



AGENDA  
OZAUKEE COUNTY BOARD  
MID-MONTH REGULAR MEETING  
**WEDNESDAY, OCTOBER 16, 2019 – 9:00 AM**  
ADMINISTRATION CENTER - ROOM A-204  
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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THE FOLLOWING BUSINESS WILL BE BEFORE THE COUNTY BOARD FOR INITIATION, DISCUSSION, CONSIDERATION, DELIBERATION AND POSSIBLE FORMAL ACTION:

**1. CALL TO ORDER**

Roll Call

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. PUBLIC COMMENT**

Legislative Update

Chairperson's Proclamation

**4. COMMUNICATIONS**

**5. CLAIMS**

**6. PRESENTATIONS:**

- a. Review of 2020 Ozaukee County Proposed Budget as Recommended by the Executive Committee*

*County Administrator Jason Dzwinel*

- b. AmeriCorps Northcentral National Civilian Community Corps (NCCC) Oak One Team:  
Serving the Ozaukee County Planning and Parks Department*

*Hannah Lucas and Hannah Stephens*

**7. COMMITTEE REPORTS**

**8. ADJOURNMENT**

# Ozaukee County Board

## AGENDA INFORMATION SHEET

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**AGENDA DATE:** October 16, 2019  
**DEPARTMENT:** Administrator  
**DIRECTOR:** Jason Dzwiniel  
**PREPARER:** Jason Dzwiniel

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**Agenda Summary** Executive Committee Recommended 2020 Budget

The following memo summarizes the Executive Committee's 2020 Budget.

**ATTACHMENTS:**

- Executive Committee 2020 Recommended Budget Memo (PDF)

## Executive Committee

### AGENDA INFORMATION SHEET

AGENDA DATE: October 10, 2019  
 DEPARTMENT: Administrator  
 DIRECTOR: Jason Dzwinel  
 PREPARER: Jason Dzwinel

**Agenda Summary:** Executive Committee Budget Meeting Highlights

The 2020 Executive Committee Budget Recommendation increases the property tax levy 1.1 percent from 2019. The dollar increase totals \$236,900, the amount equivalent to the second phase radio debt payment. The operational levy for 2020 is flat, offset by increases in departmental revenues, expenditure restraint and other non-departmental revenues. The table below compares the 2019 Budget to 2020.

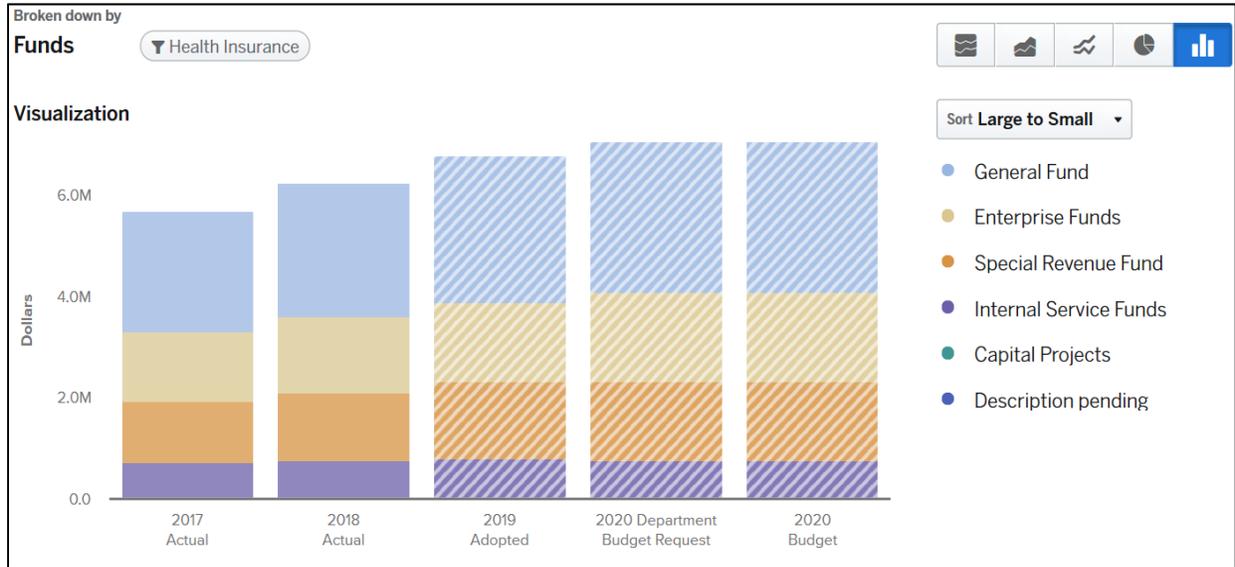
	2019	2020	\$ Incr/(Decr)	% Incr/(Decr)
Total Tax Levy	\$21,842,530	\$22,118,522	\$275,992	1.3%
County Tax Levy	\$21,207,048	\$21,443,948	\$236,900	1.1%
Fed. Library Levy	\$635,482	\$674,574	\$39,092	6.2%
Total Tax Rate	\$2.06	\$1.99	-\$0.07	-3.2%
County Tax Rate	\$1.77	\$1.70	-\$0.07	-3.7%
Fed. Library Rate	\$0.29	\$0.29	\$0.00	0.1%

**Cost of Living Estimate:** County employees have received a 2% COLA increase for several years and for 2020 the budget team worked with departments to provide an additional 1% with no impact to the tax levy. Departments were asked to provide an offset to the increased cost by either: increases in revenue; decreasing operating costs; or utilizing grant funding to offset salaries and benefits. The total salary and benefit estimate for all departments for an additional 1% was \$372,000 in 2020 and estimates suggested an increase of \$197,000 in additional tax levy. After completing the “COLA Challenge” exercise with departments, the levy impact is estimated at less than \$15,000.

**Health Insurance:** The 2020 Budget assumes the 12 percent increase in health insurance, no plan design changes were recommended by the committee to decrease the premium. In consultation with the WCA Group Health Trust, a doubling of annual deductibles from \$1,500/\$3,000 (single/family) to \$3,000/\$6,000 (single/family) or the implementation on 80%/20% coinsurance would have reduced the premium to the original 7.5 percent budget estimate. The levy impact of the 4.5 percent increase from the budget estimate is approximately

\$70,000. The levy reduction resulting from the elimination of the county funded Assistant District Attorney position offset the impact of the health insurance increase.

The limited 2019 claims experience and the WCA Group Health Trust’s reliance on the last four months of 2016 claims are being used to justify the increase. The last four months of 2016 were the transition months to a new carrier where claims outpaced premium by 26 percent. After various plan changes by employees, the net impact is an increase of 8 percent over 2019.



The county’s health plan insures approximately 1,100 lives. Higher than average large claims and prescription costs are the actuarial drivers of the increase. Currently, 13 claims account for 34 percent of annual plan cost and the county’s per member prescription costs are 20 percent higher than the plan average (\$101 per Ozaukee member/\$84 per plan member).

**Net New Construction:** The allowable increase of tax levy for 2020 is \$298,000. The Executive Committee sustained the County Administrator’s recommendation to not increase the tax levy by this amount in 2020. The State of Wisconsin Levy Limits allow for increases in property taxes for the payment of debt and by the amount available for net new construction.

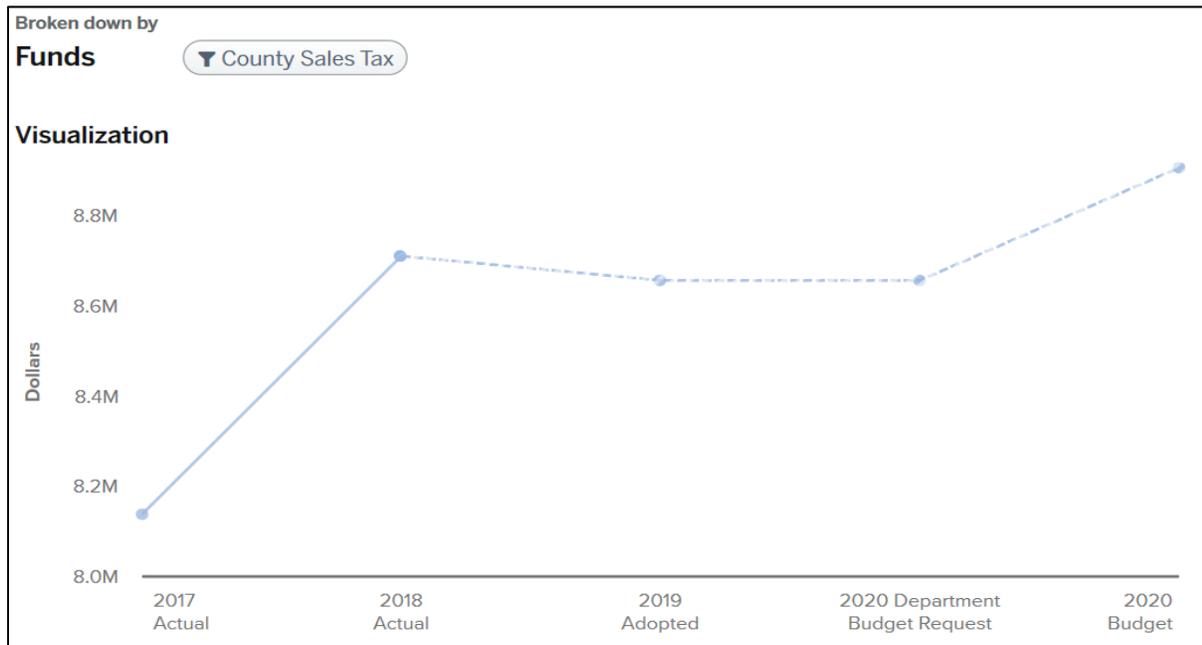
Total general obligation debt payments in 2019 are \$3,978,730. County tax levy supports \$2,458,038 of the total, with revenues at the Lasata Care Campus offsetting the balance. The county reported \$2,865,760 of general obligation debt levy in 2019. Historically the county utilized a portion of the Lasata Care Campus debt to offset tax levy supported increases in operations when reporting compliance with the levy limits to the State of Wisconsin. While allowable, this method of reporting poses an operational issue in the long term if not addressed. As the debt held at the Lasata Care Campus retires, the county would be forced to reduce the operational portion of the tax levy to comply with the levy limits.

Not utilizing the increase available for net new construction in 2020 will allow the county to address the imbalance between the operational and debt levies under the requirements of the State of Wisconsin Levy Limits.

**Sales Tax:** The Executive Committee budget increased the sales tax budget estimate from \$8,906,921 to \$9,107,000, the Wisconsin Counties Association estimate. This estimate is still conservative and within the 2019 sales tax projections based on collections year to date.

SALES TAX

	2016	2017	2018
BUDGETED	\$7,870,000	\$7,870,000	\$8,276,921
ACTUAL	\$8,087,212	\$8,138,182	\$8,710,919
SURPLUS	\$217,212	\$268,182	\$433,998
	2019		2020
BUDGETED	\$8,656,921	BUDGETED	\$8,906,921
PROJECTED	\$9,100,000	WCA ESTIMATE	\$9,107,000
SURPLUS EST.	\$443,079	AVAILABLE	\$200,079



The committee used the additional revenues to support the following initiatives:

1. The Shared Human Services and Sheriff’s Department position, \$91,000. This is a new approach to addressing mental health and substance misuse issues in Ozaukee County, utilizing a hybrid social work and law enforcement approach targeting individuals who are entering the courts system and exiting the county jail in an effort to strengthen the support network and planning to utilize resources in the community.

2. The countywide marketing effort; \$93,000 to be used to address marketing and other initiatives identified in the ongoing strategic planning efforts.
3. \$11,000 to support a required grant match to expand the Ozaukee County Demonstration Farm Network and training in the Land and Water Department.
4. Increased the annual contribution for the Milwaukee 7 from \$5,000 to \$10,000.

**Project Reserve and Estimate:** The capital reserve balance, with the 2020 budget recommendation is anticipated to be \$780,000. Currently, the county's interest earnings are \$293,000 over budget estimates for 2019 and projections estimate an additional \$443,000 of sales tax revenues adding to the General Fund surplus for 2019. These surpluses and the current year to date financials bode well for another strong financial performance for 2019. The committee should keep in mind that the 2019 budget transferred \$675,000 from unrestricted fund balance for the Justice Center roof and War Memorial projects. These transfers will affect the year-end surplus and transfer into the project reserve.

## EXPANSION REQUESTS

In 2020, under the guidance of the Budget Manager, staff worked to provide the committee with a Current Service Level Budget. The purpose of the approach is to determine what the costs of doing business at a status quo level year over year and to separate these costs from those budget proposals that expand, or in some cases contract the services provided by the county. Items that changed the current service level were considered separately as Expansion Requests. Expansion requests, enhance, improve or add service, increase or upgrade personnel levels and impact departmental mission, programs and service levels.

The Committee approved the following Expansion Requests:

**Grant/Revenue Funded Positions Created:** The committee approved new positions in Human Services and Public Health. These four changes are 100% supported by non-county funds.

1. Public Health Environmental Intern: this is a grant funded intern to support the beach testing activities of the department.
2. Public Health Emergency Management Coordinator: This is the combination of two part-time positions to serve the emergency management planning activities of the department.
3. Human Services Licensed Mental Health Professional II: this is a position to support the Comprehensive Community Services (CCS) programming in the county. CCS is a 100% revenue supported program that provides wrap around services in the community to address substance misuse and mental health issues.
4. Human Services Home LEAP Eligibility Specialist: this is a position to support the Wisconsin Home Energy program. This position was historically subcontracted, but will now be a county position to increase accountability within the program.

**Elimination of County Funded District Attorney Position:** The county funded Assistant District Attorney position was eliminated and a part-time Paralegal position was created in the

District Attorney's Office. The net savings of this change was \$70,000. The savings will be applied to health insurance costs in 2020.

**Increase in The Sales Tax Estimate:** The Wisconsin Counties Association estimate for 2020 sales tax revenues were assumed, \$200,000 in addition revenue. These funds were used to support the following initiatives in 2020.

1. The Shared Human Services and Sheriff's Department position, \$91,000. This is a new approach to addressing mental health and substance misuse issues in Ozaukee County, utilizing a hybrid social work and law enforcement approach targeting individuals who are entering the courts system and exiting the county jail in an effort to strengthen the support network and planning to utilize resources in the community.
2. The countywide marketing effort; \$93,000 to be used to address marketing and other initiatives identified in the ongoing strategic planning efforts.
3. \$11,000 to support a required grant match to expand the Ozaukee County Demonstration Farm Network and training in the Land and Water Department.
4. Increased the annual contribution for the Milwaukee 7 from \$5,000 to \$10,000.

**Wage Increase for The County Board:** The committee planned for a 2% wage increase for the County Board in 2020 and 2% in 2021. Wages for the 2020-2021 term must be established this November.

**DNR Targeted Runoff Management Grant:** The committee included \$225,000 of state grant revenue to support an agricultural runoff project in the county. There are no county funds used to support this effort.

**Clerk of Courts Create a Full-Time Position:** The Clerk of Courts Office requested to create a full-time position from two part-time positions. The estimated increase in costs is \$18,767 for health insurance. The committee approved the creation of the position, but did not increase the departmental budget in 2020 directing the Clerk of Courts Office to manage the additional costs within the current 2020 budget appropriation.

The Committee approved the following administrative corrections in the 2020 Budget. These are items that would be assumed in the County Administrator's Recommendation, but were not included due to timing and the finalization of the budget.

1. County Board Salaries & Benefits – 2019 Budgeted salaries for the County Board was reduced for a board member who chooses to forgo their salary. The 2020 budget was increased by \$4,950.
2. Non Departmental - Property Insurance: A revised estimated for property insurance premium in 2020 of \$44,840. The insurance is currently still under review, but the estimate is sound for budgeting purposes.
3. Land & Water Professional Services Contract: This is a contract for SEWRPC to complete the required Land and Water Resource Plan that was originally included in the 2020

Budget Expansion requests. A contract was approved in 2019 to fund these efforts of \$12,000.

4. General Fund - State Shared Revenue: The revenue estimate received was higher than the originally estimated. These revenues offset the other administrative changes identified above.

The 2020 Expansion Requests are summarized below:

<b>Department</b>	<b>Expansion</b>	<b>Expense</b>	<b>Revenues</b>	<b>Net Cost</b>
Clerk of Circuit Courts	Deputy Clerk III (Convert 2 PT to 1 FT)	\$18,767	\$0	\$18,767
The committee approved the creation of the position, but did not increase the departmental budget in 2020 directing the Clerk of Courts Office to manage the additional costs within the current 2020 budget appropriation.				
Countywide	Communications and Marketing Director	\$100,000		\$100,000
Approved for \$93,000 funding to support marketing and other initiatives identified in the strategic planning process.				
Highway Department	SEWRPC Proactive Monument Replacement	\$55,000		\$55,000
Committee directed Public Works Director to assess current costs, viability of hiring a County Surveyor to accomplish these tasks and viability of providing these services to municipalities with the allocation.				
Human Services	WI Home Energy Program Eligibility Specialist	\$85,858	\$85,858	\$0
Human Services	Licensed Mental Health Professional II	\$90,239	\$90,239	\$0
Both Human Services Positions approved.				
Land & Water Management	DNR TRM	\$225,000	\$225,000	\$0
Approved. This is a pass through grant from the State of Wisconsin.				
Land & Water Management	Soil Health	\$10,000		\$10,000
Committee directed staff to present funding this expansion from the Land and Water Tree Fund account. Reserve fund that holds revenues from the tree and prairie seed sale.				
Land & Water Management	Storm Water Permit Education	\$800		\$800
Approved.				

Land & Water Management	Land & Water Interns	\$7,289		\$7,289
Not approved.				
Land & Water Management	Demonstration Farm Network Support	\$42,500	\$31,875	\$10,625
Approved.				
Sheriff Department & Human Services	Pre-Detention - Licensed Mental Health Professional	\$90,933		\$90,933
Approved.				
UW Extension	NEW Office Assistant	\$30,681		\$30,681
Committee directed staff to better define fiscal needs for the position and the viability of assisting with current fiscal staff.				

The 2020 Personnel Changes are summarized below:

DEPARTMENT	POSITION	COST	RESULT
Clerk of Circuit Courts	Controller	\$1,949	<b>Reviewed and Supported</b>
Clerk of Circuit Courts	Chief Deputy Clerk	\$1,149	<b>Reviewed and Supported</b>
County Clerk/Board	Chief Deputy County Clerk	\$4,062	<b>Reviewed and not Supported</b>
County Clerk/Board	Deputy Clerk I	\$2,230	<b>Reviewed and Supported</b>
Human Services	Adult Protection Position	\$777	<b>Reviewed and Supported</b>
Land & Water Management	Sanitation and Zoning Specialist	\$4,542	<b>Reviewed and not Supported</b>
Land & Water Management	Soil and Water Coordinator	\$645	<b>Reviewed and not Supported</b>
Planning & Parks	Planning and GIS Specialist	\$7,589	<b>Reviewed and not Supported</b>
Planning & Parks	Program Manager Position	\$3,376	<b>Reviewed and not Supported</b>
Planning & Parks	Natural Resources and GIS Technician	\$5,863	<b>Reviewed and Supported</b>
Planning & Parks	Repair MKGC Shop Building	\$0	<b>Reviewed and Supported</b>
Public Health	Emergency Preparedness Coordinator	\$23,882	<b>Reviewed and Supported</b>
Public Health	Environmental Health Intern	\$2,635	<b>Reviewed and Supported</b>

Sheriff Department	Reclassification of Dispatchers & Crime Analyst	\$79,054	<b>Reviewed and not Supported</b>
Sheriff Department	Reclassification Office Assistant Positions	\$14,994	<b>Reviewed and not Supported</b>