



AGENDA  
FINANCE COMMITTEE  
REGULAR MEETING  
**THURSDAY, FEBRUARY 27, 2025 – 8:00 AM**  
**ADMINISTRATION CENTER - ROOM A-200**  
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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

[Finance Committee Live Stream](#)

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

- 1. CALL TO ORDER**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
  - a. January 23, 2025
- 5. CORPORATION COUNSEL DEPARTMENT REPORT**
  - a. Corp. Counsel Finance Report - February 2025 Mtg.
- 6. ACTION ITEMS**
  - a. Increase of Revenue 2025 - Planning and Parks
  - b. Carryovers of 2024 Funds
  - c. Recommendation of Finance Projects to the Executive Committee
  - d. Wire Transfers #4230 - #4258 and January Vouchers
- 7. DEPARTMENT REPORTS**
  - a. County Clerk
  - b. Finance
  - c. Human Resources
  - d. Information Technology
  - e. County Treasurer
- 8. NEXT MEETING DATE**

March 27, 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.

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**Finance Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>County Clerk</b>      |
| <b>DIRECTOR:</b>    | <b>Kellie Kretlow</b>    |
| <b>PREPARER:</b>    | <b>Kellie Kretlow</b>    |

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**Agenda Summary** January 23, 2025

[https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/\\_01232025-3530](https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_01232025-3530)

FINANCE COMMITTEE

**Finance Committee****AGENDA INFORMATION SHEET**

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|                     |                            |
|---------------------|----------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b>   |
| <b>DEPARTMENT:</b>  | <b>Corporation Counsel</b> |
| <b>DIRECTOR:</b>    | <b>Rhonda Gorden</b>       |
| <b>PREPARER:</b>    | <b>Beth Esselman</b>       |

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**Agenda Summary** Corp. Counsel Finance Report - February 2025 Mtg.

**ATTACHMENTS:**

- CORP.COUNSEL.FEB.2025 (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report  
**General Fund Corporation Counsel**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                    |                    |
| Intergovernmental Revenues          | -                          | -                     | \$556,150                 | \$556,150          | 0.00%              |
| Public Charges for Services         | \$5                        | \$5                   | \$6,250                   | \$6,245            | 0.08%              |
| <b>Total Revenues</b>               | <b>\$5</b>                 | <b>\$5</b>            | <b>\$562,400</b>          | <b>\$562,395</b>   | <b>0.00%</b>       |
| <b>Expenditures</b>                 |                            |                       |                           |                    |                    |
| Salaries                            | \$44,695                   | \$44,695              | \$665,995                 | \$621,300          | 6.71%              |
| Fringe Benefits                     | \$18,519                   | \$18,519              | \$251,788                 | \$233,269          | 7.35%              |
| Travel/Training                     | -                          | -                     | \$3,200                   | \$3,200            | 0.00%              |
| Supplies                            | \$640                      | \$640                 | \$10,934                  | \$10,294           | 5.85%              |
| Purchased Services                  | \$913                      | \$913                 | \$23,677                  | \$22,764           | 3.86%              |
| Interdepartment Charges             | \$6,133                    | \$6,133               | \$113,738                 | \$107,605          | 5.39%              |
| Other Expenses                      | -                          | -                     | \$2,650                   | \$2,650            | 0.00%              |
| <b>Total Operating Expenditures</b> | <b>\$70,900</b>            | <b>\$70,900</b>       | <b>\$1,071,982</b>        | <b>\$1,001,082</b> | <b>6.61%</b>       |
| <b>Capital Outlay</b>               |                            |                       |                           |                    |                    |
| <b>Total Expenditures</b>           | <b>\$70,900</b>            | <b>\$70,900</b>       | <b>\$1,071,982</b>        | <b>\$1,001,082</b> | <b>6.61%</b>       |
| <b>Net Increase (Decrease)</b>      | <b>(\$70,895)</b>          | <b>(\$70,895)</b>     | <b>(\$509,582)</b>        | <b>(\$438,687)</b> | <b>13.91%</b>      |

*Equity:*

Attachment: CORP.COUNSEL.FEB.2025 (Corp. Counsel Finance Report - February 2025 Mtg.)



## RESOLUTION NO. (ID # 10602)

## INCREASE OF REVENUE 2025 - PLANNING AND PARKS

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

Dated at Port Washington, Wisconsin, this 5th day of March 2025.

*SUMMARY: Wisconsin Emergency Management Pre-Disaster Flood Resilience Implementation*

*Grant to support stream and habitat restoration on Sucker Creek - \$249,326.  
USEPA/USFWS/GLRI for habitat restoration of lands along County Highway Trunk W and Milwaukee River in Village of Saukville (Milwaukee River Oxbow Nature Preserve) - \$400,000.  
Monsanto Company class action settlement for stream and habitat restoration work to improve water quality through Ozaukee County, including at the Sucker Creek, Tendick Creek, Mineral Springs Creek, Mole Creek, County Highway W/Milwaukee River Oxbow Nature Preserve, Milwaukee River and Ulao Creek - \$303,840*

*VOTE REQUIRED: Two-Thirds of Members Elect*

FINANCE COMMITTEE

**Finance Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>County Clerk</b>      |
| <b>DIRECTOR:</b>    | <b>Kellie Kretlow</b>    |
| <b>PREPARER:</b>    | <b>Kellie Kretlow</b>    |

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**Agenda Summary** Increase of Revenue 2025 - Planning and Parks

**ATTACHMENTS:**

- Planning and Parks inc rev combined (PDF)

## Natural Resources Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 6, 2025  
**DEPARTMENT:** Planning and Parks  
**DIRECTOR:** Andrew Struck  
**PREPARER:** Andrew Struck

**Agenda Summary** Increase of Revenue Budget Amendment for a Wisconsin Emergency Management Program Grant for Stream and Habitat Restoration on Sucker Creek

**BACKGROUND INFORMATION:** The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the Wisconsin Emergency Management (WEM) Pre-Disaster Flood Resilience Implementation (PDFRI) grant program to support County-sponsored flood resilience and fish and wildlife habitat restoration projects. Specifically, this grant will support County activities to conduct stream and habitat restoration activities on Sucker Creek in the Town of Belgium as a continuation of ongoing fish passage, habitat restoration and resiliency work on Sucker Creek. Private foundation and landowner funding is supporting the completion of design and engineering to remeander and restore several degraded stream reaches on Sucker Creek as an essential next step in improving the overall ecological diversity and resiliency of the watershed. The Department is coordinating with the design consultants, landowners, Krier Foundation and the Ozaukee County Watershed Coalition (OCWC) on overall watershed restoration planning in conjunction with ongoing fish passage remediation or restoration work. The WEM PDFRI grant will fund activities to implement design plans to provide in-stream diversity and a suitable gradient in conjunction with wetland and floodplain reconnection and restoration and environmental monitoring (see “leveraged funding area” in the attached map). Department staff and the Ozaukee County Highway Department will complete project activities.

**ANALYSIS:** The total WEM PDFRI grant award is \$249,326. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the WEM PDFRI grant at its November 7, 2024 meeting (Ayes: Holyoke, Jobs, Matera, Schoessow). The WEM PDFRI grant award includes a 25% cost share requirement, which will be provided by secured National Oceanic and Atmospheric Administration (NOAA) Bipartisan Infrastructure Law and Inflation Reduction Act (BILIRA) (\$3,240,000), Wisconsin Department of Natural Resources (WDNR) Office of Great Waters (OGW) (\$300,000) and Fund For Lake Michigan (FFLM) (\$130,000) grants for a total project cost of \$3,919,326. The original WEM grant request was \$250,000, and the modified award amount (\$249,326) is reflected in the attached budget amendment. There have been no other changes to the budget or scope since the grant submittal.

(FISCAL IMPACT: Balance Current Year: NONE (Additional Revenue \$249,326)

Next Year’s Estimated Cost: NONE

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

Indicate source: Awarded WEM PDFRI and secured NOAA BILIRA, WDNR OGW and FFLM grants.

Attachment: Planning and Parks inc rev combined (Increase of Revenue 2025 - Planning and Parks)

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the Wisconsin Emergency Management Pre-Disaster Flood Resilience Implementation grant program for resiliency, stream and habitat restoration activities on Sucker Creek in the Town of Belgium.

**ATTACHMENTS:**

- BA2025\_NRC02062025\_WEM\_BA\_SuckerCreek\_ATSFinal012925 (PDF)
- 11.7.24 WEM Grant Submittal\_Sucker Creek Grant Application Summary (PDF)
- P&P\_Dept\_Sucker Creek Restoration Map (PDF)

NATURAL RESOURCES COMMITTEE

**RESULT:**       **APPROVED AND FORWARDED [UNANIMOUS]**Next: 2/27/2025 8:00 AM

**MOVER:**        B. Ross, Vice-Chairperson

**SECONDER:**   K. Schoessow, Supervisor District 23

**AYES:**         R. Holyoke, B. Ross, K. Schoessow

**EXCUSED:**     B. Jobs, T. Matera

**GRANT APPLICATION SUMMARY****Project Name:** Stream and Habitat Restoration on Sucker Creek**Grant Name/Agency:** Wisconsin Emergency Management**CFDA/State ID:** N/A**Department:** Planning and Parks**Total Project Amount:** \$3,920,000**Grant Match Required:**

25%

**Exp Acct.****Rev Acct.****Preparer:** Matt Aho**Approver:** Andrew Struck**Strategy: (Linkages to other planning efforts)**

- Comprehensive Plan for Ozaukee County: 2035 (P. 100, 103, 104, 281, 282, 563)
- Ozaukee County Land and Water Resource Management Plan (P. 23, 109, 136, 137, 144, 189, 190, 197, 219, 243)
- Park and Open Space Plan for Ozaukee County (P. 12, 15, 18, 38, 60, 175)
- Ozaukee County Strategic Plan 2020-2024 (P. 10, 11, 13)

**Project Scope and Expectations**

- Stream remeandering and restoration
- Native vegetation restoration
- Environmental monitoring

**Other Grants Supporting Project**

|             | Status  | Amount      |
|-------------|---------|-------------|
| WDNR OGW    | Secured | \$300,000   |
| NOAA BILIRA | Secured | \$3,240,000 |
| FFLM        | Pending | \$130,000   |

**Project Partners:**

- NOAA / WDNR OGW / FFLM / WEM
- Private Landowners / OCWC / Krier Fdn.
- Design and Engineering Consultants
- Ozaukee County Highway Department

**Project Landowner Upon Completion:**

- Private landowners

| GRANT EXPENSE       |                  |
|---------------------|------------------|
| Operational Expense | \$               |
| Salaries & Benefits | \$75,000         |
| Travel              | \$2,500          |
| Supplies            | \$10,000         |
|                     |                  |
|                     |                  |
| Capital Expense     | \$               |
| Contractual (HWY)   | \$152,500        |
| Contractual (NEPA)  | \$10,000         |
|                     |                  |
|                     |                  |
|                     |                  |
| <b>TOTAL</b>        | <b>\$250,000</b> |
| <b>% PROJECT</b>    | <b>6%</b>        |

| GRANT/PROJECT MATCH |                    |
|---------------------|--------------------|
| Operational Match   | \$                 |
|                     |                    |
|                     |                    |
|                     |                    |
|                     |                    |
|                     |                    |
| Other Grants        | \$                 |
| WDNR OGW            | \$300,000          |
| NOAA BILIRA         | \$3,240,000        |
| FFLM                | \$130,000          |
|                     |                    |
|                     |                    |
| <b>TOTAL</b>        | <b>\$3,670,000</b> |
| <b>% MATCH</b>      | <b>94%</b>         |

| GRANT SUPPORTED STAFF    |    |
|--------------------------|----|
| Positon                  | \$ |
| Director                 |    |
| Program Manager          |    |
| Conservation Biologists  |    |
| Adm Asst/Nat Res Analyst |    |
| Senior Planner           |    |
| <b>TOTAL</b>             |    |

| DEPARTMENT REVENUES |                 |
|---------------------|-----------------|
| Department          | \$              |
| Salaries & Benefits | \$75,000        |
| Travel              | \$2,500         |
| Supplies            | \$10,000        |
|                     |                 |
|                     |                 |
| <b>TOTAL</b>        | <b>\$87,500</b> |

**Project Risks:**

- Weather/site conditions
- Contractor (HWY) availability
- Timelines
- Permitting
- Landowner coordination

**Comments**

- Completed in conjunction with fish passage projects
- Serve as match for other grants
- Overall project costs ~ \$3,920,000

**Major Milestones**

|                              | Date                 |
|------------------------------|----------------------|
| Award Notification           | Jan-25               |
| Permitting                   | Apr-25               |
| Construction and Restoration | Oct-26               |
| Final Reporting              | Dec-26               |
| <b>Duration:</b> 2 years     | <b>Extension:</b> NA |

Attachment: Planning and Parks inc rev combined (Increase of Revenue 2025 - Planning and Parks)



# Sucker Brook Creek

Northern Post-Restoration Reach: ~5,935 linear ft

Southern Post-Restoration Reach: ~13,215 linear ft

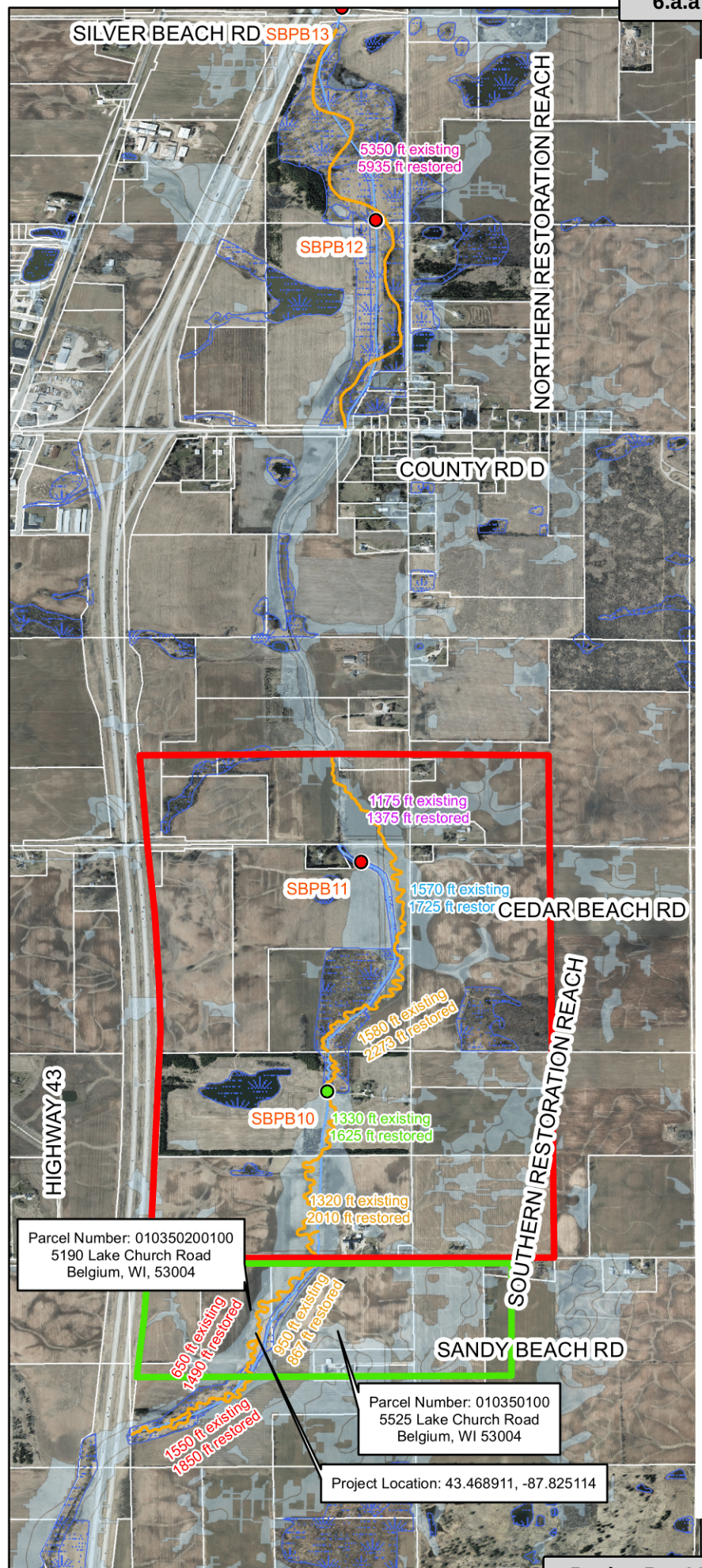
Total: ~19,150 linear ft of stream restored

0 0.175 0.35 0.7 Miles



## Legend

- USFWS NFPP Impediment Remediation
- Removed Impediment
- Proposed Channel
- Sucker Creek Existing Channel
- WIWetlandInv2019\_NAD83
- WI\_PRW\_2016\_Ozaukee\_NAD83
- Parcels
- NOAA BIL Project Area Leveraged
- WEM/FFLM/NFPP Remeander Project Area



Attachment: Planning and Parks inc rev combined (Increase of Revenue 2025 - Planning and Parks)



## Natural Resources Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 6, 2025  
**DEPARTMENT:** Planning and Parks  
**DIRECTOR:** Andrew Struck  
**PREPARER:** Andrew Struck

**Agenda Summary** Increase of Revenue Budget Amendment for a US Environmental Protection Agency / US Fish and Wildlife Service – Great Lakes Restoration Initiative Grant for Habitat Restoration of Lands Along County Trunk Highway (CTH) W and the Milwaukee River in the Village of Saukville for Milwaukee River Oxbow, Floodplain and Wetland Restoration (Milwaukee River Oxbow Nature Preserve) as Part of the CTH W Road Reconstruction and Restoration Project

**BACKGROUND INFORMATION:** The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the US Environmental Protection Agency (USEPA) / US Fish and Wildlife Service (USFWS) / Great Lakes Restoration Initiative (GLRI) to support a County-sponsored fish and wildlife 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. USEPA/USFWS/GLRI funding will support implementation (construction activities) of project plans with a focus on the floodplain and habitat reconnection, habitat restoration/enhancement and environmental monitoring. This grant application was originally submitted to the WDNR Office of Great Waters grant program, which is a pass-through program for federal GLRI restoration grant funds. After reviewing the Department application and associated available grant funding, WDNR, USEPA and USFWS staff determined that this grant would be awarded as an amendment to the Department's existing, secured USFWS GLRI grant.

**ANALYSIS:** The new USEPA/USFWS/GLRI grant award is \$400,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the original WDNR OGW grant at its December 7, 2023 meeting (Ayes: Holyoke, Jobs, Ross, Matera, Schoessow). No formal matching funds are required, though the Department will leverage the secured, existing USFWS GLRI funding (\$975,000) and secured Wisconsin Department of Transportation (WisDOT) Local Roads Improvement Program (LRIP) funding (\$1,000,000) for a total project cost of \$2,375,000. The original WDNR OGW grant request was \$450,000, but there have been no other changes to the budget or scope since grant submittal. The \$50,000 difference between grant application and grant award will be covered by a recent (2024) secured National Fish and Wildlife Foundation (NFWF) National Coastal Resiliency Fund (NCRF) grant that is supporting design and engineering activities for this project. Per discussions with Finance Department staff, the new USFWS/USEPA/GLRI grant award amount (\$400,000)



will be added to the existing USFWS GLRI grant / project account (\$975,000). The attached budget amendment reflects the amount(s) of the new USFWS/USEPA/GLRI grant funds only.

FISCAL IMPACT: Balance Current Year: NONE (Additional Program Revenue of \$200,000)

Next Year's Estimated Cost: NONE (Additional Program Revenue of \$200,000)

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

Indicate source: Secured USFWS GLRI, USFWS/USEPA/GLRI and WisDOT LRIP grants.

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the US Environmental Protection Agency / US Fish and Wildlife Service / Great Lakes Restoration Initiative grant to support reconnection of the Milwaukee River to historic floodplain, wetlands and oxbow as part of the CTH W road reconstruction project in the Village of Saukville.

#### **ATTACHMENTS:**

- BA USEPA USFWS #2 of 4 (PDF)
- BA USEPA USFWS #2a of 4 (PDF)
- 12.7.23 WDNR OGW Grant Application CTH W\_Summary Spreadsheet(PDF)
- P&P\_Dept\_Milwaukee River Oxbow Master Plan Map, BMW 11.26.2024 (PDF)

#### NATURAL RESOURCES COMMITTEE

**RESULT:** **APPROVED AND FORWARDED [UNANIMOUS]**Next: 2/27/2025 8:00 AM

**MOVER:** B. Ross, Vice-Chairperson

**SECONDER:** K. Schoessow, Supervisor District 23

**AYES:** R. Holyoke, B. Ross, K. Schoessow

**EXCUSED:** B. Jobs, T. Matera

**GRANT APPLICATION SUMMARY**

**Project Name:** Reconnecting the Milwaukee River to Historic Floodplain and Oxbow  
**Grant Name/Agency:** WDNR OGW **CFDA/State ID:**  
**Department:** Planning & Parks  
**Total Project Amount:** \$2,425,000 **Grant Match Required:** 0%

**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
- Land acquisition for right of way, wetland floodplain mitigation and habitat restoration
- Improve and enhance riparian habitat and wetlands
- Increase fish and wildlife habitat - spawning area

**Other Grants Supporting Project**

|               | Status  | Amount      |
|---------------|---------|-------------|
| ▪ WisDOT LRIP | Secured | \$1,000,000 |
| ▪ USFWS GLRI  | Secured | \$975,000   |
|               |         | \$0         |
|               |         | \$0         |

**Project Partners:**

- WDNR
- WisDOT
- MMSD, USFWS, DU
- Private Landowners

**Project Landowner Upon Completion:**

- Ozaukee County

| GRANT EXPENSE       |                  |
|---------------------|------------------|
| Operational Expense | \$               |
| Personnel & FB      | \$112,500        |
| Travel              | \$500            |
| Supplies            | \$7,000          |
| Contractual (E&D)   | \$30,000         |
|                     |                  |
| Capital Expense     | \$               |
| Contractual (HWY)   | \$300,000        |
|                     |                  |
|                     |                  |
|                     |                  |
|                     |                  |
| <b>TOTAL</b>        | <b>\$450,000</b> |
| <b>% PROJECT</b>    | <b>19%</b>       |

| GRANT/PROJECT MATCH |                    |
|---------------------|--------------------|
| Operational Match   | \$                 |
|                     |                    |
|                     |                    |
|                     |                    |
|                     |                    |
|                     |                    |
| Other Grants        | \$                 |
| WisDOT LRIP         | \$1,000,000        |
| USFWS GLRI          | \$975,000          |
|                     |                    |
|                     |                    |
|                     |                    |
| <b>TOTAL</b>        | <b>\$1,975,000</b> |
| <b>% MATCH</b>      | <b>81%</b>         |

| GRANT SUPPORTED STAFF   |            |
|-------------------------|------------|
| Positon                 | \$         |
| Director                |            |
| Program Manager         |            |
| Conservation Biologist  |            |
| Program Assistant II    |            |
| Nat Resource & GIS Tech |            |
| <b>TOTAL</b>            | <b>\$0</b> |

| DEPARTMENT REVENUES |                  |
|---------------------|------------------|
| Department          | \$               |
| Personnel & FB      | \$112,500        |
| Travel              | \$500            |
| Supplies            | \$7,000          |
|                     |                  |
|                     |                  |
| <b>TOTAL</b>        | <b>\$120,000</b> |

**Project Risks:**

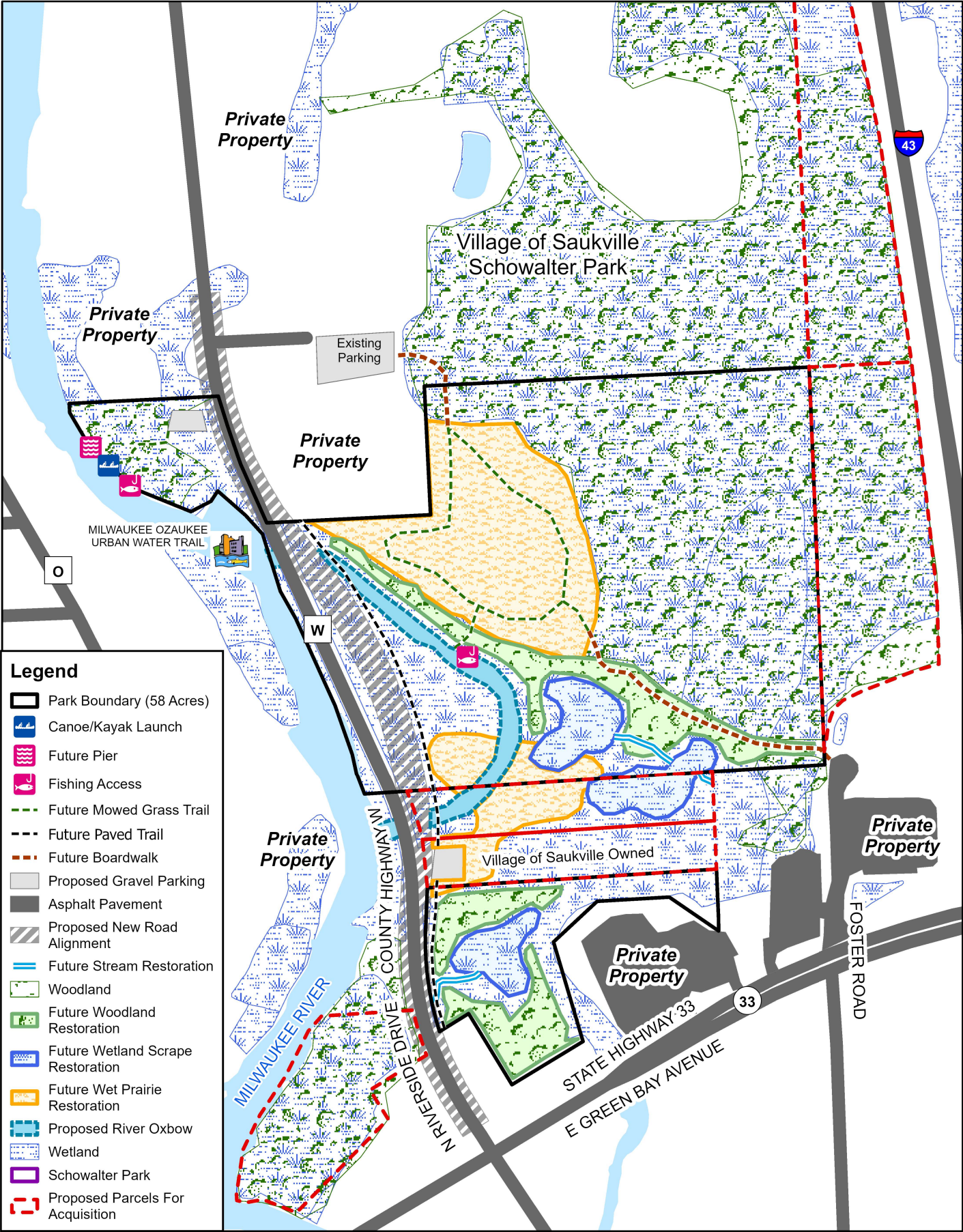
- Landowner coordination
- Timelines
- Land acquisition appraisal and negotiations

**Comments**

- Joint project with Highway Department
- WisDOT & USFWS funds supporting overall project
- Serve as match for other grants
- Overall project costs ~ \$2,425,000

**Major Milestones**

| Major Milestones             |         | Date                 |
|------------------------------|---------|----------------------|
| Award Notification           |         | Jun-24               |
| Project Start                |         | Jul-24               |
| Construction and Restoration |         | Aug-24               |
| Final Reporting              |         | Jun-26               |
| <b>Duration:</b>             | 2 Years | <b>Extension:</b> NA |





## Natural Resources Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 6, 2025  
**DEPARTMENT:** Planning and Parks  
**DIRECTOR:** Andrew Struck  
**PREPARER:** Andrew Struck

**Agenda Summary** Increase of Revenue Budget Amendment for a 2021 Monsanto Class Action Settlement Allocation for River, Stream and Wetland Restoration Projects in Ozaukee County

**BACKGROUND INFORMATION:** In June 2022, Ozaukee County received notice that it was an eligible Settlement Class Member as part of a Monsanto Class Action Settlement (City of Long Beach, et al. v. Monsanto Company, et.al, United States District Court, Central District of California - Western Division, Case No. 2:16-cv-03493-FMO-AS) involving Polychlorinated biphenyls (PCB's). The notice indicated that Ozaukee County was eligible to submit a settlement claim under the Special Needs Fund, Part B category due to previous completed work resulting in significant regional, state or national benefit regarding PCB contamination related to stormwater.

Specifically, the Department conducted comprehensive environmental monitoring activities from 2011 to 2015 to address seven of the Milwaukee Estuary Area of Concern (AOC) Beneficial Use Impairments (BUI's) in Southeast Wisconsin. In 2008, the AOC boundaries were expanded to address sites that contributed significant loads of PCBs to the estuary, including Cedar Creek and the Milwaukee River, in Ozaukee. Given that Cedar Creek was a source of PCBs to the Milwaukee River, assessing sediment contamination at locations downstream of Cedar Creek in Ozaukee County was required to fill a critical knowledge gap regarding the current characterization of contaminated sediments within the Milwaukee Estuary AOC. The Department, through a measured and science-based approach, began locating and evaluating sediment contamination in Ozaukee County portions of the Milwaukee River Watershed (Project). The Project provided an initial characterization of the current location and extent of sediment contamination. Specifically, the Project delineated areas of sediment accretion in sampling reaches through historic orthophotography analysis, determined the thickness and composition of targeted sediment accretions through poling surveys and determined locations and extent of contaminated sediment deposits through core sampling and laboratory analysis. As a result of project activities, PCB's exceeding the Threshold Effect Concentration (TEC) were found at all sample locations. All sediment data was shared with the USEPA and Wisconsin Department of Natural Resources (WDNR) AOC staff for reference in supporting Federal and State AOC related management plans and sediment cleanup activities. Since project completion, the remediation of contaminated sediments in Cedar Creek has progressed, led by the WDNR, the City of Cedarburg, the USEPA, and Mercury Marine. The site was designated as a USEPA Region 5 cleanup alternative superfund site and the USEPA is currently evaluating potential clean-up activities in the stretch of the Creek between Ruck Pond Dam and Wire and Nail Factory. No clean-up work has been specified for the Milwaukee River downstream of Cedar Creek at this point (area of study by the Planning and Parks Department). Since 2011, Department staff have formally held positions on the Milwaukee Estuary AOC's Community Advisory Committee (CAC) and Leadership Team, Technical Advisory Committees,

Management Action Implementation Team (MAIT), Project Management (PM) Team and the Fish and Wildlife Technical Advisory Committee, has been and is part of a multi-party MOU for implementation of AOC remediation and action items (BUI removals and delisting) and has assisted in Remedial Action Plan (RAP) development and updates.

ANALYSIS: Department and Corporation Counsel reviewed the 2022 Monsanto notice and determined that Ozaukee County eligibility to submit a Special Needs Fund, Part B Settlement claim for the work as described above. Department staff subsequently compiled expenditure and project summary information and submitted a claim with expense documentation on April 26, 2024 for \$303,839.65. On December 6, 2024, the Ozaukee County Clerk's office received formal notice (attached) that Ozaukee County was formally awarded the submitted amount of \$303,839.65 as part of the settlement, and that payments would be mailed unless a formal appeal or rejection to the settlement amount was made. Consistent with the original project goals and settlement claim, the Department will utilize the settlement funds to support water resource / ongoing stream and habitat restoration work to improve water quality throughout Ozaukee County, including at the Sucker Creek, Tendick Creek, Mineral Springs Creek, Mole Creek, County Highway W / Milwaukee River Oxbow Nature Preserve, Milwaukee River and Ulao Creek resiliency, stream and habitat restoration project areas.

(FISCAL IMPACT: Balance Current Year: NONE (Additional Revenue \$150,000)

Next Year's Estimated Cost: NONE (Additional Revenue \$153,839.65)

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

Indicate source: Awarded Monsanto settlement claim

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the Monsanto Settlement Claim to resiliency, water quality improvements, stream and habitat restoration activities on Sucker Creek, Tendick Creek, Mineral Springs Creek, Mole Creek, County Highway W / Milwaukee River Oxbow Nature Preserve, Milwaukee River and Ulao Creek.

#### **ATTACHMENTS:**

- BA2025\_NRC01092025\_Monsanto\_BA\_ATSFinal012925 (PDF)
- P&P\_Dept\_Monsanto Special Needs Part B - MST12450 - Ozaukee County, WI (PDF)
- P&P\_Dept\_Monsanto Project Areas Map Packet (PDF)

#### NATURAL RESOURCES COMMITTEE

**RESULT:** **APPROVED AND FORWARDED [UNANIMOUS]**Next: 2/27/2025 8:00 AM

**MOVER:** K. Schoessow, Supervisor District 23

**SECONDER:** B. Ross, Vice-Chairperson

**AYES:** R. Holyoke, B. Ross, K. Schoessow

**EXCUSED:** B. Jobs, T. Matera

December 6, 2024

Ozaukee County, WI  
121 W. Main Street, Room 128  
Port Washington, WI 53074

Re: 2021 Class Action Settlement (Settlement)  
Special Needs Part B Fund Allocation  
Ozaukee County, WI

Dear Karen Niemuth:

As the appointed Special Master of the 2021 Class Action Settlement (*City of Long Beach, et al., v Monsanto et al.*), I am notifying you about your allocation from the Special Needs Part B Fund based on our review of your application, submitted documents, and publicly available information.

Generally, the requests for allocation far exceeded the value of the Special Needs Part B Fund. The current allocation was for a total of \$47.0MM, based on an initial Fund of \$50.0MM and a 6% reserve fund (\$3.0MM) for potential appeals of allocation decisions. Based on our review and the evaluation below, we have allocated \$303,839.65 to Ozaukee County, WI.

We reviewed your application and evaluated the information based on the criteria outlined in the Class Action Settlement Agreement filed with the Court on June 17, 2021 at Paragraph 80 and parameters related to technical criteria for each eligible Entity application for Special Needs Part B funds. The general parameters included the following:

- Was there a specific showing for the funds requested of a significant regional, state, or national benefit, cost, or contribution regarding 303(d) bodies of water impaired by PCBs through stormwater and/or dry weather runoff?
- Was there a general showing for the funds requested of a significant regional, state, or national benefit, cost, or contribution regarding 303(d) bodies of water impaired by PCBs through stormwater and/or dry weather runoff?
- Were the requested funds related to a benefit, cost, or contribution regarding 303(d) bodies of water impaired by PCBs through stormwater and/or dry weather runoff encompassed within any other part of this Allocation?
  - Monitoring Fund
  - TMDL Fund
  - Sediment Fund
  - Special Needs Part A

The applications were reviewed and grouped into four categories:

1. Previous Monitoring or TMDL Fund recipient with well-explained specific project(s) that address stormwater quality/mitigation or surface water quality improvements.
2. Sediment Site Fund recipient requesting additional funds for different site or for stormwater management.

Ozaukee County, WI  
December 6, 2024

3. Previous TMDL Fund recipient requesting additional funding without a specific project.
4. Previous Fund recipient requesting additional funding that did not meet the eligibility parameters outlined in the Settlement Agreement.

As a result, your application was categorized into Category 1 above.

Applications in Category 1 were awarded on a case-by-case basis up to the total of the requested funds or a maximum of \$4.0MM.

Your application stated:

- that the Ozaukee County project addressed beneficial use impairments in the Milwaukee Estuary Area of Concern due, in part, to PCBs;
- that the projects reduced PCB loading to area rivers; and
- that the project is part of a larger cleanup site where remediation is in progress.

Our assessment was that your project directly addressed impairments due to PCBs and provided benefit to the watershed that was not encompassed within any other part of this Allocation.

If Ozaukee County, WI wishes to appeal the allocation, please submit no more than two (2) pages for the basis of your request, referring only to your original application as evidence of such basis, within fifteen (15) calendar days from the date of this letter to Special Master Tim Gallagher ([timg@thegallaghergroup.com](mailto:timg@thegallaghergroup.com)), copying Settlement Administrator Steve Platt ([SPlatt@angeiongroup.com](mailto:SPlatt@angeiongroup.com)) and Allocation Expert Adam Love ([alove@rouxinc.com](mailto:alove@rouxinc.com)). We will confirm within twenty-four (24) hours that we received your request. We will respond to your request within seven (7) calendar days. Also, understand what remains to address any appeals is a reserve fund of 6% of the Special Needs Part B Fund which is \$3.0 MM.

Please note that you also may seek de novo review by the Court of your allocation from the Special Needs Part B Fund as outlined in Paragraph 81(b) of the Settlement Agreement and Section II.B.5. of the Final Order approving the settlement entered November 19, 2022. At the conclusion of the Special Master appeals process outlined in the paragraph above, we will issue final allocation notices to each class member who has applied for an award from the Special Needs Part B Fund (whether or not you appealed your award to the Special Master). Any applications to the Court for de novo review must be filed no later than thirty (30) calendar days of the date of your final allocation notice.

If any class member seeks de novo review by the Court of its allocation from the Special Needs Part B Fund, no payments to class members receiving allocations from this Fund will be made until the conclusion of the appeals process. If there are no applications to the Court for de novo review, payments will be mailed to all recipients of Special Needs Part B Fund allocations thirty-one (31) days after the date that final allocation notices are issued.

Any Special Needs Part B Fund monies remaining after all appeals have been decided shall be distributed to all class members who received awards from this Fund on a pro-rata basis.

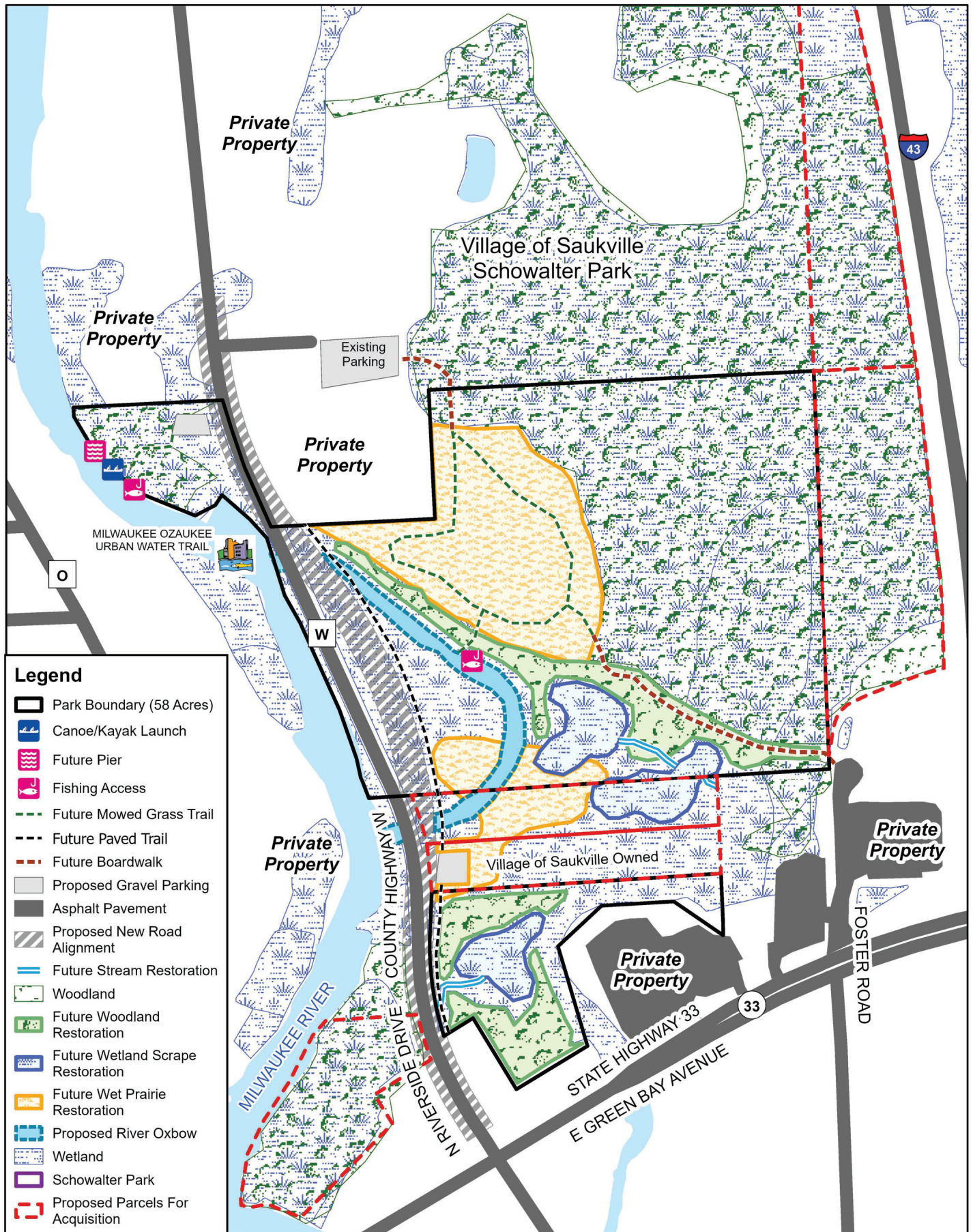


Ozaukee County, WI  
December 6, 2024

We have carefully considered your submittal and appreciate being of service.

Thank you,

Tim Gallagher, Special Master  
The Gallagher Law Group



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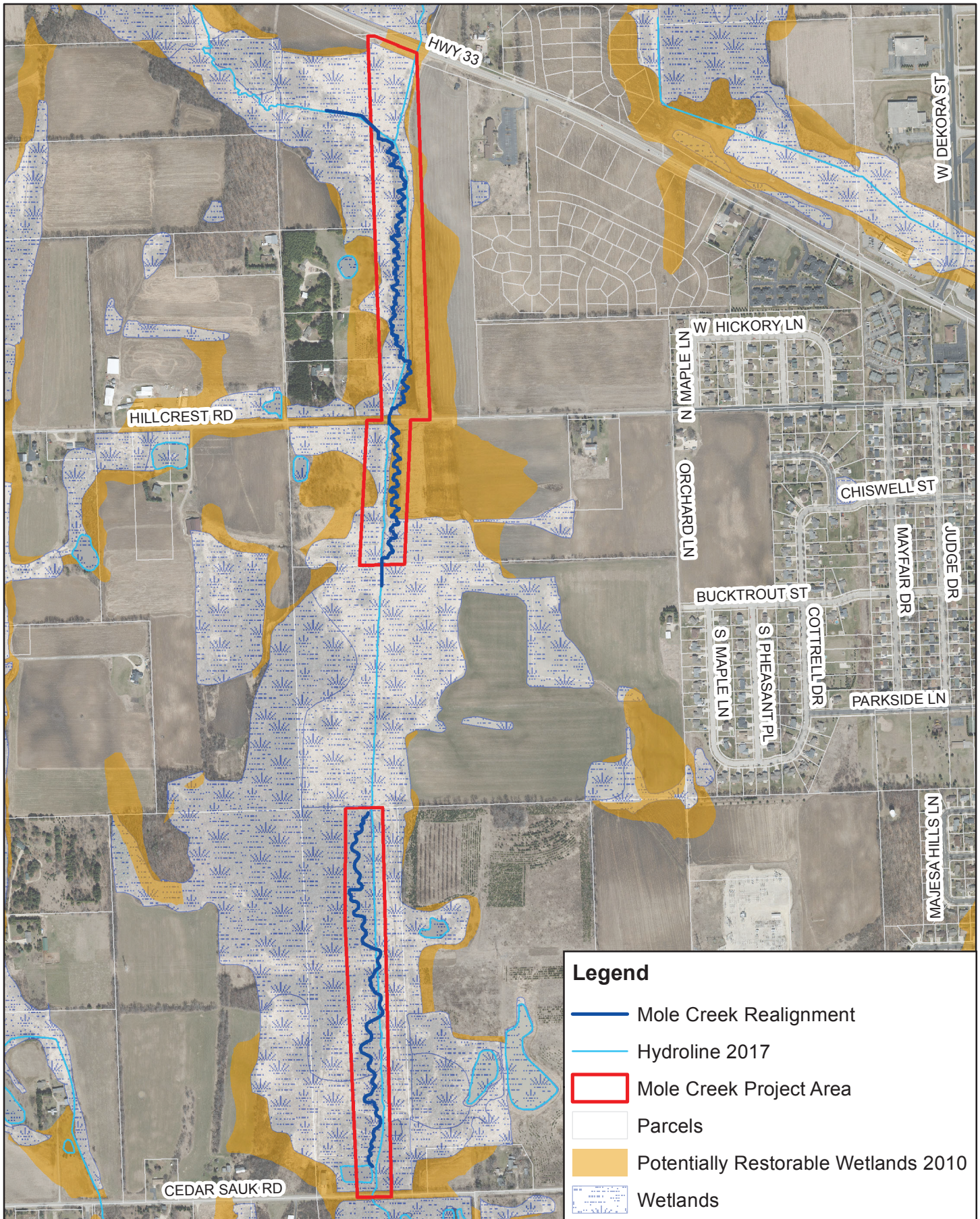


Ozaukee County  
Parks Reservations:



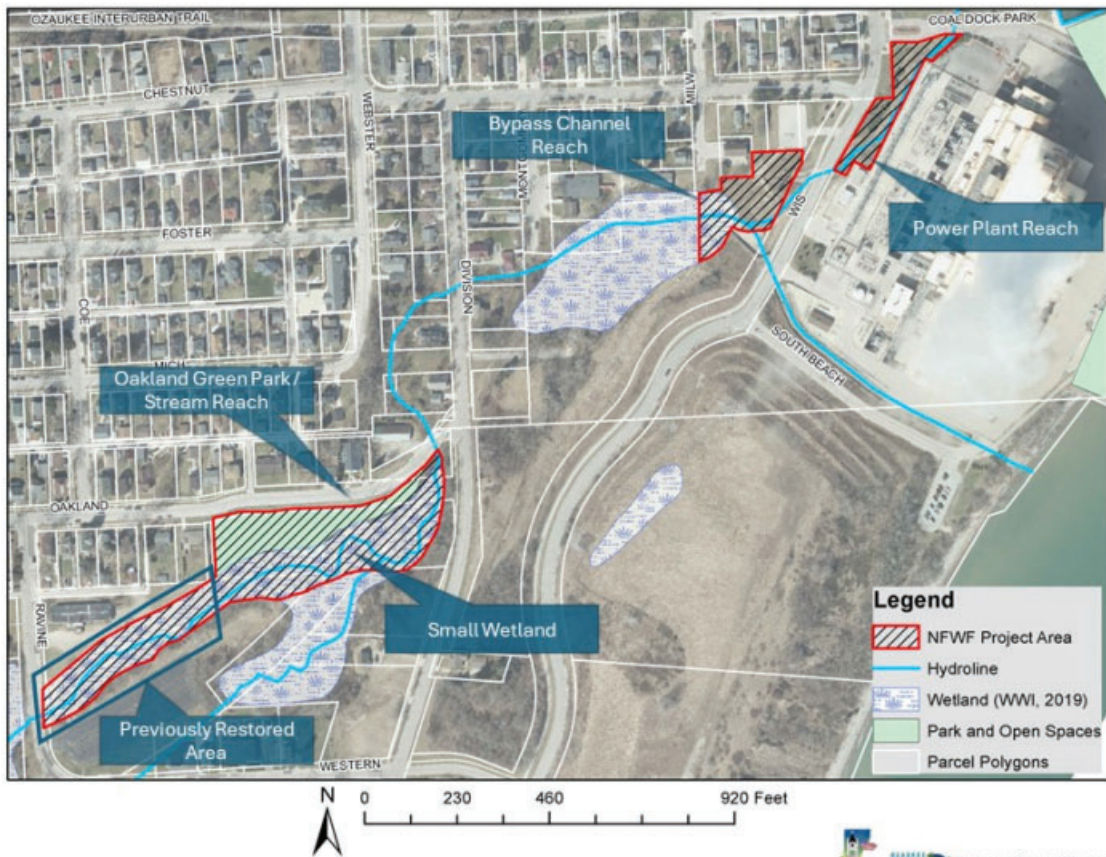
Map Produced By:  
Ozaukee  
and







## Mineral Springs Creek Corridor Resiliency Project Area





# Sucker Creek

Northern Post-Restoration Reach: ~5,935 linear ft

Southern Post-Restoration Reach: ~13,215 linear ft

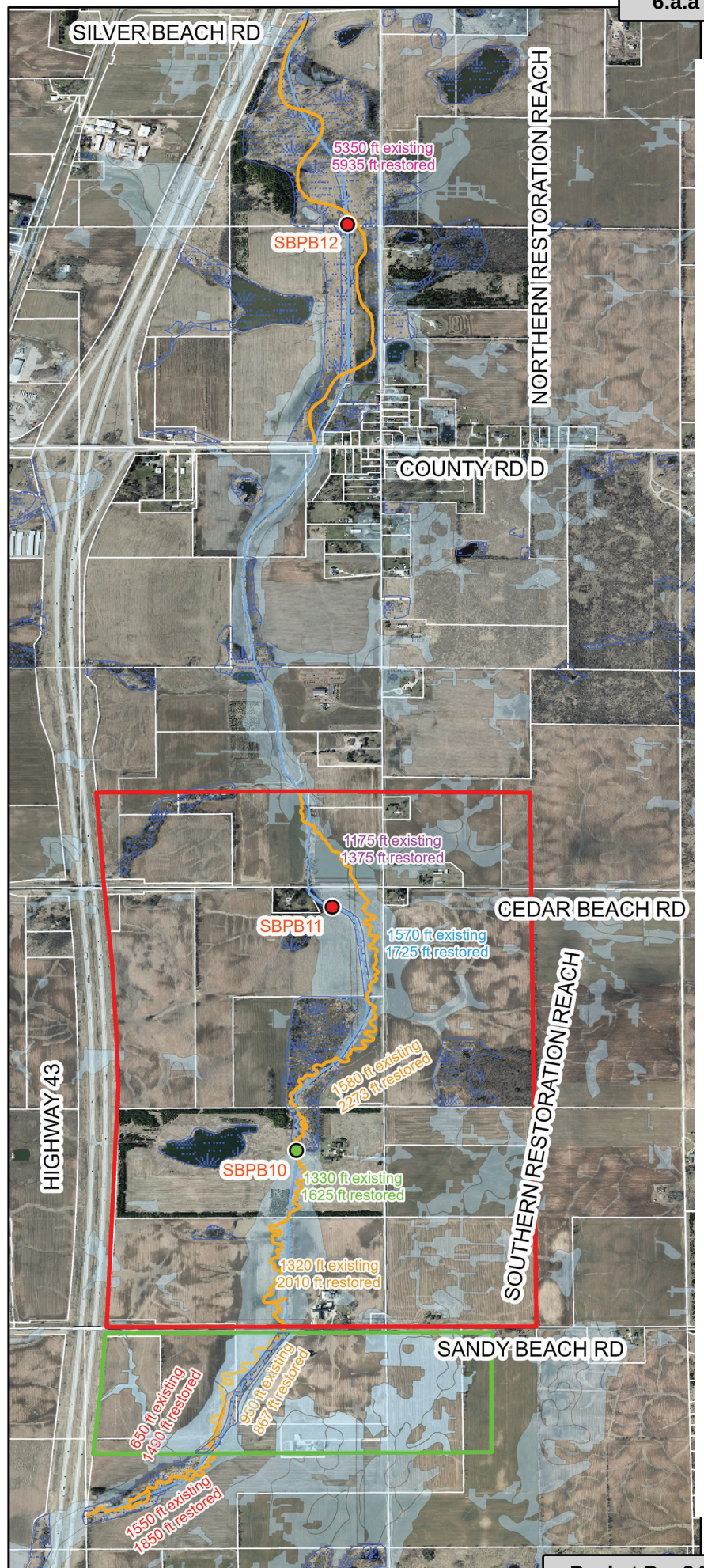
Total: ~19,150 linear ft of stream restored

0 0.19 0.38 0.75 Miles



## Legend

- Removed Impediment
- Existing Culvert Impediment
- Proposed Channel
- Sucker Creek Existing Channel
- Wetland (WI Wetland Inventory 2019)
- Potentially Restorable Wetland
- Parcels
- NOAA BIL Project Area
- Leveraged Funding Project Area
- PotentiallyRestorableWetland\_Clip
- Wetland\_Clip

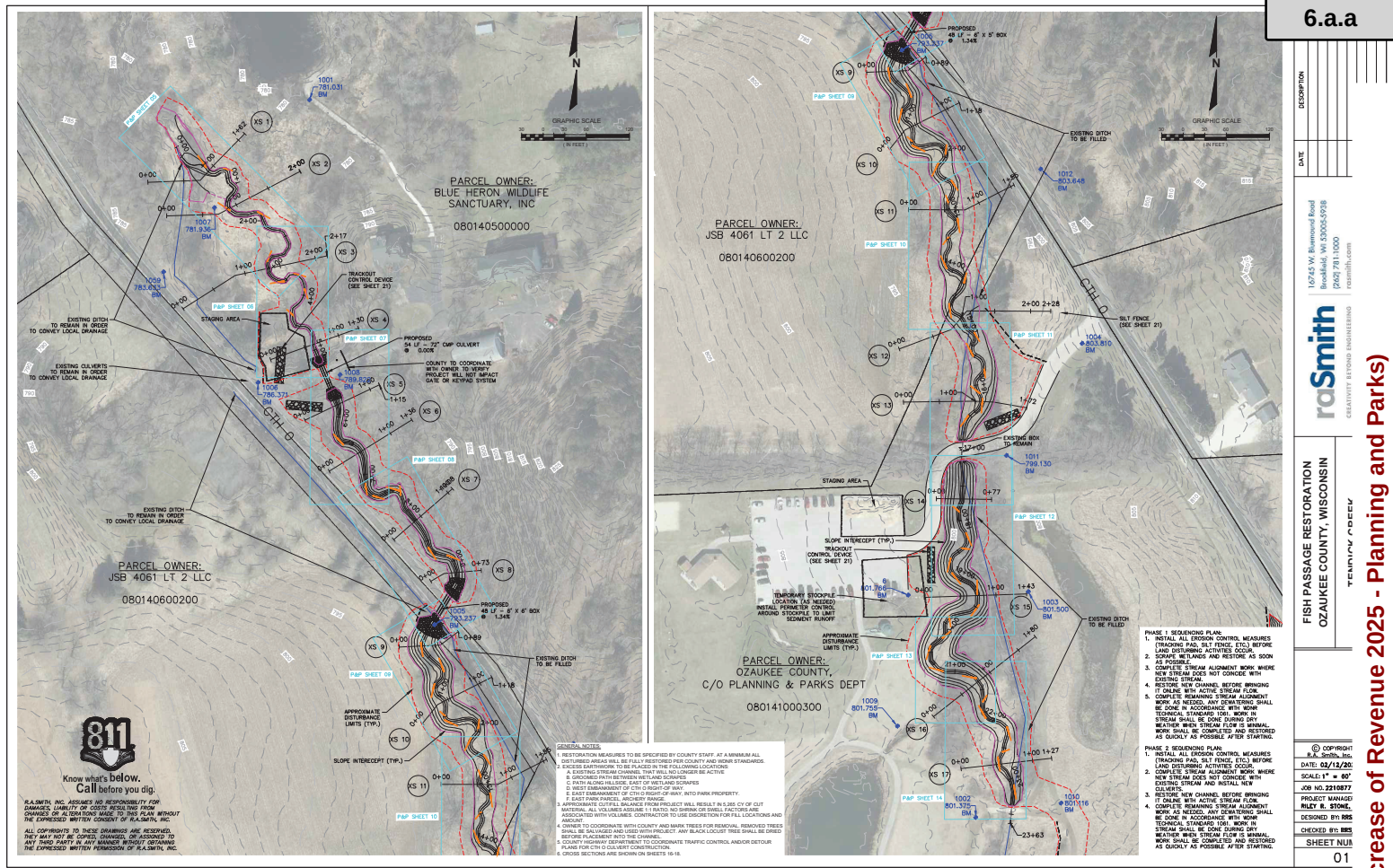




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DATE: 02/12/20  
SCALE: 1" = 30'  
JOB NO. 2210877  
PROJECT MANAGER  
RILEY R. STONE,  
DESIGNED BY: BRS  
CHECKED BY: BRS  
SHEET NUMBER  
COVER



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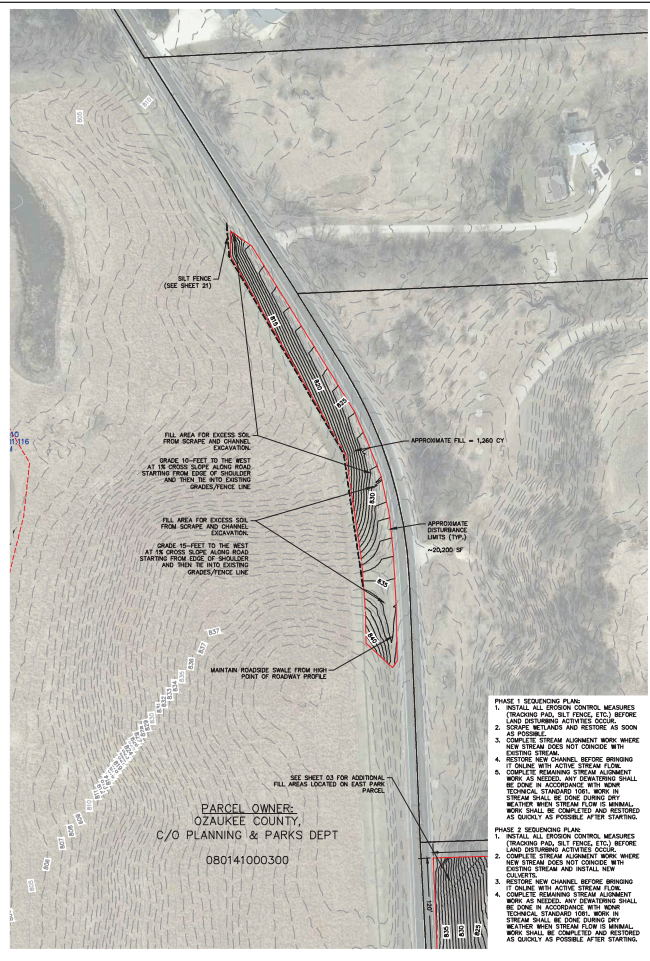
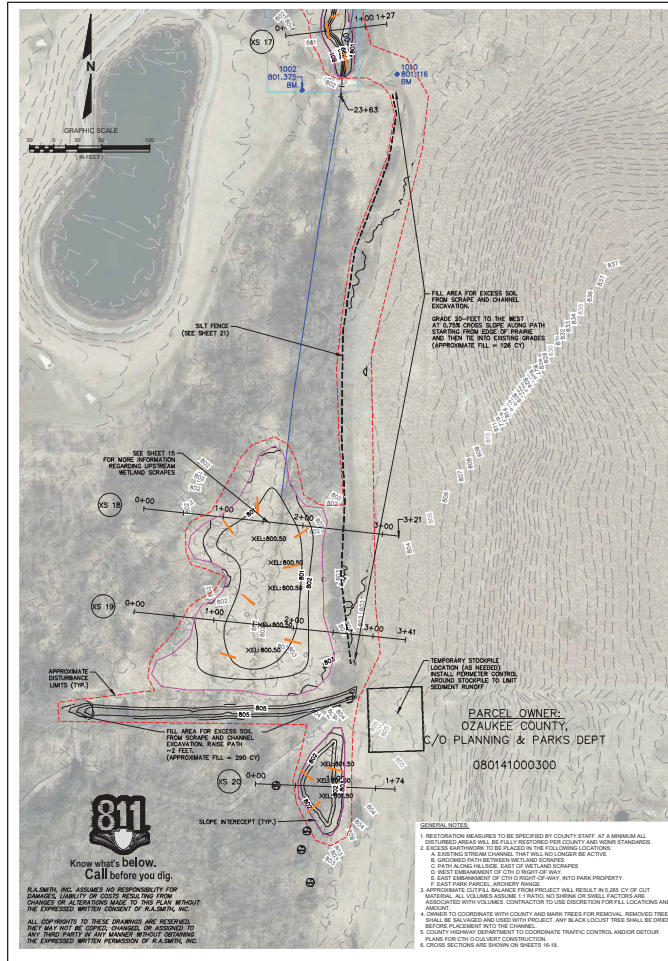
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FISH PASSAGE RESTORATION  
OZAUKEE COUNTY, WISCONSIN  
TENNIN FREEV

|                                   |
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| © COPYRIGHT<br>RA.SMITH, INC.     |
| DATE: 03/12/20                    |
| SCALE: 1" = 80'                   |
| JOB NO. 2210877                   |
| PROJECT MANAGER:<br>BRET B. STONE |
| DESIGNED BY: BBS                  |
| CHECKED BY: BBS                   |
| SHEET NO. 01                      |



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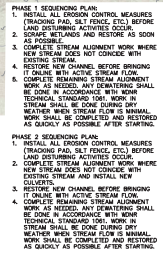
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OZAUKEE COUNTY, WISCONSIN  
TENNIN, CREEK

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
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|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

ent: Planning and Parks inc rev combined (Increase of Revenue 2025 - Planning and Parks)



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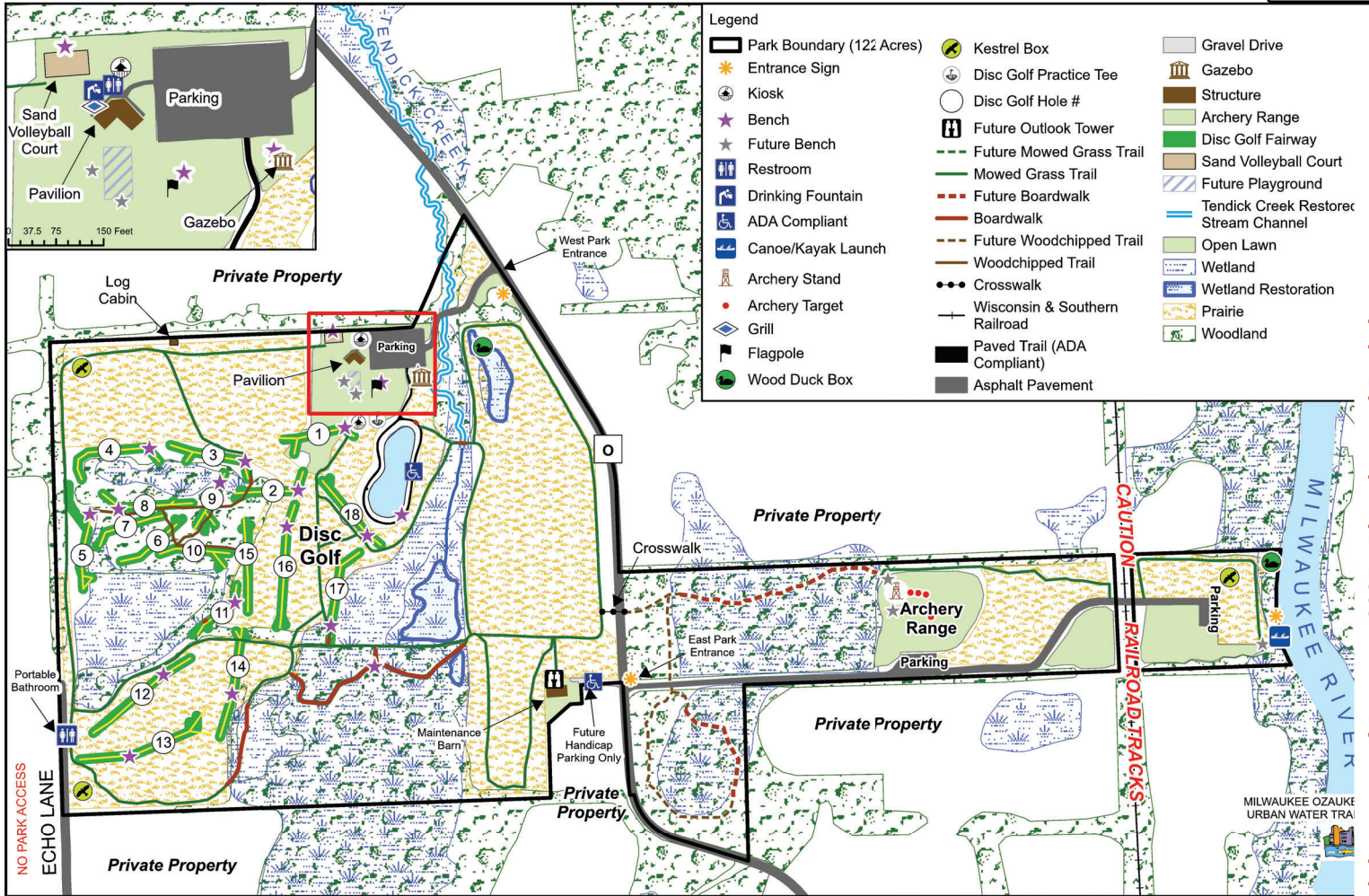
FINAL DRAFT

# Tendick Nature County Park

3919 County Highway O, Saukville, WI 53080

Established 199

6.a.a



0 250 500 1,000 Feet

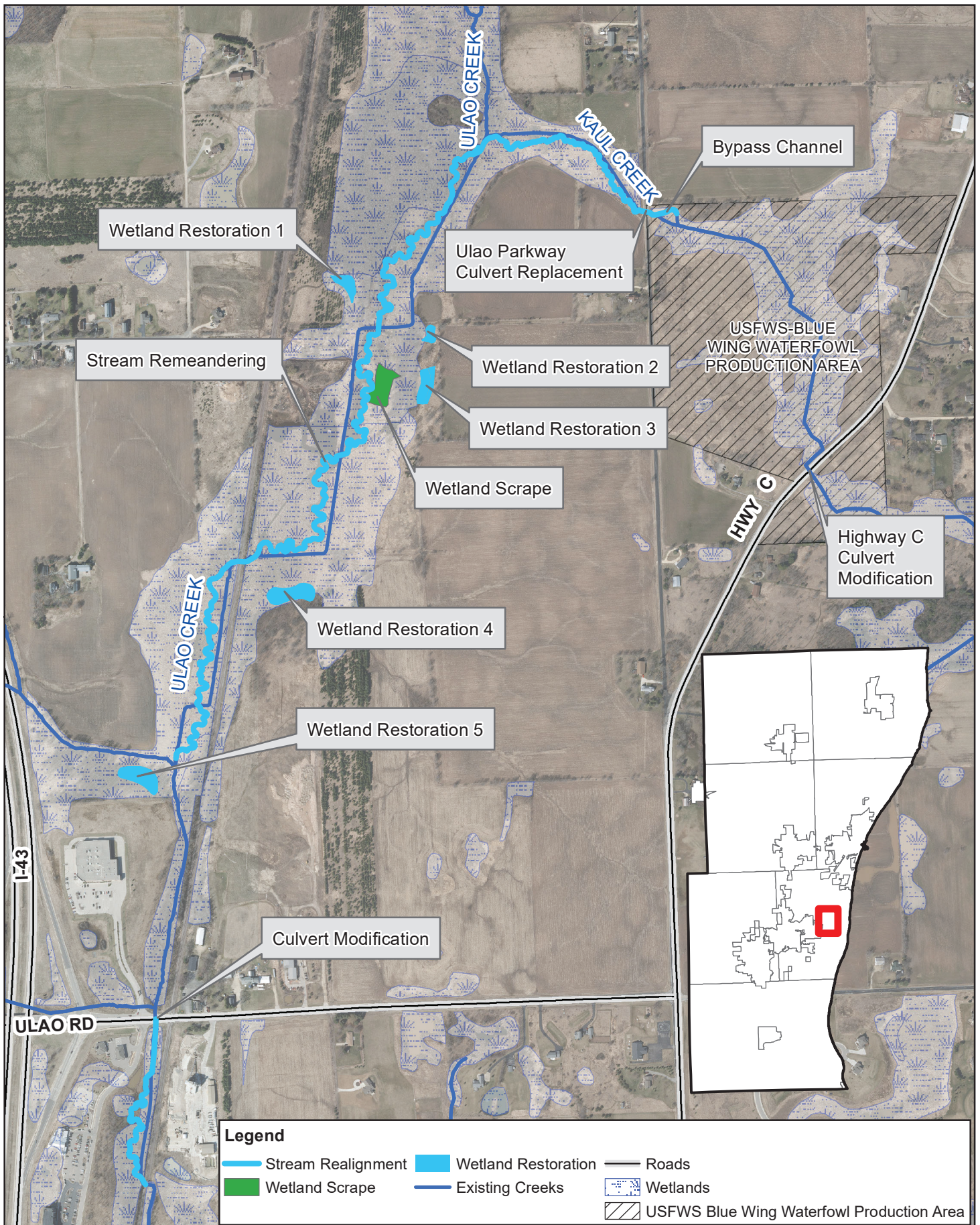


Ozaukee County  
Parks Reservations:



Map Produced  
Ozaukee County Plan  
and Parks Departn  
10/9/2





Attachment: Planning and Parks inc rev combined (Increase of Revenue 2025 - Planning and Parks)



Map Produced By: Ozaukee County  
Planning and Parks Department  
4/12/2021



**Finance Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>County Clerk</b>      |
| <b>DIRECTOR:</b>    | <b>Kellie Kretlow</b>    |
| <b>PREPARER:</b>    | <b>Kellie Kretlow</b>    |

---

**Agenda Summary** Carryovers of 2024 Funds

**ATTACHMENTS:**

- Carryovers support document (XLSX)



## RESOLUTION NO. (ID # 10603)

## CARRYOVERS OF 2024 FUNDS

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

| Department Name<br>Account Number             | Account Name                             | Amount       | Department Total |
|-----------------------------------------------|------------------------------------------|--------------|------------------|
| <b><i>Planning &amp; Parks</i></b>            |                                          |              |                  |
| 115-1-07-55103-000                            | Highway - Grounds Maintenance            | \$ 15,250.00 |                  |
| 115-1-08-51103-000                            | Temporary Salaries                       | \$ 8,000.00  |                  |
| 115-2-01-51103-000                            | Temporary Salaries                       | \$ 20,000.00 |                  |
|                                               |                                          |              | \$ 43,250.00     |
| <b><i>Land &amp; Water<br/>Management</i></b> |                                          |              |                  |
| 117-2-01-58180-005                            | Landowner Reimbursement - Phosphorus MDV | \$ 47,748.05 |                  |
| 117-2-01-5880-000                             | SWRM Bond and SEG projects               | \$ 52,890.70 |                  |
| 117-2-01-53601-006                            | NMFE Grant 2024 Carryover into 2025      | \$ 1,602.49  |                  |
|                                               |                                          |              | \$ 102,241.24    |
| <b><i>Veterans</i></b>                        |                                          |              |                  |
| 114-1-01-53101-000                            | Office Supplies                          | \$ 7,720.00  |                  |
|                                               |                                          |              | \$ 7,720.00      |
|                                               |                                          |              |                  |
| Total Year End<br>Carryovers:                 |                                          |              | \$ 153,211.24    |

Dated at Port Washington, Wisconsin, the 5<sup>th</sup> day of March 2025.

*SUMMARY: Carryover of Funds from 2024 to 2025 - \$153,211.24.*

*VOTE REQUIRED: Two-Thirds of Members Elect*

FINANCE COMMITTEE

**Carry over 2024**

| Dept/Account                           | Description                                | Request           | Reason                                                                                                                                    |
|----------------------------------------|--------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Fund</b>                    |                                            |                   |                                                                                                                                           |
| <b>Planning &amp; Parks</b>            |                                            |                   |                                                                                                                                           |
| 115-1-07-55103-000                     | Highway - Grounds Maintenance              | \$ 15,250         | OIT WisDOT TAP Grant Construction Project (Match and HWY OIT Bridge Repair                                                                |
| 115-1-08-51103-000                     | Temporary Salaries                         | \$ 8,000          | USFS Coastal Park Project Area Grant (Match) - Tree Planting & Corp Coordination                                                          |
| 115-2-01-51103-000                     | Temporary Salaries                         | \$ 20,000         | Temp Salaries for committed match on existing DATCP FPP Grant AND SEWRPC Planning/Tech Asst per MOU/Agreement/Grant - FPP, Comp Plan, GIS |
| <b>Total Department Carry over:</b>    |                                            | <b>\$ 43,250</b>  | <b>Department's 2024 remaining balance</b>                                                                                                |
| <b>Land and Water Management</b>       |                                            |                   |                                                                                                                                           |
| 117-2-01-58180-005                     | Landowner Reimbursement - Phosphorus - MDV | \$ 47,748         | WI Multi-Discharger Variance for Phosphorus Reduction Funds                                                                               |
| 117-2-01-58180-000                     | SWRM Bond and SEG projects                 | \$ 52,891         | 2024 contracted projects to begin in 2025. no funds rec'd yet                                                                             |
| 117-2-01-53601-006                     | NMFE Grant 2024 Carryover into 2025        | \$ 1,602          | 2024 contracted projects to begin in 2025. no funds rec'd yet                                                                             |
| <b>Total Department Carry over:</b>    |                                            | <b>\$ 102,241</b> | <b>Department's 2024 remaining balance</b>                                                                                                |
| <b>Veterans</b>                        |                                            |                   |                                                                                                                                           |
| 114-1-01-53101-000                     | Office Supplies                            | \$ 7,720.00       | Carry over ARPA Grant to 2025                                                                                                             |
| <b>Total Department Carry over:</b>    |                                            | <b>\$ 7,720</b>   | <b>Department's 2024 remaining balance</b>                                                                                                |
| <b>Total General Fund Carry overs:</b> |                                            | <b>\$ 153,211</b> |                                                                                                                                           |

## Finance Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 27, 2025  
**DEPARTMENT:** Administrator  
**DIRECTOR:** Jason Dzwinel  
**PREPARER:** Jason Wittek

#### Agenda Summary Recommendation of Finance Projects to the Executive Committee

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

#### SUMMARY OF RECOMMENDATIONS:

- Municipality Firewall Upgrade - Recommended due to the obsolescence of existing security network updates.
- County Wireless Access Point - Recommended to maintain network stability and security due to existing wireless access points reaching the end of their useful life.
- Xerox Printer Replacement - Recommended to be funded out of IT budget, not through the 2025 Capital Project Fund.
- County Clerk's Office Renovation - Not recommended at this time.

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

#### ATTACHMENTS:

- 2025 Project Reserve Memo\_12-17-2024 (PDF)
- Project Scorecard 2025 (PDF)
- IT Capital Project Request Form Muni Firewall's (PDF)
- Feasibility and Analysis Muni Firewall Upgrade (DOCX)
- IT Capital Project Request Form County WiFi (PDF)
- Feasibility and Analysis Wireless Access Point (DOCX)
- IT - Xerox MFP Replacement Project (PDF)
- Feasibility and Analysis Xerox Printer Replacement (DOCX)



- County Clerk\_Capital Project Request Form-2025 (PDF)
- Feasibility and Analysis County Clerk Remodel (DOCX)

## FINANCE COMMITTEE



**DEPARTMENT OF ADMINISTRATION**  
 COUNTY ADMINISTRATOR'S OFFICE  
 Jason Dzwinel, County Administrator  
[www.ozaukeecounty.gov](http://www.ozaukeecounty.gov)

**TO: COUNTY DEPARTMENTS**

**FROM: JASON DZWINEL, COUNTY ADMINISTRATOR**

**SUBJECT: 2024 PROJECT PROPOSAL PROCESS**

**DATE: 12/17/2024**

**BACKGROUND**

Through the 2025 Budget Process, the Board and Staff identified funds to be reserved for projects funded through a Request for Proposal process submitted by departments. The current amount of funding available is approximately \$2,000,000 in 2024. Additional funding could be available in 2025, after the 2024 financial closeout. A county policy adopted in 2018, allows the County Board to add up to fifty percent of the year-end surplus to the project fund. In an effort to decrease the amount of annual deferral of necessary projects. One of the goals established by the Board and Staff is better capital asset and one-time project planning, and part of this involves finding a regular source of funds for these projects. There is significant pressure on using the base tax levy to fund regular operations, and this leaves little tax levy available for capital assets or one-time projects.

**PROCESS**

In 2019, the Executive Committee met and approved a concept for staff to design and implement a Project Proposal Process, which will continue in 2025. With this input from the Executive Committee, Staff has finalized an evaluation process intending to prioritize projects into various quartiles. The evaluation is based on a set of criterion established by the Executive Committee and Staff. The evaluation places less emphasis on a hard 1 through 30 ranking of projects and more emphasis on putting projects into a quadrant that highlights the impact of the project. This allows the Board and Staff to focus less on rankings and understand the general priority of all projects.

**PROCESS REQUIREMENTS AND ELIGIBILITY**

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

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

121 W. Main Street, P. O. Box 994, Port Washington, WI 53074

Phone: (262) 284-8198 Metro: (262) 238-8198 Fax: (262) 284-8199 Metro Fax: (262) 238-8199



## DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwiniel, County Administrator

[www.ozaukeecounty.gov](http://www.ozaukeecounty.gov)

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

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

### PROJECT PROPOSAL CALENDAR

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

December 13 – Materials Available to Departments

January 10 – Materials Due from Departments

January 13-17 – Staff Analysis of Department Projects. Departments provide clarification, if needed.

January 20-24 – Staff follows up with Departments. Review results of analysis presented to Committees.

February 6 – Natural Resources Committee

February 18 – Public Safety Committee

February 20 – Public Works Committee

February 25 – Health and Human Services Committee

February 27 – Finance Committee

March 3 (Tentative) – Executive Committee Reviews

March 19 – County Board Review at Mid-Month Meeting

April 2 – County Board Approves (projects and funds approved for the 2025 Amended Budget)

### ATTACHMENTS

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



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

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

| Project Reserve Information Sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                          |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------|---------------|
| <b>Project Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Municipality Firewall Upgrade |                          |               |
| <b>Requested By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | IT Department                 |                          |               |
| <b>Project Owner:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Tony Young                    |                          |               |
| <b>Start Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Once funds are approved       |                          |               |
| Project Costing - Detail Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |                          |               |
| <b>Funding Source (Please Check All that Apply):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                          |               |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Project Fund                  | <input type="checkbox"/> | Grants        |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               | <input type="checkbox"/> | Dept. Reserve |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               | <input type="checkbox"/> | Other         |
| <b>List All Funding Sources Selected:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                          |               |
| Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amount                        | Grant Information        |               |
| Project Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$37,950.00                   | N/A                      |               |
| Project Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$39,100.00                   | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | N/A                      |               |
| <b>TOTAL PROJECT COST:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>\$77,050.00</b>            |                          |               |
| <b>Offsetting Revenue or Savings (If Applicable):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |                          |               |
| Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amount                        |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>TOTAL</b>                  |                          |               |
| <b>Provide a narrative of project costs:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |                          |               |
| <p>The ten Fortigate firewalls that the County provides to the Municipalities for their Police Departments secure connection to Justice Center are coming up on their end of life at the end of 2025 and early 2026.</p> <p>The cost to replace the hardware is \$37,950.00</p> <p>The breakdown of the professional services provided by Digicorp is:</p> <p>Stage and configure 10 Fortigate firewalls \$25,600.00<br/> Onsite installation \$9,600.00<br/> External security vulnerability scan \$3,000.00<br/> IP Licensing \$900.00</p> |                               |                          |               |

### **Project Narrative - Define the Current State**

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

With this hardware nearing manufacturer end of life we will no longer receive security updates or support on these devices. This network hardware provides the PD's their connection back to the Justice Center to access Pro Phoenix and the ability to run criminal history checks through the State. With unsupported equipment if we have to escalate a support issue to the manufacturer they will not assist. Additionally without security patches it makes these firewall's vulnerable to cyber attacks.

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

Replacing this equipment ensures that we provide the PD's with the connectivity and support from the IT Department that the County has provided since going live with Pro Phoenix in 2012.

### **Project Recommendation - Define the Suggested Course of Action**

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

The scope of the project is to replace firewall equipment nearing end of life. Replacing this equipment ensures that we receive security patches that are released as new cyber vulnerabilities are discovered by the manufacturer. The new hardware may also increase the network performance between the Justice Center and the PD's.

#### **Describe how the project addresses department objectives or countywide strategy:**

The project will help ensure that the County network is up to date and stays protected from outside cyber attacks. In addition it keeps us current with Federal CJIS security policies that we need to meet for the Sheriff's Office and PD's.



**Describe the project's impact on quality of life:**

NA

**Describe the project's impact on health and safety:**

From a safety standpoint this hardware is the first line of defense from security standpoint on the County's network.

**Describe how the project impacts department operations using business objectives:**

Replacing this equipment helps ensure a reliable and secure network connection for the PD's that they rely on 24x7 to access resources hosted by the County.

## BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

## PROJECT FEASIBILITY ANALYSIS

**Project Name:** Municipality Firewall Upgrade

**Project Manager:** Tony young

**Project Budget Estimate:**

| Source                    | Amount        | Grant Info |
|---------------------------|---------------|------------|
| 2025 Capital Project Fund | 77,050        | N/A        |
| <b>TOTAL</b>              | <b>77,050</b> |            |

**Project Score: Value and Efficiency (370/400) Modernization and Service (320/400)**

**Project Purpose Summary (from department):**

The ten FortiGate firewalls that the County provides to the Municipalities for their Police Departments secure connection to Justice Center are coming up on their end of life at the end of 2025 and early 2026.

**Proposal Considerations, Risks, and Identified Issues:**

With this hardware nearing manufacturer end of life we will no longer receive security updates or support on these devices. This network hardware provides the PD's their connection back to the Justice Center to access Pro Phoenix and the ability to run criminal history checks through the State. With unsupported equipment if we have to escalate a support issue to the manufacturer they will not assist. Additionally, without security patches it makes these firewall's vulnerable to cyber-attacks. After receiving scores of 90 for Health & Safety and 80 for project urgency, this project request appears to be a top priority of the 2025 Capital Project requests. With a 100 for customer satisfaction and 80s for Modernization and Project Purpose, this project proves to be a request that should be pursued.

**Staff Recommendation:**

Staff Recommendation is to proceed with funding this project through the 2025 Capital Project Fund to ensure security of the county network and prevent potential network issues that may surface, as security updates are no longer being provided by the manufacturer.



| Project Reserve Information Sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                          |                          |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------|---------------|
| <b>Project Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | County Wireless Access Point Replacement |                          |               |
| <b>Requested By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | IT Department                            |                          |               |
| <b>Project Owner:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tony Young                               |                          |               |
| <b>Start Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Once funds are approved                  |                          |               |
| Project Costing - Detail Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                          |                          |               |
| <b>Funding Source (Please Check All that Apply):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                          |                          |               |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Project Fund                             | <input type="checkbox"/> | Grants        |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                          | <input type="checkbox"/> | Dept. Reserve |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                          | <input type="checkbox"/> | Other         |
| <b>List All Funding Sources Selected:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          |                          |               |
| Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Amount                                   | Grant Information        |               |
| Project Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$61,800.00                              | N/A                      |               |
| Project Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$27,200.00                              | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          | N/A                      |               |
| <b>TOTAL PROJECT COST:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>\$89,000.00</b>                       |                          |               |
| <b>Offsetting Revenue or Savings (If Applicable):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |                          |               |
| Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Amount                                   |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TOTAL                                    |                          |               |
| <b>Provide a narrative of project costs:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                          |                          |               |
| <p>We have a large majority of our wireless access points in multiple County buildings that are in need of replacement. Most of these have been in service since 2014 and are coming up on their end of life from the manufacturer.</p> <p>The breakdown of the cost for this project is:</p> <p>\$51,000 to replace 85 MR18 Meraki access points<br/>           \$10,800 to replace 6 MR52 and MR66 Meraki access points<br/>           \$14,400 Digicorp professional services to locate and replace existing access points<br/>           \$12,800 Digicorp engineering services to prep and configure new access points</p> |                                          |                          |               |

### **Project Narrative - Define the Current State**

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

With this hardware nearing or at its manufacturer end of life we will no longer receive security updates or support from Meraki for these 91 wireless access points.

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

New access points throughout County buildings will help guarantee secure WiFi access for both our secure and guest networks. This will also provide us manufacturer supported hardware should the IT Department need to call for support or replace a access point covered under warranty.

### **Project Recommendation - Define the Suggested Course of Action**

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

The scope of the project is to replace outdated and near end of life or at end of life wireless access points in 2025. Newer hardware will provide a more secure and faster wireless network throughout the County buildings as WiFi technology is constantly changing.

#### **Describe how the project addresses department objectives or countywide strategy:**

This project will help the IT Department improve the level of wireless connectivity that employees and the public use throughout our buildings.

**Describe the project's impact on quality of life:**

Ensuring we have a reliable wireless network impacts the quality of life by offering employees a flexible work environment. This allows them to access their resources and perform duties within any County building.

**Describe the project's impact on health and safety:**

The Jail and Lasata rely heavily on the WiFi network when performing performing daily tasks as they use laptops connected to the wireless network to pass out medications and check on residents.

**Describe how the project impacts department operations using business objectives:**

Replacing these access points ensures that employees especially at the Administrative, Justice Center, and Lasata buildings are able to access their resources when not at their desk.

## BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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



## PROJECT FEASIBILITY ANALYSIS

**Project Name:** County Wireless Access Point

**Project Manager:** Tony Young

**Project Budget Estimate:**

| Source                    | Amount          | Grant Info |
|---------------------------|-----------------|------------|
| 2025 Capital Project Fund | \$89,000        | N/A        |
| <b>TOTAL</b>              | <b>\$89,000</b> |            |

**Project Score: Value and Efficiency (350/400) Modernization and Service (320/400)**

**Project Purpose Summary (from department):**

We have a large majority of our wireless access points in multiple County buildings that are in need of replacement. Most of these have been in service since 2014 and are coming up on their end of life from the manufacturer. New access points throughout County buildings will help guarantee secure WiFi access for both our secure and guest networks. This will also provide us manufacturer supported hardware should the IT Department need to call for support or replace a access point covered under warranty.

**Proposal Considerations, Risks, and Identified Issues:**

With this hardware nearing or at its manufacturer end of life we will no longer receive security updates or support from Meraki for these 91 wireless access points. With a score of 70 for Health & Safety and 80 for Project urgency, this project appears to be a top priority of the 2025 Capital Project requests. With a 100 for customer satisfaction and 80s for modernization and project purpose, this request proves to be a project that should be funded in this years' capital project fund.

**Staff Recommendation:**

Staff recommendation is to fund this project through the 2025 Capital Project Fund to ensure network stability and security throughout the county as the current wireless access points are nearing their manufacturer end of life.

| Project Reserve Information Sheet                                                                                                                          |                           |                          |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|---------------|
| Project Name:                                                                                                                                              | Xerox Printer Replacement |                          |               |
| Requested By:                                                                                                                                              | Tony Young                |                          |               |
| Project Owner:                                                                                                                                             | Tony Young                |                          |               |
| Start Date:                                                                                                                                                | 2/1/2025                  |                          |               |
| Project Costing - Detail Project Costs                                                                                                                     |                           |                          |               |
| Funding Source (Please Check All that Apply):                                                                                                              |                           |                          |               |
| <input checked="" type="checkbox"/>                                                                                                                        | Project Fund              | <input type="checkbox"/> | Grants        |
| <input type="checkbox"/>                                                                                                                                   |                           | <input type="checkbox"/> | Dept. Reserve |
| <input type="checkbox"/>                                                                                                                                   |                           | <input type="checkbox"/> | Other         |
| List All Funding Sources Selected:                                                                                                                         |                           |                          |               |
| Source                                                                                                                                                     | Amount                    | Grant Information        |               |
| Project Fund                                                                                                                                               | \$33,511.42               | N/A                      |               |
|                                                                                                                                                            |                           | N/A                      |               |
|                                                                                                                                                            |                           | N/A                      |               |
|                                                                                                                                                            |                           | N/A                      |               |
|                                                                                                                                                            |                           | N/A                      |               |
|                                                                                                                                                            |                           | N/A                      |               |
|                                                                                                                                                            |                           | N/A                      |               |
|                                                                                                                                                            |                           | N/A                      |               |
| TOTAL PROJECT COST:                                                                                                                                        | \$33,511.42               |                          |               |
| Offsetting Revenue or Savings (If Applicable):                                                                                                             |                           |                          |               |
| Source                                                                                                                                                     | Amount                    |                          |               |
|                                                                                                                                                            |                           |                          |               |
|                                                                                                                                                            |                           |                          |               |
|                                                                                                                                                            |                           |                          |               |
|                                                                                                                                                            | TOTAL                     |                          |               |
| Provide a narrative of project costs:                                                                                                                      |                           |                          |               |
| <p>The total cost for this project to replace unsupported printers is \$33,511.42. The cost includes all delivery and installation of replace devices.</p> |                           |                          |               |

### **Project Narrative - Define the Current State**

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

We need to replace 17 multi function printers (MFP) throughout the County as they are no longer being supported by our print management vendor James Imaging.

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

Replacing these MFP's mainly at the Justice Center and Lasata Campus will ensure that departments have a reliable equipment for printing, scanning, and making copies. Currently when one of these units needs service we are waiting over a week for parts and the manufacturer is no longer releasing security updates for these older Xerox models. In addition our vendor James Imaging is no longer supporting Xerox brand printers and copiers.

### **Project Recommendation - Define the Suggested Course of Action**

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

Replace outdated unsupported MFP's in first quarter of 2025. Newer MFP technology provides more options for department users to complete their tasks.

#### **Describe how the project addresses department objectives or countywide strategy:**

Replacing these units will allow the IT department to have a faster turn around on service calls and minimize the impact and downtime to department users.

**Describe the project's impact on quality of life:**

NA

**Describe the project's impact on health and safety:**

NA

**Describe how the project impacts department operations using business objectives:**

Replacing these units ensures that departments will have minimal impact when they are having issues with their MFP's. Replacing the unsupported Xerox hardware with supported MFP's the vendor is usually able to repair the new units same day.



## BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

## PROJECT FEASIBILITY ANALYSIS

**Project Name:** Xerox Printer Replacement

**Project Manager:** Tony Young

**Project Budget Estimate:**

| Source                    | Amount      | Grant Info |
|---------------------------|-------------|------------|
| 2025 Capital Project Fund | \$33,511.42 | N/A        |
| <b>TOTAL</b>              |             |            |

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

**Project Purpose Summary (from department):**

Need to replace 17 multi function printers throughout the county as they are no longer supported by print management vendor James Imaging. Replacement of these machines, primarily at the Justice Center and Lasata Campus will ensure departments have reliable printing equipment as well as scanning and copying capabilities.

**Proposal Considerations, Risks, and Identified Issues:**

One unit is currently in need of services and requires over a week in wait time for parts and the manufacturer is no longer releasing security updates for the older models

**Staff Recommendation:**

Staff Recommendation is to fund this project out of IT budget and refrain from funding it through of the 2025 Capital Project Fund.

| Project Reserve Information Sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                              |                                        |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
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| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | County Clerk Renovation                                                                                      |                                        |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
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| TOTAL PROJECT COST:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 81,472                                                                                                       |                                        |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
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| Provide a narrative of project costs:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                              |                                        |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| <p>The County Clerks remodel will provide the department with an opportunity to create more revenue by allowing multiple passport/marriage licenses applicaitons to be processed simutanously. Currently our appointments are restricted due to confidential information that is provided by the residents. We would like to provide additional private spaces. Estimate of cost below</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Why</th> <th>Estimated Costs</th> </tr> </thead> <tbody> <tr> <td>Computer Monitors (4)</td> <td>Replace the models that are starting to die</td> <td>\$ 500.00</td> </tr> <tr> <td>Typewriter and ribbon</td> <td>Use for envelopes/licenses</td> <td>\$ 500.00</td> </tr> <tr> <td>Micro Cut Shredder</td> <td>Use for passport/marriage applications</td> <td>\$ 400.00</td> </tr> <tr> <td>mini refrigerator</td> <td>replace the one in our office - on the fritz</td> <td>\$ 180.00</td> </tr> <tr> <td>microwave</td> <td>larger size - black/deck em720cb7</td> <td>\$ 100.00</td> </tr> <tr> <td>Cannon imageclass wireless laser multifunction printer</td> <td>second printer for passports</td> <td>\$ 375.00</td> </tr> <tr> <td>passport wall screen</td> <td>for background of 2nd photo "booth"</td> <td>\$ 100.00</td> </tr> <tr> <td>FastID-CZ Passport System (FastID-CZ)</td> <td>for second photo booth updated</td> <td>\$ 1,759.90</td> </tr> <tr> <td>Move and create new offices</td> <td>Rearranging offices to create private passport/marriage license and create a more welcoming information area</td> <td>\$ 16,000.00</td> </tr> <tr> <td>Carpet</td> <td>part of remodel to ensure office looks uniform</td> <td>\$ 10,000.00</td> </tr> <tr> <td>Four new workstations (Sit and Stand desks)</td> <td>Ergonomically</td> <td>\$ 20,000.00</td> </tr> <tr> <td>New Mail Box</td> <td>part of the creating space for more than one passport/marriage license appoint</td> <td>\$ 2,000.00</td> </tr> <tr> <td>Painting (where we remodel and take away items</td> <td>part of remodel to ensure office looks uniform</td> <td>\$ 5,000.00</td> </tr> <tr> <td>Inhouse staff</td> <td>demolition and oversee contractors</td> <td>\$ 8,000.00</td> </tr> <tr> <td>I Do Wall</td> <td>black board - Taking Washington Counties idea of an I DO Wall (when couples come in for marriage licenses)</td> <td>\$ 150.00</td> </tr> <tr> <td>Ceiling Tiles</td> <td>Replace if possible during the remodel.</td> <td>\$ 9,000.00</td> </tr> <tr> <td>Total</td> <td></td> <td>\$ 74,064.90</td> </tr> <tr> <td>10% contingency</td> <td></td> <td>\$ 7,406.49</td> </tr> <tr> <td>Grand Total</td> <td></td> <td>\$ 81,471.39</td> </tr> </tbody> </table> |                                                                                                              |                                        |                                | Item | Why | Estimated Costs | Computer Monitors (4) | Replace the models that are starting to die | \$ 500.00 | Typewriter and ribbon | Use for envelopes/licenses | \$ 500.00 | Micro Cut Shredder | Use for passport/marriage applications | \$ 400.00 | mini refrigerator | replace the one in our office - on the fritz | \$ 180.00 | microwave | larger size - black/deck em720cb7 | \$ 100.00 | Cannon imageclass wireless laser multifunction printer | second printer for passports | \$ 375.00 | passport wall screen | for background of 2nd photo "booth" | \$ 100.00 | FastID-CZ Passport System (FastID-CZ) | for second photo booth updated | \$ 1,759.90 | Move and create new offices | Rearranging offices to create private passport/marriage license and create a more welcoming information area | \$ 16,000.00 | Carpet | part of remodel to ensure office looks uniform | \$ 10,000.00 | Four new workstations (Sit and Stand desks) | Ergonomically | \$ 20,000.00 | New Mail Box | part of the creating space for more than one passport/marriage license appoint | \$ 2,000.00 | Painting (where we remodel and take away items | part of remodel to ensure office looks uniform | \$ 5,000.00 | Inhouse staff | demolition and oversee contractors | \$ 8,000.00 | I Do Wall | black board - Taking Washington Counties idea of an I DO Wall (when couples come in for marriage licenses) | \$ 150.00 | Ceiling Tiles | Replace if possible during the remodel. | \$ 9,000.00 | Total |  | \$ 74,064.90 | 10% contingency |  | \$ 7,406.49 | Grand Total |  | \$ 81,471.39 |
| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Why                                                                                                          | Estimated Costs                        |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Computer Monitors (4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Replace the models that are starting to die                                                                  | \$ 500.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Typewriter and ribbon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Use for envelopes/licenses                                                                                   | \$ 500.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Micro Cut Shredder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Use for passport/marriage applications                                                                       | \$ 400.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| mini refrigerator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | replace the one in our office - on the fritz                                                                 | \$ 180.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| microwave                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | larger size - black/deck em720cb7                                                                            | \$ 100.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Cannon imageclass wireless laser multifunction printer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | second printer for passports                                                                                 | \$ 375.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| passport wall screen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | for background of 2nd photo "booth"                                                                          | \$ 100.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| FastID-CZ Passport System (FastID-CZ)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | for second photo booth updated                                                                               | \$ 1,759.90                            |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Move and create new offices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Rearranging offices to create private passport/marriage license and create a more welcoming information area | \$ 16,000.00                           |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Carpet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | part of remodel to ensure office looks uniform                                                               | \$ 10,000.00                           |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Four new workstations (Sit and Stand desks)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Ergonomically                                                                                                | \$ 20,000.00                           |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| New Mail Box                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | part of the creating space for more than one passport/marriage license appoint                               | \$ 2,000.00                            |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Painting (where we remodel and take away items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | part of remodel to ensure office looks uniform                                                               | \$ 5,000.00                            |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Inhouse staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | demolition and oversee contractors                                                                           | \$ 8,000.00                            |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| I Do Wall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | black board - Taking Washington Counties idea of an I DO Wall (when couples come in for marriage licenses)   | \$ 150.00                              |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Ceiling Tiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Replace if possible during the remodel.                                                                      | \$ 9,000.00                            |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                              | \$ 74,064.90                           |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| 10% contingency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                              | \$ 7,406.49                            |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |
| Grand Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                              | \$ 81,471.39                           |                                |      |     |                 |                       |                                             |           |                       |                            |           |                    |                                        |           |                   |                                              |           |           |                                   |           |                                                        |                              |           |                      |                                     |           |                                       |                                |             |                             |                                                                                                              |              |        |                                                |              |                                             |               |              |              |                                                                                |             |                                                |                                                |             |               |                                    |             |           |                                                                                                            |           |               |                                         |             |       |  |              |                 |  |             |             |  |              |

### **Project Narrative - Define the Current State**

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

This provides excellent customer service, experience of our county to our residents.

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

Provides the department with more flexibility with county residents.

### **Project Recommendation - Define the Suggested Course of Action**

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

The County Clerks office wants to have the central mail area to be robust and employees sitting there to greet our residents. By remodeling the clerks office to utilize the central service area (mail area) as a "reception" area with two clerk work stations in that part of the clerks office with an I DO WALL for marriage applicants we present a less cold atmosphere to assist residents and direct them when they have questions

This provides the County Clerks office the ability to have more private areas for additional passport/marriage license opportunities for the residents. It creates a safe, secure, confidential area for the discussions with residents that occur.

#### **Describe how the project addresses department objectives or countywide strategy:**

The County Clerks office would like to create more revenue for the county. By increasing our passport and marriage license availability would could create on the lower end a 15% increase in revenue. Taking the past 10 year average of applications and expecting a 15% increase (depending on the economy) an additional \$9,000 per year for the department.



**Describe the project's impact on quality of life:**

Provides less stress and more smiles for the residents coming into our administration building looking for answers to questions and providing them top notch service.

**Describe the project's impact on health and safety:**

Provides less stress thus better mental health.

**Describe how the project impacts department operations using business objectives:**

Provides the department with additional spaces for secure, private conversations when dealing with residents confidential information.

## BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

## PROJECT FEASIBILITY ANALYSIS

**Project Name:** County Clerk Renovation

**Project Manager:** Kellie Kretlow

**Project Budget Estimate:**

| Source                    | Amount          | Grant Info |
|---------------------------|-----------------|------------|
| 2025 Capital Project Fund | \$81,472        | N/A        |
| <b>TOTAL</b>              | <b>\$81,472</b> |            |

**Project Score: Value and Efficiency (230/400) Modernization and Service (170/400)**

**Project Purpose Summary (from department):**

The County Clerks remodel will provide the department with an opportunity to create more revenue by allowing multiple passport/marriage licenses applications to be processed simultaneously. The Clerks office wants to have the central mail area to be robust and employees sitting there to greet our residents. By remodeling the clerks office to utilize the central service area (mail area) as a “Reception” area with two clerk work stations in that area of the clerks office with an “I DO WALL” for marriage applicants we present a less cold atmosphere to assist residents and direct them when they have questions.

**Proposal Considerations, Risks, and Identified Issues:**

Currently appointments are restricted due to confidential information that is provided by residents. The clerks office would like to create more revenue for the county. By increasing passport and marriage license availability would create on the lower end, a 15% increase in revenue. Taking the past 10 year average of applications and expecting a 15% increase an additional \$9,000 dollars per year for the department. After receiving a score of 10 for Health & Safety and a score of 20 for project urgency, this project does not appear to be a top priority for the 2025 Capital Project fund.

**Staff Recommendation:**

Staff Recommendation is to refrain from funding this project through the 2025 Capital Project fund at this time.

**Finance Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Finance</b>           |
| <b>DIRECTOR:</b>    | <b>Jay McMahon</b>       |
| <b>PREPARER:</b>    | <b>Jay McMahon</b>       |

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**Agenda Summary** Wire Transfers #4230 - #4258 and January Vouchers

**ATTACHMENTS:**

- Wire Transfer 4230-4258 (PDF)

FINANCE COMMITTEE





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

**SCHEDULE OF VOUCHERS**

For Checks Paid      1/1/2025      To      1/31/2025      Total Amount:      \$5,011,463.56

**WIRE TRANSFERS**

NUMBER RANGE      WT #4230      To      WT #4258      Total Amount:      \$2,737,710.39

Total Claims and/or Wire Transfers:      \$7,749,173.95

Approved this      27th      day of      February 2025

\_\_\_\_\_  
Eric Stelter  
Finance Committee - Chairperson

Attachment: Wire Transfer 4230-4258 (Wire Transfers #4230 - #4258 and January Vouchers)



**Finance Committee  
February 27, 2025**

**Wire Transfers**

| <b>WT #</b> | <b>Date</b> | <b>Amount Paid To</b>               | <b>Purpose</b>         |
|-------------|-------------|-------------------------------------|------------------------|
| WT #4230    | 1/16/2025   | \$28,326.76 Great West Trust Co     | Deferred Compensation  |
| WT #4231    | 1/16/2025   | \$4,869.50 North Shore Bank         | Deferred Compensation  |
| WT #4232    | 1/17/2025   | \$551.09 WI DOR                     | Wage Attachments       |
| WT #4233    | 1/21/2025   | \$456,374.14 IRS                    | Federal Payroll Tax    |
| WT #4234    | 1/21/2025   | \$1,623.33 WI DOR                   | Sales Tax Dec 2024     |
| WT #4235    | 2/14/2025   | \$76,145.38 WI DOR                  | State Payroll Tax      |
| WT #4236    | 1/17/2025   | \$950.00 North Shore Bank           | Deferred Compensation  |
| WT #4237    | 1/31/2025   | \$441,476.21 WRS                    | Dec WRS Contributions  |
| WT #4238    | 1/28/2025   | \$10,101.98 Elan Financial Services | Credit Card Payment    |
| WT #4239    | 1/30/2025   | \$35,239.43 Aegis Corporation       | Worker's Comp Dec 2024 |
| WT #4240    | 1/30/2025   | \$13,356.20 Metlife                 | Monthly Life & LTD     |
| WT #4241    | 1/30/2025   | \$6,735.87 Metlife                  | Voluntary Insurance    |
| WT #4242    | 1/30/2025   | \$2,777.68 Metlife                  | Feb 2025 Vision        |
| WT #4243    | 1/30/2025   | \$21,106.94 Metlife                 | Feb 2025 Dental        |
| WT #4244    | 1/29/2025   | \$28,889.36 Great West Trust Co     | Deferred Compensation  |
| WT #4245    | 1/29/2025   | \$5,819.50 North Shore Bank         | Deferred Compensation  |
| WT #4246    | 1/31/2025   | \$555.76 WI DOR                     | Wage Attachment        |
| WT #4247    | 1/30/2025   | \$390,112.83 US Bank                | Credit Card Payment    |
| WT #4248    | 2/3/2025    | \$342,044.43 IRS                    | Federal Payroll Tax    |
| WT #4249    | 2/14/2025   | \$59,302.53 WI DOR                  | State Payroll Tax      |
| WT #4250    | 2/5/2025    | \$11,903.27 Elan Financial Services | Credit Card Payment    |
| WT #4251    | 2/10/2025   | \$29,744.64 Aegis Corporation       | Worker's Comp Jan 2025 |
| WT #4252    | 2/14/2025   | \$321,569.52 WI DOR                 | Transfer Fees Jan 2025 |
| WT #4253    | 2/12/2025   | \$16,629.26 Elan Financial Services | Credit Card Payment    |
| WT #4254    | 2/11/2025   | \$5,644.50 North Shore Bank         | Deferred Compensation  |
| WT #4255    | 2/11/2025   | \$26,866.34 Great West Trust Co     | Deferred Compensation  |
| WT #4256    | 2/14/2025   | \$1,210.58 WI DOR                   | Wage Attachment        |
| WT #4257    | 2/18/2025   | \$338,385.06 IRS                    | Federal Payroll Tax    |
| WT #4258    | 2/28/2025   | \$59,398.30 WI DOR                  | State Payroll Tax      |
|             |             | <b>\$2,737,710.39</b>               |                        |

Attachment: Wire Transfer 4230-4258 (Wire Transfers #4230 - #4258 and January Vouchers)

**Finance Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>County Clerk</b>      |
| <b>DIRECTOR:</b>    | <b>Kellie Kretlow</b>    |
| <b>PREPARER:</b>    | <b>Kellie Kretlow</b>    |

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**Agenda Summary** County Clerk Report

**ATTACHMENTS:**

- report(PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report  
**General Fund County Clerk**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                    |                    |
| Public Charges for Services         | \$3                        | \$3                   | -                         | (\$3)              | 0.00%              |
| Intergovernmental Charges           | \$23,760                   | \$23,760              | \$51,600                  | \$27,840           | 46.05%             |
| Interdepartmental Charges           | \$6,609                    | \$6,609               | \$86,000                  | \$79,391           | 7.68%              |
| Licenses & Permits                  | \$765                      | \$765                 | \$20,000                  | \$19,235           | 3.83%              |
| Other Revenue                       | \$574                      | \$574                 | \$18,000                  | \$17,426           | 3.19%              |
| <b>Total Revenues</b>               | <b>\$31,711</b>            | <b>\$31,711</b>       | <b>\$175,600</b>          | <b>\$143,889</b>   | <b>18.06%</b>      |
| <b>Expenditures</b>                 |                            |                       |                           |                    |                    |
| Salaries                            | \$32,321                   | \$32,321              | \$436,601                 | \$404,280          | 7.40%              |
| Fringe Benefits                     | \$8,506                    | \$8,506               | \$147,835                 | \$139,329          | 5.75%              |
| Travel/Training                     | \$774                      | \$774                 | \$27,750                  | \$26,976           | 2.79%              |
| Supplies                            | \$48,876                   | \$48,876              | \$221,700                 | \$172,824          | 22.05%             |
| Purchased Services                  | \$652                      | \$652                 | \$59,725                  | \$59,073           | 1.09%              |
| Interdepartment Charges             | \$2,450                    | \$2,450               | \$33,935                  | \$31,485           | 7.22%              |
| Other Expenses                      | \$17                       | \$17                  | \$7,056                   | \$7,039            | 0.24%              |
| <b>Total Operating Expenditures</b> | <b>\$93,596</b>            | <b>\$93,596</b>       | <b>\$934,602</b>          | <b>\$841,006</b>   | <b>10.01%</b>      |
| <b>Capital Outlay</b>               |                            |                       |                           |                    |                    |
| <b>Total Expenditures</b>           | <b>\$93,596</b>            | <b>\$93,596</b>       | <b>\$934,602</b>          | <b>\$841,006</b>   | <b>10.01%</b>      |
| <b>Net Increase (Decrease)</b>      | <b>(\$61,885)</b>          | <b>(\$61,885)</b>     | <b>(\$759,002)</b>        | <b>(\$697,117)</b> | <b>8.15%</b>       |

*Equity:*

Attachment: report (County Clerk Report)

**Finance Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Finance</b>           |
| <b>DIRECTOR:</b>    | <b>Jay McMahon</b>       |
| <b>PREPARER:</b>    | <b>Jay McMahon</b>       |

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**Agenda Summary** Finance

**ATTACHMENTS:**

- 02 Directors Report (PDF)

FINANCE COMMITTEE



## DIRECTOR'S REPORT TO THE FINANCE COMMITTEE FEBRUARY 2025

**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).

### County Finances Preliminary 2024:

The General Fund currently shows a surplus of \$380,678. There is still a lot of work to be done and we are still paying 2024 invoices as they come to Finance for payment. There is also approximately \$750,000 in expenditures for the Homeless Shelter that is grant funded that will be reclassified to the CDBG Grant Fund. This will increase the General Fund surplus. Overall, it looks like the General Fund will have surplus and we will be bringing a request to transfer 50% of the surplus to the Capital Improvement Fund per County Policy in March.

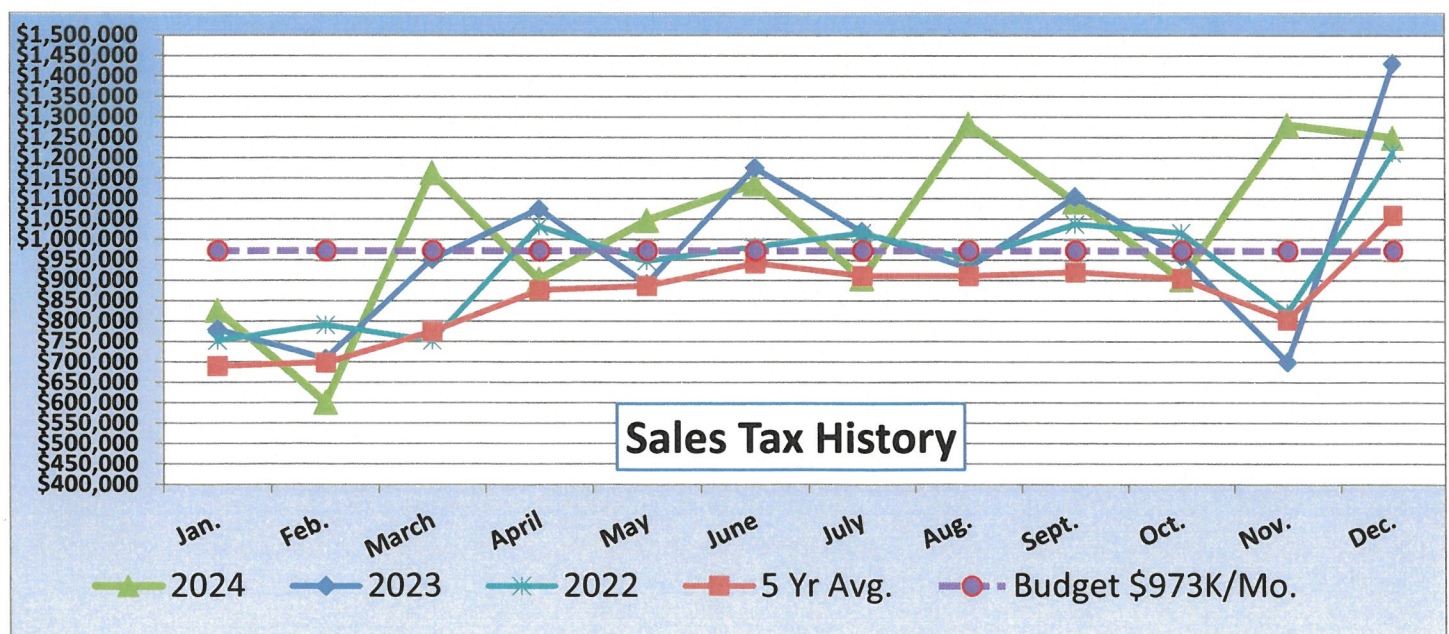
I will present 2025 reports through February next month as we are finalizing the 2025 budget import to Great Plains as well as preparing the monthly journal entries to record the property tax levy.

### Finance Department:

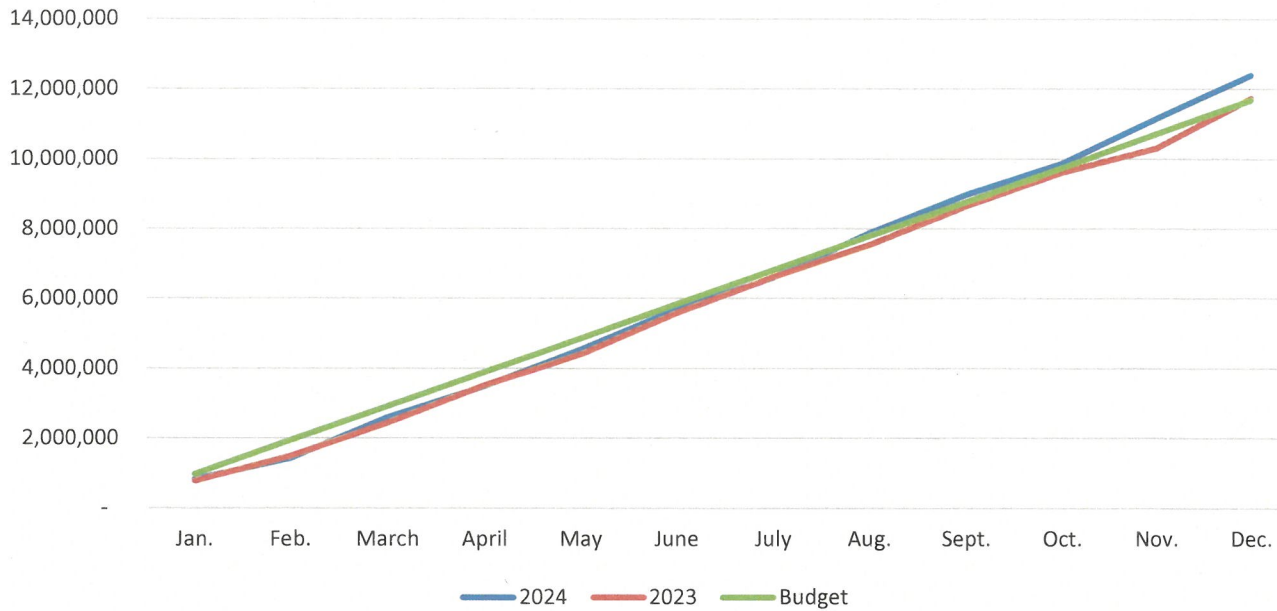
The transition from the retirement of two long-term County Finance employees has been going very well. The new staff have hit the ground running which is due to their skill and training they received prior the change. We will be working hard to close out 2024 over the next couple months and preparing for the auditor in May.

### Sales Tax Collections:

The most recent month received is November in which the County received \$1,281,360. This was more than the same month in 2023 by \$581,435. Through November, the County is ahead of the prior year by \$844,466 and ahead of the 2024 budget by \$439,058. The table below includes an estimate for December highlighted in yellow. This estimate will be updated as the actual amount is received.



## 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.          | 902,460              | 960,699              | 1,016,809            | 1,000,698            | 936,555             | 606,837             |
| Nov.          | 1,281,360            | 699,925              | 819,961              | 819,968              | 835,958             | 840,209             |
| Dec.          | 1,250,000            | 1,431,574            | 1,213,586            | 1,004,389            | 837,361             | 811,096             |
| <b>Totals</b> | <b>\$ 12,393,213</b> | <b>\$ 11,730,321</b> | <b>\$ 11,318,483</b> | <b>\$ 10,653,083</b> | <b>\$ 9,312,786</b> | <b>\$ 8,863,804</b> |



## Ozaukee County Committee Report

**Summary of All Units**

For the Twelve Months Ending Tuesday, December 31, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                             | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance     | %<br>Budget<br>YTD |
|---------------------------------------------|----------------------------|-----------------------|---------------------------|-----------------------|--------------------|
| <b>Revenues</b>                             |                            |                       |                           |                       |                    |
| Taxes                                       | \$5,245,334                | \$35,678,494          | \$35,688,713              | \$10,219              | 99.97%             |
| Intergovernmental Revenues                  | \$11,544,682               | \$28,167,278          | \$23,010,532              | (\$5,156,746)         | 122.41%            |
| Public Charges for Services                 | \$2,995,058                | \$28,352,657          | \$26,376,588              | (\$1,976,069)         | 107.49%            |
| Intergovernmental Charges                   | \$776,767                  | \$9,439,733           | \$8,109,015               | (\$1,330,718)         | 116.41%            |
| Interdepartmental Charges                   | \$288,119                  | \$4,629,719           | \$4,967,061               | \$337,342             | 93.21%             |
| Fines/Forfeitures/Penalties                 | \$13,162                   | \$207,790             | \$206,300                 | (\$1,490)             | 100.72%            |
| Licenses & Permits                          | \$33,431                   | \$872,864             | \$1,007,675               | \$134,811             | 86.62%             |
| Interest Revenue                            | \$160,357                  | \$2,108,258           | \$380,050                 | (\$1,728,208)         | 554.73%            |
| Other Revenue                               | \$100,125                  | \$1,371,026           | \$3,166,488               | \$1,795,462           | 43.30%             |
| <b>Total Revenues</b>                       | <b>\$21,157,035</b>        | <b>\$110,827,819</b>  | <b>\$102,912,422</b>      | <b>(\$7,915,397)</b>  | <b>107.69%</b>     |
| <b>Expenditures</b>                         |                            |                       |                           |                       |                    |
| Salaries                                    | \$4,953,280                | \$40,763,401          | \$41,343,171              | \$579,770             | 98.60%             |
| Fringe Benefits                             | \$763,232                  | \$14,121,375          | \$15,232,332              | \$1,110,957           | 92.71%             |
| Travel/Training                             | \$24,825                   | \$303,357             | \$496,319                 | \$192,962             | 61.12%             |
| Supplies                                    | \$837,874                  | \$10,101,930          | \$9,924,535               | (\$177,395)           | 101.79%            |
| Purchased Services                          | \$2,164,437                | \$18,440,084          | \$16,874,700              | (\$1,565,384)         | 109.28%            |
| Interdepartment Charges                     | \$45,101                   | \$4,781,369           | \$8,493,445               | \$3,712,076           | 56.29%             |
| Depreciation                                | \$318,934                  | \$2,779,172           | \$2,855,974               | \$76,802              | 97.31%             |
| Debt Service                                | \$44,313                   | \$1,631,101           | \$1,577,563               | (\$53,538)            | 103.39%            |
| Grants                                      | \$160,862                  | \$3,200,771           | \$3,277,025               | \$76,254              | 97.67%             |
| Other Expenses                              | \$246,068                  | \$4,727,751           | \$3,587,176               | (\$1,140,575)         | 131.80%            |
| <b>Total Operating Expenditures</b>         | <b>\$9,558,926</b>         | <b>\$100,850,311</b>  | <b>\$103,662,240</b>      | <b>\$2,811,929</b>    | <b>97.29%</b>      |
| <b>Capital Outlay</b>                       |                            |                       |                           |                       |                    |
| Project Fund                                | \$557,874                  | \$2,584,418           | \$11,454,485              | \$8,870,067           | 22.56%             |
| Equipment & Furniture                       | (\$200,108)                | \$1,261,884           | \$1,203,287               | (\$58,597)            | 104.87%            |
| Buildings & Land                            | (\$2,487)                  | \$848,688             | \$1,745,687               | \$896,999             | 48.62%             |
| Contra                                      | -                          | -                     | (\$1,735,000)             | (\$1,735,000)         | 0.00%              |
| <b>Total Capital Outlay</b>                 | <b>\$355,279</b>           | <b>\$4,694,990</b>    | <b>\$12,668,459</b>       | <b>\$7,973,469</b>    | <b>37.06%</b>      |
| <b>Total Expenditures</b>                   | <b>\$9,914,205</b>         | <b>\$105,545,301</b>  | <b>\$116,330,699</b>      | <b>\$10,785,398</b>   | <b>90.73%</b>      |
| Other Finance (Sources)                     | (\$7,009,806)              | (\$7,295,493)         | (\$9,974,869)             | (\$2,679,376)         | 73.14%             |
| Other Finance Uses                          | \$7,009,806                | \$7,295,493           | \$8,521,408               | \$1,225,915           | 85.61%             |
| <b>Net Other Financing<br/>Sources/Uses</b> | <b>-</b>                   | <b>-</b>              | <b>(\$1,453,461)</b>      | <b>(\$1,453,461)</b>  | <b>0.00%</b>       |
| <b>Net Increase (Decrease)</b>              | <b>\$11,242,830</b>        | <b>\$5,282,518</b>    | <b>(\$11,964,816)</b>     | <b>(\$17,247,334)</b> | <b>-44.15%</b>     |
| <b>Equity:</b>                              |                            |                       |                           |                       |                    |
| Retained Earnings                           | \$5,905                    | (\$3,246,711)         | -                         | \$3,246,711           | 0.00%              |
| Governmental Fund Balance                   | -                          | (\$25,899,516)        | -                         | \$25,899,516          | 0.00%              |

Attachment: 02 Directors Report (Finance)

## Ozaukee County Committee Report

**1-GENERAL FUND**

For the Twelve Months Ending Tuesday, December 31, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                             | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance    | %<br>Budget<br>YTD |
|---------------------------------------------|----------------------------|-----------------------|---------------------------|----------------------|--------------------|
| <b>Revenues</b>                             |                            |                       |                           |                      |                    |
| Taxes                                       | \$4,433,551                | \$24,583,763          | \$23,869,690              | (\$714,073)          | 102.99%            |
| Intergovernmental Revenues                  | \$7,519,797                | \$11,157,354          | \$11,425,579              | \$268,225            | 97.65%             |
| Public Charges for Services                 | \$303,777                  | \$2,428,499           | \$2,516,660               | \$88,161             | 96.50%             |
| Intergovernmental Charges                   | \$105,529                  | \$997,456             | \$236,600                 | (\$760,856)          | 421.58%            |
| Interdepartmental Charges                   | \$22,608                   | \$261,557             | \$528,136                 | \$266,579            | 49.52%             |
| Fines/Forfeitures/Penalties                 | \$13,162                   | \$207,790             | \$200,000                 | (\$7,790)            | 103.90%            |
| Licenses & Permits                          | \$12,735                   | \$193,068             | \$140,000                 | (\$53,068)           | 137.91%            |
| Interest Revenue                            | \$135,028                  | \$1,478,547           | \$370,050                 | (\$1,108,497)        | 399.55%            |
| Other Revenue                               | \$32,248                   | \$618,234             | \$788,031                 | \$169,797            | 78.45%             |
| <b>Total Revenues</b>                       | <b>\$12,578,435</b>        | <b>\$41,926,268</b>   | <b>\$40,074,746</b>       | <b>(\$1,851,522)</b> | <b>104.62%</b>     |
| <b>Expenditures</b>                         |                            |                       |                           |                      |                    |
| Salaries                                    | \$2,195,664                | \$17,361,307          | \$17,339,038              | (\$22,269)           | 100.13%            |
| Fringe Benefits                             | \$348,432                  | \$6,324,409           | \$6,800,595               | \$476,186            | 93.00%             |
| Travel/Training                             | \$8,441                    | \$144,963             | \$209,483                 | \$64,520             | 69.20%             |
| Supplies                                    | \$354,513                  | \$1,622,483           | \$1,683,631               | \$61,148             | 96.37%             |
| Purchased Services                          | \$441,957                  | \$3,928,031           | \$3,714,437               | (\$213,594)          | 105.75%            |
| Interdepartment Charges                     | \$114,584                  | \$1,210,606           | \$1,195,545               | (\$15,061)           | 101.26%            |
| Grants                                      | \$152,382                  | \$1,331,927           | \$1,402,065               | \$70,138             | 95.00%             |
| Other Expenses                              | \$55,708                   | \$1,932,116           | \$899,774                 | (\$1,032,342)        | 214.73%            |
| <b>Total Operating Expenditures</b>         | <b>\$3,671,681</b>         | <b>\$33,855,842</b>   | <b>\$33,244,568</b>       | <b>(\$611,274)</b>   | <b>101.84%</b>     |
| <b>Capital Outlay</b>                       |                            |                       |                           |                      |                    |
| Equipment & Furniture                       | \$110,955                  | \$394,255             | \$395,137                 | \$882                | 99.78%             |
| <b>Total Capital Outlay</b>                 | <b>\$110,955</b>           | <b>\$394,255</b>      | <b>\$395,137</b>          | <b>\$882</b>         | <b>99.78%</b>      |
| <b>Total Expenditures</b>                   | <b>\$3,782,636</b>         | <b>\$34,250,097</b>   | <b>\$33,639,705</b>       | <b>(\$610,392)</b>   | <b>101.81%</b>     |
| Other Finance (Sources)                     | -                          | -                     | (\$481,137)               | (\$481,137)          | 0.00%              |
| Other Finance Uses                          | \$7,009,806                | \$7,295,493           | \$7,744,014               | \$448,521            | 94.21%             |
| <b>Net Other Financing<br/>Sources/Uses</b> | <b>\$7,009,806</b>         | <b>\$7,295,493</b>    | <b>\$7,262,877</b>        | <b>(\$32,616)</b>    | <b>100.45%</b>     |
| <b>Net Increase (Decrease)</b>              | <b>\$1,785,993</b>         | <b>\$380,678</b>      | <b>(\$827,836)</b>        | <b>(\$1,208,514)</b> | <b>-45.98%</b>     |
| <b>Equity:</b>                              |                            |                       |                           |                      |                    |
| Governmental Fund Balance                   | -                          | (\$13,463,450)        | -                         | \$13,463,450         | 0.00%              |

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

|                                     | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|-------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                   |                    |
| Other Revenue                       | \$2,350                    | \$108,310             | \$140,000                 | \$31,690          | 77.36%             |
| <b>Total Revenues</b>               | <b>\$2,350</b>             | <b>\$108,310</b>      | <b>\$140,000</b>          | <b>\$31,690</b>   | <b>77.36%</b>      |
| <b>Expenditures</b>                 |                            |                       |                           |                   |                    |
| Salaries                            | \$112,527                  | \$859,768             | \$849,797                 | (\$9,971)         | 101.17%            |
| Fringe Benefits                     | \$16,087                   | \$318,898             | \$282,725                 | (\$36,173)        | 112.79%            |
| Travel/Training                     | \$862                      | \$6,918               | \$8,200                   | \$1,282           | 84.37%             |
| Supplies                            | \$1,998                    | \$10,694              | \$40,466                  | \$29,772          | 26.43%             |
| Purchased Services                  | \$145                      | \$23,722              | \$18,350                  | (\$5,372)         | 129.28%            |
| Interdepartment Charges             | \$3,082                    | \$36,842              | \$37,245                  | \$403             | 98.92%             |
| Other Expenses                      | \$584                      | (\$1,225)             | \$600                     | \$1,825           | 204.17%            |
| <b>Total Operating Expenditures</b> | <b>\$135,285</b>           | <b>\$1,255,617</b>    | <b>\$1,237,383</b>        | <b>(\$18,234)</b> | <b>101.47%</b>     |
| <b>Capital Outlay</b>               |                            |                       |                           |                   |                    |
| <b>Total Expenditures</b>           | <b>\$135,285</b>           | <b>\$1,255,617</b>    | <b>\$1,237,383</b>        | <b>(\$18,234)</b> | <b>101.47%</b>     |
| <b>Net Increase (Decrease)</b>      | <b>(\$132,935)</b>         | <b>(\$1,147,307)</b>  | <b>(\$1,097,383)</b>      | <b>\$49,924</b>   | <b>104.55%</b>     |

*Equity:*

Attachment: 02 Directors Report (Finance)



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

|                                     | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|-------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                   |                    |
| <b>Expenditures</b>                 |                            |                       |                           |                   |                    |
| Salaries                            | \$18,642                   | \$150,837             | \$148,391                 | (\$2,446)         | 101.65%            |
| Fringe Benefits                     | \$2,720                    | \$48,292              | \$46,345                  | (\$1,947)         | 104.20%            |
| Travel/Training                     | -                          | \$879                 | \$1,425                   | \$546             | 61.68%             |
| Supplies                            | \$4,330                    | \$6,429               | \$2,275                   | (\$4,154)         | 282.59%            |
| Purchased Services                  | \$59                       | \$701                 | \$780                     | \$79              | 89.87%             |
| Interdepartment Charges             | \$1,279                    | \$15,387              | \$15,545                  | \$158             | 98.98%             |
| Other Expenses                      | -                          | \$3,659               | \$500                     | (\$3,159)         | 731.80%            |
| <b>Total Operating Expenditures</b> | <b>\$27,030</b>            | <b>\$226,184</b>      | <b>\$215,261</b>          | <b>(\$10,923)</b> | <b>105.07%</b>     |
| <b>Capital Outlay</b>               |                            |                       |                           |                   |                    |
| <b>Total Expenditures</b>           | <b>\$27,030</b>            | <b>\$226,184</b>      | <b>\$215,261</b>          | <b>(\$10,923)</b> | <b>105.07%</b>     |
| <b>Net Increase (Decrease)</b>      | <b>(\$27,030)</b>          | <b>(\$226,184)</b>    | <b>(\$215,261)</b>        | <b>\$10,923</b>   | <b>105.07%</b>     |

*Equity:*

Attachment: 02 Directors Report (Finance)

Ozaukee County Committee Report  
**General Fund Budget/Grant/Project Management**  
 For the Twelve Months Ending Tuesday, December 31, 2024  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|-------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                   |                    |
| <b>Expenditures</b>                 |                            |                       |                           |                   |                    |
| Salaries                            | \$30,775                   | \$251,831             | \$251,503                 | (\$328)           | 100.13%            |
| Fringe Benefits                     | \$4,509                    | \$69,419              | \$67,577                  | (\$1,842)         | 102.73%            |
| 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%             |
| <b>Total Operating Expenditures</b> | <b>\$35,284</b>            | <b>\$322,204</b>      | <b>\$330,255</b>          | <b>\$8,051</b>    | <b>97.56%</b>      |
| <b>Capital Outlay</b>               |                            |                       |                           |                   |                    |
| <b>Total Expenditures</b>           | <b>\$35,284</b>            | <b>\$322,204</b>      | <b>\$330,255</b>          | <b>\$8,051</b>    | <b>97.56%</b>      |
| <b>Net Increase (Decrease)</b>      | <b>(\$35,284)</b>          | <b>(\$322,204)</b>    | <b>(\$330,255)</b>        | <b>(\$8,051)</b>  | <b>97.56%</b>      |

*Equity:*

Attachment: 02 Directors Report (Finance)

Ozaukee County Committee Report  
**General Fund Non Departmental**

For the Twelve Months Ending Tuesday, December 31, 2024  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                             | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|---------------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                             |                            |                       |                           |                    |                    |
| Interdepartmental Charges                   | -                          | -                     | \$270,000                 | \$270,000          | 0.00%              |
| Interest Revenue                            | \$114                      | \$1,431               | -                         | (\$1,431)          | 0.00%              |
| Other Revenue                               | \$7,075                    | \$50,522              | \$138,886                 | \$88,364           | 36.38%             |
| <b>Total Revenues</b>                       | <b>\$7,189</b>             | <b>\$51,953</b>       | <b>\$408,886</b>          | <b>\$356,933</b>   | <b>12.71%</b>      |
| <b>Expenditures</b>                         |                            |                       |                           |                    |                    |
| Salaries                                    | \$129                      | \$10,664              | (\$15,000)                | (\$25,664)         | -71.09%            |
| Fringe Benefits                             | -                          | \$159,487             | \$195,000                 | \$35,513           | 81.79%             |
| Travel/Training                             | \$149                      | \$2,399               | \$21,000                  | \$18,601           | 11.42%             |
| Supplies                                    | \$11,312                   | \$13,040              | \$17,728                  | \$4,688            | 73.56%             |
| Purchased Services                          | \$4,469                    | \$53,625              | \$53,625                  | -                  | 100.00%            |
| Grants                                      | \$34,853                   | \$1,144,565           | \$1,145,965               | \$1,400            | 99.88%             |
| Other Expenses                              | \$10,760                   | \$1,505,158           | \$629,548                 | (\$875,610)        | 239.09%            |
| <b>Total Operating Expenditures</b>         | <b>\$61,672</b>            | <b>\$2,888,938</b>    | <b>\$2,047,866</b>        | <b>(\$841,072)</b> | <b>141.07%</b>     |
| <b>Capital Outlay</b>                       |                            |                       |                           |                    |                    |
| <b>Total Expenditures</b>                   | <b>\$61,672</b>            | <b>\$2,888,938</b>    | <b>\$2,047,866</b>        | <b>(\$841,072)</b> | <b>141.07%</b>     |
| Other Finance (Sources)                     | -                          | -                     | (\$15,000)                | (\$15,000)         | 0.00%              |
| <b>Net Other Financing<br/>Sources/Uses</b> | <b>-</b>                   | <b>-</b>              | <b>(\$15,000)</b>         | <b>(\$15,000)</b>  | <b>0.00%</b>       |
| <b>Net Increase (Decrease)</b>              | <b>(\$54,483)</b>          | <b>(\$2,836,985)</b>  | <b>(\$1,623,980)</b>      | <b>\$1,213,005</b> | <b>174.69%</b>     |

*Equity:*

Attachment: 02 Directors Report (Finance)

Ozaukee County Committee Report  
**Special Revenue County American Rescue Plan Act**  
 For the Twelve Months Ending Tuesday, December 31, 2024  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                             | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance    | %<br>Budget<br>YTD |
|---------------------------------------------|----------------------------|-----------------------|---------------------------|----------------------|--------------------|
| <b>Revenues</b>                             |                            |                       |                           |                      |                    |
| Intergovernmental Revenues                  | \$2,680,685                | \$2,680,685           | -                         | (\$2,680,685)        | 0.00%              |
| Interest Revenue                            | \$19,804                   | \$538,185             | -                         | (\$538,185)          | 0.00%              |
| Other Revenue                               | -                          | \$9,832               | -                         | (\$9,832)            | 0.00%              |
| <b>Total Revenues</b>                       | <b>\$2,700,489</b>         | <b>\$3,228,702</b>    | <b>-</b>                  | <b>(\$3,228,702)</b> | <b>0.00%</b>       |
| <b>Expenditures</b>                         |                            |                       |                           |                      |                    |
| Grants                                      | -                          | \$1,516,712           | \$1,512,000               | (\$4,712)            | 100.31%            |
| <b>Total Operating Expenditures</b>         | <b>-</b>                   | <b>\$1,516,712</b>    | <b>\$1,512,000</b>        | <b>(\$4,712)</b>     | <b>100.31%</b>     |
| <b>Capital Outlay</b>                       |                            |                       |                           |                      |                    |
| Project Fund                                | \$253,185                  | \$1,461,193           | \$8,171,485               | \$6,710,292          | 17.88%             |
| <b>Total Capital Outlay</b>                 | <b>\$253,185</b>           | <b>\$1,461,193</b>    | <b>\$8,171,485</b>        | <b>\$6,710,292</b>   | <b>17.88%</b>      |
| <b>Total Expenditures</b>                   | <b>\$253,185</b>           | <b>\$2,977,905</b>    | <b>\$9,683,485</b>        | <b>\$6,705,580</b>   | <b>30.75%</b>      |
| Other Finance (Sources)                     | (\$7,009,806)              | (\$7,009,806)         | (\$7,009,806)             | -                    | 100.00%            |
| <b>Net Other Financing<br/>Sources/Uses</b> | <b>(\$7,009,806)</b>       | <b>(\$7,009,806)</b>  | <b>(\$7,009,806)</b>      | <b>-</b>             | <b>100.00%</b>     |
| <b>Net Increase (Decrease)</b>              | <b>\$9,457,110</b>         | <b>\$7,260,603</b>    | <b>(\$2,673,679)</b>      | <b>(\$9,934,282)</b> | <b>271.56%</b>     |
| <b>Equity:</b>                              |                            |                       |                           |                      |                    |
| Governmental Fund Balance                   | -                          | (\$677,458)           | -                         | \$677,458            | 0.00%              |

## Finance Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 27, 2025  
**DEPARTMENT:** Human Resources  
**DIRECTOR:** Chris McDonell  
**PREPARER:** Chris McDonell

#### Agenda Summary Human Resources

##### **Wellness Program**

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

##### **Benefits**

Ozaukee County continues to offer Pet Insurance through MetLife for all employees. Pet Insurance can not only help cover the costs of unexpected accidents and illnesses, but also routine care.

- Pet Insurance is available to all Ozaukee County Employees.
- Each pet would need a separate insurance plan.
- Employees can enroll in Pet Insurance anytime throughout the year. Accident coverage and optional Preventative Care coverage begin on the effective date of your policy, however, illness coverage begins 14 days later. The following link contains general information regarding MetLife's coverage and waiting periods: [MetLife Waiving Period](#)

\*\*\*\*MetLife also offers complimentary webinars. Please see the attached Pet Insurance Complimentary Webinar flyer for dates the webinars are offered and how to register. Additional information regarding Pet Insurance including Frequently Asked Questions can be found on the attached flyers and in the video links below.

##### **WRS Retirement**

Wisconsin Retirement System (WRS) is offering the following webinars in February on the topics listed below:

- Additional Contributions
- Overview of the Wisconsin Retirement System
- Preparing for Your Retirement

A description of each webinar, dates and times they are offered and how to register can be found in the flyer below.



**ATTACHMENTS:**

- HR Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report  
**General Fund Department Human Resources**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                    |                    |
| <b>Expenditures</b>                 |                            |                       |                           |                    |                    |
| Salaries                            | \$19,759                   | \$19,759              | \$325,061                 | \$305,302          | 6.08%              |
| Fringe Benefits                     | \$8,166                    | \$8,166               | \$105,720                 | \$97,554           | 7.72%              |
| Travel/Training                     | -                          | -                     | \$2,200                   | \$2,200            | 0.00%              |
| Supplies                            | \$1,523                    | \$1,523               | \$22,850                  | \$21,327           | 6.67%              |
| Purchased Services                  | \$7,035                    | \$7,035               | \$52,900                  | \$45,865           | 13.30%             |
| Interdepartment Charges             | \$1,648                    | \$1,648               | \$21,673                  | \$20,025           | 7.60%              |
| Other Expenses                      | -                          | -                     | \$2,000                   | \$2,000            | 0.00%              |
| <b>Total Operating Expenditures</b> | <b>\$38,131</b>            | <b>\$38,131</b>       | <b>\$532,404</b>          | <b>\$494,273</b>   | <b>7.16%</b>       |
| <b>Capital Outlay</b>               |                            |                       |                           |                    |                    |
| <b>Total Expenditures</b>           | <b>\$38,131</b>            | <b>\$38,131</b>       | <b>\$532,404</b>          | <b>\$494,273</b>   | <b>7.16%</b>       |
| <b>Net Increase (Decrease)</b>      | <b>(\$38,131)</b>          | <b>(\$38,131)</b>     | <b>(\$532,404)</b>        | <b>(\$494,273)</b> | <b>7.16%</b>       |

*E q u i t y:*

Attachment: HR Financials (Human Resources)

**Finance Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Administrator</b>     |
| <b>DIRECTOR:</b>    | <b>Jason Dzwinel</b>     |
| <b>PREPARER:</b>    | <b>Jason Dzwinel</b>     |

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**Agenda Summary** February IT Financials

**ATTACHMENTS:**

- IT Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report  
**General Fund Information Technology-Radio Services**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                    |                    |
| Other Revenue                       | \$28,575                   | \$28,575              | \$83,370                  | \$54,795           | 34.27%             |
| <b>Total Revenues</b>               | <b>\$28,575</b>            | <b>\$28,575</b>       | <b>\$83,370</b>           | <b>\$54,795</b>    | <b>34.27%</b>      |
| <b>Expenditures</b>                 |                            |                       |                           |                    |                    |
| Salaries                            | \$9,995                    | \$9,995               | \$146,129                 | \$136,134          | 6.84%              |
| Fringe Benefits                     | \$3,222                    | \$3,222               | \$30,309                  | \$27,087           | 10.63%             |
| Travel/Training                     | -                          | -                     | \$2,500                   | \$2,500            | 0.00%              |
| Supplies                            | \$1,755                    | \$1,755               | \$45,100                  | \$43,345           | 3.89%              |
| Purchased Services                  | \$7,804                    | \$7,804               | \$171,210                 | \$163,406          | 4.56%              |
| Interdepartment Charges             | \$981                      | \$981                 | \$13,779                  | \$12,798           | 7.12%              |
| Other Expenses                      | -                          | -                     | \$782                     | \$782              | 0.00%              |
| <b>Total Operating Expenditures</b> | <b>\$23,757</b>            | <b>\$23,757</b>       | <b>\$409,809</b>          | <b>\$386,052</b>   | <b>5.80%</b>       |
| <b>Capital Outlay</b>               |                            |                       |                           |                    |                    |
| <b>Total Expenditures</b>           | <b>\$23,757</b>            | <b>\$23,757</b>       | <b>\$409,809</b>          | <b>\$386,052</b>   | <b>5.80%</b>       |
| <b>Net Increase (Decrease)</b>      | <b>\$4,818</b>             | <b>\$4,818</b>        | <b>(\$326,439)</b>        | <b>(\$331,257)</b> | <b>-1.48%</b>      |

*E q u i t y:*

Ozaukee County Committee Report  
**Internal Service Fund Information Technology**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                    |                    |
| Public Charges for Services         | \$9,429                    | \$9,429               | -                         | (\$9,429)          | 0.00%              |
| Interdepartmental Charges           | \$141,544                  | \$141,544             | \$1,640,000               | \$1,498,456        | 8.63%              |
| <b>Total Revenues</b>               | <b>\$150,973</b>           | <b>\$150,973</b>      | <b>\$1,640,000</b>        | <b>\$1,489,027</b> | <b>9.21%</b>       |
| <b>Expenditures</b>                 |                            |                       |                           |                    |                    |
| Salaries                            | \$24,940                   | \$24,940              | \$404,993                 | \$380,053          | 6.16%              |
| Fringe Benefits                     | \$10,692                   | \$10,692              | \$158,219                 | \$147,527          | 6.76%              |
| Travel/Training                     | -                          | -                     | \$5,500                   | \$5,500            | 0.00%              |
| Supplies                            | \$2,028                    | \$2,028               | \$34,200                  | \$32,172           | 5.93%              |
| Purchased Services                  | \$60,708                   | \$60,708              | \$1,036,000               | \$975,292          | 5.86%              |
| Interdepartment Charges             | -                          | -                     | \$200                     | \$200              | 0.00%              |
| Other Expenses                      | -                          | -                     | \$888                     | \$888              | 0.00%              |
| <b>Total Operating Expenditures</b> | <b>\$98,368</b>            | <b>\$98,368</b>       | <b>\$1,640,000</b>        | <b>\$1,541,632</b> | <b>6.00%</b>       |
| <b>Capital Outlay</b>               |                            |                       |                           |                    |                    |
| <b>Total Expenditures</b>           | <b>\$98,368</b>            | <b>\$98,368</b>       | <b>\$1,640,000</b>        | <b>\$1,541,632</b> | <b>6.00%</b>       |
| <b>Net Increase (Decrease)</b>      | <b>\$52,605</b>            | <b>\$52,605</b>       | <b>-</b>                  | <b>(\$52,605)</b>  | <b>0.00%</b>       |

*Equity:*

Attachment: IT Financials (February IT Financials)



**Finance Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 27, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Treasurer</b>         |
| <b>DIRECTOR:</b>    | <b>Sandi Tretow</b>      |
| <b>PREPARER:</b>    | <b>Sandi Tretow</b>      |

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**Agenda Summary** TREASURER FEBRUARY REPORT

**ATTACHMENTS:**

- February Treasurer's Report (PDF)

FINANCE COMMITTEE



Sandra Tretow  
County Treasurer  
Email: [stretow@ozaukeecounty.gov](mailto: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](http://www.ozaukeecounty.gov)

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

**FINANCE COMMITTEE**  
**Thursday, February 27, 2025**  
**SUMMARY OF TREASURER'S OFFICE ACTIVITIES**

Tasks completed:

- Month-end activities and still working on clearing out 2024 entries
- Reconciled bank statements to general ledger
- Mailed 662 delinquent tax statements
- February Settlement – property tax, drainage collections, and lottery credit repayments
- Closing out tax collections with our 2-installment municipalities
- Processing inquiries from those who have unclaimed funds from our publication.
- Receipting payments for 2021 tax foreclosures and are speaking with a party interested in purchasing and cleaning up a contaminated parcel.
- In beginning processes of 2025 Assessment
- Approved invoices in Docuware
- Daily tasks in office – verify daily monetary activities (deposits, transfers, wires, etc.)

Future goals/events:

- The Northern Ozaukee Farm Drainage District Board is interested in hiring a surveyor to create boundaries for the Drainage District. This will be very beneficial to have.
- State Settlement on March 15.
- Treasurer's Annual Report due March 15 – that will be in next month's Finance Committee packet.

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**  
**FEBRUARY 2025**  
REPORTING PERIOD: January, 2025

**CASH**

Cash ending January is up \$ **1,964,303** from last January:  
Cash 2025, \$ **39,406,331** 2024 \$ **37,442,028** **Increase of \$ 1,964,302.59** 5.25%

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

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

**REVENUES**

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

|               |    |                |         |                |                           |                    |                |
|---------------|----|----------------|---------|----------------|---------------------------|--------------------|----------------|
| January 2025, | \$ | <b>9,908</b>   | 2024 \$ | <b>26,757</b>  | <b>Decrease of \$</b>     | <b>(16,848.87)</b> | <b>-62.97%</b> |
| Budget 2025,  | \$ | <b>280,000</b> | 2024 \$ | <b>280,000</b> | <b>Budget/Actual 2024</b> |                    | <b>3.54%</b>   |

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 January 1st until paid in full.

Interest earnings are up from last year through January:

|               |    |                |         |                 |                           |                   |                 |
|---------------|----|----------------|---------|-----------------|---------------------------|-------------------|-----------------|
| January 2025, | \$ | <b>181,696</b> | 2024 \$ | <b>(44,124)</b> | <b>Increase of \$</b>     | <b>225,819.89</b> | <b>-511.78%</b> |
| Budget 2025,  | \$ | <b>280,000</b> | 2024 \$ | <b>280,000</b>  | <b>Budget/Actual 2024</b> |                   | <b>64.89%</b>   |

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 November, see page 6:

|                |    |                   |         |                   |                           |                   |               |
|----------------|----|-------------------|---------|-------------------|---------------------------|-------------------|---------------|
| November 2024, | \$ | <b>11,143,212</b> | 2023 \$ | <b>10,298,747</b> | <b>Increase of \$</b>     | <b>844,465.00</b> | <b>8.20%</b>  |
| Budget 2024,   | \$ | <b>11,677,265</b> | 2023 \$ | <b>11,216,085</b> | <b>Budget/Actual 2023</b> |                   | <b>95.43%</b> |

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:*

|         |                |         |                |                       |                  |              |
|---------|----------------|---------|----------------|-----------------------|------------------|--------------|
| 2025 \$ | <b>613,645</b> | 2024 \$ | <b>580,637</b> | <b>Increase of \$</b> | <b>33,008.00</b> | <b>5.68%</b> |
|---------|----------------|---------|----------------|-----------------------|------------------|--------------|

*Number of delinquent parcels:*

|      |            |      |            |                    |           |               |
|------|------------|------|------------|--------------------|-----------|---------------|
| 2025 | <b>182</b> | 2024 | <b>140</b> | <b>Increase of</b> | <b>42</b> | <b>30.00%</b> |
|------|------------|------|------------|--------------------|-----------|---------------|

The certificate balance is all delinquent outstanding real estate taxes.

Tax Certificate reports: see pages 5 and 6:

**FORECLOSURES**

## REPORT OF THE OZAUKEE COUNTY TREASURER

**MAIN CHECKBOOK**

Balance January 1, 2025 \$ 2,345.55

Receipts:

|                                |    |              |
|--------------------------------|----|--------------|
| Transfers from Money Market #2 | \$ | 6,599,173.07 |
| Voids and Stop Payments        | \$ | 4,822.71     |

Total Monthly Receipts \$ 6,603,995.78

Total Balance & Receipts \$ 6,606,341.33Disbursements:

|                                |    |                |
|--------------------------------|----|----------------|
| County Orders (558354-559028)  | \$ | (4,480,258.64) |
| Wire Transfers (wt# 4213-4247) | \$ | (2,097,265.60) |
| ACH Transfers                  | \$ | (28,817.09)    |

Total Monthly Disbursements \$ (6,606,341.33)

**MAIN CHECKBOOK Balance January 31, 2025** \$ -BANK RECONCILIATION:PORT WASHINGTON STATE BANK MAIN CHECKBOOK:

|                           |    |              |
|---------------------------|----|--------------|
| Balance as Per Statement  | \$ | 520,984.15   |
| Outstanding County Checks | \$ | (520,984.15) |

**MAIN CHECKBOOK Balance January 31, 2025** \$ -**MONEY MARKET #1 CHECKBOOK**

Balance January 1, 2025 \$ 27,343.35

Receipts:

|                                                 |    |              |
|-------------------------------------------------|----|--------------|
| Department Direct Deposit Receipts              | \$ | 1,862,363.71 |
| Real Estate Tax Receipts, Electronic            | \$ | 31,914.54    |
| January Settlement Payments from municipalities | \$ | 9,971,401.24 |
| Lottery Credit Repayments from tax collection   | \$ | 2,740.29     |
| Drainage Payments from tax collection           | \$ | 11,281.70    |
| Baseball Stadium Payment from DOR               | \$ | 88,739.67    |
| Transfer from Summit MM                         | \$ | 602.08       |
| Interest Earnings                               | \$ | 98.65        |

Total Monthly Receipts \$ 11,969,141.88

Total Balance & Receipts \$ 11,996,485.23Disbursements:

|                              |    |                 |
|------------------------------|----|-----------------|
| Transfers to Money Market #2 | \$ | (11,955,540.45) |
| Voids and NSF payments       | \$ | (15,244.05)     |

Total Monthly Disbursements \$ (11,970,784.50)

**MONEY MARKET #1 CHECKBOOK Balance January 31, 2025** \$ 25,700.73BANK RECONCILIATION:PORT WASHINGTON STATE BANK MONEY MARKET #1 CHECKBOOK:

|                          |    |           |
|--------------------------|----|-----------|
| Balance as Per Statement | \$ | 25,098.65 |
| Deposit in Transit       | \$ | 602.08    |

**MONEY MARKET #1 CHECKBOOK Balance January 31, 2025 (4.72%)APY** \$ 25,700.73

Attachment: February Treasurer's Report (Treasurer February Report)

**MONEY MARKET #2 CHECKBOOK**

Balance January 1, 2025 \$ 15,566,911.86

**Receipts:**

|                                                 |                  |
|-------------------------------------------------|------------------|
| Department Receipts                             | \$ 1,878,344.47  |
| Real Estate Tax Receipts                        | \$ 51,423.58     |
| RLF Payments                                    | \$ 1,741.61      |
| NSF Replace                                     | \$ 13,528.05     |
| Land Sale to C Port Washington                  | \$ 267,965.00    |
| Refund North Shore Bank dupl. payroll deduction | \$ 950.00        |
| Drainage Payments from Settlement               | \$ 1,532.08      |
| Tax Settlement Receipts                         | \$ 409,430.67    |
| Lottery Credit Repayments                       | \$ 325.71        |
| Transfer from PWSB - Parks Reservations         | \$ 2,076.63      |
| Transfers from Money Market #1                  | \$ 11,955,540.45 |
| Transfer from Register of Deeds                 | \$ 232,587.30    |
| Interest Earnings                               | \$ 78,416.37     |

Total Monthly Receipts \$ 14,893,861.92

Total Balance & Receipts \$ 30,460,773.78

**Disbursements:**

|                                |                   |
|--------------------------------|-------------------|
| Transfers to Main Checkbook    | \$ (6,602,782.93) |
| Transfers to Payroll Checkbook | \$ (3,345,813.81) |
| Transfer to Petty Cash         | \$ (717.45)       |
| NSF Checks                     | \$ (14,064.27)    |

Total Monthly Disbursements \$ (9,963,378.46)

**MONEY MARKET #2 Balance January 31, 2025 \$ 20,497,395.32**

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

|                          |                  |
|--------------------------|------------------|
| Balance as Per Statement | \$ 20,497,395.32 |
| Deposit in Transit       | \$ -             |

**MONEY MARKET #2 CHECKBOOK Balance January 31, 2025 (4.81%)APY \$ 20,497,395.32**

**PAYROLL CHECKBOOK**

Balance January 1, 2025 \$ (1,251,667.37)

**Receipts:**

|                                        |                 |
|----------------------------------------|-----------------|
| Transfers from Money Market #2         | \$ 3,349,423.67 |
| Ach return                             | \$ 1,914.44     |
| Check not valid due to missing numbers | \$ 1,124.39     |
| Payroll issue in software correction   | \$ 1,251,643.10 |

Total Monthly Receipts \$ 4,604,105.60

Total Balance & Receipts \$ 3,352,438.23

**Disbursements:**

|                                        |                   |
|----------------------------------------|-------------------|
| Salary Orders (#442171-442194)         | \$ (8,510.33)     |
| Salary Direct Deposit (#377565-380830) | \$ (3,347,970.32) |

Total Monthly Disbursements \$ (3,356,480.65)

**PAYROLL Balance January 31, 2025 \$ (4,042.42)**

**BANK RECONCILIATION:****PORT WASHINGTON STATE BANK PAYROLL CHECKBOOK:**

|                            |               |
|----------------------------|---------------|
| Balance as Per Statement   | \$ 2,049.40   |
| Outstanding Payroll Checks | \$ (7,216.21) |
| Outstanding Deposits       | \$ 1,124.39   |

**PAYROLL CHECKBOOK Balance January 31, 2025 \$ (4,042.42)**



|                                   | 2025          | 2025<br>ANNUAL<br>BUDGET |
|-----------------------------------|---------------|--------------------------|
| <b>REVENUE YTD</b>                |               |                          |
| Interest Investments              | \$ 181,695.89 | \$ 280,000 (January)     |
| Curlers Building Maint            | 822.47        | - (January)              |
| Interest Go Bond 2021             | 214.65        | - (January)              |
| Interest Health Care Trust        | 107.46        | - (January)              |
| Interest Veteran's Memorial Trust | 88.94         | 300 (January)            |
| Interest Transit Trust Fund       | 495.08        | - (January)              |
| Interest on Delinquent Taxes      | 6,511.09      | 185,000 (January)        |
| Penalty on Delinquent Taxes       | 3,397.04      | 95,000 (January)         |
| Sales Tax General Fund            | 11,143,211.81 | 11,677,265 (November)    |
| Use Value Penalty Tax             | -             | 50,000 (January)         |

|                                                         | BALANCE      | RATES               |
|---------------------------------------------------------|--------------|---------------------|
| <b>INVESTMENT BALANCES</b>                              |              |                     |
| Summit Credit Union, Savings (General Fund)             | 149,985.00   | 5.40% (January) APY |
| Summit Credit Union, CD (General Fund)                  | 542,524.09   | 5.13% (January) APY |
| Horicon Bank (General Fund)                             | 431,727.97   | 3.65% (January) APY |
| Horicon Bank, CD's (General Fund)                       | 518,434.65   | 4.62% (January) APY |
| LGIP, Savings (General Fund)                            | 8,302,088.57 | 4.39% (January) APY |
| WISC (General Fund)                                     | 1,156,304.35 | 4.29% (January) APY |
| WISC CD's (General Fund)                                | 3,609,331.37 | 4.50% (January) APY |
| WISC Securities (General Fund)                          | 1,787,190.90 | 4.48% (January) APY |
| PWSB, Money Market (Curlers Association Building Maint) | 210,547.84   | 4.72% (January) APY |
| PWSB Money Market (General Obligation Bond 2021)        | 54,948.08    | 4.72% (January) APY |
| PWSB, Money Market (Health Care Trust)                  | 27,510.36    | 4.72% (January) APY |
| PWSB, Money Market (Veteran's Memorial Trust)           | 22,769.32    | 4.72% (January) APY |
| PWSB, Money Market (Register of Deeds)                  | 404,523.37   | 4.71% (January) APY |
| PWSB, Money Market (Tax Collection)                     | 18,038.28    | 4.72% (January) APY |
| PWSB, Money Market (Transit Trust Fund)                 | 126,737.80   | 4.72% (January) APY |
| PWSB, Treasurer (Petty Cash)                            | 5,000.00     | n/a                 |
| PWSB, Money Market (Parks and Reservations)             | 2,557.36     | 4.71% (January) APY |
| PWSB, CDBG Lasata                                       | 10,286.60    | n/a                 |
| PWSB, CDBG Shelter                                      | 100.00       | n/a                 |
| PWSB, Fund 219 Capital                                  | 1,172,159.47 | 4.72% (January) APY |
| PWSB, Opioids Settlement                                | 732,463.50   | 4.72% (January) APY |

Respectfully submitted,  
Sandra Tretow  
County Treasurer

2025 MONTHLY SPECIAL ASSESSMENTS COLLECTED (RED)

| MONTH          | CERT TOTAL   | CERT RECEIPTS | MO END TOTAL |
|----------------|--------------|---------------|--------------|
| JANUARY        | \$ 38,894.98 | \$ 1,579.34   | \$ 37,315.64 |
| FEBRUARY       | \$ 37,315.64 |               | \$ 37,315.64 |
| MARCH          | \$ 37,315.64 |               | \$ 37,315.64 |
| APRIL          | \$ 37,315.64 |               | \$ 37,315.64 |
| MAY            | \$ 37,315.64 |               | \$ 37,315.64 |
| JUNE           | \$ 37,315.64 |               | \$ 37,315.64 |
| JULY           | \$ 37,315.64 |               | \$ 37,315.64 |
| AUGUST         | \$ 37,315.64 |               | \$ 37,315.64 |
| TAX SALE       | \$ 37,315.64 |               | \$ 37,315.64 |
| SEPTEMBER      | \$ 37,315.64 |               | \$ 37,315.64 |
| OCTOBER        | \$ 37,315.64 |               | \$ 37,315.64 |
| NOVEMBER       | \$ 37,315.64 |               | \$ 37,315.64 |
| DECEMBER       |              |               | \$ -         |
| TOTAL RECEIPTS |              | \$ 1,579.34   |              |

Attachment: February Treasurer's Report (Treasurer February Report)

## 2025 MONTHLY REDEMPTION REPORT

## TAXES

| MONTH          | CURR TOTAL    | CURR RECEIPTS | NEW TOTAL     |
|----------------|---------------|---------------|---------------|
| JANUARY        | \$ 653,733.90 | \$ 40,088.86  | \$ 613,645.04 |
| FEBRUARY       | \$ 613,645.04 |               | \$ 613,645.04 |
| MARCH          | \$ 613,645.04 |               | \$ 613,645.04 |
| APRIL          | \$ 613,645.04 |               | \$ 613,645.04 |
| MAY            | \$ 613,645.04 |               | \$ 613,645.04 |
| JUNE           | \$ 613,645.04 |               | \$ 613,645.04 |
| JULY           | \$ 613,645.04 |               | \$ 613,645.04 |
| AUGUST         | \$ 613,645.04 |               | \$ 613,645.04 |
| TAX SALE       | \$ 613,645.04 |               | \$ 613,645.04 |
| SEPTEMBER      | \$ 613,645.04 |               | \$ 613,645.04 |
| OCTOBER        | \$ 613,645.04 |               | \$ 613,645.04 |
| NOVEMBER       | \$ 613,645.04 |               | \$ 613,645.04 |
| DECEMBER       | \$ 613,645.04 |               | \$ 613,645.04 |
| TOTAL RECEIPTS |               | \$ 40,088.86  |               |

Attachment: February Treasurer's Report (Treasurer February Report)

| OZAUKEE COUNTY<br>***TAX CERTIFICATE BALANCES*** |                    |       |          |                    |       |          |                    |       |          |                    |       |          |                    |       |          |
|--------------------------------------------------|--------------------|-------|----------|--------------------|-------|----------|--------------------|-------|----------|--------------------|-------|----------|--------------------|-------|----------|
| SALE YEAR<br>CO LEVY                             | 2021<br>21,712,622 | %     | #Parcels | 2022<br>21,429,276 | %     | #Parcels | 2023<br>22,280,401 | %     | #Parcels | 2024<br>22,949,856 | %     | #Parcels | 2025<br>23,763,831 | %     | #Parcels |
| JAN                                              | 652,981            | 3.01% | 160      | 564,610            | 2.63% | 154      | 566,895            | 2.54% | 146      | 580,637            | 2.53% | 140      | 613,645            | 2.67% | 182      |
| FEB                                              | 582,329            | 2.68% | *588     | 544,510            | 2.54% | *541     | 525,357            | 2.36% | *631     | 520,861            | 2.27% | *517     |                    |       |          |
| MAR                                              | 555,446            | 2.56% | *461     | 512,296            | 2.39% | *474     | 496,913            | 2.23% | *412     | 488,424            | 2.13% | *389     |                    |       |          |
| APR                                              | 504,160            | 2.32% | *396     | 445,611            | 2.08% | *348     | 467,696            | 2.10% | *344     | 476,688            | 2.08% | *318     |                    |       |          |
| MAY                                              | 493,747            | 2.27% | *333     | 423,011            | 1.97% | *310     | 451,323            | 2.03% | *314     | 433,473            | 1.89% | *271     |                    |       |          |
| JUN                                              | 437,245            | 2.01% | *298     | 410,740            | 1.92% | *279     | 433,619            | 1.95% | *274     | 391,106            | 1.70% | *263     |                    |       |          |
| JUL                                              | 400,444            | 1.84% | *271     | 379,925            | 1.77% | *249     | 410,330            | 1.84% | *234     | 381,989            | 1.66% | *228     |                    |       |          |
| AUG                                              | 382,486            | 1.76% | *307     | 364,487            | 1.70% | *301     | 395,693            | 1.78% | *291     | 364,882            | 1.59% | *260     |                    |       |          |
| TAX SALE                                         | 669,498            | 3.08% | 291      | 621,043            | 2.90% | 287      | 713,254            | 3.20% | 273      | 622,327            | 2.71% | 253      |                    |       |          |
| SEP                                              | 854,598            | 3.94% | 291      | 780,481            | 3.64% | 287      | 956,327            | 4.29% | 241      | 862,122            | 3.76% | 222      |                    |       |          |
| OCT                                              | 777,814            | 3.58% | 244      | 685,065            | 3.20% | 221      | 847,067            | 3.80% | 210      | 828,894            | 3.61% | 203      |                    |       |          |
| NOV                                              | 705,494            | 3.25% | 208      | 628,481            | 2.93% | 185      | 779,393            | 3.50% | 180      | 707,782            | 3.08% | 178      |                    |       |          |
| DEC                                              | 648,714            | 2.99% | 188      | 600,870            | 2.80% | 170      | 664,872            | 2.98% | 167      | \$ 653,734         | 2.85% | 155      |                    |       |          |

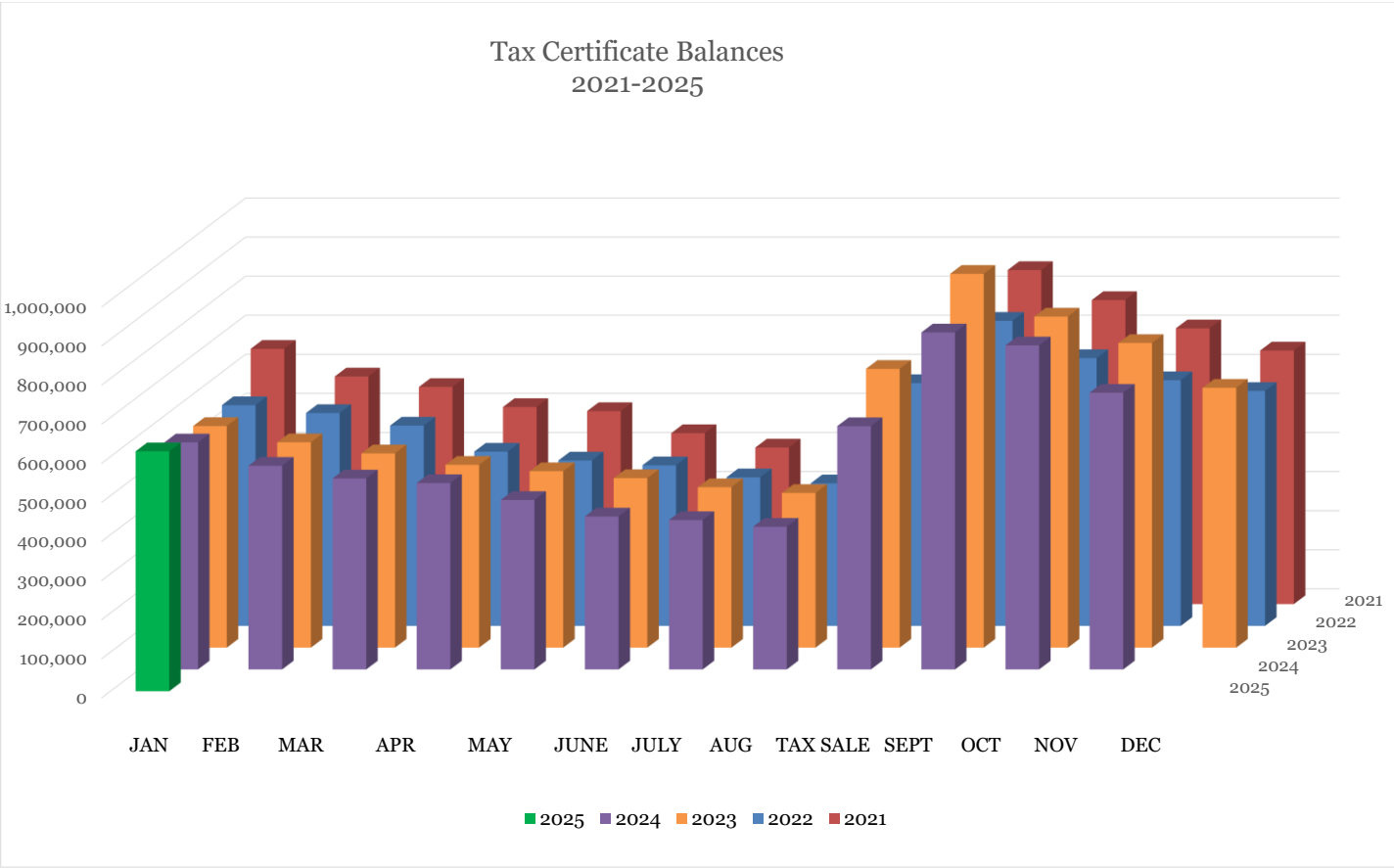
Dollars listed are from the tax certificate roll. Certificates are issued by law on September 1 for delinquent current year taxes and are added to the prior year delinquent taxes due.

% 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.

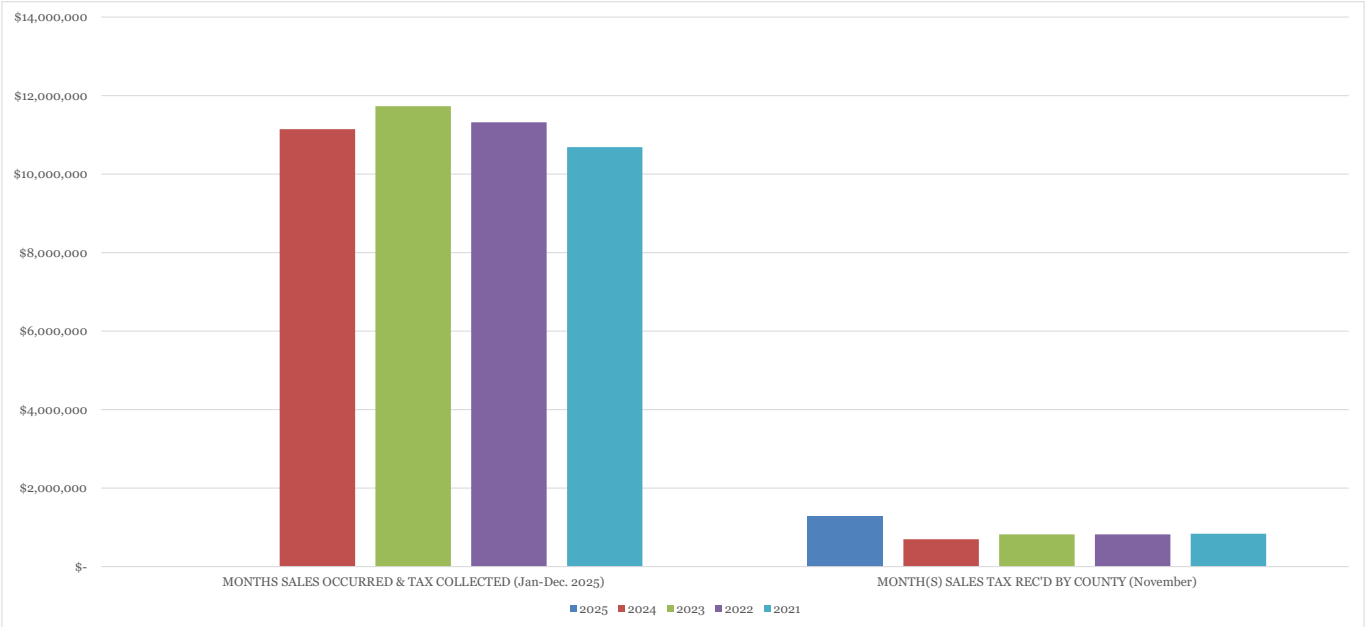




SALES TAX INCOME

| MONTH COUNTY RECEIVES<br>SALES TAX MONEY              | MONTH SALES OCCURRED<br>AND SALES TAX COLLECTED |    | 2025       | 2024          | 2023          | 2022          | 2021          |
|-------------------------------------------------------|-------------------------------------------------|----|------------|---------------|---------------|---------------|---------------|
| January                                               | November                                        | \$ | 1,281,360  | \$ 699,925    | \$ 819,961    | \$ 819,968    | \$ 838,958    |
| February                                              | December                                        |    |            | \$ 1,431,574  | \$ 1,213,586  | \$ 1,004,389  | \$ 837,361    |
| March                                                 | January                                         |    |            | \$ 827,000    | \$ 780,367    | \$ 753,101    | \$ 709,655    |
| April                                                 | February                                        |    |            | \$ 601,202    | \$ 708,888    | \$ 791,175    | \$ 794,643    |
| May                                                   | March                                           |    |            | \$ 1,163,948  | \$ 951,640    | \$ 752,730    | \$ 749,818    |
| June                                                  | April                                           |    |            | \$ 902,918    | \$ 1,075,074  | \$ 1,032,797  | \$ 942,045    |
| July                                                  | May                                             |    |            | \$ 1,047,491  | \$ 890,736    | \$ 948,041    | \$ 988,440    |
| August                                                | June                                            |    |            | \$ 1,136,642  | \$ 1,176,749  | \$ 982,372    | \$ 807,042    |
| September                                             | July                                            |    |            | \$ 904,327    | \$ 1,020,036  | \$ 1,015,951  | \$ 1,074,803  |
| October                                               | August                                          |    |            | \$ 1,282,506  | \$ 929,919    | \$ 953,798    | \$ 852,524    |
| November                                              | September                                       |    |            | \$ 1,093,359  | \$ 1,104,714  | \$ 1,038,162  | \$ 944,816    |
| December                                              | October                                         |    |            | \$ 902,460    | \$ 960,699    | \$ 1,016,809  | \$ 1,000,698  |
| MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Dec. 2025) |                                                 | \$ | -          | \$ 11,143,212 | \$ 11,730,321 | \$ 11,318,483 | \$ 10,688,841 |
| MONTH(S) SALES TAX REC'D BY COUNTY (November)         |                                                 | \$ | 1,281,360  | \$ 699,925    | \$ 819,961    | \$ 819,968    | \$ 838,958    |
| BUDGET                                                |                                                 | \$ | 12,232,000 | \$ 11,677,265 | \$ 11,216,085 | \$ 10,100,721 | \$ 9,106,921  |

|                  |                                 |
|------------------|---------------------------------|
| County receives  | 97.75% of the .5% tax collected |
| State retains    | 1.75%                           |
| Retailers retain | 0.5%                            |
|                  | <hr/>                           |
|                  | 100.00%                         |



## 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        | \$39,882.78          | \$983.82               | January 2025        | 2/3/2025                          |
| The Fermentorium        | May 1, 2015            | July 2025             | \$10,502.06          | \$757.79               | April 2024          | 1/17/2025                         |

\*\*Payment dates updated to most current payment date as of 02/18/2025

Ozaukee County Committee Report  
**General Fund Treasurer**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Prior<br>YTD<br>Actual | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance | %<br>Budget<br>YTD |
|-------------------------------------|------------------------|----------------------------|-----------------------|---------------------------|-------------------|--------------------|
| <b>Revenues</b>                     |                        |                            |                       |                           |                   |                    |
| Taxes                               | \$28,530               | \$14,311                   | \$14,311              | \$337,150                 | \$322,839         | 4.24%              |
| Public Charges for Services         | \$1,374                | \$165                      | \$165                 | \$4,000                   | \$3,835           | 4.13%              |
| Other Revenue                       | (\$3,958)              | \$1,342                    | \$1,342               | \$25,500                  | \$24,158          | 5.26%              |
| <b>Total Revenues</b>               | <b>\$25,946</b>        | <b>\$15,818</b>            | <b>\$15,818</b>       | <b>\$366,650</b>          | <b>\$350,832</b>  | <b>4.31%</b>       |
| <b>Expenditures</b>                 |                        |                            |                       |                           |                   |                    |
| Salaries                            | \$14,083               | \$23,393                   | \$23,393              | \$266,006                 | \$242,613         | 8.79%              |
| Fringe Benefits                     | \$11,385               | \$7,772                    | \$7,772               | \$108,164                 | \$100,392         | 7.19%              |
| Travel/Training                     | \$125                  | \$125                      | \$125                 | \$4,950                   | \$4,825           | 2.53%              |
| Supplies                            | \$36,661               | \$38,393                   | \$38,393              | \$43,150                  | \$4,757           | 88.98%             |
| Purchased Services                  | \$68                   | \$702                      | \$702                 | \$13,100                  | \$12,398          | 5.36%              |
| Interdepartment Charges             | \$3,316                | \$3,520                    | \$3,520               | \$44,509                  | \$40,989          | 7.91%              |
| Other Expenses                      | -                      | \$225                      | \$225                 | \$11,650                  | \$11,425          | 1.93%              |
| <b>Total Operating Expenditures</b> | <b>\$65,638</b>        | <b>\$74,130</b>            | <b>\$74,130</b>       | <b>\$491,529</b>          | <b>\$417,399</b>  | <b>15.08%</b>      |
| <b>Capital Outlay</b>               |                        |                            |                       |                           |                   |                    |
| <b>Total Expenditures</b>           | <b>\$65,638</b>        | <b>\$74,130</b>            | <b>\$74,130</b>       | <b>\$491,529</b>          | <b>\$417,399</b>  | <b>15.08%</b>      |
| <b>Net Increase (Decrease)</b>      | <b>(\$39,692)</b>      | <b>(\$58,312)</b>          | <b>(\$58,312)</b>     | <b>(\$124,879)</b>        | <b>(\$66,567)</b> | <b>46.69%</b>      |
| <i>Equity:</i>                      |                        |                            |                       |                           |                   |                    |
| Due To / Due From                   | (\$4,306,294)          | \$4,352,864                | \$4,352,864           | -                         | (\$4,352,864)     | 0.00%              |

Attachment: February Treasurer's Report (Treasurer February Report)