



REVISED
AGENDA
FINANCE COMMITTEE
REGULAR MEETING
FRIDAY, DECEMBER 20, 2024 – 8:00 AM
ADMINISTRATION CENTER - ROOM A-200
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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

[Finance Committee Live Stream](#)

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

- 1. CALL TO ORDER**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
 - a. Approval of Minutes - November 22 and December 4, 2024
- 5. CORPORATION COUNSEL DEPARTMENT REPORT**
 - a. Corp. Counsel Finance Report Dec. 2024 Mtg.
- 6. ACTION ITEMS**
 - a. Increase of Revenue - Planning and Parks 2024
 - b. Agenda/Minute Software - Civics Plus
 - c. **2025 Property Insurance**
 - d. Wire Transfers #4186 - #4205 and November Vouchers
- 7. DEPARTMENT REPORTS**
 - a. County Clerk
 - b. Finance
 - c. Human Resources
 - d. Information Technology
 - e. Treasurer Report
- 8. NEXT MEETING DATE**

January 23, 2025
- 9. ADJOURNMENT**

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

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

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	December 20, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Kellie Kretlow
PREPARER:	Kellie Kretlow

Agenda Summary Approval of Minutes - November 22 and December 4, 2024

November 22, 2024

https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_11222024-3507

December 4, 2024

https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_12042024-3510

FINANCE COMMITTEE

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	December 20, 2024
DEPARTMENT:	Corporation Counsel
DIRECTOR:	Rhonda Gorden
PREPARER:	Beth Esselman

Agenda Summary Corp. Counsel Finance Report Dec. 2024 Mtg.

ATTACHMENTS:

- CORP.COUNSEL.December.2024 (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund Corporation Counsel

For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	\$127,867	\$556,150	\$428,283	22.99%
Public Charges for Services	\$285	\$1,168	\$6,350	\$5,182	18.39%
Total Revenues	\$285	\$129,035	\$562,500	\$433,465	22.94%
Expenditures					
Salaries	\$48,497	\$550,238	\$632,381	\$82,143	87.01%
Fringe Benefits	\$19,114	\$225,415	\$250,198	\$24,783	90.09%
Travel/Training	-	\$1,231	\$3,260	\$2,029	37.76%
Supplies	\$206	\$1,674	\$10,984	\$9,310	15.24%
Purchased Services	\$554	\$12,591	\$22,100	\$9,509	56.97%
Interdepartment Charges	\$4,029	\$100,130	\$110,633	\$10,503	90.51%
					1601.16
Other Expenses	-	\$45,585	\$2,847	(\$42,738)	%
Total Operating Expenditures	\$72,400	\$936,864	\$1,032,403	\$95,539	90.75%
Capital Outlay					
Total Expenditures	\$72,400	\$936,864	\$1,032,403	\$95,539	90.75%
Net Increase (Decrease)	(\$72,115)	(\$807,829)	(\$469,903)	\$337,926	171.91%

E q u i t y:

Attachment: CORP.COUNSEL.December.2024 (Corp. Counsel Finance Report Dec. 2024 Mtg.)

RESOLUTION NO. (ID # 10475)

INCREASE OF REVENUE - PLANNING AND PARKS 2024

RESOLVED, by the Ozaukee County Board of Supervisors, that the budgets be increased in the accounts as follows:

<i>Department/Program</i>				
	Account Number	Account Name	Amount	Amount
<i>Planning & Parks</i>				
Expense	221-01-01-53601-000	Other Material Supplies	\$ 2,000.00	
Revenue	221-01-01-49501-000	Private Foundations - 2024 Soil Health CBCGNP		\$ 2,000.00
Expense	221-01-01-51101-000	Regular Salaries and Wages	\$ 17,819.00	
Expense	221-01-01-52002-000	Travel/Mileage	\$ 131.00	
Expense	221-01-01-52500-000	Conferences & Meetings	\$ 300.00	
Expense	221-01-01-53601-000	Other Material Supplies	\$ 250.00	
Expense	221-01-01-54533-000	Contracted Outside Employment	\$ 6,500.00	
Revenue	221-01-01-42310-000	State Aid - WDNR UF 2024 - New Park Parcels		\$ 25,000.00
Expense	221-01-01-51101-000	Regular Salaries and Wages	\$ 75,000.00	
Expense	221-01-01-52002-000	Travel/Mileage	\$ 500.00	
Expense	221-01-01-53601-000	Other Material Supplies	\$ 1,000.00	
Expense	222-01-01-54106-000	Professional Services	\$ 173,500.00	
Revenue	222-01-01-42110-000	Fed Aid - NFWF NCRF - CTH W E&D		\$ 250,000.00
Expense	221-01-01-52002-000	Travel/Mileage	\$ 170.00	
Expense	221-01-01-53601-000	Other Material Supplies	\$ 500.00	
Expense	221-01-01-54533-000	Contracted Outside Employment	\$ 2,000.00	
Expense	221-01-01-55103-000	Highway Grounds Maintenance & Construction	\$ 2,330.00	
Revenue	221-01-01-49501-000	Private Foundations - WEF UCNP		\$ 5,000.00

Dated at Port Washington, Wisconsin, this 15th day of January 2025.

Summary: 2024 Clean Families Soil Health Incentive Program - \$2,000. Wisconsin Department of Natural Resources Regular Urban Forestry Grant - \$25,000, National Fish and Wildlife - National Coastal Resilience Fund (NCRF) - \$250,000, WE Energies Foundation Grant - \$5,000

VOTE REQUIRED: *Two-Thirds of Members Elect*

FINANCE COMMITTEE

Finance Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	December 20, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Kellie Kretlow
PREPARER:	Kellie Kretlow

Agenda Summary Increase of Revenue - Planning and Parks 2024

ATTACHMENTS:

- Planning and Parks (PDF)

Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE: December 5, 2024
DEPARTMENT: Planning and Parks
DIRECTOR: Andrew Struck
PREPARER: Andrew Struck

Agenda Summary Increase of Revenue Budget Amendment for a 2024 Clean Farm Families Soil Health Incentive Program Grant for Restoration at Clay Bluffs Cedar Gorge Nature Preserve (County Park)

BACKGROUND INFORMATION: The Ozaukee County - Planning and Parks Department (Department) was awarded a 2024 Clean Farm Families Soil Health Incentive Program grant to support restoration activities at Clay Bluffs Cedar Gorge Nature Preserve (County Park). Specifically, this grant is supporting rental of a tractor and seed drill and purchase of seed to stabilize the cropped and bare farm fields with annual rye, which is an eligible soil health practice under the grant program managed by the Ozaukee County Land & Water Management Department.

ANALYSIS: The 2024 Clean Farm Families Soil Health Incentive Program grant award is \$2,000. No matching funds are required.

FISCAL IMPACT: Balance Current Year: NONE (Additional Program Revenue \$2,000)

Next Year's Estimated Cost: NONE

FUNDING SOURCE: County Levy: Non-County Levy: X

Indicate source: 2024 Clean Families Soil Health Incentive Program Grant

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the 2024 Clean Farm Families Soil Health Incentive Program grant for restoration activities at Clay Bluffs Cedar Gorge Nature Preserve (County Park).

ATTACHMENTS:

- BA_2024_NRC12052024_L&W Soil Health Incentive_CBCGNP_ATSFinal112124 (PDF)
- Grant Application Summary_L&W Soil Health Incentive_CBCGNP_Cover Crop_ATSFinal112124 (PDF)
- P&P_Dept_CBCGNP Master Plan Map (PDF)

NATURAL RESOURCES COMMITTEE

RESULT: **APPROVED AND FORWARDED [UNANIMOUS]** **Next: 12/20/2024**
 8:00 AM

MOVER: B. Ross, Vice-Chairperson

SECONDER: B. Jobs, Supervisor District 3

AYES: R. Holyoke, B. Ross, B. Jobs

EXCUSED: T. Matera, K. Schoessow

GRANT APPLICATION SUMMARY

Project Name: Soil Health Improvements at Clay Bluffs Cedar Gorge Nature Preserve
Grant Name/Agency: L&W Mgmt Dept. Clean Farm Families Incentive **CFDA/State ID:**
Department: Planning and Parks
Total Project Amount: \$5,878 **Grant Match Required:** 0%

Exp Acct.
Rev Acct.

Preparer: Tina Kroening
Approver: Andrew Struck

Strategy: (Linkages to other planning efforts)

- Comprehensive Plan for Ozaukee County: 2035 (P. 318-326)
- POSP for Ozaukee County (P. 77-92, 111)
- Ozaukee County Strategic Plan 2020-2024 (P. 10)
- Park Master Plan for CBCGNP

Project Scope and Expectations

- Stabilize and improve soil health through cover crop seeding
- Preparation of the site for planned restoration (e.g. prairie, wetland)
- Reduce weeds and improve aesthetics during restoration

Other Grants Supporting Project

Status	Amount
	\$0
	\$0
	\$0
	\$0

Project Partners:

- Ozaukee County L&W Management Department

Project Landowner Upon Completion:

- Ozaukee County

GRANT EXPENSE

Operational Expense	\$
Contract. (Tractor Rental)	\$1,152
Fuel	\$106
Supplies (Seed)	\$742
Capital Expense	\$
TOTAL	\$2,000
% PROJECT	34%

GRANT/PROJECT MATCH

Operational Match	\$
Supplies (Seed)	\$3,878
Other Grants	\$
TOTAL	\$3,878
% MATCH	66%

GRANT SUPPORTED STAFF

Positon	\$
TOTAL	\$0

DEPARTMENT REVENUES

Department	\$
Contract. (Tractor Rental)	\$1,152
Fuel	\$106
Supplies (Seed)	\$742
TOTAL	\$2,000

Project Risks:

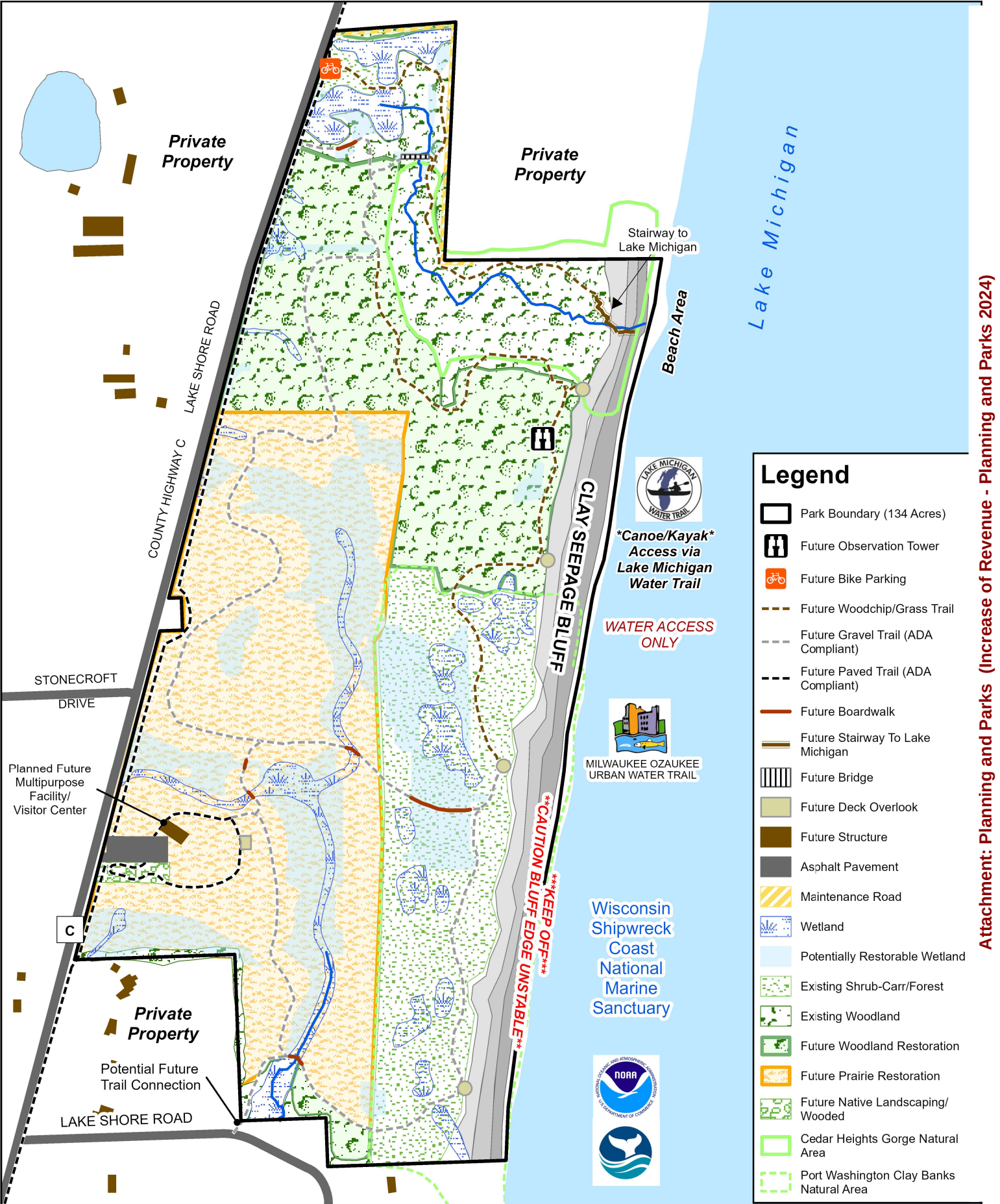
- Weather/site conditions
- Timelines

Comments

- Serve as match to other grants
- Continuation of park development and restoration effort

Major Milestones

Major Milestones		Date
Grant Award		Aug-24
Cover Crop Seeding		Sep-24
Duration:	1 month	Extension: NA



Legend

- Park Boundary (134 Acres)
- Future Observation Tower
- Future Bike Parking
- Future Woodchip/Grass Trail
- Future Gravel Trail (ADA Compliant)
- Future Paved Trail (ADA Compliant)
- Future Boardwalk
- Future Stairway To Lake Michigan
- Future Bridge
- Future Deck Overlook
- Future Structure
- Asphalt Pavement
- Maintenance Road
- Wetland
- Potentially Restorable Wetland
- Existing Shrub-Carr/Forest
- Existing Woodland
- Future Woodland Restoration
- Future Prairie Restoration
- Future Native Landscaping/Wooded
- Cedar Heights Gorge Natural Area
- Port Washington Clay Banks Natural Area

Attachment: Planning and Parks (Increase of Revenue - Planning and Parks 2024)



0 200 400 800 Feet

Ozaukee County
Parks Reservations:



Map Produced by Ozaukee County
Planning

Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE: December 5, 2024
DEPARTMENT: Planning and Parks
DIRECTOR: Andrew Struck
PREPARER: Andrew Struck

Agenda Summary Increase of Revenue Budget Amendment for a Wisconsin Department of Natural Resources Regular Urban Forestry Grant for Forest Management Planning, Native Tree Planting and Inventory, Emerald Ash Borer Management and Education/Outreach Activities in Covered Bridge County Park, Mee-Kwon County Park, River Oaks County Park and Ulao Creek Nature Preserve (County Park)

BACKGROUND INFORMATION: The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the Wisconsin Department of Natural Resources (WDNR) Regular Urban Forestry (UF) Grant program to support forestry and ecological projects in Covered Bridge County Park in the Town of Cedarburg, Mee-Kwon County Park in the City of Mequon, River Oaks County Park in the Town of Grafton and Ulao Creek Nature Preserve in the Village of Grafton. This grant will fund improvements to the local ecology, aesthetics and native vegetation in recently acquired and developing parcels in these County Parks by removing ash trees impacted by emerald ash borer (EAB), planting and inventorying native trees, updating EAB/Forestry management plans and conducting education and outreach efforts to Ozaukee County residents to encourage native tree planting on private property. Specifically, this grant will provide funding for Department staff operations, contracting with conservation corps (e.g., AmeriCorps NCCC, Milwaukee Community Service Corps, Great Lakes Community Conservation Corps, Wisconsin Youth Conservation Corps) for assistance, purchase of native tree stock and education/outreach events and materials.

ANALYSIS: The total grant award is \$25,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of this grant application at its August 8, 2024 meeting (Ayes: Holyoke, Ross, Jobs, Matera, Schoessow) and the Ozaukee County Board of Supervisors approved Resolution 24-19 at its September 4, 2024 meeting (Ayes - 24, Nays - 0, Absent - 2) for the submittal and acceptance of the WDNR UF grant. The grant requires a 50% local match, which will be provided by a pending We Energies Foundation Grant, additional pending private foundation funding, in-kind County staff time, mileage, supplies, equipment and contractual budget for a total project cost of \$50,000. There have been no changes to the project scope or budget since the grant submittal.

FISCAL IMPACT: Balance Current Year: NONE

Next Year's Estimated Cost: N/A (Additional Revenue of \$25,000)

FUNDING SOURCE: County Levy: X Non-County Levy: X

Indicate source: WDNR UF grant, We Energies Foundation grant, additional pending private foundation funding, and in-kind County staff time, mileage, supplies, equipment and

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the Wisconsin Department of Natural Resources Regular Urban Forestry Grant program grant for forest management planning, native tree planting and inventory, emerald ash borer management and education/outreach activities in Covered Bridge County Park, Mee-Kwon County Park, River Oaks County Park and Ulao Creek Nature Preserve (County Park).

ATTACHMENTS:

- BA_2024_NRC12052024_WDNRUF_NewParkParcels_ATSFinal112124 (PDF)
- 8.8.24 WDNR UF Grant Submittal_2024_Summary Spreadsheet (PDF)
- P&P_Dept_WDNRUF_ProjectLocations_Map (PDF)

NATURAL RESOURCES COMMITTEE

RESULT: **APPROVED AND FORWARDED [UNANIMOUS]** **Next: 12/20/2024**
 8:00 AM

MOVER: B. Ross, Vice-Chairperson

SECONDER: B. Jobs, Supervisor District 3

AYES: R. Holyoke, B. Ross, B. Jobs

EXCUSED: T. Matera, K. Schoessow

GRANT APPLICATION SUMMARY**Project Name:** Forest Management in the New Ozaukee County Park Parcels**Grant Name/Agency:** WDNR Urban Forestry**CFDA/State ID:****Department:** Planning and Parks**Total Project Amount:** \$50,000**Grant Match Required:****50%****Exp Acct.****Rev Acct.****Preparer:** Tina Kroening**Approver:** Andrew Struck**Strategy: (Linkages to other planning efforts)**

- Comprehensive Plan for Ozaukee County: 2035 (P. 318-326)
- POSP for Ozaukee County (P. 77-92, 111)
- Ozaukee County Strategic Plan 2020-2024 (P. 10)

Project Scope and Expectations

- EAB Mgmt, Native Tree Planting/Inventory and Education/Outreach
- Focus in Covered Bridge, Mee-Kwon, River Oaks County Parks and Ulao Creek Nature Preserv (County Park)

Other Grants Supporting Project

- Cedarburg Foundation
- We Energies Foundation

Status

Pending
Pending

Amount

\$6,500
\$5,000
\$0
\$0

Project Partners:

- Americorps NCCC, GLCCC, MCSC, WisCorps

Project Landowner Upon Completion:

- Ozaukee County

Project Risks:

- Weather/site conditions
- Contractor availability
- Timelines
- Volunteer Availability
- Tree stock/supply availability

Comments

- Serve as match to other grants

GRANT EXPENSE

Operational Expense	\$
Salaries/Fringe Benefits	\$17,819
Travel/Mileage	\$131
Supplies	\$250
Training/Workshops	\$300
Capital Expense	\$
Contractual (Cons. Corps)	\$6,500
TOTAL	\$25,000
% PROJECT	50%

GRANT/PROJECT MATCH

Operational Match	\$
Salaries/Fringe Benefits	\$10,816
Supplies	\$300
Equipment	\$2,384
Other Grants	\$
Cedarburg Foundation	\$6,500
We Energies Foundation	\$5,000
TOTAL	\$25,000
% MATCH	50%

GRANT SUPPORTED STAFF

Position	\$
Conservation Biologist	
Senior Planner	
Program Asst II - Eco	
Department Interns	
TOTAL	\$0

DEPARTMENT REVENUES

Department	\$
Salaries/Fringe Benefits	\$17,819
Travel/Mileage	\$131
Supplies	\$250
Contractual (Corps, Etc)	\$6,500
Training/Workshops	\$300
TOTAL	\$25,000

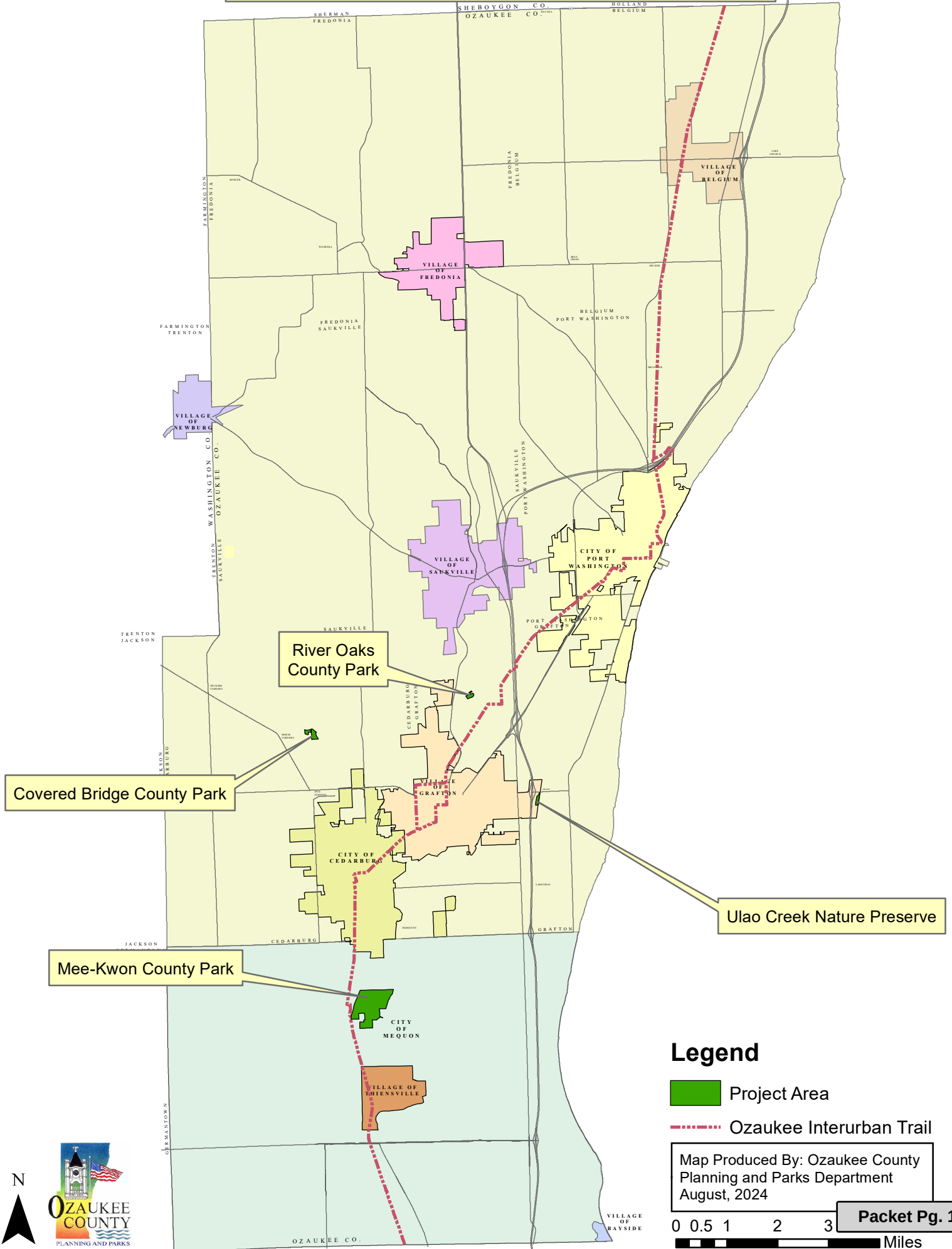
Major Milestones

Major Milestones		Date
Tree Planting / Inventory		Nov-25
Education/Outreach/Staff Training		Nov-25
EAB Management		Dec-25
Final Reporting		Mar-26
Duration:	1 Year	Extension: NA

2025 WDNR Urban Forestry Grant Project Areas

Forest Management in the Ozaukee County Park System

6.a.a



Attachment: Planning and Parks (Increase of Revenue - Planning and Parks 2024)

Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	December 5, 2024
DEPARTMENT:	Planning and Parks
DIRECTOR:	Andrew Struck
PREPARER:	Andrew Struck

Agenda Summary Increase of Revenue Budget Amendment for a National Fish and Wildlife Foundation National Coastal Resilience Fund Grant to Conduct Final Engineering and Design for Habitat Restoration of Lands Along County Highway Trunk W and the Milwaukee River in the Village of Saukville for Floodplain and Wetland Restoration (Milwaukee River Oxbow Connection) as Part of the County Highway Trunk W Road Reconstruction and Restoration Project

BACKGROUND INFORMATION: The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the National Fish and Wildlife Foundation (NFWF) National Coastal Resilience Fund (NCRF) to support a County-sponsored fish and wildlife habitat improvement project in conjunction with a road (CTH W) reconstruction and improvement project. Specifically, the Department is partnering with the Ozaukee County Highway Department to engineer and design a holistic, long-term solution to improve County Trunk Highway W (CTH W) and alleviate flooding of the active roadway in the Village of Saukville, while improving floodplain connectivity for aquatic organism passage into the riparian floodplains, wetlands and historic Milwaukee River oxbow. Engineering and design are ongoing for a new roadway that allows for floodplain reconnection and functional fish and wildlife habitat connectivity by allowing substantial floodwater to pass under the new roadway, while improving the road infrastructure and safety by reducing flood occurrence. NFWF NCRF funding will support final design and engineering and permitting of project plans with a focus on the floodplain and habitat reconnection, habitat restoration/enhancement and environmental monitoring.

ANALYSIS: The NFWF NCRF grant award is \$250,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of this grant application at its August 8, 2024 meeting (Ayes: Holyoke, Ross, Jobs, Matera, Schoessow). A 1:1 match is required and the grant contract states that “this award is provided on the condition that these funds will be matched by \$1,920,000 in matching contributions raised by Ozaukee County, Wisconsin”. Matching funds will be provided by the secured WisDOT LRIP grant (\$250,000) and a pending Wisconsin Department of Natural Resources (WDNR) Stewardship grant for acquisition of adjacent parcels (\$75,000). The Department will also leverage a secured US Fish and Wildlife Service (USFWS) Great Lakes Restoration Initiative (GLRI) restoration grant (\$900,000), a secured USFWS GLRI grant (\$412,000), a portion of the secured WisDOT LRIP grant (\$550,000), a pending Milwaukee Metropolitan Sewerage District (MMSD) acquisition grant (\$75,000), and a portion of the pending WDNR Stewardship acquisition grant (\$50,000) for a total project cost of \$2,562,000. There have been no changes to the project scope since grant submittal. A USFWS GLRI grant (noted above) has been secured for the project since grant submittal and will replace pending USFS GLRI funding (\$20,000) and other pending funding if not secured, changing the total project cost to \$2,562,000 (from \$2,170,000).

Next Year's Estimated Cost: NONE (Additional Program Revenue of \$250,000)

FUNDING SOURCE: County Levy: Non-County Levy: X

Indicate source: Awarded NFWF NCRF grant, WisDOT LRIP grant (secured), USFWS grant (secured), USFWS GLRI grant (secured), WDNR Stewardship grant (pending) and MMSD grant (pending).

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the National Fish and Wildlife Foundation National Coastal Resilience Fund to support reconnection of the Milwaukee River to historic floodplain, wetlands and oxbow as part of the CTH W road reconstruction and restoration project in the Village of Saukville.

ATTACHMENTS:

- BA_2024_NRC12052024_NFWFNCRF_CTH W E&D_ATSFinal112224 (PDF)
- 8.8.24 NFWF NCRF Grant Submittal_CTH W E&D_Grant Summary Spreadsheet (PDF)
- Milwaukee River Oxbow Master Plan Map 11.22.2024 (PDF)

NATURAL RESOURCES COMMITTEE

RESULT: **APPROVED AND FORWARDED [UNANIMOUS]** **Next: 12/20/2024 8:00 AM**

MOVER: B. Jobs, Supervisor District 3

SECONDER: B. Ross, Vice-Chairperson

AYES: R. Holyoke, B. Ross, B. Jobs

EXCUSED: T. Matera, K. Schoessow

GRANT APPLICATION SUMMARY

Project Name: Reconnecting the Milwaukee River to Historic Floodplain and Oxbow
Grant Name/Agency: NFWF NCRF **CFDA/State ID:**
Department: Planning & Parks
Total Project Amount: \$2,170,000 **Grant Match Required:** 50%

Exp Acct.
Rev Acct.

Preparer: Matt Aho
Approver: Andrew Struck

Strategy: (Linkages to other planning efforts)

- Regional Water Quality Management Plan Update (P. 271, 273, 276)
- POSP for Ozaukee County (P. 12, 15, 29, 38, 82, 84, 94, 99, 106-108, 115)
- Comprehensive Plan for Ozaukee County: 2035 (P.100, 101, 144, 271, 273, 276)
- Strategic Plan: Transportation System & Enhance Quality of Life Assets Goals (P. 9, 13)
- Ozaukee County Land and Water Resource Management Plan (P. 4, 7, 29, 36, 56, 70, 76)

Project Scope and Expectations

- Reconnect Milwaukee River to historic floodplain, wetlands and oxbow
- Alleviate flooding of CTH W, improve road infrastructure and safety
- Final design, engineering and permitting
- Improve and enhance riparian habitat and wetlands
- Increase fish and wildlife habitat - spawning area

Other Grants Supporting Project

	Status	Amount
▪ WisDOT LRIP	Secured	\$800,000
▪ USFWS GLRI	Secured	\$900,000
▪ WDNR Stewardship	Pending	\$125,000
▪ USFS, MMSD	Pending	\$95,000

Project Partners:

- NFWF NCRF, USFWS, USFS
- WisDOT, WDNR
- MMSD
- Private Landowners

Project Landowner Upon Completion:

- Ozaukee County

GRANT EXPENSE	
Operational Expense	\$
Personnel & FB	\$75,000
Travel	\$500
Supplies	\$1,000
Contractual (E&D)	\$173,500
Capital Expense	\$
TOTAL	\$250,000
% PROJECT	12%

GRANT/PROJECT MATCH	
Operational Match	\$
Other Grants	\$
WisDOT LRIP	\$800,000
USFWS GLRI	\$900,000
WDNR Stewardship	\$125,000
USFS, MMSD	\$95,000
TOTAL	\$1,920,000
% MATCH	88%

GRANT SUPPORTED STAFF	
Position	\$
Director	
Program Manager	
Conservation Biologists	
Admin Assist/Nat Res	
Natural Resource Tech	
TOTAL	\$0

DEPARTMENT REVENUES	
Department	\$
Personnel & FB	\$75,000
Travel	\$500
Supplies	\$1,000
TOTAL	\$76,500

Project Risks:

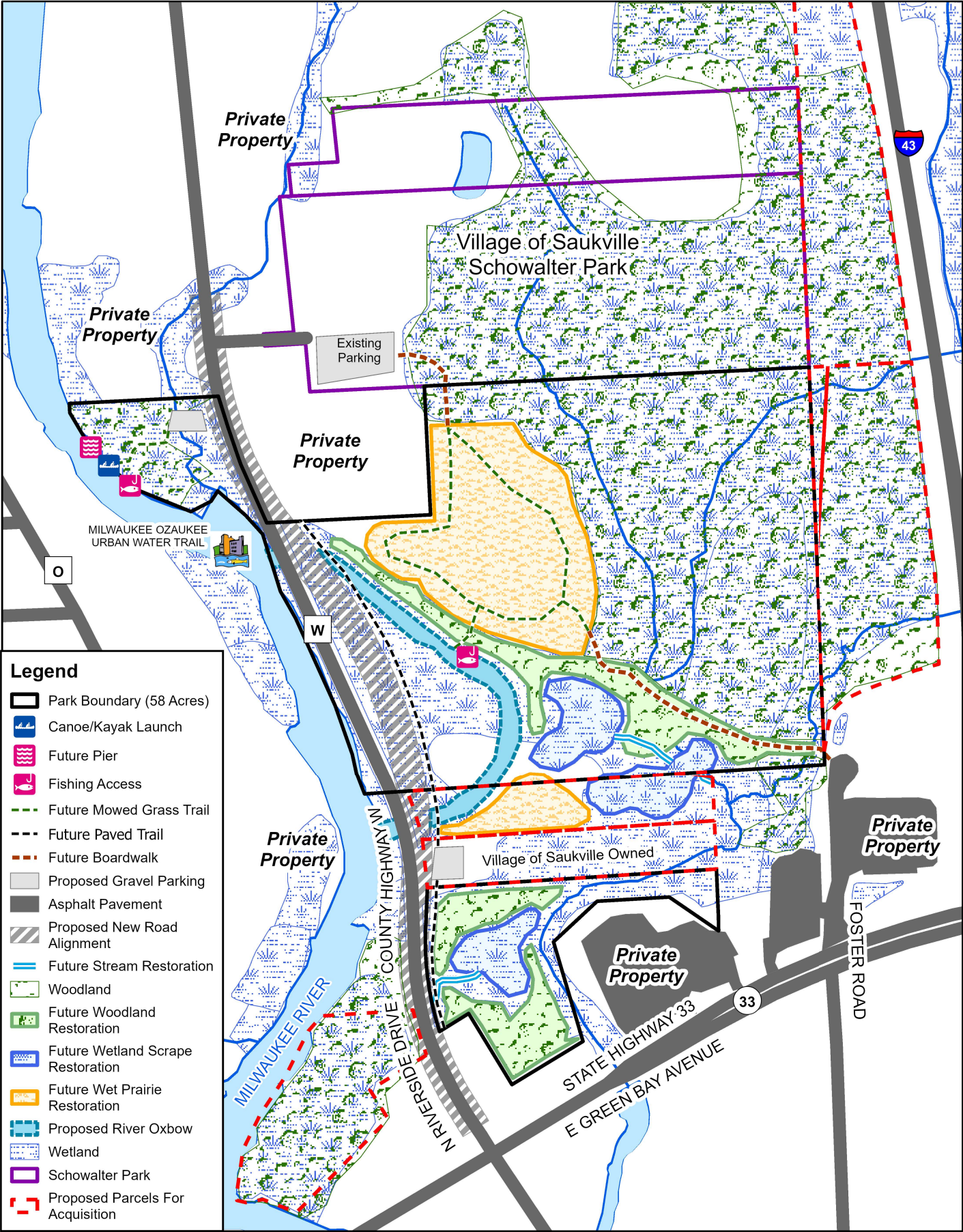
- Landowner coordination
- Timelines
- Land acquisition appraisal and negotiations

Comments

- Joint project with Highway Department
- Serve as match for other grants
- Overall project costs ~ \$2,170,000

Major Milestones

Major Milestones		Date
Award Notification		Dec-24
Project Start		Jan-25
Final Plans, Permitting		Nov-26
Final Reporting		Dec-26
Duration:	2 Years	Extension: NA



Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE: December 5, 2024
DEPARTMENT: Planning and Parks
DIRECTOR: Andrew Struck
PREPARER: Andrew Struck

Agenda Summary Increase of Revenue Budget Amendment for a We Energies Foundation Grant for Public Access and Habitat Improvements at Ulao Creek Nature Preserve County Park

BACKGROUND INFORMATION: The Ozaukee County Planning and Parks Department (Department) was awarded a grant from the We Energies Foundation (WEF) to improve public access and the local ecology within Ulao Creek Nature Preserve County Park (Preserve). Specifically, this grant will support invasive species management, trail development, and construction of a small parking lot at the Preserve. The Department has been improving the property through stream restoration, native tree and shrub planting and invasive species management and recently completed a master plan for the property that includes a formal trail system and parking area. While the Department has been managing invasive species in the Preserve for several years, additional and follow-up maintenance is critical to protect prior efforts and mitigate the spread of invasive species spreading from neighboring properties and the HWY 43 corridor. Additionally, the invasive emerald ash borer beetle has killed a significant number of native ash trees, the dominant tree species in the Preserve, and management efforts are necessary to remove hazardous trees within future trail corridors. Invasive species management will be followed by additional native tree and shrub planting (under separate project funding) as part of a comprehensive effort to further restore the ecology in the Ozaukee County Park System. The undeveloped parcel currently has no formal public access and this grant will also support trail construction and development of a parking lot in conjunction with invasive species management to improve recreational opportunities. WEF grant funds will be used to fund County staff operations, contracting with private contractors, the Highway Department and/or a conservation corps (e.g., AmeriCorps NCCC, Milwaukee Community Service Corps and Wisconsin Youth Conservation Corps), supply purchases (herbicide, chainsaw parts) and travel.

ANALYSIS: The total grant award is \$5,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of this grant application at its September 5, 2024 meeting (Ayes: Holyoke, Jobs, Matera, Schoessow). No formal match is required, though the Department will leverage in-kind County staff time and equipment (woodchipper) for a total project cost of \$7,000.

FISCAL IMPACT:

Balance Current Year: NONE (Additional Program Revenue \$5,000).

Next Year's Cost: NONE

FUNDING SOURCE:

County Levy _____ Non-County Levy X Indicate source: Awarded WEF grant and in-kind County staff time.

6.a.a

RECOMMENDATION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the We Energies Foundation grant for public access and habitat improvements at Ulao Creek Nature Preserve County Park.

ATTACHMENTS:

- BA_2024_NRC12052024_WEF_UCNP Improvements_ATSFinal112224 (PDF)
- 9.5.24 WEF UCNP Improvements Grant Application Summary (PDF)
- P&P_Dept_UlaoCreekNaturePreserve_MasterPlanMap (PDF)

NATURAL RESOURCES COMMITTEE

RESULT: **APPROVED AND FORWARDED [UNANIMOUS]** **Next: 12/20/2024 8:00 AM**

MOVER: B. Ross, Vice-Chairperson

SECONDER: B. Jobs, Supervisor District 3

AYES: R. Holyoke, B. Ross, B. Jobs

EXCUSED: T. Matera, K. Schoessow

Attachment: Planning and Parks (Increase of Revenue - Planning and Parks 2024)

GRANT APPLICATION SUMMARY

Project Name: Public Access and Ecological Improvements at Ulao Creek Nature Preserve
Grant Name/Agency: We Energies Foundation **CFDA/State ID:**
Department: Planning & Parks
Total Project Amount: \$7,000 **Grant Match Required:** 0%

Exp Acct.
Rev Acct.

Preparer: Tina Kroening
Approver: Andrew Struck

Strategy: (Linkages to other planning efforts)

- Great Lakes Restoration Action Plan III (P. 3, 9-14)
- POSP for Ozaukee County (P. 77-92, 111)
- Comprehensive Plan for Ozaukee County: 2035 (P. 287-288)
- Ozaukee County Land and Water Resource Management Plan (P. 4, 53, 57)

Project Scope and Expectations

- Trail and parking lot development at Ulao Creek Nature Preserve
- Invasive species management at Ulao Creek Nature Preserve
- Up to 7 acres actively managed for invasive species
- Part of comprehensive restoration efforts (e.g. native tree planting, stream restoration)

Other Grants Supporting Project

Status	Amount
	\$0
	\$0
	\$0
	\$0

Project Partners:

- Americorps NCCC, GLCCC, MCSC, WisCorps

Project Landowner Upon Completion:

- Ozaukee County

GRANT EXPENSE		GRANT/PROJECT MATCH	
Operational Expense		Operational Match	\$
Contractual (Corps/Equip)	\$4,330	Salaries/Fringe Benefits	\$2,000
Travel	\$170		
Capital Expense	\$	Other Grants	\$
Supplies	\$500		
TOTAL	\$5,000	TOTAL	\$2,000
% PROJECT	71%	% MATCH	29%

GRANT SUPPORTED STAFF		DEPARTMENT REVENUES	
Position	\$	Department	\$
		Contractual (Corps/Equip)	\$4,330
		Supplies	\$500
		Travel	\$170
TOTAL	\$0	TOTAL	\$5,000

Project Risks:

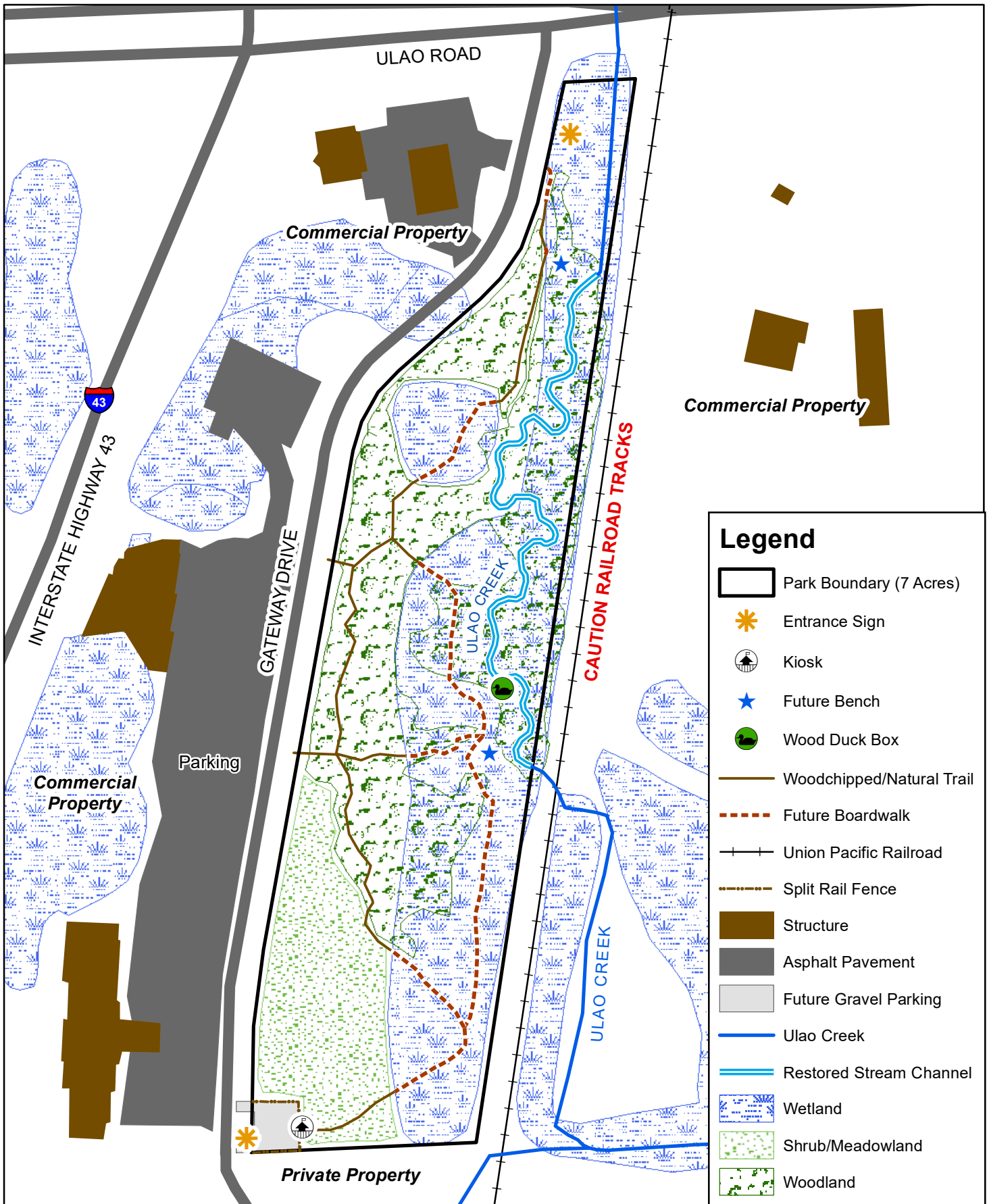
- Weather/site conditions
- Contractor availability
- Timelines

Comments

- Currently no formal public access at the Preserve
- Critical follow-up to recent past control efforts
- Serve as non-federal match for other grants

Major Milestones

Major Milestones		Date	
Award Notification		Dec-24	
Invasive Species Control		Dec-25	
Trail and Parking Lot Development		Dec-25	
Duration:	1 Year	Extension:	NA



Legend

- Park Boundary (7 Acres)
- Entrance Sign
- Kiosk
- Future Bench
- Wood Duck Box
- Woodchipped/Natural Trail
- Future Boardwalk
- Union Pacific Railroad
- Split Rail Fence
- Structure
- Asphalt Pavement
- Future Gravel Parking
- Ulaio Creek
- Restored Stream Channel
- Wetland
- Shrub/Meadowland
- Woodland



0 50 100 200 Feet



Ozaukee County
Parks Reservations:



Map Produced By:
Ozaukee County Planning
and Parks Reservations

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: December 20, 2024
DEPARTMENT: County Clerk
DIRECTOR: Kellie Kretlow
PREPARER: Kellie Kretlow

Agenda Summary Agenda/Minute Software - Civics Plus

The county agenda/minute software program (IQM2) will be expiring 2027. IQM2 will end technical support in September 2025. The County Clerk's office has reviewed two software options. Civics Plus software meets our needs. The county needs to sign the agreement by December 20th in order to receive the special -year one at zero cost. Implementation would start immediately with a 14 to 16 week implementation process. The Statement of Work, attached, shows the subscription is \$7,000 more that what IQM2 current cost. This increase includes media and other benefits that we currently do not have with IQM2. This increase was configured into the 2025 budget.

ATTACHMENTS:

- AMMS + CP Media +LMM - Ozaukee County WI (PDF)
- Meetings Select Pro-Standard Package (PDF)
- Agenda and Meeting Management-White-Paper-Video-Streaming-Best-Practices-March 2024 (PDF)
- 02-Fact-Sheet-Media-Enhancements-1017-031924(PDF)

FINANCE COMMITTEE

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-87159-1

11/12/2024 12:25 PM

12/20/2024

Client:

Ozaukee County, WI

Bill To:

OZAUKEE COUNTY, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Alex Webb		alex.webb@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicPlus Media: Implementation Fee	CivicPlus Media: Implementation Fee
1.00	AMM Select: Minutes Implementation Fee	Required when upselling Minutes to AMM Select: Lite; Includes configuration of 1 original minutes design and 1 hour of training
1.00	AMM Select: Pro Standard Implementation	Pro Standard Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 1 hr of consulting; Includes 1 agenda, 1 minutes, and 1 staff report design selected from Design Library
1.00	AMM Select: Live Meeting Manager Implementation Fee	Live Meeting Manager Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicPlus Media: Annual Fee	CivicPlus Media Annual Fee: Unlimited storage, unlimited users, up to 3 concurrent streams
1.00	AMM Select: Minutes Annual Fee	AMM Select: Minutes Annual Fee; Add-on for AMM Select: Lite only
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Live Meeting Manager Annual Fee	AMM Select: Live Meeting Manager Annual Fee

Initial Term	Beginning at signing and ending 24 months from the date of signature. Renewing annually on the date of signature.
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months.

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 0.00	USD 0.00	USD 0.00
Year Two	USD 20,200.00		USD 20,200.00
Subtotal			USD 20,200.00
Annual Recurring Services Starting Year 3			USD 21,210.00
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date		
Annual Uplift	5% to be applied in year 3		

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____
_____Mailing Address: (If different from above)

_____PO Number: (Info needed on Invoice (PO or Job#) if required)



agenda and meeting management

SELECT

Select Pro with Standard Implementation

Proposal valid for 60 days from date of receipt



Attachment: Meetings Select Pro-Standard Package (Agenda/Minute Software)

Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

25+ Years
10,000+ Customers
850+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2024 Top 100 Company
Stevie® Awards Multiple Global Awards for Service Excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Attachment: Meetings Select Pro-Standard Package (Agenda/Minute Software)

Features & Functionality

Select Solution

CivicPlus' Select software is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our Pro package includes the most frequently used functionality to manage your agendas and meetings. You'll be able to seamlessly create agendas with the ability to assign an item status and use configurable workflows to help manage your internal processes. Built-in integrations and a suite of APIs make working with other internal applications easy. Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.



Fully Integrated, Cloud-Based Software Suite

- » User-friendly, modern interface
- » Unlimited users
- » Unlimited storage
- » Highly configurable to your agenda and meeting management processes
- » Adaptable permission settings
- » Confidential attachments
- » Enhanced Analytics for Data Visibility
- » Field-level versioning
- » Single sign-on via the CivicPlus Platform
- » Integrated code of ordinances
- » Secure Cloud-Based Hosting
- » Automatic Updates
- » Customer-Defined Roadmap
- » Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)



Agenda Management

FLEXIBLE, PERSONALIZED DESIGNS

Standardized designs throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

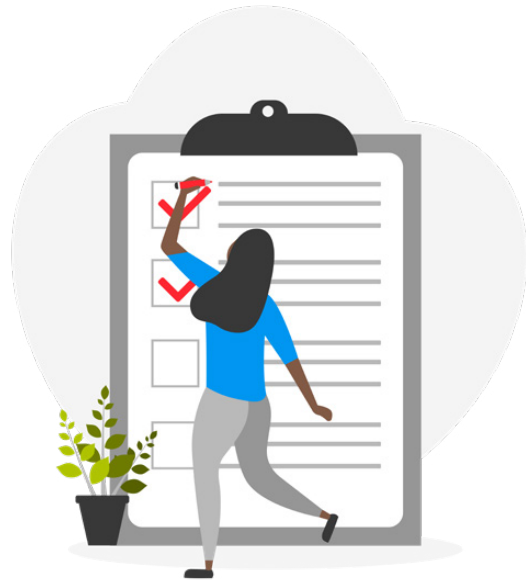
Item Management

CREATE AGENDA ITEMS AND STAFF REPORTS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

MANAGE THE MEETING READINESS OF ITEMS

Update item statuses (approved, in-progress, tabled, etc.), assign tasks to staff members to update item content and attachments, leave comments on items, and be notified when changes are made to items.



AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED-FASTER

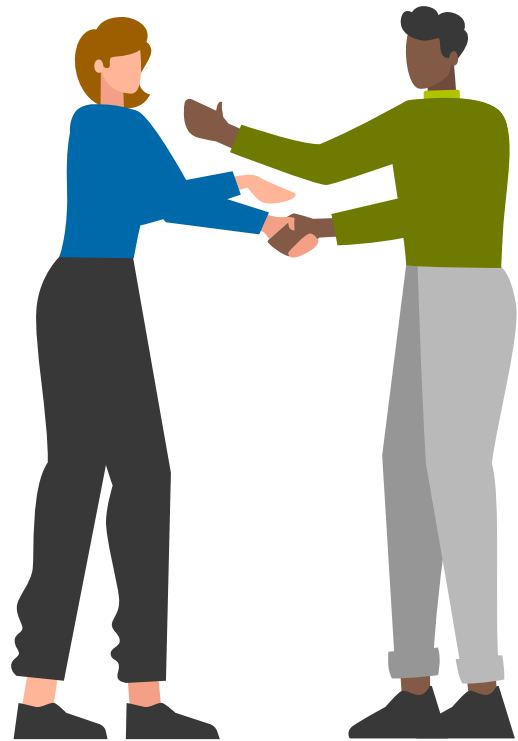
Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

FEATURES

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Mobile-responsive
- Custom branding
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Integrated live or on-demand video with timestamps to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.



Minutes Module

AUTOMATED MINUTES SETUP

A fully-integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create timestamps for the accompanying video during the live meeting. Additional fees apply.



The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Benefit from our Civic Experience Platform with:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. With a single username and password, residents can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time.

Integrated Code of Ordinances & Web

As the only local government software provider with an integrated agenda and meeting management, codification, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are also a customer of CivicPlus' codification services, the cutting-edge integration between your meetings and agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to CivicPlus for codification by our team of legal editors. When pushed from Select, this uncodified legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting solution, allowing for one-stop search capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.



EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda and Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

Municipal Websites Central (Web Central)	- Set-up a workflow to post in Web Central's News Flash once you've published your meeting documents. - Automatically add agenda or minute files to Web Central's Document Center to be displayed on your website after they are published in Select. - Meeting information and dates are automatically integrated to the Web Central's Calendar. - Meeting files are automatically included in the website's search results.
Codification	- Send adopted ordinances to the Codification Legal Team in one click. - Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". - Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.



Implementation

Project Timeline

14 – 16 Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	Project Kickoff and communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	Choose and build presets from our Design Library to create Agenda, Minutes, and Item/Staff Report designs
PHASE 3: DESIGN & CONFIGURE	- Configuration of designs - Configuration of up to 10 boards - Configuration of up to 10 meeting types - Configuration of up to 10 approval workflows - Configuration of up to 1 item/staff report
PHASE 4: OPTIMIZE	- Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options - Configuration is completed and handed off for review, testing, and feedback - Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	- First Live Meeting and System Launch - Access to live chat features, Technical Support and introduction to Live Care

Attachment: Meetings Select Pro-Standard Package (Agenda/Minute Software)



Implementation Approach

Implementation & Support Experience Designed for You

The Select Implementation Team has experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Standard Implementation Package is the perfect fit for customers who want to improve manual, inefficient agenda and meeting processes. You will choose presets from our Design Library to create simple Agenda, Minutes, and Item/Staff Report designs.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to One Hour of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your agenda, minutes, and item/staff report designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN CONFIGURATIONS

We will configure the following consistent with your Design Library selections:

- One Agenda Design with both two Section Designs and two Item Designs per Agenda Design
- One Minutes Design with two Discussion Designs
- One Item/Staff Report Design with up to eight system default fields

Additional design configurations and approval workflows can be purchased as needed. For no additional cost, Approval Workflows can be created from scratch and Meeting Types can be duplicated and modified—while still making use of existing designs—by administrative users at any time using Help Center resources.

TRAINING

Up to Four Hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda and Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 8 a.m. – 6 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)



AWARD-WINNING

Over the past six years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and eight Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees and 100 or More Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, Remote Customer Service Innovation of the Year, and Achievement in Customer Experience. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your solution is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues and often corrects issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda and Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account, which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Disclaimer

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. Subject to the terms of the final controlling agreement, CivicPlus requires its standard Master Services and Solutions and Service Terms to be incorporated and linked in the final agreement. For reference, the CivicPlus standard Master Services and Solutions and Service Terms can be found online at civicplus.help/hc/en-us/sections/. We look forward to developing a mutually beneficial contract with you.

Optional Enhancements

LIVE MEETING MANAGER

Live Meeting Manager enhances live meetings by integrating the board portal with audience display pages, offering a unified experience with efficient controls. It features automations to engage participants through in-chamber displays, electronic voting with one-click, and real-time updates of the current item. The system allows easy display of speaker details, board member requests, and chairperson controls for managing the meeting. Additionally, it automatically bookmarks video timestamps to agenda items, making it easier for viewers to access specific discussion topics.

CIVICPLUS MEDIA: LIVE STREAMING & ON-DEMAND VIDEO

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Select and CivicPlus Media. Stream up to three concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning and translation services are available at an additional cost.

BOARDS & COMMITTEES MODULE

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements.



BOARD APPLICATIONS

The Board Applications solution powered by CivicPlus' Process Automation and Digital Services solution offers a digital platform to streamline the recruitment, vetting, and appointment of local government board members. This solution includes an online portal for residents to apply for board positions, eliminating the need for paper submissions. The Board Applications solution simplifies the recruitment and management of board members by allowing administrators to promote open positions and enabling residents to apply online from any device, securely storing all personal data. It ensures transparent communication with customizable email templates, notifies administrators of new applications, and facilitates digital review and selection by board committees. The solution supports remote collaboration with features for managing meeting schedules, member rosters, and vacancies, and offers reporting, analytics, and advanced search functionality to streamline board operations and inform strategic decisions.

Additionally, the optional addition of the Power Automate Connector integrates with Office 365 products to automate routine tasks, enhancing efficiency.

CUSTOM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your CivicPlus solutions and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

LASERFICHE INTEGRATION

With a third-party integration in Integration Hub you can route data to Laserfiche's cloud-hosted solution.

HISTORICAL FILE IMPORT

As part of your implementation project, we will import a specified number of meetings to your new system. Choose an import with or without videos in increments of up to 500, 500-750, or 750+ meetings.

The process includes indexing your imported agendas for keyword searching and retrieval. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.





WHITEPAPER

Best Practices

For Video Streaming Your Local Government Meetings



While the average resident in your community is likely over-committed and over-scheduled, that does not mean that they do not care about the policies, initiatives, and developments taking place in their hometown. Fortunately, the average resident in your community is also frequently tethered to one of several digital devices, including desktop computers, laptops, tablets, and mobile phones. At the intersection of civic responsibility, digital connectivity, and an overbooked calendar lies the opportunity for clerks to use the latest technology to keep residents informed and make it easier to participate in public forums anytime, anywhere, from any device.

If you are not live streaming and sharing recordings of your public meetings with residents, now is the time to invest in the necessary hardware, software, and training. According to [Statista](#), streaming now accounts for nearly 40% of U.S. TV consumption, surpassing both cable and broadcast television. This shift in entertainment consumption is creating a demographic that is both comfortable with and proficient at streaming on-demand video content. Live video streaming makes it easier and more affordable for communities to watch and participate in public forums, meetings, and discussions. Residents can connect directly with local leaders from anywhere, improving trust and engagement through transparency.



[Click Here](#)

to learn ways clerks can engage citizens in the digital era.

Before you commit to becoming a one-person video production studio, know that solutions are available to make live and recorded video integration easy, but you still need to follow these eight critical best practices.



Enable the Highest Quality Output

Any financial investment you make in video recording hardware will come back tenfold in voter engagement and civic participation. Live and recorded video must be of a high quality for residents to watch in its entirety, or else they will be less likely to want to watch future broadcasts. All videos should be of a high enough quality that viewers can see speakers, any visual graphics, and other meeting participants in the room if applicable. Resist the urge to record videos on your smartphone and post them to your website. High quality cameras will help the viewer feel that they were part of the live moment — exactly the feeling you want to create.



Work with Your IT Department to Ensure Ample Broadcast Bandwidth

To produce quality live video engagement experiences, you may need to work with your IT department to increase your streaming bandwidth capabilities. Even if you shoot high definition video, without the bandwidth needed to broadcast it, viewers will suffer through choppy, fuzzy, or repeatedly stalling video, making them more likely to turn off the broadcast.



Consider All Production Factors

You may not have much control over the room in which your public meeting takes place, but do your best to ensure ample lighting, that the speaker is not backlit, that presenters are close to microphones, and that the camera is on a stable surface and not being held by someone who will inevitably suffer wrist fatigue. Also, ensure your audio feeds directly into your camera for the highest possible sound quality.



Enable Swift and Streamlined Video Publishing

The quicker you can publish your videos, the more you will adhere to compliance regulations and the demands of your residents. Swift publishing requires choosing a provider that automatically publishes to your public portal where meeting content is hosted. Enabling functionalities like bookmarking, closed captioning, transcriptions, translations, and transcoding also generates time savings for you and your team.



Ensure Video is Optimized for Viewing on Any Device

More than ever before, today's residents are engaging with digital content on a variety of devices, form factors, platforms, and screen sizes. Make sure you choose a media solution that is not just mobile-optimized, but one that allows residents to watch anytime from any Apple® or Android™ device.

[Click Here](#)

to learn how to optimize live and recorded videos for accessibility and across devices with CivicPlus Meda.



Keep Accessibility in Mind

Local governments are responsible for ensuring that their digital content is accessible to all residents, including those with auditory, visual, and physical disabilities. Residents with limited mobility and senior members of the community may struggle to attend in-person meetings, highlighting the necessity for video content to be accessible to all. The Americans with Disabilities Act (ADA) identifies closed captioning of video content as a best practice for ensuring equitable content. However, accessibility goes beyond closed captioning. According to our partner, 3PlayMedia, transcriptions are the second most commonly used or desired accessibility service right after closed captioning. Additionally, it's important to consider translation and transcoding services, as some residents may require content to be available in their primary languages or on devices other than laptops.



Choose Software with Built-In Bookmarking Capabilities

One of the greatest benefits of recording meeting content is that residents who aren't able to attend in person can watch just the discussion segment that addresses the topics that interest them most. Make it easy for viewers to expedite the review of meeting components of interest by choosing a media solution that allows you to bookmark specific meeting segments — without the need for technical video editing or post-production after-effects knowledge.



Share Live and Recorded Videos via Multiple Channels

All videos should be shared via your local government website, but to amplify reach and optimize resident engagement, leverage all possible digital channels. Particularly, your agency's social media accounts including Facebook, YouTube, and X. For greatest ease of use, choose a media service that easily integrates with social platforms.

[Click Here](#)

Take a self-guided tour to see how our purpose-built Agenda and Meeting Management solution takes the guesswork out of meeting accessibility and compliance.

Conclusion

Your digitally-minded, time-constrained residents want easy ways to consume content and learn about important topics and initiatives in the place they call home. By leveraging the latest technologies, you provide your tax-paying voters with access to local leaders and the information they need. Remember, more informed residents means more involved voters and a happier community.

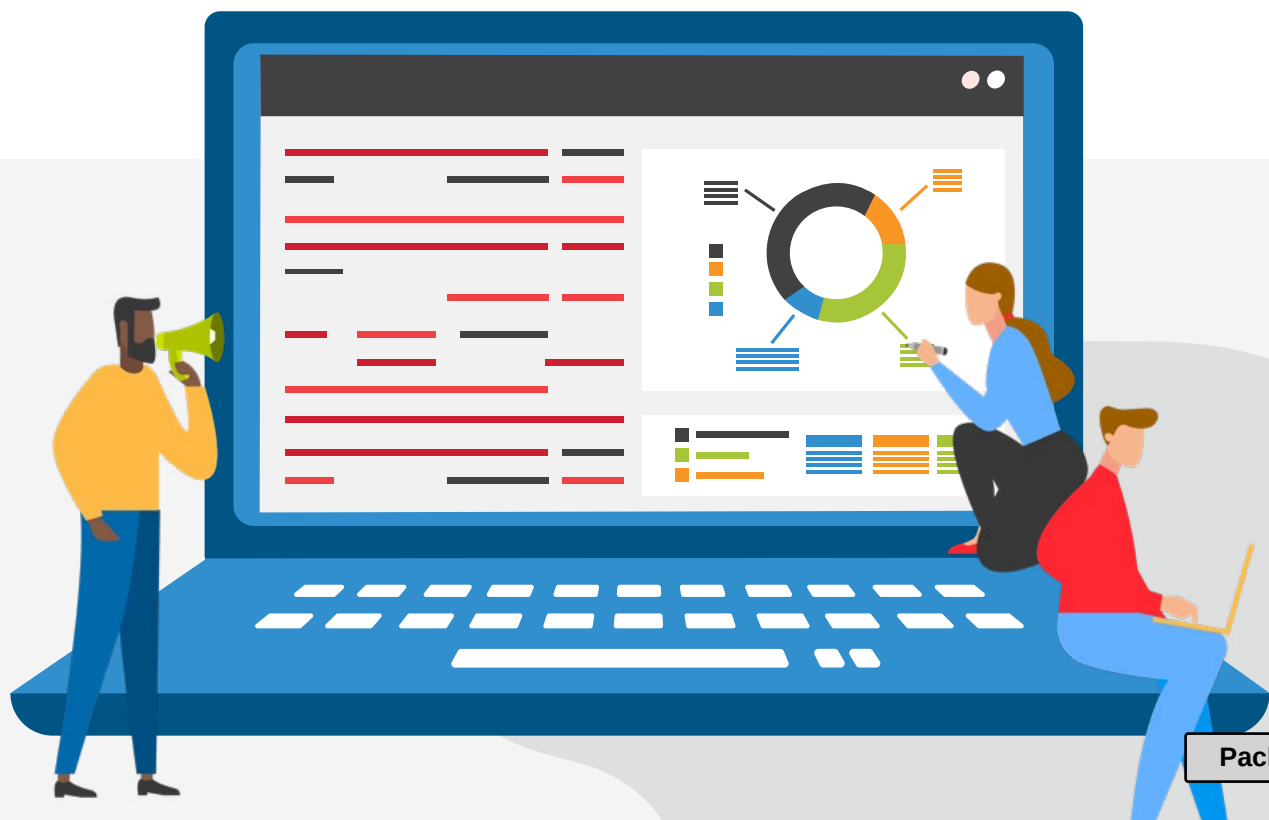
FACT SHEET

Experience the Latest in Video Accessibility

Transcription, Translation, and Transcoding With CivicPlus® Media

Local governments are required by federal law to make their digital content accessible to all residents, including those with visual, auditory, and physical disabilities. Video content is no exception. The U.S. Americans with Disabilities Act (ADA) identifies closed captioning as a best practice for ensuring equitable access to video content. However, ensuring equitable access doesn't stop there.

According to 3Play Media's recent [report](#), transcription is the second most commonly used or desired accessibility service behind closed captioning. At the same time, translation is critical for residents who need content supplied in their primary languages, while transcoding is vital for individuals who need access to content via devices other than computers.

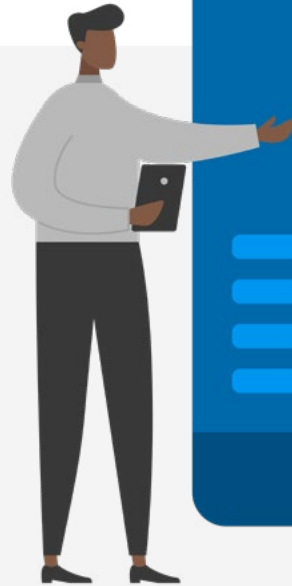




The Good News

CivicPlus® Media not only empowers local governments to record or live stream meetings, it also offers the following accessibility services for on-demand and live-streamed video content:

- **Closed Captioning:** Live and on-demand closed captioning is available with CivicPlus Media to ensure equitable access to your viewers.
- **Transcription:** Delivering a plain-text output that reads fluidly, does not contain time-stamp data, and is instantly ready for download from the public portal media player. This service is available to CivicPlus Media customers with closed captioning.
- **Translation:** Providing expression of the original transcript in the desired target language. This service accommodates a choice of more than 60 different languages.
- **Transcoding:** Converting digital media to maximize the number of compatible playback devices. This service is activated automatically for all CivicPlus Media customers.



A Bonus

CivicPlus Media customers who also leverage direct integrations with CivicPlus Agenda and Meeting Management and Municipal Website solutions can automate and streamline key processes to enhance efficiency, improve compliance with public records laws, increase public transparency, and boost civic engagement

Contact CivicPlus Today

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: December 20, 2024
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary 2025 Property Insurance

BACKGROUND INFORMATION: The 2025 property renewal from the county's insurer totaled \$305,730. Working with Ansay & Associates the county received quotes from County Mutual and MPIC for 2025 coverage.

ANALYSIS: In total, EMC's premiums amount to \$305,730, County Mutual totals \$275,577, and MPIC is the lowest at \$252,869. After applying a \$25,700 bundle credit, County Mutual's adjusted total is \$249,877, making it competitive with MPIC. However, a \$5K Auto Physical Damage deductible option provides potential savings of \$67,952 (net \$12,323). While MPIC appears to offer the lowest cost, County Mutual remains attractive due to its bundle credit, though it leaves a \$20,000 gap in property deductibles compared to MPIC. The county had 3.7 auto physical damage claims annually over the last five years and less than one property claim in the last five years.

Staff recommends that the committee authorize staff to execute a contract with County Mutual, with a \$5,000 auto physical damage deductible. Despite the higher property deductible, it is the analysis of Ansay & Associates that County Mutual will provide long-term premium stability over the next 3-5 years and that the higher deductible is an acceptable assumption of risk.

FISCAL IMPACT: \$249,877

FUNDING SOURCE:

County Levy: \$249,877

RECOMMENDED MOTION: Staff respectfully request that the committee authorize staff to execute a contract with County Mutual for 2025 Property Insurance.

ATTACHMENTS:

- 2025 Property Insurance Review FINAL (PDF)

FINANCE COMMITTEE

OZAUKEE COUNTY PROPERTY INSURANCE SUMMARY

<u>Coverage</u>	<u>2024</u> <u>EMC</u> <u>(incumbent)</u>	<u>County Mutual</u>	<u>MPIC</u>
Property	\$148,076	\$176,846	\$168,744
• Buildings,	\$181,310,774	\$223,816,490	\$225,541,115
• Contents,	\$18,298,570	\$20,764,627	\$20,764,627
• PITO Limit	\$15,991,007	\$17,965,285	\$16,240,660
• Deductible	\$5,000	\$25,000	\$5,000
Contractors Equipment	\$7,185	Included	\$4,683
• Golf Course	\$4,585,471	\$1,000,000	\$Included
• Scheduled Limit	\$8,243,238	\$12,954,909	\$13,198,608
• Deductible	\$1,000	\$5,000	\$5,000
Equipment Breakdown	\$35,044	\$18,456	\$21,394
• Limit	\$100,000,000	\$100,000,000	\$262,546,402
• Deductible	\$10,000	\$25,000	\$5,000
Auto Physical Damage	\$115,425	\$80,275	\$58,048
• Limit	\$6,861,078	\$13,922,654	\$12,756,216
• Deductible	\$2,500	\$2,500	\$5,000
Total	\$305,730	\$275,577	\$252,869
		CM Bundle Credit (-\$25,700)	
		\$249,877	

- \$5K Auto Physical Damage deductible option = \$67,952 (\$12,323)
 - \$237,554 after bundle credit total
 - So if APD deductibles matched savings over MPIC of \$15,315
 - But still have a \$20K gap on property deductibles

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	December 20, 2024
DEPARTMENT:	Finance
DIRECTOR:	Jay McMahon
PREPARER:	Jay McMahon

Agenda Summary Wire Transfers #4186 - #4205 and November Vouchers

ATTACHMENTS:

- WT 4186 - WT4205 and November Schedule (PDF)

FINANCE COMMITTEE



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

SCHEDULE OF VOUCHERS

For Checks Paid 11/1/2024 To 11/30/2024 Total Amount: \$3,421,709.23

WIRE TRANSFERS

NUMBER RANGE WT #4186 To WT #4205 Total Amount: \$2,026,740.80

Total Claims and/or Wire Transfers: \$5,448,450.03

Approved this 20th day of December 2024

Eric Stelter
Finance Committee - Chairperson

Attachment: WT 4186 - WT 4205 and November Schedule (Wire Transfers #4186 - #4205 and November Vouchers)



**Finance Committee
December 20, 2024**

Wire Transfers

WT #	Date	Amount Paid To	Purpose
WT #4186	11/29/2024	\$443,589.40 WRS	October WRS Contributions/kpm
WT #4187	11/22/2024	\$16,083.19 Elan Financial	Credit Card Bill
WT #4188	11/20/2024	\$12,970.63 WI DOR	October Sales Tax 2024
WT #4189	11/21/2024	\$28,226.56 Great West Trust	Deferred Comp 11/22 pr/st
WT #4190	11/21/2024	\$5,519.50 North Shore Bank	Deferred Comp 11/22 pr/st
WT #4191	11/22/2024	\$498.21 WI DOR	Wage Attach 11/22 pr/st
WT #4192	11/25/2024	\$334,334.15 IRS	Federal withholding tax/st
WT #4193	12/13/2024	\$57,022.27 WI DOR	State Withholding tax/st
WT #4194	11/27/2024	\$11,827.16 Metlife	Monthly Life and LTD/st
WT #4195	11/27/2024	\$2,713.63 Metlife	Dec Vision/st
WT #4196	11/27/2024	\$24,510.40 Metlife	Dec Dental/st
WT #4197	11/27/2024	\$6,569.31 Metlife	Voluntary Insurances/st
WT #4198	11/25/2024	\$407,693.32 US Bank	Credit Card payment/st
WT #4199	12/4/2024	\$4,869.50 North Shore Bank	Deferred Compensation/kpm
WT #4200	12/4/2024	\$27,579.49 Great West Trust Co	Deferred Compensation/kpm
WT #4201	12/4/2024	\$11,345.25 Elan Financial Services	Credit Card Payment/kpm
WT #4202	12/6/2024	\$875.00 WI DOR	Wage Attachment/kpm
WT #4203	12/9/2024	\$363,597.81 IRS	Federal Payroll Tax/kpm
WT #4204	12/30/2024	\$62,903.54 WI DOR	State Payroll Tax/kpm
WT #4205	12/16/2024	\$204,012.48 DOR	RE Transfer Fees Nov 2024/kpm
		\$2,026,740.80	

Attachment: WT 4186 - WT 4205 and November Schedule (Wire Transfers #4186 - #4205 and November Vouchers)

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	December 20, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Kellie Kretlow
PREPARER:	Kellie Kretlow

Agenda Summary County Clerk Report

ATTACHMENTS:

- County Clerk Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund County Clerk

For the Eleven Months Ending Saturday, November 30, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	-	-	\$45	\$45	0.00%
Intergovernmental Charges	-	\$60,816	\$51,600	(\$9,216)	117.86%
Interdepartmental Charges	\$870	\$67,417	\$86,000	\$18,583	78.39%
Licenses & Permits	\$850	\$22,600	\$20,000	(\$2,600)	113.00%
Other Revenue	\$1,724	\$23,885	\$18,000	(\$5,885)	132.69%
Total Revenues	\$3,444	\$174,718	\$175,645	\$927	99.47%
Expenditures					
Salaries	\$32,250	\$374,536	\$420,900	\$46,364	88.98%
Fringe Benefits	\$8,786	\$130,820	\$141,884	\$11,064	92.20%
Travel/Training	\$141	\$18,230	\$27,750	\$9,520	65.69%
Supplies	\$6,275	\$202,575	\$270,700	\$68,125	74.83%
Purchased Services	\$6,115	\$63,711	\$67,225	\$3,514	94.77%
Interdepartment Charges	\$2,541	\$30,454	\$35,614	\$5,160	85.51%
Other Expenses	-	\$2,345	\$5,339	\$2,994	43.92%
Total Operating Expenditures	\$56,108	\$822,671	\$969,412	\$146,741	84.86%
Capital Outlay					
Total Expenditures	\$56,108	\$822,671	\$969,412	\$146,741	84.86%
Net Increase (Decrease)	(\$52,664)	(\$647,953)	(\$793,767)	(\$145,814)	81.63%

Equity:

Attachment: County Clerk Financials (County Clerk Report)

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	December 20, 2024
DEPARTMENT:	Finance
DIRECTOR:	Jay McMahon
PREPARER:	Jay McMahon

Agenda Summary Finance

ATTACHMENTS:

- December Directors Report (PDF)

FINANCE COMMITTEE

DIRECTOR'S REPORT TO THE FINANCE COMMITTEE DECEMBER 2024

TO: THE HONORABLE MEMBERS OF THE OZAUKEE COUNTY FINANCE COMMITTEE

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

General Fund:

General fund revenues are catching up to budget as the final shared revenue payment was received in November which is 85% of the total shared revenue the County is allocated from the State. Taxes will catch up when estimates are recorded for October, November and December later this month.

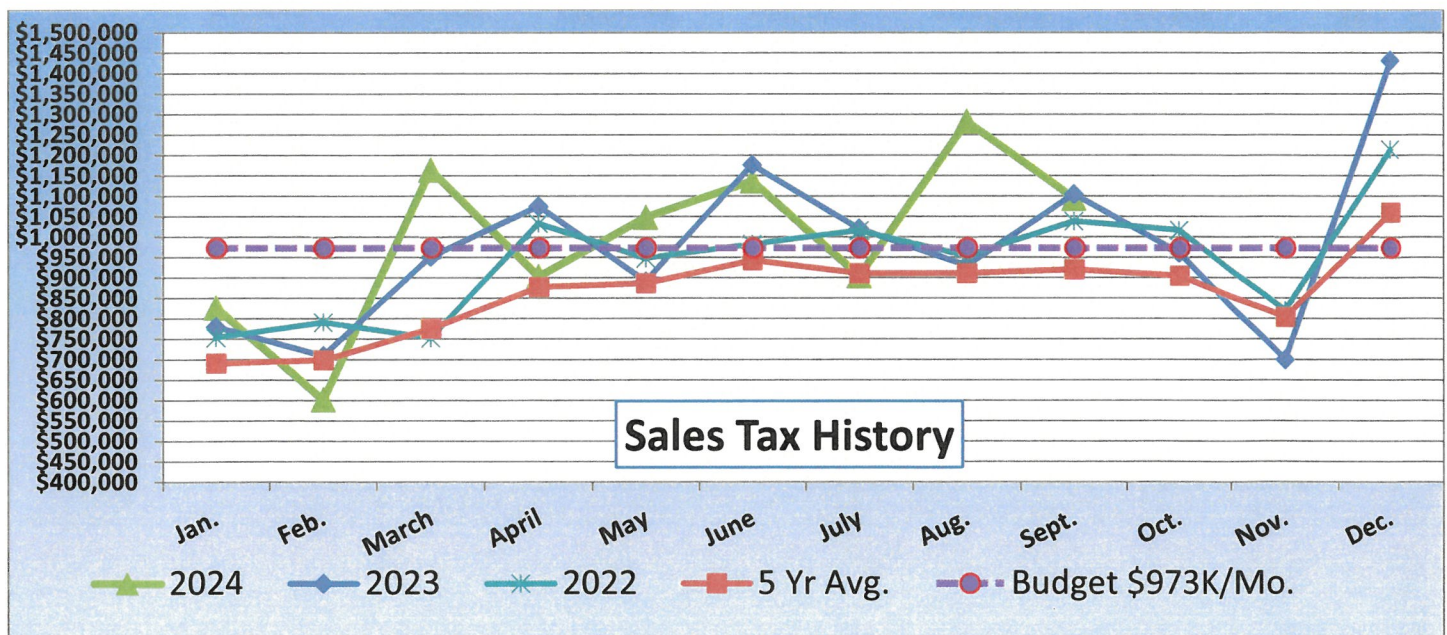
Total General Fund expenditures are tracking slightly under budget in total. The budget expenditures should be 91.67% of the total through November. The current total used year to date is 90.58%. The current amount used is only 88.35% when \$750,060 is removed from the Other Expense line. This is the amount disbursed for the Homeless Shelter project which will be reclassified to the CDBG fund at year end.

Finance:

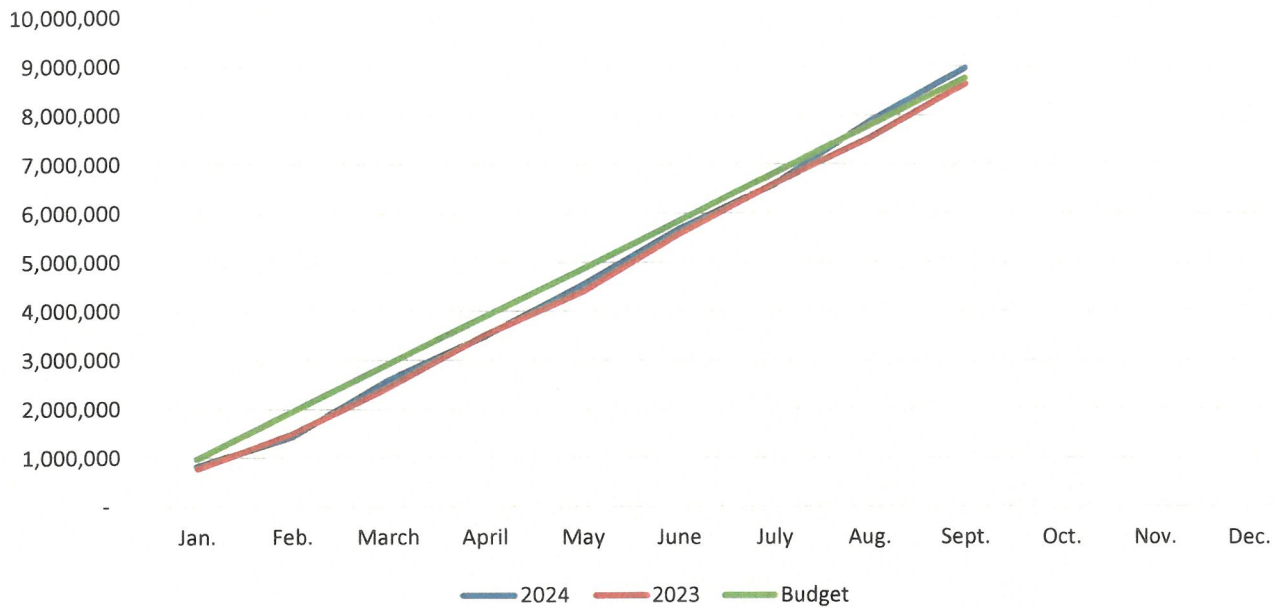
Finance is working through the staffing transitions with the two retirements coming up on 1/3/25. Finance is also preparing for the preliminary audit which will take place the second week of January.

Sales Tax Collections:

Sales tax collections for September were \$1,093,359 compared to \$1,104,714 for September 2023. A Decrease of \$11,355 from 2023 which puts collections \$321,270 ahead of 2023. Through September collections are over budget by \$201,448.



Cumulative Sales Tax Analysis



Month	2024	2023	2022	2021	2020	2019
Jan.	\$ 827,000	\$ 780,367	\$ 753,101	\$ 709,655	\$ 640,248	\$ 566,612
Feb.	601,202	708,888	791,175	794,643	676,988	519,868
March	1,163,948	951,640	752,730	749,818	624,557	796,918
April	902,918	1,075,074	1,032,797	942,045	646,382	685,858
May	1,047,491	890,736	948,041	988,440	836,826	767,577
June	1,136,642	1,176,749	982,372	807,042	816,972	927,214
July	904,327	1,020,036	1,015,951	1,074,803	817,956	623,068
Aug.	1,282,506	929,919	953,798	852,524	912,479	902,946
Sept.	1,093,359	1,104,714	1,038,162	909,058	730,504	815,601
Oct.		960,699	1,016,809	1,000,698	936,555	606,837
Nov.		699,925	819,961	819,968	835,958	840,209
Dec.		1,431,574	1,213,586	1,004,389	837,361	811,096
Totals	\$ 8,959,393	\$ 11,730,321	\$ 11,318,483	\$ 10,653,083	\$ 9,312,786	\$ 8,863,804

Ozaukee County Committee Report

Summary of All Units

For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$2,931,893	\$30,433,160	\$35,688,713	\$5,255,553	85.27%
Intergovernmental Revenues	\$3,220,245	\$16,542,466	\$16,000,726	(\$541,740)	103.39%
Public Charges for Services	\$2,026,259	\$25,357,599	\$26,376,588	\$1,018,989	96.14%
Intergovernmental Charges	\$82,682	\$8,306,369	\$8,109,015	(\$197,354)	102.43%
Interdepartmental Charges	\$139,195	\$4,261,387	\$4,967,061	\$705,674	85.79%
Fines/Forfeitures/Penalties	\$15,568	\$194,628	\$206,300	\$11,672	94.34%
Licenses & Permits	\$22,415	\$831,937	\$1,007,675	\$175,738	82.56%
Interest Revenue	\$117,785	\$1,947,901	\$380,050	(\$1,567,851)	512.54%
Other Revenue	\$95,078	\$1,270,601	\$3,166,488	\$1,895,887	40.13%
Total Revenues	\$8,651,120	\$89,146,048	\$95,902,616	\$6,756,568	92.95%
Expenditures					
Salaries	\$3,034,595	\$35,805,485	\$41,327,971	\$5,522,486	86.64%
Fringe Benefits	\$1,117,208	\$13,358,104	\$15,232,332	\$1,874,228	87.70%
Travel/Training	\$11,308	\$271,461	\$496,319	\$224,858	54.69%
Supplies	\$263,530	\$9,146,959	\$9,924,535	\$777,576	92.17%
Purchased Services	\$1,145,301	\$16,086,334	\$16,827,200	\$740,866	95.60%
Interdepartment Charges	\$139,639	\$4,521,535	\$8,463,445	\$3,941,910	53.42%
Depreciation	\$223,658	\$2,460,238	\$2,855,974	\$395,736	86.14%
Debt Service	-	\$1,586,788	\$1,577,563	(\$9,225)	100.58%
Grants	\$19,466	\$3,018,940	\$3,277,025	\$258,085	92.12%
Other Expenses	\$167,791	\$4,441,567	\$3,587,176	(\$854,391)	123.82%
Total Operating Expenditures	\$6,122,496	\$90,697,411	\$103,569,540	\$12,872,129	87.57%
Capital Outlay					
Project Fund	\$121,262	\$2,026,544	\$5,754,485	\$3,727,941	35.22%
Equipment & Furniture	\$82,527	\$1,461,992	\$1,203,287	(\$258,705)	121.50%
Buildings & Land	-	\$851,175	\$1,745,687	\$894,512	48.76%
Contra	-	-	(\$1,735,000)	(\$1,735,000)	0.00%
Total Capital Outlay	\$203,789	\$4,339,711	\$6,968,459	\$2,628,748	62.28%
Total Expenditures	\$6,326,285	\$95,037,122	\$110,537,999	\$15,500,877	85.98%
Other Finance (Sources)	-	(\$285,687)	(\$2,965,063)	(\$2,679,376)	9.64%
Other Finance Uses	-	\$285,687	\$1,511,602	\$1,225,915	18.90%
Net Other Financing Sources/Uses	-	-	(\$1,453,461)	(\$1,453,461)	0.00%
Net Increase (Decrease)	\$2,324,835	(\$5,891,074)	(\$13,181,922)	(\$7,290,848)	44.69%
Equity:					
Retained Earnings	-	(\$3,252,616)	-	\$3,252,616	0.00%
Governmental Fund Balance	-	(\$25,899,516)	-	\$25,899,516	0.00%

Attachment: December Directors Report (Finance)

Ozaukee County Committee Report

1-GENERAL FUND

For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$2,120,111	\$20,150,211	\$23,869,690	\$3,719,479	84.42%
Intergovernmental Revenues	\$2,443,050	\$3,637,557	\$4,415,773	\$778,216	82.38%
Public Charges for Services	\$187,289	\$2,124,721	\$2,516,660	\$391,939	84.43%
Intergovernmental Charges	\$82,682	\$891,927	\$236,600	(\$655,327)	376.98%
Interdepartmental Charges	\$6,944	\$234,663	\$528,136	\$293,473	44.43%
Fines/Forfeitures/Penalties	\$15,568	\$194,628	\$200,000	\$5,372	97.31%
Licenses & Permits	\$17,986	\$180,333	\$140,000	(\$40,333)	128.81%
Interest Revenue	\$71,518	\$1,343,519	\$370,050	(\$973,469)	363.06%
Other Revenue	\$75,697	\$585,986	\$788,031	\$202,045	74.36%
Total Revenues	\$5,020,845	\$29,343,545	\$33,064,940	\$3,721,395	88.75%
Expenditures					
Salaries	\$1,302,089	\$15,165,643	\$17,334,038	\$2,168,395	87.49%
Fringe Benefits	\$495,178	\$5,975,937	\$6,800,595	\$824,658	87.87%
Travel/Training	\$5,934	\$134,945	\$209,483	\$74,538	64.42%
Supplies	\$75,524	\$1,255,816	\$1,683,631	\$427,815	74.59%
Purchased Services	\$258,578	\$3,470,023	\$3,669,437	\$199,414	94.57%
Interdepartment Charges	\$60,372	\$1,057,723	\$1,165,545	\$107,822	90.75%
Grants	\$6,716	\$1,179,544	\$1,402,065	\$222,521	84.13%
Other Expenses	\$13,544	\$1,875,663	\$899,774	(\$975,889)	208.46%
Total Operating Expenditures	\$2,217,935	\$30,115,294	\$33,164,568	\$3,049,274	90.81%
Capital Outlay					
Equipment & Furniture	\$1,086	\$283,300	\$395,137	\$111,837	71.70%
Total Capital Outlay	\$1,086	\$283,300	\$395,137	\$111,837	71.70%
Total Expenditures	\$2,219,021	\$30,398,594	\$33,559,705	\$3,161,111	90.58%
Other Finance (Sources)	-	-	(\$481,137)	(\$481,137)	0.00%
Other Finance Uses	-	\$285,687	\$734,208	\$448,521	38.91%
Net Other Financing Sources/Uses	-	\$285,687	\$253,071	(\$32,616)	112.89%
Net Increase (Decrease)	\$2,801,824	(\$1,340,736)	(\$747,836)	\$592,900	179.28%
Equity:					
Governmental Fund Balance	-	(\$13,463,450)	-	\$13,463,450	0.00%

Attachment: December Directors Report (Finance)

Ozaukee County Committee Report
General Fund Finance Department
 For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Other Revenue	\$24,145	\$105,960	\$140,000	\$34,040	75.69%
Total Revenues	\$24,145	\$105,960	\$140,000	\$34,040	75.69%
Expenditures					
Salaries	\$64,897	\$747,240	\$849,797	\$102,557	87.93%
Fringe Benefits	\$26,298	\$302,811	\$282,725	(\$20,086)	107.10%
Travel/Training	-	\$6,056	\$8,200	\$2,144	73.85%
Supplies	\$191	\$7,224	\$40,466	\$33,242	17.85%
Purchased Services	\$147	\$23,577	\$18,350	(\$5,227)	128.49%
Interdepartment Charges	\$3,072	\$33,754	\$37,245	\$3,491	90.63%
					-
Other Expenses	\$2	(\$1,809)	\$600	\$2,409	301.50%
Total Operating Expenditures	\$94,607	\$1,118,853	\$1,237,383	\$118,530	90.42%
Capital Outlay					
Total Expenditures	\$94,607	\$1,118,853	\$1,237,383	\$118,530	90.42%
Net Increase (Decrease)	(\$70,462)	(\$1,012,893)	(\$1,097,383)	(\$84,490)	92.30%

Equity:

Attachment: December Directors Report (Finance)

Ozaukee County Committee Report
General Fund County Administrator
 For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	\$11,692	\$132,195	\$148,391	\$16,196	89.09%
Fringe Benefits	\$3,838	\$45,572	\$46,345	\$773	98.33%
Travel/Training	-	\$879	\$1,425	\$546	61.68%
Supplies	-	\$2,008	\$2,275	\$267	88.26%
Purchased Services	\$58	\$642	\$780	\$138	82.31%
Interdepartment Charges	\$1,279	\$14,108	\$15,545	\$1,437	90.76%
Other Expenses	\$202	\$3,659	\$500	(\$3,159)	731.80%
Total Operating Expenditures	\$17,069	\$199,063	\$215,261	\$16,198	92.48%
Capital Outlay					
Total Expenditures	\$17,069	\$199,063	\$215,261	\$16,198	92.48%
Net Increase (Decrease)	(\$17,069)	(\$199,063)	(\$215,261)	(\$16,198)	92.48%

E q u i t y:

Attachment: December Directors Report (Finance)

Ozaukee County Committee Report
General Fund Budget/Grant/Project Management
 For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	\$19,831	\$221,056	\$251,503	\$30,447	87.89%
Fringe Benefits	\$5,599	\$64,910	\$67,577	\$2,667	96.05%
Travel/Training	-	-	\$5,000	\$5,000	0.00%
Supplies	-	\$800	\$4,675	\$3,875	17.11%
Other Expenses	-	\$154	\$1,500	\$1,346	10.27%
Total Operating Expenditures	\$25,430	\$286,920	\$330,255	\$43,335	86.88%
Capital Outlay					
Total Expenditures	\$25,430	\$286,920	\$330,255	\$43,335	86.88%
Net Increase (Decrease)	(\$25,430)	(\$286,920)	(\$330,255)	(\$43,335)	86.88%

Equity:

Attachment: December Directors Report (Finance)

Ozaukee County Committee Report
General Fund Non Departmental
 For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interdepartmental Charges	-	-	\$270,000	\$270,000	0.00%
Interest Revenue	\$108	\$1,317	-	(\$1,317)	0.00%
Other Revenue	\$203	\$43,447	\$138,886	\$95,439	31.28%
Total Revenues	\$311	\$44,764	\$408,886	\$364,122	10.95%
Expenditures					
Salaries	-	\$10,535	(\$15,000)	(\$25,535)	-70.23%
Fringe Benefits	-	\$159,487	\$195,000	\$35,513	81.79%
Travel/Training	-	\$2,250	\$21,000	\$18,750	10.71%
Supplies	-	\$1,728	\$17,728	\$16,000	9.75%
Purchased Services	\$4,469	\$49,156	\$53,625	\$4,469	91.67%
Grants	-	\$1,109,712	\$1,145,965	\$36,253	96.84%
Other Expenses	\$3,587	\$1,494,398	\$629,548	(\$864,850)	237.38%
Total Operating Expenditures	\$8,056	\$2,827,266	\$2,047,866	(\$779,400)	138.06%
Capital Outlay					
Total Expenditures	\$8,056	\$2,827,266	\$2,047,866	(\$779,400)	138.06%
Other Finance (Sources)	-	-	(\$15,000)	(\$15,000)	0.00%
Net Other Financing Sources/Uses	-	-	(\$15,000)	(\$15,000)	0.00%
Net Increase (Decrease)	(\$7,745)	(\$2,782,502)	(\$1,623,980)	\$1,158,522	171.34%

Equity:

Attachment: December Directors Report (Finance)

Ozaukee County Committee Report
Special Revenue County American Rescue Plan Act
 For the Eleven Months Ending Saturday, November 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interest Revenue	\$41,927	\$518,381	-	(\$518,381)	0.00%
Other Revenue	-	\$9,832	-	(\$9,832)	0.00%
Total Revenues	\$41,927	\$528,213	-	(\$528,213)	0.00%
Expenditures					
Grants	-	\$1,516,712	\$1,512,000	(\$4,712)	100.31%
Total Operating Expenditures	-	\$1,516,712	\$1,512,000	(\$4,712)	100.31%
Capital Outlay					
Project Fund	\$47,802	\$1,208,008	\$2,471,485	\$1,263,477	48.88%
Total Capital Outlay	\$47,802	\$1,208,008	\$2,471,485	\$1,263,477	48.88%
Total Expenditures	\$47,802	\$2,724,720	\$3,983,485	\$1,258,765	68.40%
Net Increase (Decrease)	(\$5,875)	(\$2,196,507)	(\$3,983,485)	(\$1,786,978)	55.14%
Equity:					
Governmental Fund Balance	-	(\$677,458)	-	\$677,458	0.00%

Attachment: December Directors Report (Finance)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	December 20, 2024
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Human Resources

Holiday Party 2024

Save the date for this year's holiday party on Friday, December 20! Following the success of last year's event, we're excited to host another memorable celebration. Last year, we had 177 RSVPs, and this year we already have 150 confirmed guests. The event will be held at the Ozaukee Fairgrounds Pavilion and will feature delicious food, exciting door prizes, a DJ, and karaoke. Don't miss out!

Engagement Survey

Our Engagement Survey closes on December 16. Here are the response rates from previous years:

- 2021: 58%
- 2022: 71%
- 2023: 64%

Why Your Input Matters

This anonymous survey is conducted in partnership with Energage, the official survey partner for the *Milwaukee Journal Sentinel's* Top Places to Work program. Energage is a trusted platform known for its commitment to confidentiality.

Confidentiality Guidelines

To protect anonymity, Energage applies the following thresholds:

- 5 or more responses: Quantitative scores are provided for specific departments.
- 10 or more responses: Comments from a department are aggregated to maintain confidentiality.
- 30 or more responses: Detailed reporting, such as histograms and heatmaps, is available to ensure robust statistical insights.

Anonymity for Smaller Departments

For smaller departments with fewer respondents, we recommend staff phrase comments carefully to reduce the likelihood of self-identification. Thoughtful wording helps maintain anonymity and ensures your feedback contributes meaningfully to the overall results.

ATTACHMENTS:

- HR Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report
General Fund Department Human Resources
For the Eleven Months Ending Saturday, November 30, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Other Revenue	-	\$2,274	-	(\$2,274)	0.00%
Total Revenues	-	\$2,274	-	(\$2,274)	0.00%
Expenditures					
Salaries	\$21,425	\$257,172	\$317,708	\$60,536	80.95%
Fringe Benefits	\$7,943	\$95,056	\$118,444	\$23,388	80.25%
Travel/Training	\$50	\$3,938	\$2,200	(\$1,738)	179.00%
Supplies	\$530	\$13,218	\$22,850	\$9,632	57.85%
Purchased Services	\$2,426	\$39,851	\$38,900	(\$951)	102.44%
Interdepartment Charges	\$1,242	\$14,127	\$15,632	\$1,505	90.37%
Other Expenses	\$167	\$4,169	\$2,000	(\$2,169)	208.45%
Total Operating Expenditures	\$33,783	\$427,531	\$517,734	\$90,203	82.58%
Capital Outlay					
Total Expenditures	\$33,783	\$427,531	\$517,734	\$90,203	82.58%
Net Increase (Decrease)	(\$33,783)	(\$425,257)	(\$517,734)	(\$92,477)	82.14%

E q u i t y:

Attachment: HR Financials (Human Resources)

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	December 20, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Kellie Kretlow
PREPARER:	Kellie Kretlow

Agenda Summary IT Financials December

ATTACHMENTS:

- IT report (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report
General Fund Information Technology
 For the Twelve Months Ending Tuesday, December 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Prior YTD Actual	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues						
Other Revenue	\$50,689	\$1,664	\$25,065	\$83,370	\$58,305	30.06%
Total Revenues	\$50,689	\$1,664	\$25,065	\$83,370	\$58,305	30.06%
Expenditures						
Salaries	\$113,388	\$4,716	\$112,747	\$121,757	\$9,010	92.60%
Fringe Benefits	\$16,581	\$917	\$21,963	\$23,671	\$1,708	92.78%
Travel/Training	-	-	-	\$2,500	\$2,500	0.00%
Supplies	\$51,229	-	\$50,330	\$85,100	\$34,770	59.14%
Purchased Services	\$457,796	\$311	\$273,489	\$361,210	\$87,721	75.71%
Interdepartment Charges	\$13,126	-	\$10,080	\$12,818	\$2,738	78.64%
Other Expenses	\$782	-	\$792	\$782	(\$10)	101.28%
Total Operating Expenditures	\$652,902	\$5,944	\$469,401	\$607,838	\$138,437	77.22%
Capital Outlay						
Equipment & Furniture	\$79,062	-	\$31,657	\$90,000	\$58,343	35.17%
Total Capital Outlay	\$79,062	-	\$31,657	\$90,000	\$58,343	35.17%
Total Expenditures	\$731,964	\$5,944	\$501,058	\$697,838	\$196,780	71.80%
Net Increase (Decrease)	(\$681,275)	(\$4,280)	(\$475,993)	(\$614,468)	(\$138,475)	77.46%
<i>Equity:</i>						
Due To / Due From	(\$681,275)	(\$4,281)	(\$475,993)	-	\$475,993	0.00%

Attachment: IT report (IT Financials December)

Ozaukee County Committee Report
Internal Service Fund Information Technology
For the Twelve Months Ending Tuesday, December 31, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Prior YTD Actual	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues						
Public Charges for Services	\$17,094	-	\$6,217	\$3,500	(\$2,717)	177.63%
Intergovernmental Charges	-	-	(\$1,816)	-	\$1,816	0.00%
Interdepartmental Charges	\$1,494,769	-	\$1,436,427	\$1,477,358	\$40,931	97.23%
Other Revenue	\$75	-	-	-	-	0.00%
Total Revenues	\$1,511,938	-	\$1,440,828	\$1,480,858	\$40,030	97.30%
Expenditures						
Salaries	\$432,232	\$12,248	\$356,559	\$460,375	\$103,816	77.45%
Fringe Benefits	\$162,340	\$5,716	\$132,478	\$189,352	\$56,874	69.96%
Travel/Training	\$1,453	-	\$1,022	\$5,250	\$4,228	19.47%
Supplies	\$9,900	-	\$4,397	\$24,481	\$20,084	17.96%
Purchased Services	\$1,087,695	\$33,957	\$1,107,245	\$801,000	(\$306,245)	138.23%
Interdepartment Charges	\$11	-	\$7	\$200	\$193	3.50%
Other Expenses	\$44,695	-	-	\$200	\$200	0.00%
Total Operating Expenditures	\$1,738,326	\$51,921	\$1,601,708	\$1,480,858	(\$120,850)	108.16%
Capital Outlay						
Total Expenditures	\$1,738,326	\$51,921	\$1,601,708	\$1,480,858	(\$120,850)	108.16%
Net Increase (Decrease)	(\$226,388)	(\$51,921)	(\$160,880)	-	\$160,880	0.00%
Equity:						
Unassigned	\$389,713	-	\$616,101	-	(\$616,101)	0.00%
Due To / Due From	(\$586,931)	(\$51,429)	(\$784,035)	-	\$784,035	0.00%

Attachment: IT report (IT Financials December)

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	December 20, 2024
DEPARTMENT:	Treasurer
DIRECTOR:	Sandi Tretow
PREPARER:	Sandi Tretow

Agenda Summary Treasurer Report

ATTACHMENTS:

- TREASURER REPORT DEC 2024 (PDF)

FINANCE COMMITTEE



Sandra Tretow
County Treasurer
Email: stretow@ozaukeecounty.gov

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

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

FINANCE COMMITTEE
Friday, December 20, 2024
SUMMARY OF TREASURER'S OFFICE ACTIVITIES

Tasks completed:

- Month-end activities
- Reconciled bank statements to general ledger
- Prepared December financial report for this committee
- Visited Village of Newburg to guide them through tax collections, reconciliation and reporting.
- Assisted municipalities with tax bill preparation, proofing, publication and sending electronic tax bill files to printer
- Coordinate with IT to work with companies who request tax bill files (typically mortgage companies who send tax payments out of escrow)
- Collecting unclaimed funds lists in accordance with State Statute 59.66
- Starting to prepare for 2025 Assessments
- Approve invoices in Docuware
- Daily tasks in office – verify daily monetary activities (deposits, transfers, wires, etc.)

Future goals/events:

- Working with municipalities to prepare for January Settlement (Statement of Taxes, reporting and their distributions to taxing jurisdictions).

Please “Like” and “Follow” the Ozaukee County Treasurer’s Office Facebook Page and ask your constituents to do the same. We post a lot of helpful and interesting information.



**TREASURER'S REPORT
FINANCE COMMITTEE
DECEMBER 2024**
REPORTING PERIOD: November, 2024

CASH

Cash ending November is up \$ **1,489,743** from last November:

Cash 2024,	\$	32,816,454	2023	\$	31,326,711	Increase of	\$	1,489,743.46	4.76%
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All funds are either collateralized, or guaranteed by the State's Public Deposit (per s. 20.144(1) Wisconsin Statutes, the FDIC or the Federal government.

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

REVENUES

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

November 2024,	\$	262,237	2023	\$	241,631	Increase of	\$	20,605.79	8.53%
Budget 2024,	\$	280,000	2023	\$	285,000	Budget/Actual 2024			93.66%

The interest and penalty revenues are from delinquent tax collections.

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

Interest earnings are up from last year through November:

November 2024,	\$	1,209,919	2023	\$	1,081,634	Increase of	\$	128,285.22	11.86%
Budget 2024,	\$	280,000	2023	\$	280,000	Budget/Actual 2024			432.11%

The interest earning revenues are from cash investments.

All of our bank accounts earn interest except our checking, payroll and treasurer's petty cash.

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

September 2024,	\$	8,959,392	2023	\$	8,638,123	Increase of	\$	321,268.85	3.72%
Budget 2024,	\$	11,677,265	2023	\$	11,216,085	Budget/Actual 2023			76.73%

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

See pages 7 and 8

DELINQUENT TAXES

Certificate delinquent balance:

2024	\$	707,782	2023	\$	779,393	Decrease of	\$	(71,611.00)	-9.19%
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Number of delinquent parcels:

2024		178	2023		180	Decrease of		-2	-1.11%
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The certificate balance is all delinquent outstanding real estate taxes.

Tax Certificate reports: see pages 5 and 6:

FORECLOSURES

Foreclosure court was postponed again until late January. We are working on letter reports for properties with 2021 tax balances.

Attachment: TREASURER REPORT DEC 2024 (Treasurer Report)

REPORT OF THE OZAUKEE COUNTY TREASURER

MAIN CHECKBOOK

Balance November 1, 2024 \$ 593.09

Receipts:

Transfers from Money Market #2	\$	5,562,495.37
Voids and Stop Payments	\$	15,590.75

Total Monthly Receipts \$ 5,578,086.12

Total Balance & Receipts \$ 5,578,679.21Disbursements:

County Orders (557159-557813)	\$	(3,524,153.78)
Wire Transfers (wt# 4178-4198)	\$	(2,040,461.46)
ACH Transfers	\$	(14,063.97)

Total Monthly Disbursements \$ (5,578,679.21)

MAIN CHECKBOOK Balance November 30, 2024 \$ -BANK RECONCILIATION:PORT WASHINGTON STATE BANK MAIN CHECKBOOK:

Balance as Per Statement	\$	473,049.04
Outstanding County Checks	\$	(473,049.04)

MAIN CHECKBOOK Balance November 30, 2024 \$ -**MONEY MARKET #1 CHECKBOOK**

Balance November 1, 2024 \$ 25,799.97

Receipts:

Department Direct Deposit Receipts	\$	1,690,325.67
Real Estate Tax Receipts, Electronic	\$	18,713.63
Transfer from POOL Account	\$	4,000,000.00
Transfer from Summit MM	\$	641.03
Interest Earnings	\$	103.74

Total Monthly Receipts \$ 5,709,784.07

Total Balance & Receipts \$ 5,735,584.04Disbursements:

Transfers to Money Market #2	\$	(5,675,766.02)
Voids and NSF payments	\$	(140.79)

Total Monthly Disbursements \$ (5,675,906.81)

MONEY MARKET #1 CHECKBOOK Balance November 30, 2024 \$ **59,677.23**BANK RECONCILIATION:PORT WASHINGTON STATE BANK MONEY MARKET #1 CHECKBOOK:

Balance as Per Statement	\$	59,036.20
Deposit in Transit	\$	641.03

MONEY MARKET #1 CHECKBOOK Balance November 30, 2024 (5.11%)APY \$ **59,677.23**

Attachment: TREASURER REPORT DEC 2024 (Treasurer Report)

MONEY MARKET #2 CHECKBOOK

Balance November 1, 2024		\$	7,995,961.07
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Receipts:

Department Receipts	\$	1,641,669.63
Real Estate Tax Receipts	\$	139,013.20
RLF Payments	\$	757.79
NSF Replace		
Drainage Payments	\$	1,306.94

Transfer from PWSB - Parks Reservations	\$	5,178.56
Transfers from Money Market #1	\$	5,675,766.02
Transfer from Register of Deeds	\$	328,789.68
Interest Earnings	\$	40,299.26

Total Monthly Receipts		\$	7,832,781.08
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Total Balance & Receipts		\$	<u>15,828,742.15</u>
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Disbursements:

Transfers to Main Checkbook	\$	(5,562,495.37)
Transfers to Payroll Checkbook	\$	(2,033,728.01)
Transfer to Petty Cash	\$	(1,546.53)
NSF Checks	\$	(576.00)

Total Monthly Disbursements		\$	(7,598,345.91)
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MONEY MARKET #2 Balance November 30, 2024		\$	<u>8,230,396.24</u>
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BANK RECONCILIATION:PORT WASHINGTON STATE BANK MONEY MARKET #2 CHECKBOOK:

Balance as Per Statement	\$	8,230,396.24
Deposit in Transit	\$	-

MONEY MARKET #2 CHECKBOOK Balance November 30, 2024 (5.20%)APY		\$	<u>8,230,396.24</u>
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PAYROLL CHECKBOOK

Balance November 1, 2024		\$	-
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Receipts:

Transfers from Money Market #2	\$	2,033,728.01	
Total Monthly Receipts		\$	2,033,728.01

Total Balance & Receipts		\$	<u>2,033,728.01</u>
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Disbursements:

Salary Orders (#442158-442168)	\$	(6,193.08)	
Salary Direct Deposit (#374850-376233)	\$	(2,027,534.93)	
Total Monthly Disbursements		\$	(2,033,728.01)

PAYROLL Balance November 30, 2024		\$	<u>-</u>
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BANK RECONCILIATION:PORT WASHINGTON STATE BANK PAYROLL CHECKBOOK:

Balance as Per Statement	\$	413.87
Outstanding Payroll Checks	\$	(413.87)

PAYROLL CHECKBOOK Balance November 30, 2024		\$	<u>-</u>
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PAGE 3

Attachment: TREASURER REPORT DEC 2024 (Treasurer Report)

	2024	2024 ANNUAL BUDGET
REVENUE YTD		
Interest Investments	\$ 1,209,919.10	\$ 280,000 (November)
Curlers Building Maint	24,421.61	- (November)
Interest Go Bond 2021	7,038.79	- (November)
Interest Health Care Trust	1,317.03	- (November)
Interest Veteran's Memorial Trust	1,090.05	50 (November)
Interest Transit Trust Fund	7,581.09	- (November)
Interest on Delinquent Taxes	172,644.22	185,000 (November)
Penalty on Delinquent Taxes	89,592.57	95,000 (November)
Sales Tax General Fund	8,959,391.85	11,677,265 (September)
Use Value Penalty Tax	54,457.23	50,000 (November)

	BALANCE	RATES
INVESTMENT BALANCES		
Summit Credit Union, Savings (General Fund)	149,985.00	5.40% (November) APY
Summit Credit Union, CD (General Fund)	515,378.69	5.13% (November) APY
Horicon Bank (General Fund)	428,652.27	5.30% (November) APY
Horicon Bank, CD's (General Fund)	507,274.59	4.62% (November) APY
DANA, Federal Securities (General Fund)	-	0.00% (November) APY
LGIP, Savings (General Fund)	4,755,463.65	4.72% (November) APY
WISC (General Fund)	1,115,933.64	5.90% (November) APY
WISC CD's (General Fund)	4,565,331.37	4.63% (November) APY
WISC Securities (General Fund)	791,181.52	4.90% (November) APY
PWSB, Money Market (Curlers Association Building Maint)	208,853.91	5.11% (November) APY
PWSB Money Market (General Obligation Bond 2021)	54,506.00	5.11% (November) APY
PWSB, Money Market (Health Care Trust)	27,289.03	5.11% (November) APY
PWSB, Money Market (Veteran's Memorial Trust)	22,586.14	5.11% (November) APY
PWSB, Money Market (Register of Deeds)	277,569.81	5.05% (November) APY
PWSB, Money Market (Tax Collection)	17,893.16	5.11% (November) APY
PWSB, Money Market (Transit Trust Fund)		5.11% (November) APY
PWSB, Treasurer (Petty Cash)	5,000.00	n/a
PWSB, Money Market (Parks and Reservations)	2,797.26	5.08% (November) APY
PWSB, CDBG Lasata	10,286.60	n/a
PWSB, CDBG Shelter	100.00	n/a
PWSB, ARPA	10,612,843.46	5.11% (November) APY
PWSB, Opioids Settlement	726,570.57	5.11% (November) APY

Respectfully submitted,
Sandra Tretow
County Treasurer

2024 MONTHLY SPECIAL ASSESSMENTS COLLECTED (RED)

MONTH	CERT TOTAL	CERT RECEIPTS	MO END TOTAL
JANUARY	\$ 41,876.32	\$ 10,227.85	\$ 31,648.47
FEBRUARY	\$ 31,648.47	\$ 2,059.18	\$ 29,589.29
MARCH	\$ 29,589.29	\$ 816.08	\$ 28,773.21
APRIL	\$ 28,773.21	\$ 2,881.73	\$ 25,891.48
MAY	\$ 25,891.48	\$ 1,377.86	\$ 24,513.62
JUNE	\$ 24,513.62	\$ 2,568.08	\$ 21,945.54
JULY	\$ 21,945.54	\$ 1,795.88	\$ 20,149.66
AUGUST	\$ 20,149.66	\$ 1,307.15	\$ 18,842.51
TAX SALE	\$ 18,842.51	\$ 31,314.62	\$ 50,157.13
SEPTEMBER	\$ 50,157.13	\$ 1,299.24	\$ 48,857.89
OCTOBER	\$ 48,857.89	\$ 395.07	\$ 48,462.82
NOVEMBER	\$ 48,462.82	\$ 4,516.09	\$ 43,946.73
DECEMBER			\$ -
TOTAL RECEIPTS		\$ 29,244.21	

Attachment: TREASURER REPORT DEC 2024 (Treasurer Report)

2024 MONTHLY REDEMPTION REPORT

TAXES

MONTH	CURR TOTAL	CURR RECEIPTS	NEW TOTAL
JANUARY	\$ 664,872.22	\$ 84,234.94	\$ 580,637.28
FEBRUARY	\$ 580,637.28	\$ 59,776.28	\$ 520,861.00
MARCH	\$ 520,861.00	\$ 32,437.23	\$ 488,423.77
APRIL	\$ 488,423.77	\$ 11,735.72	\$ 476,688.05
MAY	\$ 476,688.05	\$ 43,215.23	\$ 433,472.82
JUNE	\$ 433,472.82	\$ 42,367.04	\$ 391,105.78
JULY	\$ 391,105.78	\$ 9,116.36	\$ 381,989.42
AUGUST	\$ 381,989.42	\$ 17,107.05	\$ 364,882.37
TAX SALE	\$ 364,882.37	\$ 591,011.94	\$ 955,894.31
SEPTEMBER	\$ 955,894.31	\$ 93,771.92	\$ 862,122.39
OCTOBER	\$ 862,122.39	\$ 33,228.08	\$ 828,894.31
NOVEMBER	\$ 828,894.31	\$ 121,112.69	\$ 707,781.62
DECEMBER	\$ 707,781.62		\$ 707,781.62
TOTAL RECEIPTS		\$ 548,102.54	

Attachment: TREASURER REPORT DEC 2024 (Treasurer Report)

OZAUKEE COUNTY ***TAX CERTIFICATE BALANCES***															
SALE YEAR CO LEVY	2020	%	#Parcels	2021	%	#Parcels	2022	%	#Parcels	2023	%	#Parcels	2024	%	#Parcels
	22,118,522			21,712,622			21,429,276			22,280,401			22,949,856		
JAN	665,015	3.01%	160	652,981	3.01%	160	564,610	2.63%	154	566,895	2.54%	146	580,637	2.53%	140
FEB	592,846	2.68%	*499	582,329	2.68%	*588	544,510	2.54%	*541	525,357	2.36%	*631	520,861	2.27%	*517
MAR	560,118	2.53%	*405	555,446	2.56%	*461	512,296	2.39%	*474	496,913	2.23%	*412	488,424	2.13%	*389
APR	542,472	2.45%	*414	504,160	2.32%	*396	445,611	2.08%	*348	467,696	2.10%	*344	476,688	2.08%	*318
MAY	492,878	2.23%	*388	493,747	2.27%	*333	423,011	1.97%	*310	451,323	2.03%	*314	433,473	1.89%	*271
JUN	450,119	2.04%	*333	437,245	2.01%	*298	410,740	1.92%	*279	433,619	1.95%	*274	391,106	1.70%	*263
JUL	442,269	2.00%	*289	400,444	1.84%	*271	379,925	1.77%	*249	410,330	1.84%	*234	381,989	1.66%	*228
AUG	411,445	1.86%	*356	382,486	1.76%	*307	364,487	1.70%	*301	395,693	1.78%	*291	364,882	1.59%	*260
TAX SALE	803,850	3.63%	340	669,498	3.08%	291	621,043	2.90%	287	713,254	3.20%	273	622,327	2.71%	253
SEP	1,039,007	4.70%	340	854,598	3.94%	291	780,481	3.64%	287	956,327	4.29%	241	862,122	3.76%	222
OCT	901,856	4.08%	282	777,814	3.58%	244	685,065	3.20%	221	847,067	3.80%	210	828,894	3.61%	203
NOV	839,099	3.79%	232	705,494	3.25%	208	628,481	2.93%	185	779,393	3.50%	180	707,782	3.08%	178
DEC	768,603	3.47%	207	648,714	2.99%	188	600,870	2.80%	170	664,872	2.98%	167			

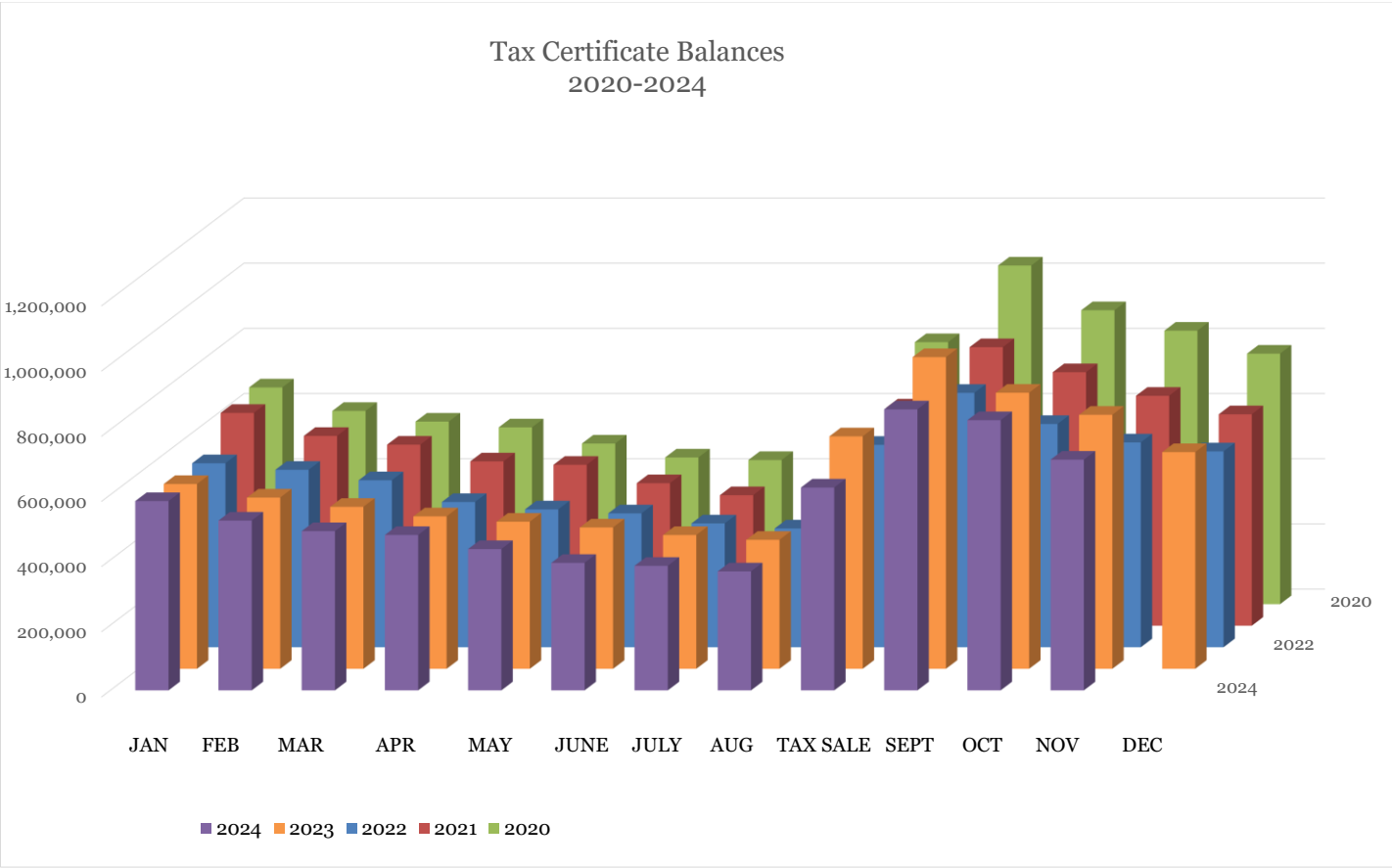
Dollars listed are from the tax certificate roll. Certificates are issued by law on September 1 for delinquent current year taxes and are added to the prior year delinquent taxes due.

% listed is the % of levy uncollected.

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

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

We have 6 property owners on a payment plan at this time.



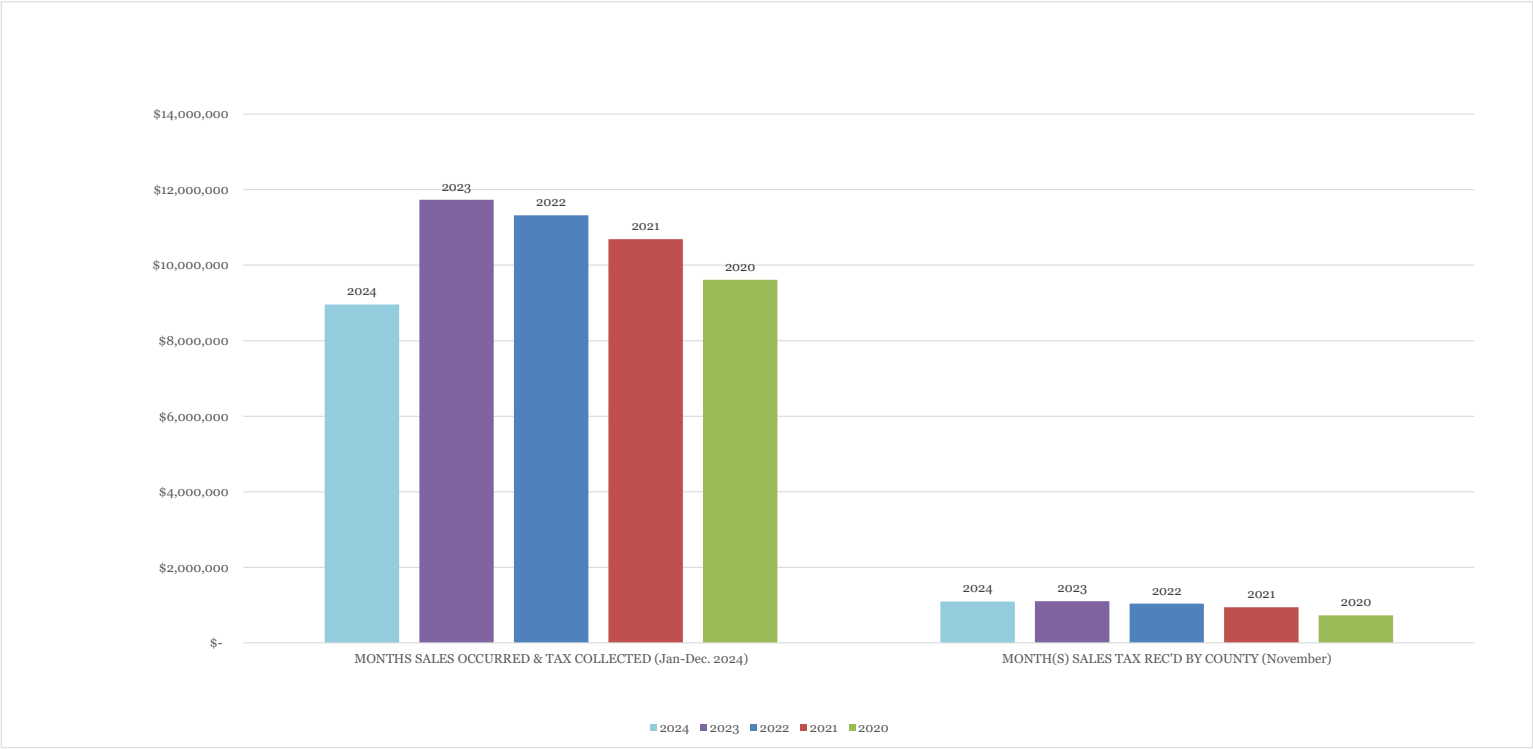
SALES TAX INCOME

MONTH COUNTY RECEIVES SALES TAX MONEY	MONTH SALES OCCURRED AND SALES TAX COLLECTED		2024	2023	2022	2021	2020
January	November	\$	699,925	\$ 819,961	\$ 819,968	\$ 838,958	\$ 840,209
February	December	\$	1,431,574	\$ 1,213,586	\$ 1,004,389	\$ 837,361	\$ 811,096
March	January	\$	827,000	\$ 780,367	\$ 753,101	\$ 709,655	\$ 640,248
April	February	\$	601,202	\$ 708,888	\$ 791,175	\$ 794,643	\$ 676,988
May	March	\$	1,163,948	\$ 951,640	\$ 752,730	\$ 749,818	\$ 624,557
June	April	\$	902,918	\$ 1,075,074	\$ 1,032,797	\$ 942,045	\$ 646,382
July	May	\$	1,047,491	\$ 890,736	\$ 948,041	\$ 988,440	\$ 836,826
August	June	\$	1,136,642	\$ 1,176,749	\$ 982,372	\$ 807,042	\$ 816,972
September	July	\$	904,327	\$ 1,020,036	\$ 1,015,951	\$ 1,074,803	\$ 817,956
October	August	\$	1,282,506	\$ 929,919	\$ 953,798	\$ 852,524	\$ 1,208,946
November	September	\$	1,093,359	\$ 1,104,714	\$ 1,038,162	\$ 944,816	\$ 730,504
December	October			\$ 960,699	\$ 1,016,809	\$ 1,000,698	\$ 936,555
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Dec. 2024)		\$	8,959,392	\$ 11,730,321	\$ 11,318,483	\$ 10,688,841	\$ 9,612,253
MONTH(S) SALES TAX REC'D BY COUNTY (November)		\$	1,093,359	\$ 1,104,714	\$ 1,038,162	\$ 944,816	\$ 730,504
BUDGET		\$	11,677,265	\$ 11,216,085	\$ 10,100,721	\$ 9,106,921	\$ 9,106,921

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

SALES TAX INCOME

	2024	2023	2022	2021	2020	
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Dec. 2024)	\$ 8,959,392	\$ 11,730,321	\$ 11,318,483	\$ 10,688,841	\$ 9,612,253	<-----
MONTH(S) SALES TAX REC'D BY COUNTY (November)	\$ 1,093,359	\$ 1,104,714	\$ 1,038,162	\$ 944,816	\$ 730,504	<-----



REVOLVING LOAN FUND UPDATE

<u>RLF LOANS</u>	<u>Loan Begin Date</u>	<u>Loan End Date*</u>	<u>Principal Due</u>	<u>Monthly Payment</u>	<u>Paid Through</u>	<u>Most Recent Payment Date**</u>
107 W Buntrock LLC	July 1, 2014	June 2024	\$5,401.96	\$904.54	December 2023	10/2/2024
Cheel LLC	February 1, 2018	December 2024	\$6,973.10	\$647.01	January 2024	10/2/2024
Oldenburg Metal Loan #3	September 1, 2023	September 2028	\$41,627.29	\$983.82	November 2024	12/2/2024
The Fermentorium	May 1, 2015	July 2025	\$11,986.18	\$757.79	February 2024	11/20/2024

**Payment dates updated to most current payment date as of 12/10/2024

Ozaukee County Committee Report
General Fund Treasurer
For the Eleven Months Ending Saturday, November 30, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Prior YTD Actual	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues						
Taxes	\$278,790	\$38,825	\$323,622	\$337,300	\$13,678	95.94%
Public Charges for Services	\$81,426	\$929	\$8,678	\$4,000	(\$4,678)	216.95%
Other Revenue	\$37,243	\$32,854	\$28,927	\$25,500	(\$3,427)	113.44%
Total Revenues	\$397,459	\$72,608	\$361,227	\$366,800	\$5,573	98.48%
Expenditures						
Salaries	\$209,801	\$19,351	\$224,496	\$250,169	\$25,673	89.74%
Fringe Benefits	\$83,005	\$7,417	\$88,054	\$102,534	\$14,480	85.88%
Travel/Training	\$203	-	\$1,844	\$4,950	\$3,106	37.25%
Supplies	\$39,800	-	\$38,122	\$41,650	\$3,528	91.53%
Purchased Services	\$4,451	\$68	\$6,386	\$13,100	\$6,714	48.75%
Interdepartment Charges	\$31,300	\$2,854	\$39,447	\$42,853	\$3,406	92.05%
Other Expenses	\$8,082	-	\$10,383	\$12,200	\$1,817	85.11%
Total Operating Expenditures	\$376,642	\$29,690	\$408,732	\$467,456	\$58,724	87.44%
Capital Outlay						
Total Expenditures	\$376,642	\$29,690	\$408,732	\$467,456	\$58,724	87.44%
Net Increase (Decrease)	\$20,817	\$42,918	(\$47,505)	(\$100,656)	(\$53,151)	47.20%
<i>Equity:</i>						
Due To / Due From	(\$9,865,887)	(\$1,773,509)	(\$11,445,696)	-	\$11,445,696	0.00%

Attachment: TREASURER REPORT DEC 2024 (Treasurer Report)