CSU Deputy

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

This would fall under goal I. Enhance the Safety For At-Risk Populations E. Create Healthy and Safe Environments for Families. Having appropriate staffing to respond to calls in a timely, safe manner will benefit everyone in the community.

OTHER CONSIDERATIONS:

Attachment: 2025 County Administrator's Executive Committee Budget Memo (2025 County Administrator's Recommended Budget)

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Extension Ozaukee County
DIVISION OR PROGRAM:	Extension Ozaukee County
REQUEST TITLE:	Human Development and Relationship Educator

REQUEST DESCRIPTION:

Problem: Growth of the Aging populations in Ozaukee County and the increasing need to educator incarserated folks to be self sufficent when reentering society. Solution: Hire a UW-Madison Division of Extension Human Development and Relationship Educator full time for Ozaukee County. The Human Development and Relationship Educator will focus in Life Span (aging population education and support and financial education) Both the Sheriff, Christy Knowles and Liza Drake, Director of Ozaukee County Department of Human Services support the need for this position. Life Span programs help individuals, families and communities transition through the aging process by providing programming, resources and support on topics such as, family caregiving, healthy aging and creating aging-friendly communities. Reentry Ready is a program that the Human Development and Relationship Educator teaches to incarserated folks to help them gain the basic skills such as housing, finding employment, handling finances so they will be successul when transitioning back into society and hence reducing the return to incarseration and become self sufficient. https://finances.extension.wisc.edu/reentry-ready-resources/ 2. Evaluate and prepare for growth in aging population- Human Development and Relationship Educator has a focus in the aging populations to teach life span educational options. According to the 1/2024 data from the Wisconsin Department of Health Services, Ozaukee County has 26,420 resident over the age of 60. 28% of the 91,745 population in Ozaukee are over the age of 60.

Do not go beyond 1 page for this form. If more information is needed you will be asked to provide it.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

BUDGET IMPACT:	$ 52,731.00	(What is the total budgetary impact of this request?)
REVENUE:	$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ 52,731.00	(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	Yes No N/A	

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Human Development and Relatio	$ **1,797**	Computer
	$3,300	travel and mileage and conference and meetings

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

ENHANCE SAFETY FOR AT-RISK POPULATIONS

Future State: We are recognized as a community that provides exceptional public services to its residents. We provide effective services that help at-risk populations achieve self-sufficiency. Issue: Ozaukee County has experienced an increase in drug use and crimes related to these issues. Inmates that reoffend due to not having basic needs who commit crimes to meet these needs. 1.Reentry ready is a program that the Human Development and Relationship Educator teaches to incarserated folks to help them gain the basic skills so they will be successul when transitioning back into socieity and hence reducing the return to incarseration and become self sufficient. 2. Evaluate and prepare for growth in aging population- Human Development and Relationship Educator has a focus in the aging populations to teach life span educational options. According to the 1/24 data from the Wisconsin Department of Health Services, Ozaukee County has 26,420 resident over the age of 60. 28% of the 91,745 population in Ozaukee are over the age of 60). The Human Development and Relationship Educator will focus in Life Span (aging population education and support and financial education) Both Sheriff Christy Knowles and Liza Drake, Director of Ozaukee County Department of Human Services, support the need for this position

OTHER CONSIDERATIONS:

Add additional information if needed. Do not go over 1 page.

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Extension Ozaukee County
DIVISION OR PROGRAM:	Extension Ozaukee County
REQUEST TITLE:	Marketing Specialist - Contract

REQUEST DESCRIPTION:

Problem: Without Market engagement we are challenged furnishing our clients with relevant information about our programs as well as act as connectors within the community, helping others find the resources they need to thrive in today's world. **Solution:** Hire a Marketing Specialist for Extension Ozaukee County. Extension works to support individuals, groups, and organizations to enhance quality of life and improve overall well-being, leading to stronger communities today and for generations to come. Currently, the Extension Ozaukee County office supports 3 key program areas: 4-H Youth Development Program, Community Development Program, and Agriculture Program focusing on Dairy education and Crops education in a regional model. In the futue, Extension may be adding a Human Development and Relationship educator to Ozaukee County.
The Marketing Specialist will:
- Assist the 4H Educator in growing the 4-H program through marketing outreach. Having program support also helps with retaining 4-H educators in their roles long term.
- Market digitally, paper, and video the educational opportunities of Regional Agriculture - Crops and Dairy.
- Market digially, paper and video the educational opportunities of Community Development efforts with a focus on non-profit leadership.This expansion proposal is to hire 5 hours/week Marketing Specialist. Five hours may not seem like a lot, however, much of what she creates in the other county's can be duplicated in Ozaukee County. Marketing specialist is smilar to the Area Extension Director role in working 40 Hours a week and the time is dependant on the needs of each county. This hire would work in collaboration with Sheboygan, Washington, Fond du Lac and Walworth Counties and other office support staff. Cassi Worster is currently the marketing and graphic design specialist that has been working in those counties over the last four years marketing Extension programs.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

BUDGET IMPACT:		
EXPENSES:	$ 17,077.00	(What is the total budgetary impact of this request?)
REVENUE:	$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	$ 17,077.00	(Formula taking the difference between Expense and Revenue)

REVENUE SOURCE IS GUARANTEED:	Yes	No	N/A
			x

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Marketing Specialist	$ 17,077	na

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

Ozaukee County's Strategic Priority to PROMOTE THE COUNTY & ENGAGE CITIZENS aligns with the need for the Extension Ozaukee County office to hire a part time marketing specialist.
Future State: An engaged and informed citizenry, which builds trust and confidence in Ozaukee County government.
Be an Ozaukee County government that provides transparency, which encourages meaningful participation in county government, and in the community.
Leverage Ozaukee County resources to spotlight the unique attributes and drawing power of Ozaukee County for residents, and visitors alike.
A social media strategy and website that tells our story, about who we are, what we do, and why we are a great place to work and live. Target marketing increases membership in the 4H program and advertises Community Development outcomes and the potential for Human Development and relationship programs. With the increase in educators the need

OTHER CONSIDERATIONS:

Some of the responsibilities for this position will include the following: marketing the community development, Ag and 4H and potentially the HDR programs.

Generate and Share Monthly County Reports-state requirement
Manage Social Media Accounts
Manage Electronic Email Marketing Platforms
Manage and update Website
Create Flyers, Videos, Brochures, and Graphics