

NOTICE OF MEETING
SHEBOYGAN COUNTY FINANCE COMMITTEE
August 30, 2023 - 3:30 PM

Administration Building - Conference Room 302
508 New York Avenue Sheboygan, WI 53081

Finance Department is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/87444255119?pwd=Nk0yd0VLUk5xRXgrbEF5TjUrNmo2dz09>

Meeting ID: 874 4425 5119

Passcode: 575080

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting may come to the Administration Building or listen remotely

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Finance Committee – Regular Meeting – August 23, 3:30 PM

Correspondence – None at the time of posting

Finance Director Report

The Finance Director Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the report unless it is a specific item on the agenda.

Medical Examiner

Consideration of Ordinance No. 5 – Modifying Fee Schedule of Medical Examiner in Chapter 96

Transportation

Consideration of Resolution No. 8 – Authorizing County Aid for Culvert and Bridge Replacements in towns of Holland, Lima, Lyndon, Mosel, Wilson, and Sheboygan Falls

Budget

Consideration of Treasurer 2024 Budget, presented by Laura Henning-Lorenz

Consideration of Rocky Knoll 2024 Budget, presented by Kayla Clinton

Consideration of Building Services 2024 Budget, presented by Jim TeBeest

Consideration of UWGB Sheboygan 2024 Budget, presented by Jim TeBeest/Erik Aleson

Approval of Vouchers

Approval of Attendance at Other Meetings or Functions

Adjournment

Next Scheduled Meeting – September 13, 2023, 3:30 PM, Administration Building

Prepared by:
Stacie Kuck
Recording Secretary

Roger Te Stroete
Committee Chairperson

Wearing a mask will be strongly encouraged. Room 302 has a capacity limit of 21 individuals using the current CDC guidance on COVID-19 social distancing. If the room exceeds capacity, the Committee Chair may ask attendees to leave and participate remotely or adjourn the meeting and reschedule for another time.

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting, and it is likely that a majority of the Executive Committee will be present, to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badtke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

If listed as an agenda item – The Administrator's Report, Finance Director's Report, and Information Technology's Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the reports unless it is a specific item on the agenda.

Persons with disabilities needing assistance to attend or participate are asked to notify the County Clerk's Office, 920-459-3003 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY FINANCE COMMITTEE MINUTES

Administration Building
508 New York Avenue
Sheboygan WI 53081

August 23, 2023

Called to Order: 3:30 P.M.

Adjourned: 4:58 P.M.

MEMBERS PRESENT: Roger Te Stroete, Kathleen Donovan, William Goehring, Keith Abler

MEMBERS ABSENT: Thomas Wegner

ALSO PRESENT: **In Person:** Vernon Koch, Edward Procek, Alayne Krause, Steve Hatton, Jeremy Fetterer, Stacie Kuck, Stefanie Albrecht, Brenda Hanson, Jacob Verhelst, Laura Henning-Lorenz, Cory Roeseler, Chad Broeren, Bryan Grunewald, Natascha Rowell, Aaron Brault, Tyler Betry, Jayna Hintz, Cindy Sarkady, Ellen Schleicher, Ryan O'Rourke

Remote: Matt Strittmater, Wendy Schobert, Crystal Fieber, Rebecca Clark

Chairperson Te Stroete called the meeting to order at 3:30 P.M.

The Chairperson certified compliance with the open meeting law. The notice was posted at 4:00 P.M. August 18, 2023.

Supervisor Goehring moved to approve the minutes of August 9, 2023. Motion seconded by Supervisor Donovan. Motion Carried

Correspondence – None

Sheboygan County Administrator, Alayne Krause, informed the committee that the new Human Resource Director will be starting next week. She also updated the committee on the current status of the Sheboygan County 2024 budget development. She concluded by informing the Committee that the Mercury Boat Races had a positive economic impact on Sheboygan County.

Finance Director, Steve Hatton, updated the committee on the status of the Sheboygan County 5-Year Capital Plan. He also informed the committee that a new Financial System Analyst has started.

Bryan Grunewald, Clifton Larson Allen, presented the 2022 Annual Comprehensive Financial Report to the Committee.

Treasurer, Laura Henning-Lorenz, presented a request for tax foreclosures on parcels 59101491120, 59281206130, 59281213370, 59281402100, 59281506220, and 59281600920. The Treasurer recommended removing Parcel 59281402100 from the foreclosure list. Supervisor Goehring moved to approve the list as recommended. Supervisor Abler seconded the motion. Motion Carried.

The Committee reviewed the 2024 Court Commissioner budget. Supervisor Abler moved to approve the budget as presented. Supervisor Donovan seconded the motion. Motion Carried.

The Committee reviewed the 2024 Sheriff budget. Supervisor Abler moved to approve the budget as presented. Supervisor Goehring seconded the motion. Motion Carried

The Committee reviewed the 2024 Register of Deeds budget. Supervisor Goehring moved to approve the budget as presented. Supervisor Donovan seconded the motion. Motion Carried.

The Committee reviewed the 2024 Land Information Counsel Budget. Supervisor Donovan moved to approve the budget as presented. Supervisor Abler seconded the motion. Motion Carried

The Committee reviewed the 2024 Planning and Conservation budget. Supervisor Goehring moved to approve the budget as presented. Supervisor Donovan seconded the motion. Motion Carried

The Committee reviewed the 2024 UW Extension budget. Supervisor Goehring moved to approve the budget as presented. Supervisor Abler seconded the motion. Motion Carried.

Auditor/Analyst, Stefanie Albrecht, presented the Financial Statements for June.

The Committee reviewed the 2nd Quarter Variances for 2023.

Finance Director, Steve Hatton, presented the Investment Statements for June.

Vouchers were reviewed. Supervisor Donovan moved to approve the expenditures. Motion seconded by Supervisor Abler. Motion Carried

Supervisor Goehring moved to approve attendance for Supervisor Te Stroete for attending the Executive Committee meeting on August 21st. Supervisor Abler seconded the motion. Motion Carried.

Supervisor Donovan moved to adjourn. Motion seconded by Supervisor Goehring. Motion Carried

The next scheduled meeting will be Wednesday, August 30, 2023 at 3:30 p.m.

Stacie Kuck
Recording Secretary

William Goehring
Secretary

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE FINANCE COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: 05

RE: **Modifying Fee Schedule of Medical Examiner in Chapter 96**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- THE ORDINANCE BE ENACTED
- FILING WITH THE CLERK
- AMENDING THE ORDINANCE AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 19th DAY OF September 2023

FINANCE COMMITTEE

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

ROGER TE STROETE

ROGER TE STROETE

KATHLEEN DONOVAN

KATHLEEN DONOVAN

WILLIAM C. GOEHRING

WILLIAM C. GOEHRING

KEITH ABLER

KEITH ABLER

THOMAS WEGNER

THOMAS WEGNER

SHEBOYGAN COUNTY ORDINANCE NO. 05 (2023/24)

Re: **Modifying Fee Schedule of Medical Examiner in Chapter 96**

WHEREAS, Wis. Stat. § 59.36 provides that the County Board may set fees for all services rendered by the Medical Examiner provided that the fees do not exceed the amount reasonably related to the actual and necessary cost of providing the service, and

WHEREAS, Chapter 96 of the Code currently provides for a fee of \$109.46 for death certificates, \$164.19 for cremation permits and \$220.00 for transport charges with the last adjustments having been made on August 16, 2022, when it enacted Ordinance No. 2 (2022/23), and

WHEREAS, the Law Committee has determined that the continuing expenses related to Medical Examiner services require an adjustment be made to the Medical Examiner fees charged in Sheboygan County to amounts more reasonably related to the actual and necessary cost of providing the services;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Increasing Medical Examiner's Fees**. Sections 96.10, 96.11 and 96.13 of the Sheboygan County Code of Ordinances are hereby amended as follows (additions indicated by shading; deletions by strikeouts):

96.10 CERTIFICATIONS OF DEATH. Pursuant to Wis. Stat. §§ 59.36 and 69.18(2)(d)3, except for a medical certification for the cause of death of an indigent, the fee charged by the Medical Examiner for providing a medical certification of death shall be ~~One Hundred Nine and 46/100 (\$109.46).~~ **One Hundred Sixteen and 57/100 (\$116.57).**

96.11 CREMATION PERMITS. Pursuant to Wis. Stat. §§ 59.36, and 979.10, the fee charged by the Medical Examiner for each cremation permit issued shall ~~One Hundred Sixty-four and 19/100 (\$164.19).~~ **One Hundred Seventy-four and 86/100 (\$174.86).**

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96.13 TRANSPORT CHARGES. Pursuant to Wis. Stat. § 59.36, the charge assessed by the Medical Examiner for transporting a deceased person from a death scene to a County morgue or a holding facility shall be ~~Two Hundred Twenty Dollars (\$220.00)~~ Two Hundred Thirty-four and 40/100 (\$234.40) plus any actual out-of-pocket expenses for transport pouches or similar disposable items.

Section 3. **Effective Date.** The herein Ordinance shall take effect as of October 1, 2023.

Respectfully submitted this 15th day of August, 2023.

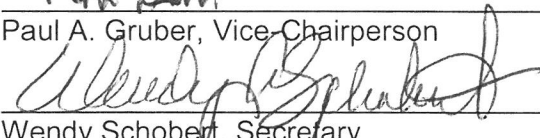
LAW COMMITTEE



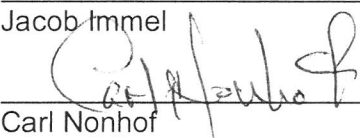
Gerald Jorgenson, Chairperson



Paul A. Gruber, Vice-Chairperson



Wendy Schobert, Secretary

Jacob Immel


Carl Nonhof

Opposed to Introduction:

Countersigned by:

Vernon Koch, Chairperson

FISCAL NOTE
Aug 2023

Ordinance No. 05 (2023/24) RE: Modifying Fee Schedule of Medical Examiner in Chapter 96

The amount of each fee change is defined in the draft ordinance amendment.

Funding:

Additional funding from the proposed increases for Medical Examiner fees are estimated to total approximately \$10,000.

Respectfully Submitted,



Steve Hatton, Finance Director
August 15, 2023

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE FINANCE COMMITTEE

TO WHOM WAS REFERRED RESOLUTION NO: 08

RE: **Authorizing County Aid for Culvert and Bridge Replacements in the Towns of Holland, Lima, Lyndon, Mosel, Wilson, and Sheboygan Falls**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- THE RESOLUTION BE ADOPTED
- FILING WITH THE CLERK
- AMENDING THE RESOLUTION AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 19th DAY OF September 2023

FINANCE COMMITTEE

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

ROGER TE STROETE

ROGER TE STROETE

KATHLEEN DONOVAN

KATHLEEN DONOVAN

WILLIAM C. GOEHRING

WILLIAM C. GOEHRING

KEITH ABLER

KEITH ABLER

THOMAS WEGNER

THOMAS WEGNER

SHEBOYGAN COUNTY RESOLUTION NO. 08 (2023/24)

Re: Authorizing County Aid for Culvert and Bridge Replacements in the Towns of Holland, Lima, Lyndon, Mosel, Wilson, and Sheboygan Falls

WHEREAS, state law requires that when Town Boards petition the County Board for bridge or culvert construction aid, the County is required to provide County aid in the amount provided by the statutes [Wis. Stat. § 82.08], and

WHEREAS, each township for which Bridge Aid is being requesting has provided for the payment of such costs of replacement of said culvert as required by Wis. Stat. § 82.08(3), and

WHEREAS, the following towns have filed petitions for aid in the replacement of culverts, each of which has a span greater than thirty-six (36) inches:

Township	Culvert or Bridge	Funds Provided by Town	County Aid Required
Holland	Foster Road culvert	\$ 5,401	\$ 5,401
Holland	Knepprath Road culvert	\$ 2,148	\$ 2,148
Lima	Stoney Creek Road culverts	\$ 3,438	\$ 3,438
Lyndon	Rock Road culverts	\$ 5,126	\$ 5,126
Mosel	Rangeline Road culvert	\$ 1,332	\$ 1,332
Mosel	Union Road culvert	\$ 4,669	\$ 4,669
Wilson	Stahl Road culvert	\$ 2,422	\$ 2,422
Sheboygan Falls	Alpine Road culvert	\$ 14,093	\$ 14,093
Total County Bridge Aid Requested			\$ 38,629

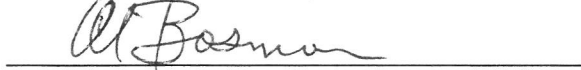
NOW, THEREFORE, BE IT RESOLVED, that the Sheboygan County Board does hereby appropriate the sum of thirty-eight thousand six hundred twenty-nine dollars and no cents (\$38,629.00) to defray Sheboygan County's share of the above projects.

BE IT FURTHER RESOLVED that a tax be levied as part of the 2024 County tax levy, but only upon such property in the County as authorized by law.

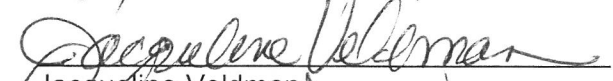
Respectfully submitted this 15th day of August, 2023.


TRANSPORTATION COMMITTEE


Thomas Wegner, Chairperson


Al Bosman, Secretary


Roger Te Stroete, Vice-Chairperson


Jacqueline Veldman


Jon Kuhlow

Opposed to Introduction:

August 2, 2023, draft

FISCAL NOTE
Aug 2023

Resolution No. 08 (2023/24) RE: Authorizing County Aid for Culvert and Bridge Replacements in the Towns of Holland, Lima, Lyndon, Mosel, Wilson, and Sheboygan Falls

This resolution is authorizing appropriation of aid for bridge or culvert construction required by Wis. Stat. §82.08 for Towns filing such petitions. In this instance, the Towns of Holland, Lima, Lyndon, Mosel, Wilson, and Sheboygan Falls requested aid and are providing half the cost (\$38,629) for the projects totaling \$77,258.

Funding:

When approved, the County Aid match requested is \$38,629 and will be added to the 2024 County tax levy, as required by Wis. Stat. §82.08.

Respectfully Submitted,



Steve Hatton, Finance Director
August 15, 2023

SHEBOYGAN COUNTY TREASURER
AND REAL PROPERTY LISTING
2024 BUDGET

FINANCE COMMITTEE MEETING

Prepared For:
Sheboygan County Finance Committee

Prepared by:
Laura Henning-Lorenz
Sheboygan County Treasurer
08/25/23



SHEBOYGAN COUNTY

Laura Henning-Lorenz

County Treasurer and Real Property Listing

To: Finance Committee

From: Laura Henning-Lorenz [LHL](#)

Date: August 25, 2023

Re: Proposed 2024 Budget for the County Treasurer and Real Property Listing Office

Attached you will find the County Treasurer and Real Property Listing 2024 budget information. This budget meets the levy target.

Department Goals

- Participate in education and collaborate with set up of the new accounting system conversion project of the Finance Dept.
- Continuing education for newer staff and new municipal treasurers, teaching best practices, standards, policies, procedures, and application of laws.
- Outreach to property owners that have delinquent taxes, providing paths to resources available to them.

Key Performance Measures

- Excellence in customer care: 97%
- General email address box response time: 96.6% in 24 hrs.; 3% in 48 hrs.; and 0.4% >48 hrs.

Proposed Budget Summary

- Our office is submitting a balanced budget for 2024.
- The levy for our office is \$620,288, a 2.05% increase as compared to 2023.

Highlights

- Levy increase mainly due to an increase in wages, related wage costs, and supplies.
- 2021 Act 216 changed how proceeds of a tax foreclosure sale are distributed. For that reason the gain/loss on the sale of an asset is lower and matches the related expenses again this year. Additionally, fewer properties have been foreclosed since 2020 due to the high prices of the real estate market.
- Managed Forest Land (MFL) rates have been lowered by the state, meaning less MFL revenue.
- Decrease in health insurance, \$3,588 over last year.
- Several computers will be purchased, continuing with a cycle of replacing older computers, while utilizing Land Information Council funds as the off-set.

Staffing

- No anticipated staffing changes for 2024.

Our team members strive to be fiscally responsible, implement continuous improvements in processes, and embrace the fact that we will all work hard together to have a successful 2024. The team members in this office are doing exceptional work. I am extremely proud of their work ethic and how well they respond to and handle public inquiries. We are working very hard for our taxpayers and all other customers that we interact with daily.

Performance Measurements
County Treasurer and Real Property Listing Office
Outcomes Based - Measuring/Assessing Programs

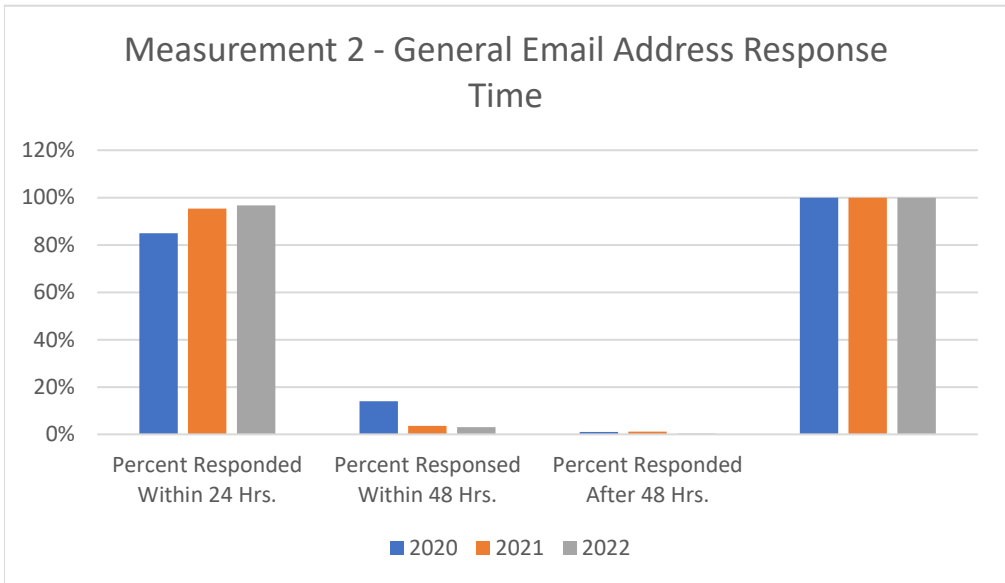
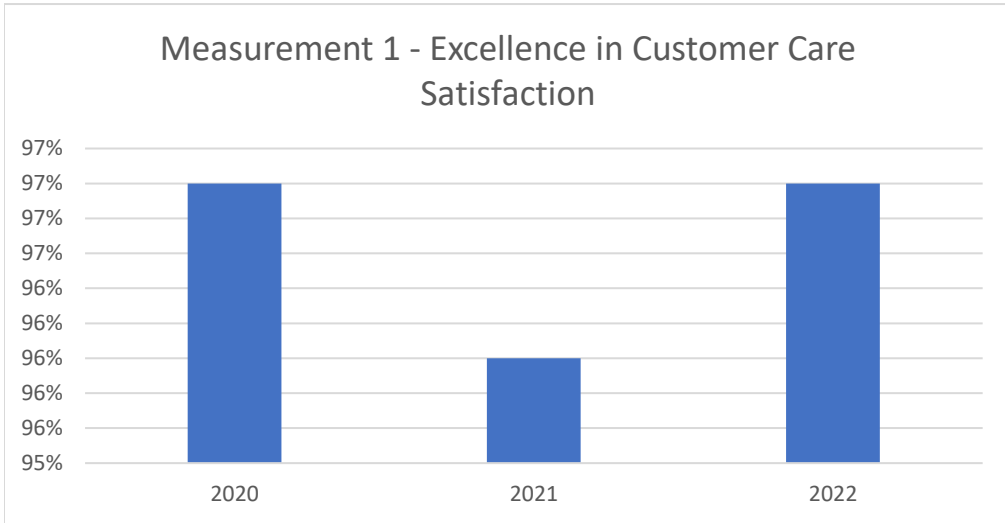
<u>Measurement 1</u>
Description of measurement Excellence in customer care
What is being gauged, measured? Level of satisfaction of customer's experience.
How is it being monitored/measured? Tracked by customer feedback received.
Outcomes? Met customer expectations 96% of the time. Customers with ongoing issues were few and were beyond the scope of what county government is able to provide.
How is it enhancing our operations/success? Provides customers with accurate information and a good experience from county government.
Decisions made from the information Continuous review during monthly team meetings of situations. Education provided if knowledge gaps.

<u>Measurement 2</u>
Description of measurement General email address box response time
What is being gauged? Amount of time from receipt of email to time of response.
How is it being monitored/measured? Tracked through Gmail and internal spreadsheet.
Outcomes? 96.6% are being responded to within 1 day, 3% are being responded to within 2 days; and 0.4% took longer than 2 days. This is for 2,074 responses of the 5,912 emails sent to our general email address box.
How is it enhancing our operations/success? Provides email requester with accurate information in a timely manner, that being within 1 day from receipt of request.
Decisions made from the information Common questions or requests communicated during monthly team meetings and answers shared with team. In some instances common questions required periodic informal discussions.

<u>Measurement 3</u>
Description of measurement
What is being gauged, measured?
How is it being monitored/measured?
Outcomes?
How is it enhancing our operations/success?
Decisions made from the information

<u>Measurement 4</u>
Description of measurement
What is being gauged?
How is it being monitored/measured?
Outcomes?
How is it enhancing our operations/success?
Decisions made from the information

Sheboygan County Treasurer and Real Property Listing Office
Performance Measurement Results



County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
00181 Treasurer										
400000 Revenues										
410000 Taxes										
411000 Property Tax Levy										
411100 Property Tax - Rea	572,742-	564,117-	581,536-	607,829-	607,829-	303,914-	607,829-	620,288-	12,459-	2.05
411300 Prop Tax-Other	17,885-	12,353-	25,959-	7,803-	7,803-	8,902-	9,168-	7,383-	420	5.38-
411000 Property Tax Levy	590,636-	576,470-	607,495-	615,632-	615,632-	312,816-	616,997-	627,671-	12,039-	1.96
412000 Sales and Use										
412100 Sales - General	180-	195-	192-	200-	200-	82-	200-	180-	20	10.00-
412200 Ag Use Penalty	25,476-	34,673-	16,657-	20,020-	20,020-	248-	20,020-	20,500-	480-	2.40
412000 Sales and Use	25,656-	34,867-	16,848-	20,220-	20,220-	330-	20,220-	20,680-	460-	2.27
413000 Interest and Penalt										
413000 Interest and Penalt										
414000 In Rem Fees	1,935-	1,950-	1,800-	1,800-	1,800-	1,875-	1,875-	1,875-	75-	4.17
410000 Taxes	618,227-	613,287-	626,143-	637,652-	637,652-	315,021-	639,092-	650,226-	12,574-	1.97
420000 Intergovernmental Re										
421000 Federal Grants										
421225 Other Federal Paym	1,195-	1,095-	1,090-	1,275-	1,275-		1,275-	1,240-	35	2.75-
421000 Federal Grants	1,597-	1,095-	1,090-	1,275-	1,275-		1,275-	1,240-	35	2.75-
423000 State Grants										
423000 State Grants	20-									
424900 State Gov't Payt Li	70,935-	70,258-	71,136-	71,100-	71,100-	68,773-	68,773-	68,800-	2,300	3.23-
426000 Chges - Other Local										
426100 General Government										
426103 Municipal Chgs-Po	19,084-	20,371-	22,845-	21,405-	21,405-		21,405-	23,800-	2,395-	11.19
426107 Municipal Chgs -	469-	587-	292-	680-	680-		680-	570-	110	16.18-
426100 General Government	19,553-	20,958-	23,137-	22,085-	22,085-		22,085-	24,370-	2,285-	10.35
426000 Chges - Other Local	19,553-	20,958-	23,137-	22,085-	22,085-		22,085-	24,370-	2,285-	10.35
420000 Intergovernmental Re	92,106-	92,311-	95,363-	94,460-	94,460-	68,773-	92,133-	94,410-	50	.05-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
430000 Licenses and Permits										
430000 Licenses and Permits										
450000 Public Charges for S										
451000 General Government										
451100 Register of Deeds										
451100 Register of Deeds										
451400 Other General Gove										
451405 Miscellaneous Fee	603-	660-	423-	750-	750-	420-	750-	750-		
451420 Copies	2,188-	2,422-	1,929-	1,900-	1,900-	376-	1,900-	1,800-	100	5.26-
451400 Other General Gove	2,790-	3,082-	2,352-	2,650-	2,650-	796-	2,650-	2,550-	100	3.77-
451000 General Government	2,790-	3,082-	2,352-	2,650-	2,650-	796-	2,650-	2,550-	100	3.77-
452000 Public Safety										
452100 Law Enforcement										
452100 Law Enforcement										
452000 Public Safety										
450000 Public Charges for S	2,790-	3,082-	2,352-	2,650-	2,650-	796-	2,650-	2,550-	100	3.77-
460000 Interest and Other R										
465000 Donations										
465000 Donations										
466000 Other Miscellaneous										
466125 Miscellaneous Reim	7,302-	5,929-	4,591-	150-	150-	69-	150-	150-		
466135 Gain/Loss-Sale of	150,104-	21,050-	36,341-	21,780-	21,780-	30,500-	25,200-	17,621-	4,159	19.10-
466200 Employee Reimburse										
466200 Employee Reimburse										
466000 Other Miscellaneous	157,406-	26,979-	40,932-	21,930-	21,930-	30,569-	25,350-	17,771-	4,159	18.96-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
512000 Benefits	48,174	49,475	46,800	53,324	53,324	24,772	53,324	56,762	3,438	6.45
510000 Personnel Related Ex	404,208	418,770	395,212	428,829	428,829	203,303	428,829	462,004	33,175	7.74
530000 Operating Expenses										
531000 Purchased Services										
531100 Professional Servi										
531105 Consulting	10,715	7,110	14,351	14,315	14,315	11,811	14,315	13,645	670-	4.68-
531115 Appraisal				300	300		300	500	200	66.67
531205 Legal	1,405	1,868	1,386	1,853	1,853	175	1,853	1,260	593-	32.00-
531100 Professional Servi	12,121	8,978	15,737	16,468	16,468	11,986	16,468	15,405	1,063-	6.45-
531400 Other Outside Serv										
531410 Banking	25,033	20,505	19,481	21,070	21,070	10,680	21,070	21,070		
531430 Lab Analysis	2,827	3,974	4,050	4,500	4,500		4,500	4,500		
531400 Other Outside Serv	27,860	24,479	23,531	25,570	25,570	10,680	25,570	25,570		
531800 Utilities										
531805 Water	611			800	800		800	600	200-	25.00-
531810 Sewer	144			300	300		300	150	150-	50.00-
531815 Electric	332			830	830		830	350	480-	57.83-
531820 Natural Gas	82			340	340		340	100	240-	70.59-
531800 Utilities	1,169			2,270	2,270		2,270	1,200	1,070-	47.14-
531000 Purchased Services	41,149	33,458	39,269	44,308	44,308	22,667	44,308	42,175	2,133-	4.81-
532000 Repair & Maintenanc										
532100 Maintenance Servic										
532105 Disposal	1,258	131	69	3,800	3,800	27	3,800	100	3,700-	97.37-
532110 Snow Plowing	359	450	225	600	600	225	600	400	200-	33.33-
532120 Grounds	2,070	700	1,055	2,800	2,800	220	2,800	2,000	800-	28.57-
532100 Maintenance Servic	3,686	1,281	1,349	7,200	7,200	472	7,200	2,500	4,700-	65.28-
532200 Maintenance of Equ										
532205 Heat				300	300		300		300-	100.00-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
532225 Office Equipment	1,547	1,242	2,877	4,390	4,390	166	4,390	4,360	30-	.68-
532200 Maintenance of Equ	1,547	1,242	2,877	4,690	4,690	166	4,690	4,360	330-	7.04-
532000 Repair & Maintenanc	5,233	2,523	4,225	11,890	11,890	638	11,890	6,860	5,030-	42.30-
533000 General Operating										
533100 Advertising and Pr										
533105 Advertising	6,091	7,407	4,612	7,102	7,102	5,467	8,203	5,299	1,803-	25.39-
533110 Printing	52			50	50		50	50		
533100 Advertising and Pr	6,142	7,407	4,612	7,152	7,152	5,467	8,253	5,349	1,803-	25.21-
533200 Travel and Meals										
533205 Mileage - Employe	45			135	135		135	75	60-	44.44-
533215 Meals - Employee	299	61	110	456	456	77	456	506	50	10.96
533220 Lodging - Employe	1,019	492	837	2,577	2,577	1,129	2,577	2,690	113	4.38
533245 Seminars and Trai	1,214	525	540	3,460	3,460	370	3,460	4,275	815	23.55
533200 Travel and Meals	2,577	1,078	1,487	6,628	6,628	1,576	6,628	7,546	918	13.85
533300 Dues										
533305 Membership Dues	205	230	230	230	230	230	230	230		
533300 Dues	205	230	230	230	230	230	230	230		
533450 Fees & Permits										
533455 Licenses and Perm	30	120	10					10	10	
533470 Filing Fees	101	71	147	633	633		633	633		
533450 Fees & Permits	131	191	157	633	633		633	643	10	1.58
533500 General Supplies										
533505 General	4,289	3,950	4,285	4,425	4,425	762	4,425	10,125	5,700	128.81
533500 General Supplies	4,289	3,950	4,285	4,425	4,425	762	4,425	10,125	5,700	128.81
533700 Office Supplies										
533705 Office	5,065	4,940	5,282	5,737	5,737	3,312	5,879	5,400	337-	5.87-
533720 Shipping				160	160		160		160-	100.00-
533725 Postage	29,949	31,155	34,599	31,784	31,784	3,116	31,784	35,415	3,631	11.42
533700 Office Supplies	35,014	36,095	39,881	37,681	37,681	6,427	37,823	40,815	3,134	8.32

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533870 Books & Periodical										
533870 Books & Periodical										
533900 Other										
533905 Taxes	8,378	19,213	4,433	8,500	8,500	4	8,500	8,500		
533923 Noncap Off F&E >	3,264		3,431	8,850	8,850	3,860	8,850	7,970	880-	9.94-
533925 Office F&E Under	1,917						499			
533928 Computer Sys \$500	5,672	4,614	9,391	3,408	3,408	2,168	3,408	6,573	3,165	92.87
533900 Other	19,526	23,827	17,256	20,758	20,758	6,032	21,257	23,043	2,285	11.01
533000 General Operating	67,884	72,778	67,908	77,507	77,507	20,495	79,249	87,751	10,244	13.22
534000 Fixed Charges										
534115 Rental of Equipme	1,458	1,533	1,405	1,533	1,533	894	1,533	1,533		
534200 Insurance										
534200 Insurance										
534000 Fixed Charges	1,458	1,533	1,405	1,533	1,533	894	1,533	1,533		
535000 Bad Debt Expense										
535100 Bad Debt Expense	72	2	2	27	27	2	27	25	2-	7.41-
535200 Over/Short A/R Pay	34-	200-	26	25	25	29	25	25		
535000 Bad Debt Expense	37	198-	28	52	52	31	52	50	2-	3.85-
530000 Operating Expenses	115,761	110,093	112,834	135,290	135,290	44,723	137,032	138,369	3,079	2.28
550000 Interdepartmental Ch										
551000 Employee Related In										
551100 Benefits - General										
551105 Health Insurance	114,394	124,449	129,366	133,884	133,884	45,146	133,884	130,296	3,588-	2.68-
551110 Dental Insurance	2,643	2,418	2,748	2,727	2,727	839	2,727	2,468	259-	9.50-
551115 Group Life Insura	200	205	203	211	211	91	211	228	17	8.06
551125 Worker Compensati	588	385	321	296	296	129	296	507	211	71.28
551100 Benefits - General	119,674	127,457	132,637	137,118	137,118	46,206	137,118	133,499	3,619-	2.64-

County Department Level 7 w/o CP

For 2024

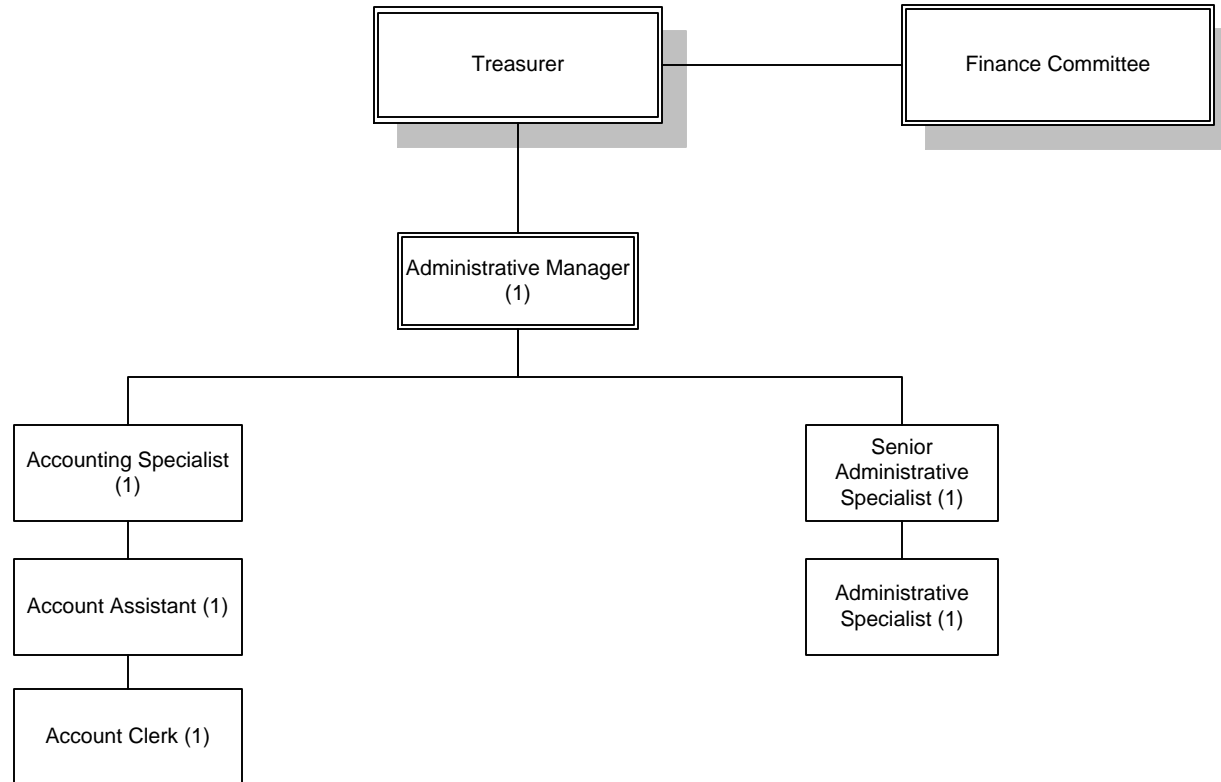
Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
551000 Employee Related In	119,674	127,457	132,637	137,118	137,118	46,206	137,118	133,499	3,619-	2.64-
551900 Insurance Charges										
551905 General Liability	1,409	1,303	1,325	1,329	1,329	665	1,329	1,377	48	3.61
551920 Property Insurance	655	967	757	742	742	371	742	756	14	1.89
551930 Deductible Escrow	181	163	176	206	206	103	206	247	41	19.90
551900 Insurance Charges	2,245	2,433	2,258	2,277	2,277	1,139	2,277	2,380	103	4.52
552000 Repairs & Maintenan										
552100 Repairs & Maintena										
552100 Repairs & Maintena	222									
552000 Repairs & Maintenan	222									
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	1,245	1,220	1,199	1,077	1,077	539	1,077	1,167	90	8.36
553130 Supplies	26	32	32	32	32	34	34	34	2	6.25
553135 Printing & Duplic	818	870	205	970	970	907	1,770	1,067	97	10.00
553150 Data Processing S	53,490	45,846	47,477	61,768	61,768	30,882	61,768	54,908	6,860-	11.11-
553100 System Operation C	55,596	47,968	48,913	63,847	63,847	32,362	64,649	57,176	6,671-	10.45-
553000 System Operation Ch	55,596	47,968	48,913	63,847	63,847	32,362	64,649	57,176	6,671-	10.45-
556000 Other Interdepartme										
556100 Other Interdepartm										
556110 Bonding	1,537	1,536	1,521	1,589	1,589	794	1,589	1,589		
556100 Other Interdepartm	1,537	1,536	1,521	1,589	1,589	794	1,589	1,589		
556000 Other Interdepartme	1,537	1,536	1,521	1,589	1,589	794	1,589	1,589		
550000 Interdepartmental Ch	179,274	179,394	185,329	204,831	204,831	80,500	205,633	194,644	10,187-	4.97-
560000 Capital Outlay										
561000 Land	44,095	25,118	16,587							

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
580000 Debt Service										
500000 Expense/Expenditure	745,998	733,374	709,962	871,770	871,770	328,527	771,494	795,017	76,753-	8.80-
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
631000 General Fund	441-	2,203-								
631500 Land Records Usage	17,263-	9,898-	15,210-	115,078-	115,078-	4,617-	12,258-	30,049-	85,029	73.89-
630000 Opt'g Transfers from	17,704-	12,101-	15,210-	115,078-	115,078-	4,617-	12,258-	30,049-	85,029	73.89-
600000 Other Financing Sourc	17,704-	12,101-	15,210-	115,078-	115,078-	4,617-	12,258-	30,049-	85,029	73.89-
Subtotal	142,247-	14,387-	70,059-			91,259-				
800000 Net Position										
820000 Fund Balance										
820125 Use of FB for Subse										
820000 Fund Balance										
800000 Net Position										
00181 Treasurer	142,247-	14,387-	70,059-			91,259-				
Current Change in Fund Balance	142,247-	14,387-	70,059-			91,259-				

Sheboygan County Treasurer Table of Organization



OTHER INTERDEPARTMENTAL CHARGES - 2024					
County Treasurer and Real Property Listing					
Department	Account Number & Name	Amount	Shared Service Department	Shared Service Department's Account Number & Name	Explanation
Treasurer and Real Property Listing	168.553130 - Supplies	34	County Clerk	118.451405 Miscellaneous Fees	Directory of Officials books x 8 come out in June.
Treasurer and Real Property Listing	168.553135 - Printing & Duplicating	1,067	Printing	426.473400 Printing & Duplicating	Printed material such as envelopes.
Total Charges		1,101			

LAND INFORMATION COUNCIL (LIC) REQUEST FOR 2024							
<i>Listed in Order of Priority</i>							
Department:	<i>Treasurer and Real Property Listing</i>						
Account No:	<i>Various - see below</i>						
<u>ACCOUNT NO.</u>	<u>ITEM DESCRIPTION</u>	<u>TOTAL COST OF ITEM(S)</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>A / R</u>	<u>JUSTIFICATION</u>	<u>INDIVIDUAL</u>	<u>REPLACE ASSET</u>
168.533928 Sub 96916 W	HP ProBook Laptop, HP USB-C Docking Station, and 3-Year Warranty, Accidental Damage	\$1,743.00	\$ 1,743.00	R	Scheduled 5 year replacement of laptop.	Laura	2019064
168.533928 Sub 96916 W	HP ProBook Laptop, HP USB-C Docking Station, and 3-Year Warranty, Accidental Damage	\$ 1,743.00	\$ 1,743.00	R	Scheduled 5 year replacement of laptop.	Martha	2019065
168.533928 Sub 96916 W	27" HP LED Monitors x 6	\$ 2,646.00	\$ 2,646.00	R	Replace monitors that are giving users issues, or have reached their useful life.	Martha, Kurt, & Station 6	NA
168.533928 Sub 96916 W	27" HP LED Monitor x 1	\$ 441.00	\$ 441.00	R	Replace monitor that has reached its useful life.	Public Access	NA
168.533923 Sub 96916 W	Flat files x 4 with file compressors, toe base, and laminate tops	\$ 7,970.00	\$ 7,970.00	R	Replacement of map drawers.	Public Access	1014488 & 1015325
Grand Total Amounts		\$14,543.00	\$ 14,543.00				
RETURN TO AARON BRAULT, LAND INFORMATION OFFICER							
			<i>Aaron Brault</i>				
LIO Approval			Requesting Department Head Signature				

EQUIPMENT REQUEST FOR 2024-- COMPUTER AND SOFTWARE ONLY

Listed in Order of Priority

Account to use: 533928 for Computer System/Eq from \$500 thru \$4999

Department: *Treasurer and Real Property Listing*

Account No: 533928

<u>ACCOUNT NO.</u>	<u>ITEM DESCRIPTION</u>	<u>TOTAL COST OF ITEM(S)</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>A / R</u>	<u>JUSTIFICATION</u>	<u>INDIVIDUAL</u>	<u>REPLACE ASSET</u>
168.533928 Sub 96916 W	HP ProBook Laptop, HP USB-C Docking Station, and 3-Year Warranty, Accidental Damage	\$ 1,743.00	\$ 1,743.00	R	Scheduled 5 year replacement of laptop.	Laura	2019064
168.533928 Sub 96916 W	HP ProBook Laptop, HP USB-C Docking Station, and 3-Year Warranty, Accidental Damage	\$ 1,743.00	\$ 1,743.00	R	Scheduled 5 year replacement of laptop.	Martha	2019065
168.533928 Sub 96916 W	27" HP LED Monitors x 6	\$ 2,646.00	\$ 2,646.00	R	Replace monitors that are giving users issues, or have reached their useful life.	Martha, Kurt, & Station 6	NA
168.533928 Sub 96916 W	27" HP LED Monitor x 1	\$ 441.00	\$ 441.00	R	Replace monitor that has reached its useful life.	Public Access	NA
		\$ -	\$ -				
		\$ -	\$ -				
	Grand Total Amounts	\$ 6,573.00	\$ 6,573.00				

ALL EQUIPMENT LISTED ABOVE WILL BE REIMBURSED THROUGH THE LAND INFORMATION COUNCIL FUNDS.

RETURN TO CHRIS LEWINSKI, INFORMATION TECHNOLOGY DIRECTOR

NOTE:

When requesting printers please indicate all the features needed for that unit:

Christopher S. Lewinski
IT Division Approval

Laura Henning-Breny
Requesting Department Head Signature

2024 Travel and Training Requests

Department: Treasurer and Real Property Listing

Date	Request	Location (if known)	Number of Employees Attending	Employee Mileage 533205**	Employee Meals 533215 Break \$8 Lunch \$10 Dinner \$14	Employee Lodging 533220 \$90/Night	Commercial Transport 533235	Seminars and Training 533245	Total Cost per request	Require for Accred. or Cert.	Out of County Yes/No
Feb-24	Wisconsin Land Information Association Seminar	Green Bay	3		114.00	540.00		750.00	1,404.00	No	No
Mar-24	Wisconsin County Constitutional Officers Seminar	Madison	1		24.00	260.00		125.00	409.00	No	Yes
Mar-24	Wisconsin County Treasurers' Association Local Gov. Workgroup Meeting	Madison	1		10.00	-			10.00	No	Yes
Quarter Sub-Total				-	148.00	800.00	-	875.00	1,823.00		
May-24	Wisconsin Real Property Listers' Association District Meeting	TBD	3		30.00				30.00	No	Yes
May-24	Wisconsin County Treasurers' Association District Meeting	TBD	1		10.00				10.00	No	Yes
Jun-24	Wisconsin County Treasurers' Association Seminar	Walworth	1		24.00	270.00		125.00	419.00	No	Yes
Quarter Sub-Total				-	64.00	270.00	-	125.00	459.00		
Jul-24	Wisconsin County Treasurers' Association Local Gov. Workgroup Meeting	Madison	1		10.00				10.00	No	Yes
Sep-24	Wisconsin Real Property Listers' Association ASM Seminar	TBD	3		114.00	810.00		420.00	1,344.00	No	Yes
Sep-24	Wisconsin County Treasurers' Association District Meeting	TBD	1		10.00				10.00	No	Yes
Quarter Sub-Total				-	134.00	810.00	-	420.00	1,364.00	No	
Oct-24	October Software Education	Sheboygan			-	-		680.00	680.00	Yes	No
Oct-24	Wisconsin County Treasurers' Association Seminar	TBD	1		24.00	270.00		125.00	419.00	No	Yes
Oct-24	Offsite or onsite education relating to land records or treasury management	TBD	7					250.00	250.00	N/A	Yes
Nov-24	Wisconsin County Treasurers' Association Local Gov. Workgroup Meeting	Madison	1		10.00	-			10.00	No	Yes
Nov-24	Wisconsin Land Title Association (March and November)	TBD	3		126.00	540.00		1,800.00	2,466.00	Yes	Yes
2024	Gasoline (when county vehicle or Kwik Trip not available)	TBD	NA	75.00					75.00	N/A	Yes
Quarter Sub-Total				75.00	160.00	810.00	-	2,855.00	3,900.00		
Object Account Total				75.00	506.00	2,690.00	-	4,275.00	7,546.00		

Grand Total 7,546.00

Grand Total amount above should match the subtotal on the Proposed Variance Report

Sheboygan County Discretionary Fee Schedule
 County Treasurer and Real Property Listing Office

Dept	Department	JDE Object Account	Fee	Current Charge	Proposed	% change	Unit	Date of Last increase	Prior Fee	Who can Approve Change	Why Proposing a Change?	Taxable
181	Treasurer	451420	Copy - regular and legal	-			per copy	Pre 2003		County Board		N
181	Treasurer	451420	Copy - ledger	0.50			per copy	Pre 2003		County Board		N
181	Treasurer	451420	Copy - 17"x15" tax parcel map	1.00			per copy	Pre 2003		County Board		N
	Non-Dept	143.466100	Plat books - public	28.44			each	2018		LIC/Finance Committee		Y
	Non-Dept	143.466100	Plat books - municipality, township, county dept	16.00			each	2018		LIC/Finance Committee		Exempt
	Non-Dept	143.466100	Plat books - old editions	14.22			each	2018		LIC/Finance Committee		Y
	Non-Dept	143.466100	Wall map - public	56.87			each	2018		LIC/Finance Committee		Y
	Non-Dept	143.466100	Wall map - county dept	38.00			each	2018		LIC/Finance Committee		Exempt
181	Treasurer	451420	Labels - flat fee, then need to add the per page fee	10.00			flat fee	Pre 2003		Finance Committee		Y
181	Treasurer	451420	Labels - per page	0.25			per page	Pre 2003		Finance Committee		Y
181	Treasurer	451420	Tax reports	65.00			per report	Pre 2003		Finance Committee		Y
181	Treasurer	451420	Tax files	200.00			per file	2017		Finance Committee		Y
181	Treasurer	473350	Receipt book	10.60			per book	Pre 2003		Cost passed along interdepartmentally only		N



WISCONSIN

Rocky Knoll Health Care Center 2024 Proposed Budget

08/30/2023 Updated





TO: County Administrator Alayne Krause and Sheboygan County Finance Committee Members
FROM: Katherine (Kayla) Clinton, Rocky Knoll Administrator *Kme*
DATE: August 30, 2023
RE: Proposed 2024 Budget for Rocky Knoll Health Care Center

I am pleased to provide the proposed 2024 Rocky Knoll operating budget.

Department Goals: Rocky Knoll strives to provide the highest quality of skilled nursing and health care services to the residents of Sheboygan County residing within the center.

Proposed Budget-

- The proposed 2024 Rocky Knoll budget meets the tax levy target of \$1,059,238, with the use of approved to date ARPA Funds in the amount of \$448,172. In addition, we are requesting \$514,117 of ARPA funds to cover the nursing wage increases, shift differentials, and sign on bonuses that were approved only through 2023.

Key Performance Measures-

- Rocky Knoll uses the Centers for Medicare and Medicaid Services (CMS) 5-Star Rating. The rating system is broken down into three key performance measures which include health care surveys, quality measures and staffing hours. Each performance measure receives its own 5-star rating which is used for an overall 5-star score. Nursing homes with 4 or more stars are considered to have above average quality resident care while nursing homes with 2 or less stars are considered to have below average resident care.

Highlights-

- The budgeted daily average census for 2024 will increase to 120. We anticipate that the census will continue to rebound with the end of the COVID-19 pandemic and continued demand for skilled nursing in the community.
- The methodology for calculating the Medicaid Supplemental Payment was changed in December of 2022 by Department of Health Services (DHS). This decision reduced Rocky Knolls Supplemental Payment by \$1,000,390 from what we budget in 2023. DHS will decide in September 2023, if they will make any changes to the methodology for the 2023-2024 payment.

Staffing-

- The Rocky Knoll training classroom was completed in 2022 and Rocky Knoll is now offering a Nursing Assistant program onsite through Lakeshore Technical College.
- CNA staffing continues to be a national issue for most Nursing Homes. We are projecting agency cost to be \$1,968,500 in 2024 which is a reduction from 2023 as we continue to recruit and retain staff.

Capital Outlay-

- 2024 Capital Outlay request of \$72,200 has been included. As Rocky Knoll is not able to self-fund in 2024 through the use of our tax levy or Certified Public Expenditure (CPE) funds.

Thank you for the continued tax levy support which allows Rocky Knoll to provide quality care and service for Sheboygan County residents.

Performance Measures

Rocky Knoll Key Performance Indicators

Key Indicator		2016 Results	2017 Results	2018 Results	2019 Results	2020 Results	2021 Results	2022 Results	2023 YTD Results
Daily Average Census	Actual	134.33	133.47	126.81	129.07	117.88	100.03	99.80	108.08
	Target	129.00	131.00	135.00	129.00	129.00	124.00	116.00	116.00
Wages per Census (PPD)	Actual	132.57	134.89	143.12	145.41	154.80	172.81	182.30	180.28
	Target	142.54	143.39	139.10	145.06	136.75	146.94	177.48	185.53
Prescription Drugs Cost (PPD)	Actual	20.70	24.17	26.66	21.01	17.61	24.40	22.98	23.69
	Target	19.99	19.91	22.22	23.29	23.41	22.71	25.15	24.22

PPD= Price per Day



Notes: The Average Daily Census has started to increase from the pandemic lows in 2022 to 108.08 in the first half of 2023 impacting Rocky Knoll's Performance Indicators. We are still below the target census of 116 for 2023

The price per day for wages is directly affected by the census. These areas have fixed costs which when census goes down, the price per day will increase.

Budget Variance Summary

Sheboygan County Rocky Knoll Budget Variance Summary

2024 Rocky Knoll Budget Variance Summary¹

Revenue (Increase)/Decrease (\$2,025,597)

424300 Intergov'l Transfer \$1,000,390

The methodology for calculating the Medicaid Supplemental Payment was changed in December of 2022 by Department of Health Services (DHS). This decision reduced Rocky Knolls Supplemental Payment by \$1,000,390 from what we budget in 2023. DHS will decide in September 2023, if they will make any changes to the methodology for the 2023-2024 payment

Room and Board Revenues

454142 Medicaid \$671,850

Projected 3,471 decrease in Medicaid census days due to ongoing COVID-19 pandemic impacting current long-term referrals and admissions and facility renovations limiting our bed availability.

454145 Private Pay (\$519,910)

Projected 1,197 increase in Private pay census days due Rocky Knoll being a provider of choice, recent facility enhancements and Pine Haven transitioning their skilled nursing home into assistance living.

454148 Medicare Part A (\$278,750)

Projected 544 increase in Medicare Part A census. We have seen an increase in Medicare Part A due to Medicare waiver extension through May 2023 and Pine Haven transitioning their skilled nursing home into assisted living.

454149 Family Care (\$97,350)

Projected 77 increase in Family Care census and increase in the Family Care rate.

454150 Private Insurance \$94,210

Projected 215 decrease in Private Insurance census days due to current census and historical trends

454152 Managed Care (\$101,580)

Projected 343 decrease in Managed Care census days due to current census and historical trends

454154 Hospice (\$931,670)

Projected 2,544 increase in hospice census days due to overall census decline during the COVID-19 pandemic and families choosing palliative/comfort care measures instead of hospice services.

454158 Veterans Affairs (VA) (\$95,660)

Projected 77 increase in VA census days due to being a provider of choice for veterans and increase in VA rate within the VA contract.

¹ Includes new revenues/expenses, discontinued revenues/expenses, and line item variances >\$25,000

Sheboygan County Rocky Knoll Budget Variance Summary

Total Change to Room and Board Revenue **(\$1,258,860)**

Ancillary Revenue

454205 Physical Therapy **(\$54,760)**

Projected increase due to more Medicare A and short-term rehabilitation from Pine Haven phasing out skilled nursing and Medicare A waiver extension

454210 Occupational Therapy **(\$49,560)**

Projected increase due to more Medicare A and short-term rehabilitation from Pine Haven phasing out skilled nursing and Medicare A waiver extension

Total Change to Ancillary Revenue **(\$104,927)**

454305 Contractual Allowance Ancillaries **(\$272,807)**

The decrease is due to insurance providers increasing their reimbursement rates. Contractual Allowance is the amount of Revenue that is written off due to reimbursement rates being below Rocky Knoll Ancillaries Rates. A decrease in Contractual Allowance results in an increase in Overall Revenue.

454307 Contractual Allowance Room and Board **(\$1,500,360)**

The decrease is due to insurance providers increasing their reimbursement rates. The bulk of the Contractual Allowance Room and Board decrease is from an additional 11% increase in the Medicaid rate for the 2022-2023 biennium. Contractual Allowance is the amount of Revenue that is written off due to reimbursement rates being below Rocky Knoll Ancillaries Rates. A decrease in Contractual Allowance results in an increase in Overall Revenue.

Health Care Service **(\$3,129,064)**

Health Care Service is the net change between Room and Board Revenues, Ancillary Revenues and the Contractual Allowances.

Expense Increase/(Decrease) \$1,477,616

510000 Personnel Related **\$368,546**

The bulk of the increase is due to bring Dining services back in house. The remainder of Personnel related expenses reflect wage adjustments at an assumed 3 percent pay for performance adjustment level, social security contributions, WRS rate increase of 0.30%,

531175 Certified Nursing Assistants (CNA) Agency **\$1,790,700**

Sheboygan County Rocky Knoll Budget Variance Summary

CNA agency is being used meet the skilled nursing demands of the community for short-term rehabilitation and long-term care. As we continue to grow and retain our team we hope to reduce and eventually eliminate agency usage.

531905 Contracted Service (\$1,504,813)

Rocky Knoll has brought Dining Services back inhouse.

533107 Advertising (\$31,398)

\$30,000 of ARPA funding the was approved through 2023. We are requesting \$8,400 of ARPA Funds in 2024 for Staff recruitment.

533350 Tuition Reimbursement (\$30,000)

\$30,000 of ARPA funding the was approved through 2023. We are requesting \$12,000 of ARPA Funds in 2024 for Staff recruitment and retention.

533505 General Supplies \$34,660

Due to Dining Services being brought back inhouse.

533540 Food \$467,940

Due to Dining Services being brought back inhouse.

553605 Drugs-Prescription \$31,128

Due to increase census and increase in prescription drug prices.

551105 Health Insurance \$235,116

Due to Dining Services being brought back inhouse.

551125 Worker Compensation (\$33,006)

Due to the rate decreasing from 2.270% in 2023 to 1.717% in 2024.

556105 Services \$168,000

Contracted with WIPFLI to handle the insurance billing due to open A/R position

Transfer-In (Increase)/Decrease \$521,941

631900 LFRF – General Fund \$521,941

The transfer-in account for the approved ARPA Funding for wage and shift differentials increases, sign-bonuses, tuition reimbursements and advertising to recruit and retain Rocky Knoll staff. The decrease is due to some of the wage increases, shift differentials, and sign on bonuses only being approved through 2023.

Proposed Budget—Variance Report for 2024

Rocky Knoll Health Care Center

Level 7

Liaison Committee Budget Sign Off

2024


Department Rocky Knoll
Liaison Committee Health Care Center Committee
Committee Chair Jackie Veldman


<u>Targets Set by Finance Committee</u>		
Levy	\$	-1,059,238
Transfer Out	\$	0
Transfer In	\$	-448,172
Equity	\$	0

<u>Department Budget Requested</u>			
Total Revenue	\$	-16,983,944	Note: amount should be negative
Total Expense	\$	17,432,116	Note: amount should be positive
Transfer In	\$	-448,172	
Transfer Out	\$	0	
Equity	\$	0	
Variance	\$	0	

Note: **Variance** should be zero = meets budget target; or
Variance is a negative number = under budget; excess funds

Signatures:


Committee Chair _____ Date 8/10/2023


Department Head _____ Date 8/10/23

Note: If the liaison committee supports one or more exceptions to the target; a letter of justification and a completed and approved Additional Levy Request form must be submitted with this form. The amounts are not to be included in the totals above.

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
00320 Rocky Knoll HCC										
40000 Revenues										
41000 Taxes										
41100 Property Tax Levy										
411100 Property Tax - Rea	828,032-	921,241-	1,004,693-	1,164,000-	1,164,000-	582,000-	1,095,238-	1,059,238-	104,762	9.00-
411000 Property Tax Levy	828,032-	921,241-	1,004,693-	1,164,000-	1,164,000-	582,000-	1,095,238-	1,059,238-	104,762	9.00-
410000 Taxes	828,032-	921,241-	1,004,693-	1,164,000-	1,164,000-	582,000-	1,095,238-	1,059,238-	104,762	9.00-
42000 Intergovernmental Re										
421000 Federal Grants										
421225 Other Federal Paym	96,601-	468,230-	14,775-			16,460-	16,460-			
421000 Federal Grants	132,116-	468,230-	14,775-			16,460-	16,460-			
423000 State Grants										
423000 State Grants										
424000 Chges to State of W										
424300 Intergov'l Transfe	1,938,590-	2,153,530-	1,129,250-	1,495,090-	1,495,090-	146,400-	494,700-	494,700-	1,000,390	66.91-
424000 Chges to State of W	1,938,590-	2,153,530-	1,129,250-	1,495,090-	1,495,090-	146,400-	494,700-	494,700-	1,000,390	66.91-
420000 Intergovernmental Re	2,070,706-	2,621,760-	1,144,025-	1,495,090-	1,495,090-	162,860-	511,160-	494,700-	1,000,390	66.91-
450000 Public Charges for S										
451000 General Government										
451400 Other General Gove										
451410 Printing and Dupl	89-	86-	80-	51-	51-	63-	54-	126-	75-	147.06
451400 Other General Gove	89-	86-	80-	51-	51-	63-	54-	126-	75-	147.06
451000 General Government	89-	86-	80-	51-	51-	63-	54-	126-	75-	147.06
452000 Public Safety										
452100 Law Enforcement										
452127 Witness & Jury Fe	40-					58-	58-			
452100 Law Enforcement	40-					58-	58-			
452000 Public Safety	40-					58-	58-			

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
454000 Health Care Service										
454100 Room & Care Revenu										
454142 Medicaid	8,014,464-	7,034,545-	6,231,720-	7,993,160-	7,993,160-	2,877,910-	5,946,810-	7,321,310-	671,850	8.41-
454145 Private Pay	1,906,489-	1,345,425-	1,901,075-	1,885,600-	1,885,600-	1,276,433-	2,552,866-	2,405,510-	519,910-	27.57
454148 Medicare Part A	845,649-	695,715-	1,021,840-	942,910-	942,910-	689,930-	1,333,530-	1,221,660-	278,750-	29.56
454149 Family Care	845,044-	1,169,280-	1,000,795-	994,910-	994,910-	567,220-	1,077,910-	1,092,260-	97,350-	9.78
454150 Private Insurance	203,913-	87,555-	75,745-	171,080-	171,080-		20,705-	76,870-	94,210	55.07-
454152 Managed Care	997,213-	808,780-	839,410-	977,800-	977,800-	591,865-	1,034,675-	1,079,380-	101,580-	10.39
454154 Hospice	566,954-	544,995-	776,525-	511,910-	511,910-	504,531-	1,027,107-	1,443,580-	931,670-	182.00
454158 VA	886,284-	946,518-	855,443-	1,009,380-	1,009,380-	384,210-	798,560-	1,105,040-	95,660-	9.48
454100 Room & Care Revenu	14,266,010-	12,632,813-	12,702,552-	14,486,750-	14,486,750-	6,892,098-	13,792,163-	15,745,610-	1,258,860-	8.69
454200 Ancillary Revenue										
454205 Physical Therapy	643,347-	594,564-	567,519-	629,580-	629,580-	329,500-	623,332-	684,340-	54,760-	8.70
454210 Occupational Ther	505,491-	379,384-	452,589-	506,649-	506,649-	370,690-	624,607-	556,209-	49,560-	9.78
454215 Speech Therapy	265,719-	231,548-	246,142-	267,331-	267,331-	138,428-	264,102-	267,938-	607-	.23
454225 Laboratory	32,229-	36,200-	25,896-	30,744-	30,744-	1,334-	7,549-	26,879-	3,865	12.57-
454230 X-Ray	7,160-	6,921-	8,364-	6,641-	6,641-	9,901-	15,449-	8,486-	1,845-	27.78
454235 IV Therapy	29,963-	20,434-	11,005-	41,436-	41,436-	3,385-	8,915-	36,016-	5,420	13.08-
454240 Pharmacy	161,866-	166,811-	116,146-	178,403-	178,403-	130,493-	194,103-	186,773-	8,370-	4.69
454245 Oxygen	2,970-	2,147-	3,404-	3,344-	3,344-	2,340-	4,139-	3,525-	181-	5.41
454271 Durable Medical E	321-			530-	530-				530	100.00-
454272 Enteral Supplies	499-			519-	519-	4,554-	4,554-	1,577-	1,058-	203.85
454275 Medical Supplies	10,044-	8,333-	2,577-	11,864-	11,864-	577-	1,164-	10,225-	1,639	13.81-
454280 Transportation Re	23,608-	15,219-	27,835-	25,500-	25,500-	90	12,750-	25,500-		
454200 Ancillary Revenue	1,683,240-	1,461,560-	1,461,475-	1,702,541-	1,702,541-	991,112-	1,760,664-	1,807,468-	104,927-	6.16
454300 Contractual Allowa										
454305 CA Ancillaries	626,152	208,873	186,901-	103,250	103,250	247,751-	457,765-	169,557-	272,807-	264.22-
454307 CA Room & Board	4,582,416	4,561,229	3,298,810	3,900,270	3,727,751	688,324	1,376,650	2,421,840	1,478,430-	37.91-
454300 Contractual Allowa	5,208,569	4,770,102	3,111,909	4,003,520	3,831,001	440,572	918,885	2,252,283	1,751,237-	43.74-
454400 Other Health Care										
454407 Active Treatment	31,531-	22,932-	30,195-	16,425-	16,425-	18,758-	31,540-	25,185-	8,760-	53.33
454408 Testing	6,762-	5,070-	5,640-	3,600-	3,600-		1,800-	3,600-		

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
454420 Clinical Incentiv	33,908-	42,010-	38,630-	26,840-	26,840-	8,870-	20,650-	24,120-	2,720	10.13-
454430 Cafeteria	5,128-	124-	10-	400-	400-		6,300-	8,400-	8,000-	2,000.00
454455 Purchase Discount	1,042-	265-								
454460 Cafe	7,615-	22,386-	11,317-	18,350-	18,350-	7,238-	16,900-	18,350-		
454400 Other Health Care	85,985-	92,787-	85,791-	65,615-	65,615-	34,866-	77,190-	79,655-	14,040-	21.40
454000 Health Care Service	10,826,667-	9,417,058-	11,137,910-	12,251,386-	12,423,905-	7,477,504-	14,711,132-	15,380,450-	3,129,064-	25.54
455000 Health & Human Serv										
455200 Home/Institution/S										
455200 Home/Institution/S										
455000 Health & Human Serv										
450000 Public Charges for S	10,826,795-	9,417,144-	11,137,990-	12,251,437-	12,423,956-	7,477,625-	14,711,244-	15,380,576-	3,129,139-	25.54
460000 Interest and Other R										
461000 Interest Income	1,017-	2,397-	992-			489-	489-			
462000 Rent Revenue										
462000 Rent Revenue										
463000 Property Sales										
463000 Property Sales										
464000 Insurance Recoverie										
464000 Insurance Recoverie										
465000 Donations										
465300 Contributions & Do	19,173-	48,582-	580-			88-	88-			
465400 Capital Contributi	526,193-	107,797-	1,817,823-							
465000 Donations	545,366-	156,379-	1,818,403-			88-	88-			
466000 Other Miscellaneous										
466115 Telephone	1,446-	1,079-	705-	750-	750-	201-	402-	400-	350	46.67-
466125 Miscellaneous Reim	181,837-	20,340-	17,462-	9,690-	9,690-	9,890-	16,301-	9,690-		
466130 Sale of Gen Fixed	3,057-	719-	3,129-	2,000-	2,000-	205-	308-	2,000-		

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
466135 Gain/Loss-Sale of	3,358-	1,773-	6-			25,191-	25,191-			
466200 Employee Reimburse										
466200 Employee Reimburse										
466000 Other Miscellaneous	189,699-	23,911-	21,302-	12,440-	12,440-	35,487-	42,202-	12,090-	350	2.81-
460000 Interest and Other R	736,082-	182,687-	1,840,696-	12,440-	12,440-	36,064-	42,779-	12,090-	350	2.81-
470000 Interdepartmental Re										
472000 Repairs & Maintenan										
472300 Highway Department	3,957-	4,408-	3,135-	6,500-	6,500-		6,500-	7,020-	520-	8.00
472000 Repairs & Maintenan	3,957-	4,408-	3,135-	6,500-	6,500-		6,500-	7,020-	520-	8.00
473000 System Operation Re										
473000 System Operation Re										
475000 Health & Human Serv										
475000 Health & Human Serv										
476000 Other Interdepartme										
476110 Employee Wages & R	20,022-	21,484-	15,736-	28,880-	28,880-	10,017-	28,880-	30,320-	1,440-	4.99
476000 Other Interdepartme	20,022-	21,484-	15,736-	28,880-	28,880-	10,017-	28,880-	30,320-	1,440-	4.99
470000 Interdepartmental Re	23,979-	25,892-	18,871-	35,380-	35,380-	10,017-	35,380-	37,340-	1,960-	5.54
400000 Revenues	14,485,594-	13,168,723-	15,146,276-	14,958,347-	15,130,866-	8,268,565-	16,395,801-	16,983,944-	2,025,597-	13.54
500000 Expense/Expenditure										
510000 Personnel Related Ex										
511000 Wages										
511100 General										
511105 Regular	6,210,114	5,915,674	6,278,595	7,096,281	7,855,335	3,376,069	6,942,701	7,369,633	273,352	3.85
511110 Overtime	402,757	391,742	359,847	467,983	495,037	150,491	421,277	521,306	53,323	11.39
511150 Compensatory	4,526	987								
511100 General	6,617,398	6,308,403	6,638,443	7,564,264	8,350,372	3,526,560	7,363,978	7,890,939	326,675	4.32

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
512300 RN										
512300 RN										
512400 LPN										
512400 LPN										
512500 Nursing Assistants										
512500 Nursing Assistants										
512550 Medication Assista										
512550 Medication Assista										
512600 Ward Clerks										
512600 Ward Clerks										
512700 Medical Records										
512700 Medical Records										
512800 Temporary Help										
512800 Temporary Help										
512000 Benefits	813,241	217,308	287,627	1,058,921	1,166,457	474,125	1,023,889	1,100,792	41,871	3.95
510000 Personnel Related Ex	7,430,639	6,525,710	6,926,070	8,623,185	9,516,829	4,000,685	8,387,867	8,991,731	368,546	4.27
530000 Operating Expenses										
531000 Purchased Services										
531100 Professional Servi										
531105 Consulting	7,116	8,441	1,645	200	12,593	11,674	18,983	20,600	20,400	10,200.00
531145 Physician-Medical	170			1,500	1,500		1,000	1,000	500-	33.33-
531175 Certified Nurses	242,619		952,683	177,800	177,800	1,527,844	3,055,692	1,968,500	1,790,700	1,007.14
531185 Psychiatrist	12,000	12,000	12,000	12,000	12,000	6,000	12,000	12,000		
531195 Pharmacist	14,589	15,331	15,707	17,210	17,210	9,613	17,390	18,260	1,050	6.10
531220 Training / Educat	13,600	11,416	23,268	27,900	27,900	4,630	27,900	27,900		
531235 DP - Software Mai	77,608	84,131	83,381	79,705	79,705	44,146	81,819	82,500	2,795	3.51

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
531285 Financial	19,975	18,961	21,278	23,350	23,350	12,289	22,685	23,350		
531100 Professional Servi	387,705	150,281	1,109,963	339,665	352,058	1,616,195	3,237,469	2,154,110	1,814,445	534.19
531300 Ancillary Services										
531305 Respiratory Thera	12,735	8,648	11,561	12,075	12,075	8,404	14,439	13,775	1,700	14.08
531310 Physical Therapy	298,366	273,121	236,550	319,845	319,845	130,057	262,270	309,845	10,000-	3.13-
531315 Occupational Ther	241,042	177,581	197,483	235,935	235,935	115,311	232,534	241,160	5,225	2.21
531320 Speech Therapy	80,499	74,816	80,526	83,540	83,540	46,789	91,350	85,540	2,000	2.39
531325 IV Therapy	27,024	23,069	9,977	21,615	21,615	15,123	23,066	21,615		
531330 Laboratory	24,487	19,611	27,680	27,750	27,750	13,659	21,306	24,220	3,530-	12.72-
531332 Enteral Supplies	433	40	844	570	570	597	697	290	280-	49.12-
531333 Enteral Food	2,513	1,040	2,882	2,010	2,010	1,699	2,000	1,000	1,010-	50.25-
531335 X-Ray	9,621	8,303	11,305	10,605	10,605	9,933	15,238	12,605	2,000	18.86
531350 Therapy Screening	854	585	581	1,080	1,080	281	680	875	205-	18.98-
531300 Ancillary Services	697,573	586,814	579,388	715,025	715,025	341,854	663,580	710,925	4,100-	.57-
531400 Other Outside Serv										
531400 Other Outside Serv										
531500 Client Services										
531500 Client Services										
531800 Utilities										
531810 Sewer	23,129	24,434	26,510	28,800	28,800	18,843	31,620	35,890	7,090	24.62
531815 Electric	197,128	193,504	204,355	203,930	203,930	83,821	202,530	206,500	2,570	1.26
531820 Natural Gas	78,868	91,820	101,150	143,280	143,280	79,379	124,750	128,200	15,080-	10.52-
531825 Oil	2,577	1,930	9,824	1,000	1,000	277	500	500	500-	50.00-
531827 Cable Expense	17,037	18,354	17,356	25,440	25,440	12,892	25,800	26,580	1,140	4.48
531830 Telephone	32,032	34,863	23,882	27,975	27,975	6,432	12,866	13,750	14,225-	50.85-
531840 Telephone - Cellu	6,284	7,686	7,703	7,940	7,940	3,861	7,724	8,250	310	3.90
531800 Utilities	357,057	372,590	390,781	438,365	438,365	205,505	405,790	419,670	18,695-	4.26-
531900 Contracted Service										
531905 Contracted Servic	806,050	1,375,349	1,468,721	1,550,603	151,792	132,434	142,100	45,790	1,504,813-	97.05-
531900 Contracted Service	806,050	1,375,349	1,468,721	1,550,603	151,792	132,434	142,100	45,790	1,504,813-	97.05-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdg
531000 Purchased Services	2,248,385	2,485,035	3,548,852	3,043,658	1,657,240	2,295,988	4,448,939	3,330,495	286,837	9.42
532000 Repair & Maintenanc										
532100 Maintenance Servic										
532105 Disposal	26,345	27,306	29,722	37,055	37,055	7,717	18,350	22,180	14,875-	40.14-
532120 Grounds	6,453	6,346	7,385	6,040	6,040	3,060	6,040	6,120	80	1.32
532125 Electrical	5,627	9,019	7,928	4,500	4,500		4,500	4,500		
532130 Plumbing	8,666	27,091	6,571	4,500	4,500	4,324	4,500	4,500		
532145 Structural	68,707	38,319	24,876	68,500	68,500	7,572	68,500	72,000	3,500	5.11
532100 Maintenance Servic	115,796	108,081	76,483	120,595	120,595	22,673	101,890	109,300	11,295-	9.37-
532200 Maintenance of Equ										
532205 Heat	39,576	104,663	51,852	20,435	20,435	9,049	20,435	20,435		
532210 Air Conditioning	16,764	6,605	27,191	12,400	12,400	2,991	12,400	12,400		
532215 Elevator	38,107	37,205	39,507	43,480	43,480	30,958	43,950	44,500	1,020	2.35
532220 Equipment	47,117	48,766	43,134	35,605	35,605	12,990	35,605	37,750	2,145	6.02
532230 Vehicle	486	119	931	900	900	727	900	900		
532235 Water Treatment	1,229		6,145	8,950	8,950	5,558	10,800	11,120	2,170	24.25
532200 Maintenance of Equ	143,279	197,358	168,760	121,770	121,770	62,274	124,090	127,105	5,335	4.38
532300 Repair Parts										
532305 General	1,494	2,448	2,893	850	850	1,540	1,965	1,450	600	70.59
532300 Repair Parts	1,494	2,448	2,893	850	850	1,540	1,965	1,450	600	70.59
532400 Other Maintenance										
532402 General Repairs &	27,837	28,043	23,225	32,000	32,000	15,740	32,000	32,000		
532400 Other Maintenance	27,837	28,043	23,225	32,000	32,000	15,740	32,000	32,000		
532000 Repair & Maintenanc	288,407	335,931	271,361	275,215	275,215	102,227	259,945	269,855	5,360-	1.95-
533000 General Operating										
533100 Advertising and Pr										
533105 Advertising	18,368	17,945	24,540	25,550	25,550	6,386	25,550	25,550		
533107 Advertising-Publi	16,344	10,962	28,706	51,398	51,398	9,614	28,675	20,000	31,398-	61.09-
533110 Printing						530				

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533100 Advertising and Pr	34,712	28,907	53,246	76,948	76,948	16,530	54,225	45,550	31,398-	40.80-
533200 Travel and Meals										
533205 Mileage - Employe	284	38	1,039	550	550	456	550	1,500	950	172.73
533215 Meals - Employee	924	1,313	959	1,355	1,355	401	1,355	1,070	285-	21.03-
533220 Lodging - Employee	593	141	1,157	2,975	2,975	308	2,975	2,900	75-	2.52-
533245 Seminars and Trai	4,567	3,407	7,125	5,755	5,755	849	5,755	5,115	640-	11.12-
533200 Travel and Meals	6,368	4,900	10,280	10,635	10,635	2,015	10,635	10,585	50-	.47-
533300 Dues										
533305 Membership Dues	7,116	7,057	7,253	8,120	8,120	325	7,800	8,120		
533300 Dues	7,116	7,057	7,253	8,120	8,120	325	7,800	8,120		
533350 Tuition Reimbursen	340		1,700	30,000	30,000	4,000	10,000		30,000-	100.00-
533400 Laundry										
533405 Laundry	94,997	82,822	107,309	114,807	114,807	55,621	111,690	117,409	2,602	2.27
533400 Laundry	94,997	82,822	107,309	114,807	114,807	55,621	111,690	117,409	2,602	2.27
533450 Fees & Permits										
533455 Licenses and Perm	3,642	4,697	6,381	4,110	4,110	952	2,910	4,110		
533465 Exam Fees - Physi	12,536	11,510	11,684	14,600	14,600	18,576	27,207	18,000	3,400	23.29
533470 Filing Fees	63		107	110	110		104	110		
533475 Assessment Fees	303,960	303,960	303,960	303,960	303,960	151,980	303,960	303,960		
533450 Fees & Permits	320,201	320,167	322,133	322,780	322,780	171,508	334,181	326,180	3,400	1.05
533500 General Supplies										
533505 General	131,334	118,798	134,294	113,120	143,530	76,436	139,784	147,780	34,660	30.64
533510 Uniforms - Employ	1,383	6,915								
533525 Linens and Beddin	1,028	1,235	1,936	2,000	2,000		2,000	2,000		
533535 Recreational	4,017	2,232	2,221	6,000	6,000	1,115	6,000	6,000		
533540 Food	138,943				399,101	194,554	399,101	467,940	467,940	
533500 General Supplies	276,705	129,180	138,450	121,120	550,631	272,104	546,885	623,720	502,600	414.96
533600 Health Care/Medica										
533605 Drugs - Prescript	170,737	155,965	161,691	181,475	181,475	110,120	202,479	212,603	31,128	17.15
533620 Drugs - Over the	37,295	36,711	34,872	38,955	38,955	21,659	37,293	39,158	203	.52

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdg
533660 Respiratory Thera	18	104-	253							
533670 Diaper & Underpad	46,403	36,603	27,193	38,320	38,320	22,572	45,275	42,820	4,500	11.74
533675 Billable Medical	81	34	29	215	215		60	200	15-	6.98-
533676 Non-Billable Medi	26,420	22,550	23,645	22,445	22,445	11,073	22,207	24,445	2,000	8.91
533677 Wound Care	34,282	20,955	39,168	30,490	30,490	30,453	45,703	36,490	6,000	19.68
533695 Cath / Bladder Ir	7,891	7,214	13,328	13,650	13,650	4,155	11,950	13,350	300-	2.20-
533600 Health Care/Medica	323,126	279,928	300,179	325,550	325,550	200,032	364,967	369,066	43,516	13.37
533700 Office Supplies										
533705 Office	7,343	12,758	11,433	8,650	8,650	4,144	7,980	8,650		
533720 Shipping	3,757	5,372	2,394	4,390	4,875	3,174	5,545	6,595	2,205	50.23
533725 Postage	2,969	2,420	2,716	2,875	2,875	1,045	2,100	2,750	125-	4.35-
533700 Office Supplies	14,068	20,549	16,543	15,915	16,400	8,362	15,625	17,995	2,080	13.07
533800 Maintenance Suppli										
533815 Cleaning	5,439	1,932	1,848	2,130	12,162	7,363	16,725	18,055	15,925	747.65
533820 Maintenance	348	207	155							
533825 Fuel - Gasoline	897		15	75	75		75	75		
533830 Fuel - Diesel						617	617			
533800 Maintenance Suppli	6,684	2,139	2,018	2,205	12,237	7,979	17,417	18,130	15,925	722.22
533870 Books & Periodical										
533875 Subscriptions	79		185	250	250		250	250		
533890 Books	994	160	1,466	500	500		500	500		
533870 Books & Periodical	1,073	160	1,651	750	750		750	750		
533900 Other										
533906 Reimburse Client	419	232	204	500	500		250	500		
533924 Office F&E \$500-\$	2,278	1,180								
533925 Office F&E Under	346		1,731							
533927 Equipment \$500-\$9	881	1,319	2,121	1,500	1,500		1,500	1,500		
533928 Computer Sys \$500	22,432	36,379	1,174	22,985	22,985	15,202	22,985	30,930	7,945	34.57
533930 Equipment Under \$	36,098	67,509	17,035	32,385	41,675	24,900	46,572	33,385	1,000	3.09
533951 Employee Recognit	2,958	11,215	3,573	3,600	3,600	3,315	3,600	4,000	400	11.11
533900 Other	65,412	117,833	25,839	60,970	70,260	43,417	74,907	70,315	9,345	15.33

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533000 General Operating	1,150,802	993,642	986,601	1,089,800	1,539,118	781,893	1,549,082	1,607,820	518,020	47.53
534000 Fixed Charges										
534100 Rentals										
534115 Rental of Equipme	42,213	28,805	86,167	29,860	29,860	15,678	30,560	30,860	1,000	3.35
534100 Rentals	42,213	28,805	86,167	29,860	29,860	15,678	30,560	30,860	1,000	3.35
534200 Insurance										
534200 Insurance										
534000 Fixed Charges	42,213	28,805	86,167	29,860	29,860	15,678	30,560	30,860	1,000	3.35
535000 Bad Debt Expense										
535100 Bad Debt Expense	8,000	5,000	5,000	7,500	7,500		7,500	20,000	12,500	166.67
535000 Bad Debt Expense	8,000	5,000	5,000	7,500	7,500		7,500	20,000	12,500	166.67
530000 Operating Expenses	3,737,807	3,848,412	4,897,981	4,446,033	3,508,933	3,195,787	6,296,026	5,259,030	812,997	18.29
540000 Capital Projects										
540001 Capital Projects In										
540001 Capital Projects In										
540000 Capital Projects										
550000 Interdepartmental Ch										
551000 Employee Related Ch										
551100 Benefits - General										
551105 Health Insurance	1,646,923	1,683,689	1,691,807	2,004,492	2,186,149	801,472	1,652,166	2,239,608	235,116	11.73
551110 Dental Insurance	48,981	46,010	45,191	53,382	58,232	19,909	42,062	55,058	1,676	3.14
551115 Group Life Insura	3,725	3,571	3,820	4,268	4,698	1,800	4,115	4,437	169	3.96
551125 Worker Compensati	129,700	124,508	132,766	147,308	158,576	59,076	143,638	114,302	33,006-	22.41-
551100 Benefits - General	1,863,213	1,857,778	1,873,584	2,209,450	2,407,655	882,256	1,841,981	2,413,405	203,955	9.23
551000 Employee Related Ch	1,863,213	1,857,778	1,873,584	2,209,450	2,407,655	882,256	1,841,981	2,413,405	203,955	9.23

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
551900 Insurance Charges										
551910 Boiler Insurance	1,506	1,533	1,612	1,691	1,691	845	1,691	1,846	155	9.17
551915 Auto Insurance										
551916 Auto Collision	558	530	670	670	670	335	670	670		
551917 Auto Mutual	2,372	2,320	2,422	2,490	2,490	1,245	2,490	2,582	92	3.69
551915 Auto Insurance	2,930	2,850	3,092	3,160	3,160	1,580	3,160	3,252	92	2.91
551920 Property Insurance	22,006	27,961	29,090	28,437	28,437	14,219	28,437	28,980	543	1.91
551925 Malpractice Insura	21,184	20,947	21,402	22,000	22,000	11,000	22,000	22,000		
551930 Deductible Escrow	3,128	2,983	3,273	3,805	3,805	1,903	3,805	4,566	761	20.00
551900 Insurance Charges	50,754	56,274	58,469	59,093	59,093	29,547	59,093	60,644	1,551	2.62
552000 Repairs & Maintenan										
552100 Repairs & Maintena										
552115 Maintenance Serv.	5,068	6,710	4,767	5,400	5,400	493	4,210	5,400		
552125 Highway Departmen	12,858	23,994	13,647	13,110	13,110	10,871	22,792	32,400	19,290	147.14
552100 Repairs & Maintena	17,927	30,704	18,414	18,510	18,510	11,365	27,002	37,800	19,290	104.21
552000 Repairs & Maintenan	17,927	30,704	18,414	18,510	18,510	11,365	27,002	37,800	19,290	104.21
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	6,200	7,805	23,195	24,292	24,292	12,146	24,292	26,332	2,040	8.40
553135 Printing & Duplic	1,957	2,054	2,525	3,000	3,000	899	2,158	3,000		
553150 Data Processing S	188,709	213,348	238,189	239,805	239,805	118,918	239,805	252,522	12,717	5.30
553100 System Operation C	196,865	223,207	263,909	267,097	267,097	131,963	266,255	281,854	14,757	5.52
553000 System Operation Ch	196,865	223,207	263,909	267,097	267,097	131,963	266,255	281,854	14,757	5.52
556000 Other Interdepartme										
556100 Other Interdepartm										
556105 Services						80,392	160,786	168,000	168,000	
556108 Employee Wages &	231,488	239,548	245,237	236,151	236,151	53,520	107,038	219,611	16,540-	7.00-
556110 Bonding	40	40	41	41	41	20	41	41		
556100 Other Interdepartm	231,528	239,588	245,278	236,192	236,192	133,932	267,865	387,652	151,460	64.13

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
556000 Other Interdepartme	231,528	239,588	245,278	236,192	236,192	133,932	267,865	387,652	151,460	64.13
550000 Interdepartmental Ch	2,360,287	2,407,552	2,459,654	2,790,342	2,988,547	1,189,062	2,462,196	3,181,355	391,013	14.01
560000 Capital Outlay										
563000 Building										
563000 Building										
564000 Building Improvemen										
564000 Building Improvemen										
564500 Other Improvements										
564500 Other Improvements										
565000 Machinery & Equipme					27,435					
565005 Mach. & Equip. - 5						13,627				
565010 Mach. & Equip. - 1				68,900	68,900	57,123	96,335		68,900-	100.00-
565000 Machinery & Equipme				68,900	96,335	70,750	96,335		68,900-	100.00-
565100 Off Road Moving Equ										
565100 Off Road Moving Equ										
566000 Office Furniture &										
566000 Office Furniture &										
566100 Communications Equi										
566110 Comm. Equip. - 10						4,502				
566100 Communications Equi						4,502				
566200 Computer Equipment										
566200 Computer Equipment										
567000 Vehicles										
567000 Vehicles										
560000 Capital Outlay				68,900	96,335	75,251	96,335		68,900-	100.00-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
570000 Depreciation										
572000 Building	305,072	305,931	305,931			152,965				
573000 Building Improvemen	123,401	126,168	120,957			118,173				
574000 Improvements Non-BI	22,328	26,379	26,379			13,185				
574300 Infrastructure	434	2,169				1,085				
575000 Machinery & Equip D										
575100 Machinery & Equipm	93,387	112,073	129,213			62,358				
575200 Office Furniture &	3,358	6,036	6,187			7,567				
575300 Communications	28,976	31,790	24,081			12,754				
575400 Computer Equipment	13,707	19,970	19,970			9,972				
576000 Vehicles	12,549	9,079	2,239							
575000 Machinery & Equip D	151,978	178,949	181,689			92,650				
570000 Depreciation	603,213	639,596	634,955			378,058				
580000 Debt Service										
582000 Interest										
582000 Interest										
580000 Debt Service										
500000 Expense/Expenditure	14,131,946	13,421,270	14,918,661	15,928,460	16,110,644	8,838,843	17,242,424	17,432,116	1,503,656	9.44
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
631000 General Fund	7,270-	36,348-								
631900 LFRF - General Fund	319,857-	514,019-	1,085,264-	970,113-	979,778-	352,483-	846,623-	448,172-	521,941	53.80-
631900 LFRF - General Fund	319,857-	514,019-	1,085,264-	970,113-	979,778-	352,483-	846,623-	448,172-	521,941	53.80-
634000 Capital Projects Fu										
634405 General Capital Pr	6,522-	32,612-								
634000 Capital Projects Fu	6,522-	32,612-								
635000 Enterprise Fund										
635000 Enterprise Fund										
630000 Opt'g Transfers from	333,649-	582,979-	1,085,264-	970,113-	979,778-	352,483-	846,623-	448,172-	521,941	53.80-
600000 Other Financing Sourc	333,649-	582,979-	1,085,264-	970,113-	979,778-	352,483-	846,623-	448,172-	521,941	53.80-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
700000 Other Financing Uses										
720000 Oper'tg Transfer to										
723000 Debt Service Fund										
723000 Debt Service Fund										
724000 Capital Projects Fu										
724402 Capital Projects	145,423		483,730							
724000 Capital Projects Fu	145,423		483,730							
725000 Enterprise Fund										
725000 Enterprise Fund										
720000 Oper'tg Transfer to	145,423		483,730							
700000 Other Financing Uses	145,423		483,730							
Subtotal	541,874-	330,432-	829,149-			217,795				
800000 Net Position										
810000 Net Position										
810000 Net Position										
820000 Fund Balance										
820000 Fund Balance										
800000 Net Position										
00320 Rocky Knoll HCC	541,874-	330,432-	829,149-			217,795				53.80-
Current Change in Fund Balance	541,874-	330,432-	829,149-			217,795				

American Rescue Plan Act Funding Request



SHEBOYGAN COUNTY

American Rescue Plan Act Funding Request

Program or Project Name: Base Wage Increase CNA, LPN and RN

Department/Organization: Rocky Knoll Health Care Center

Manager(s): Kayla Clinton, Administrator - Rocky Knoll

Committee: Health Care Center

Identifying Number (for Internal purposes)

1 Program or Project Case

1.1 Overview

If Rocky Knoll continues to lose nursing staff to competitors because our wages are not competitive we will have to reduce our overall census and not be able to provide care to the taxpayers who want to and need the services Rocky Knoll provides

1.2 Purpose

In order to stay competitive with nursing wages we would like to continue to offer this increases \$1.00 CNAs, \$2.00 LPNs and \$3.00 RNs

2 Primary Objectives

3 Eligibility and Identification

4 Issues and future annual costs

5 Cost Worksheet

Funding	Expenditure	Other Funding	American Rescue Plan Act	Source(s) of Other Funding
2021 - 3rd quarter				
2021 - 4th Quarter				
2021 Total	\$ -	\$ -	\$ -	
2022 - 1st quarter				
2022 - 2nd quarter				
2022 - 3rd quarter				
2022 - 4th Quarter				
2022 Total	\$ -	\$ -	\$ -	
2023 - 1st quarter				
2023 - 2nd quarter				
2023 - 3rd quarter				
2023 - 4th Quarter	\$ -	\$ -		
2023 Total	\$ -	\$ -	\$ -	
2024 - 1st quarter	\$ 96,530			
2024 - 2nd quarter	\$ 96,530			
2024 - 3rd quarter	\$ 96,531			
2024 - 4th Quarter	\$ 96,531			
2024 Total	\$ 386,122	\$ -	\$ 386,122	
SUB TOTAL 2021-2024	\$ 386,122	\$ -	\$ 386,122	
2025 - 1st quarter				
2025 - 2nd quarter				
2025 - 3rd quarter				
2025 - 4th Quarter				
2025 Total	\$ -	\$ -	\$ -	
2026 - 1st quarter				
2026 - 2nd quarter				
2026 - 3rd quarter				
2026 - 4th Quarter				
2026 Total	\$ -	\$ -	\$ -	
SUB TOTAL 2025-2026	\$ -	\$ -	\$ -	
TOTAL	\$ 386,122	\$ -	\$ 386,122	
Check	\$ -	\$ -	\$ -	
Additional details Other Funding				

5 Cost Worksheet (continued)

Departmental cost		DEPARTMENT	DEPARTMENT	ASSET LIFE
	TOTAL			YEARS
Land	\$ -			
Buildings	\$ -			
Infrastructure	\$ -			
Improvements	\$ -			
Equipment	\$ -	\$ -		
Computer Hardware	\$ -			
Computer Software	\$ -			
Consulting	\$ -			
Other	\$ 386,122			
TOTAL	\$ 386,122	\$ -	\$ -	

Check \$ -

5 Cost Summary

Year	Total Cost	Other Funding	American Rescue Plan
2021	\$ -	\$ -	\$ -
2022	\$ -	\$ -	\$ -
2023	\$ -	\$ -	\$ -
2024	\$ 386,122	\$ -	\$ 386,122
SUB Total 2021-2024	\$ 386,122	\$ -	\$ 386,122
2025	\$ -	\$ -	\$ -
2026	\$ -	\$ -	\$ -
TOTAL	\$ 386,122	\$ -	\$ 386,122

6 Duration Estimates

Milestone	Date Estimate
Start Date	1/1/2024
Bids Solicited	
Contracts Signed	12/31/2024
Construction to begin	
Construction to end	
Final Payments for completion	12/31/2024

7 Tolerances

TIME	
COST	
RISK	
BENEFICIARES	
SCOPE	
QUALITY	



SHEBOYGAN COUNTY

American Rescue Plan Act Funding Request

Program or Project Name: Shift Differential Increase CNA & LPN

Department/Organization: Rocky Knoll Health Care Center

Manager(s): Kayla Clinton, Administrator - Rocky Knoll

Committee: Health Care Center

Identifying Number (for Internal purposes)

1 Program or Project Case

1.1 Overview

If Rocky Knoll continues to lose nursing staff to competitors because our wages and benefits are not competitive, we will have to reduce our overall census and not be able to provide care to the taxpayers who want to and need the services Rocky Knoll provides.

1.2 Purpose

2nd and 3rd shifts are difficult to fill and our staff works weekends and holidays. Having an additional shift differential is needed to remain competitive for recruiting and retaining our nursing staff who work 2nd and 3rd shift

2 Primary Objectives

This proposal would increase the shift differential from \$.40 to \$1.00 for CNAs and \$.40 to \$1.50 for LPNs.

3 Eligibility and Identification

4 Issues and future annual costs

5 Cost Worksheet

Funding	Expenditure	Other Funding	American Rescue Plan Act	Source(s) of Other Funding
2021 - 3rd quarter				
2021 - 4th Quarter				
2021 Total	\$ -	\$ -	\$ -	
2022 - 1st quarter				
2022 - 2nd quarter				
2022 - 3rd quarter				
2022 - 4th Quarter				
2022 Total	\$ -	\$ -	\$ -	
2023 - 1st quarter				
2023 - 2nd quarter				
2023 - 3rd quarter				
2023 - 4th Quarter	\$ -	\$ -		
2023 Total	\$ -	\$ -	\$ -	
2024 - 1st quarter	\$ 14,339			
2024 - 2nd quarter	\$ 14,340			
2024 - 3rd quarter	\$ 14,339			
2024 - 4th Quarter	\$ 14,340			
2024 Total	\$ 57,358	\$ -	\$ 57,358	
SUB TOTAL 2021-2024	\$ 57,358	\$ -	\$ 57,358	
2025 - 1st quarter				
2025 - 2nd quarter				
2025 - 3rd quarter				
2025 - 4th Quarter				
2025 Total	\$ -	\$ -	\$ -	
2026 - 1st quarter				
2026 - 2nd quarter				
2026 - 3rd quarter				
2026 - 4th Quarter				
2026 Total	\$ -	\$ -	\$ -	
SUB TOTAL 2025-2026	\$ -	\$ -	\$ -	
TOTAL	\$ 57,358	\$ -	\$ 57,358	
Check	\$ -	\$ -	\$ -	
Additional details Other Funding				

5 Cost Worksheet (continued)

Departmental cost		DEPARTMENT	DEPARTMENT	ASSET LIFE
	TOTAL			YEARS
Land	\$ -			
Buildings	\$ -			
Infrastructure	\$ -			
Improvements	\$ -			
Equipment	\$ -	\$ -		
Computer Hardware	\$ -			
Computer Software	\$ -			
Consulting	\$ -			
Other	\$ 57,358			
TOTAL	\$ 57,358	\$ -	\$ -	

Check \$ -

5 Cost Summary

Year	Total Cost	Other Funding	American Rescue Plan
2021	\$ -	\$ -	\$ -
2022	\$ -	\$ -	\$ -
2023	\$ -	\$ -	\$ -
2024	\$ 57,358	\$ -	\$ 57,358
SUB Total 2021-2024	\$ 57,358	\$ -	\$ 57,358
2025	\$ -	\$ -	\$ -
2026	\$ -	\$ -	\$ -
TOTAL	\$ 57,358	\$ -	\$ 57,358

6 Duration Estimates

Milestone	Date Estimate
Start Date	1/1/2024
Bids Solicited	
Contracts Signed	12/31/2024
Construction to begin	
Construction to end	
Final Payments for completion	12/31/2024

7 Tolerances

TIME	
COST	
RISK	
BENEFICIARES	
SCOPE	
QUALITY	



SHEBOYGAN COUNTY

American Rescue Plan Act Funding Request

Program or Project Name: Sign-On Bonus CNA, LPN, RN
Department/Organization: Rocky Knoll Health Care Center
Manager(s): Kayla Clinton, Administrator - Rocky Knoll
Committee: Health Care Center
Identifying Number (for Internal purposes)

1 Program or Project Case

1.1 Overview

If Rocky Knoll continues to lose nursing staff to competitors because our wages are not competitive we will have to reduce our overall census and not be able to provide care to the taxpayers who want to and need the services Rocky Knoll provides

1.2 Purpose

A sign on bonus will often entice nurses and CNAs to change employers. We would like to remain competitive and offer a sign on bonus to motivate a new employees to change and remain at Rocky Knoll.

2 Primary Objectives

Sign on bonuses full-time/part-time
RN: \$5,000/\$2,500
LPN: \$3,000/\$1,500
CNA: \$2,000/1,000

3 Eligibility and Identification

14 Full-time CNA's and 8 Part-time CNA's
1 Full-time LPN and 2 Part-Time LPN's
5 Full-time RN's and 5 Part-time RN'n

4 Issues and future annual costs

--

5 Cost Worksheet

Funding	Expenditure	Other Funding	American Rescue Plan Act	Source(s) of Other Funding
2021 - 3rd quarter				
2021 - 4th Quarter				
2021 Total	\$ -	\$ -	\$ -	
2022 - 1st quarter				
2022 - 2nd quarter				
2022 - 3rd quarter				
2022 - 4th Quarter				
2022 Total	\$ -	\$ -	\$ -	
2023 - 1st quarter				
2023 - 2nd quarter				
2023 - 3rd quarter				
2023 - 4th Quarter	\$ -	\$ -		
2023 Total	\$ -	\$ -	\$ -	
2024 - 1st quarter	\$ 15,235			
2024 - 2nd quarter	\$ 15,235			
2024 - 3rd quarter	\$ 15,235			
2024 - 4th Quarter	\$ 15,235			
2024 Total	\$ 60,940	\$ -	\$ 60,940	
SUB TOTAL 2021-2024	\$ 60,940	\$ -	\$ 60,940	
2025 - 1st quarter				
2025 - 2nd quarter				
2025 - 3rd quarter				
2025 - 4th Quarter				
2025 Total	\$ -	\$ -	\$ -	
2026 - 1st quarter				
2026 - 2nd quarter				
2026 - 3rd quarter				
2026 - 4th Quarter				
2026 Total	\$ -	\$ -	\$ -	
SUB TOTAL 2025-2026	\$ -	\$ -	\$ -	
TOTAL	\$ 60,940	\$ -	\$ 60,940	
Check	\$ -	\$ -	\$ -	
Additional details Other Funding				

5 Cost Worksheet (continued)

Departmental cost		DEPARTMENT	DEPARTMENT	ASSET LIFE
	TOTAL			YEARS
Land	\$ -			
Buildings	\$ -			
Infrastructure	\$ -			
Improvements	\$ -			
Equipment	\$ -	\$ -		
Computer Hardware	\$ -			
Computer Software	\$ -			
Consulting	\$ -			
Other	\$ 60,940			
TOTAL	\$ 60,940	\$ -	\$ -	

Check \$ -

5 Cost Summary

Year	Total Cost	Other Funding	American Rescue Plan
2021	\$ -	\$ -	\$ -
2022	\$ -	\$ -	\$ -
2023	\$ -	\$ -	\$ -
2024	\$ 60,940	\$ -	\$ 60,940
SUB Total 2021-2024	\$ 60,940	\$ -	\$ 60,940
2025	\$ -	\$ -	\$ -
2026	\$ -	\$ -	\$ -
TOTAL	\$ 60,940	\$ -	\$ 60,940

6 Duration Estimates

Milestone	Date Estimate
Start Date	1/1/2024
Bids Solicited	
Contracts Signed	12/31/2024
Construction to begin	
Construction to end	
Final Payments for completion	12/31/2024

7 Tolerances

TIME	
COST	
RISK	
BENEFICIARES	
SCOPE	
QUALITY	



SHEBOYGAN COUNTY

American Rescue Plan Act Funding Request

Program or Project Name: Tuition Reimbursement & Student Loan Repayment

Department/Organization: Rocky Knoll Health Care Center

Manager(s): Kayla Clinton, Administrator - Rocky Knoll

Committee: Health Care Center

Identifying Number (for Internal purposes)

1 Program or Project Case

1.1 Overview

If Rocky Knoll continues to lose nursing staff to competitors because our wages are not competitive we will have to reduce our overall census and not be able to provide care to the taxpayers who want to and need the services Rocky Knoll provides

1.2 Purpose

Tuition reimbursement and Student Loan Repayment are benefits that encourages employees to further their career and stay at Rocky Knoll. We continue to lose employees to the hospitals that offer a generous tuition reimbursement benefit

2 Primary Objectives

Provide \$3,000-\$4,000 to employees who work 600-800+ hours at Rocky Knoll that are pursuing a health care related degree. This amount would cover tuition reimbursement for two employees.

3 Eligibility and Identification

\$3,000 600-800 hrs worked per year

\$4,000 800+ hours worked per year

4 Issues and future annual costs

5 Cost Worksheet

Funding	Expenditure	Other Funding	American Rescue Plan Act	Source(s) of Other Funding
2021 - 3rd quarter				
2021 - 4th Quarter				
2021 Total	\$ -	\$ -	\$ -	
2022 - 1st quarter				
2022 - 2nd quarter				
2022 - 3rd quarter				
2022 - 4th Quarter				
2022 Total	\$ -	\$ -	\$ -	
2023 - 1st quarter				
2023 - 2nd quarter				
2023 - 3rd quarter				
2023 - 4th Quarter	\$ -	\$ -		
2023 Total	\$ -	\$ -	\$ -	
2024 - 1st quarter	\$ 1,500			
2024 - 2nd quarter	\$ 7,500			
2024 - 3rd quarter	\$ 1,500			
2024 - 4th Quarter	\$ 1,500			
2024 Total	\$ 12,000	\$ -	\$ 12,000	
SUB TOTAL 2021-2024	\$ 12,000	\$ -	\$ 12,000	
2025 - 1st quarter				
2025 - 2nd quarter				
2025 - 3rd quarter				
2025 - 4th Quarter				
2025 Total	\$ -	\$ -	\$ -	
2026 - 1st quarter				
2026 - 2nd quarter				
2026 - 3rd quarter				
2026 - 4th Quarter				
2026 Total	\$ -	\$ -	\$ -	
SUB TOTAL 2025-2026	\$ -	\$ -	\$ -	
TOTAL	\$ 12,000	\$ -	\$ 12,000	
Check	\$ -	\$ -	\$ -	
Additional details Other Funding				

5 Cost Worksheet (continued)

Departmental cost		DEPARTMENT	DEPARTMENT	ASSET LIFE
	TOTAL			YEARS
Land	\$ -			
Buildings	\$ -			
Infrastructure	\$ -			
Improvements	\$ -			
Equipment	\$ -	\$ -		
Computer Hardware	\$ -			
Computer Software	\$ -			
Consulting	\$ -			
Other	\$ 12,000			
TOTAL	\$ 12,000	\$ -	\$ -	

Check \$ -

5 Cost Summary

Year	Total Cost	Other Funding	American Rescue Plan
2021	\$ -	\$ -	\$ -
2022	\$ -	\$ -	\$ -
2023	\$ -	\$ -	\$ -
2024	\$ 12,000	\$ -	\$ 12,000
SUB Total 2021-2024	\$ 12,000	\$ -	\$ 12,000
2025	\$ -	\$ -	\$ -
2026	\$ -	\$ -	\$ -
TOTAL	\$ 12,000	\$ -	\$ 12,000

6 Duration Estimates

Milestone	Date Estimate
Start Date	1/1/2024
Bids Solicited	
Contracts Signed	12/31/2024
Construction to begin	
Construction to end	
Final Payments for completion	12/31/2024

7 Tolerances

TIME	
COST	
RISK	
BENEFICIARES	
SCOPE	
QUALITY	



SHEBOYGAN COUNTY

American Rescue Plan Act Funding Request

Program or Project Name: Advertising-Staffing
Department/Organization: Rocky Knoll Health Care Center
Manager(s): Kayla Clinton, Administrator - Rocky Knoll
Committee: Health Care Center
Identifying Number (for Internal purposes)

1 Program or Project Case

1.1 Overview

If Rocky Knoll continues to lose nursing staff to competitors because our wages are not competitive we will have to reduce our overall census and not be able to provide care to the taxpayers who want to and need the services Rocky Knoll provides

1.2 Purpose

In order to promote Rocky Knoll as a great place for services and a great place to work we need a consistent message and would like to continue our contracts with radio and bus wraps.

2 Primary Objectives

Utilize radio advertisements and bus ads to promote Rocky Knoll for future employees.

3 Eligibility and Identification

4 Issues and future annual costs

5 Cost Worksheet

Funding	Expenditure	Other Funding	American Rescue Plan Act	Source(s) of Other Funding
2021 - 3rd quarter				
2021 - 4th Quarter				
2021 Total	\$ -	\$ -	\$ -	
2022 - 1st quarter				
2022 - 2nd quarter				
2022 - 3rd quarter				
2022 - 4th Quarter				
2022 Total	\$ -	\$ -	\$ -	
2023 - 1st quarter				
2023 - 2nd quarter				
2023 - 3rd quarter				
2023 - 4th Quarter	\$ -	\$ -		
2023 Total	\$ -	\$ -	\$ -	
2024 - 1st quarter	\$ 2,100			
2024 - 2nd quarter	\$ 2,100			
2024 - 3rd quarter	\$ 2,100			
2024 - 4th Quarter	\$ 2,100			
2024 Total	\$ 8,400	\$ -	\$ 8,400	
SUB TOTAL 2021-2024	\$ 8,400	\$ -	\$ 8,400	
2025 - 1st quarter				
2025 - 2nd quarter				
2025 - 3rd quarter				
2025 - 4th Quarter				
2025 Total	\$ -	\$ -	\$ -	
2026 - 1st quarter				
2026 - 2nd quarter				
2026 - 3rd quarter				
2026 - 4th Quarter				
2026 Total	\$ -	\$ -	\$ -	
SUB TOTAL 2025-2026	\$ -	\$ -	\$ -	
TOTAL	\$ 8,400	\$ -	\$ 8,400	
Check	\$ -	\$ -	\$ -	
Additional details Other Funding				

5 Cost Worksheet (continued)

Departmental cost		DEPARTMENT	DEPARTMENT	ASSET LIFE
	TOTAL			YEARS
Land	\$ -			
Buildings	\$ -			
Infrastructure	\$ -			
Improvements	\$ -			
Equipment	\$ -	\$ -		
Computer Hardware	\$ -			
Computer Software	\$ -			
Consulting	\$ -			
Other	\$ 8,400			
TOTAL	\$ 8,400	\$ -	\$ -	

Check \$ -

5 Cost Summary

Year	Total Cost	Other Funding	American Rescue Plan
2021	\$ -	\$ -	\$ -
2022	\$ -	\$ -	\$ -
2023	\$ -	\$ -	\$ -
2024	\$ 8,400	\$ -	\$ 8,400
SUB Total 2021-2024	\$ 8,400	\$ -	\$ 8,400
2025	\$ -	\$ -	\$ -
2026	\$ -	\$ -	\$ -
TOTAL	\$ 8,400	\$ -	\$ 8,400

6 Duration Estimates

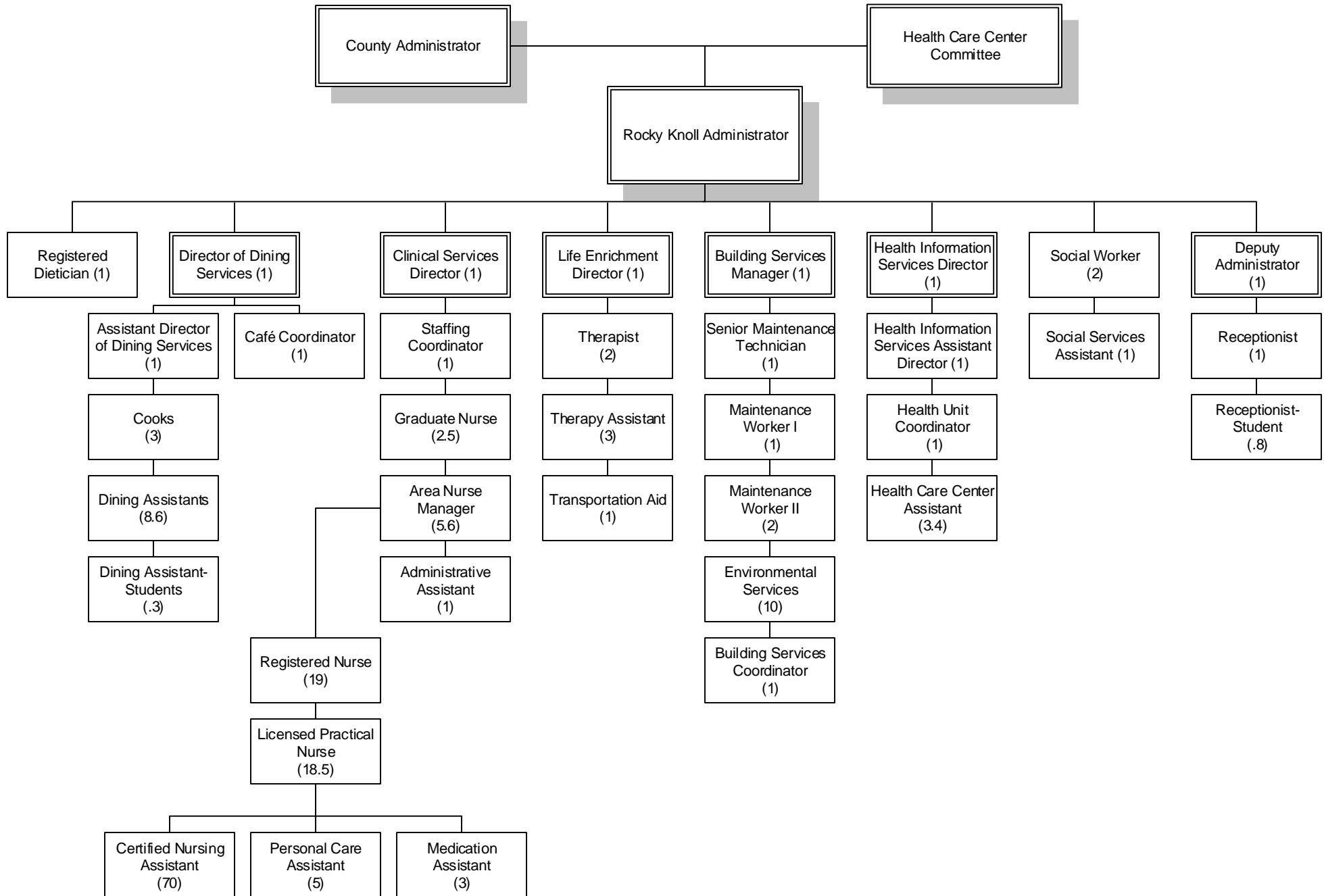
Milestone	Date Estimate
Start Date	1/1/2024
Bids Solicited	
Contracts Signed	12/31/2024
Construction to begin	
Construction to end	
Final Payments for completion	12/31/2024

7 Tolerances

TIME	
COST	
RISK	
BENEFICIARES	
SCOPE	
QUALITY	

Table of Organization Information

Sheboygan County Rocky Knoll Health Care Center Table of Organization



Interdepartmental Charges

INTERDEPARTMENTAL CHARGES

Department	Account Number & Name	Amount	Shared Service Department	Account Number & Name
Revenue				
Rocky Knoll	330.472300 - Highway Department	(7,020)	Highway	469.552130 - Rocky Knoll
Rocky Knoll	330.476110 - Employee Wages	(30,324)	Highway	469.556108 - Employee Wages
	TOTAL Interdepart. Revenue	<u>\$ (37,344)</u>		
Expense				
Rocky Knoll	326.553135 - Printing & Duplicating	3,000	IT	426.473400 Printing & Duplicating
Rocky Knoll	326.556105 - Accounting	168,000	Finance	139.476100 Finance
Rocky Knoll	326.556108 - Accounting	219,611	Finance	139.476110 Finance
Rocky Knoll	330.552115 - Building Services	5,400	Building Services	103.472220 Maint Svcs. Electrical
Rocky Knoll	330.552125 - Highway Department	32,400	Highway	43011.472300 Hwy I/D Revenue
	TOTAL Interdepart. Charges	<u>428,411</u>		

*Capital Outlay Request
and Computer Equipment Request*

Capital Outlay Request for 2024 - \$1000+

Listed In Order of Priority

Department: Rocky Knoll Health Care Center

<u>ACCOUNT NO.</u>	<u>ITEM DESCRIPTION</u>	<u>TOTAL COST OF ITEM(S)</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>JUSTIFICATION</u>	<u>SOURCE OF REIMBURSEMENT</u>	<u>REIMBURSE ACCOUNT</u>	<u>A / R</u>	<u>REPLACED ASSET #</u>	<u>ANTICIPATED ACQUISITION DATE</u>
320.565005	Vital Signs Monitor (2)	\$ 7,200.00		Vital Signs Monitors are aging and reaching the end of its useful life after 6 years			R		1/31/2024
320.565010	Bariatric Beds (9)	\$ 18,900.00		Replace aging Standard beds that are reaching end of its useful life after 15 years with Bariatric Beds			R		1/31/2024
320.565010	Lift - Sit to Stand	\$ 11,800.00		Lift is reaching the end of its useful life after 12 years			R		1/31/2024
320.565010	Washer 60lb Capacity	\$ 20,800.00		Washer has reaching the end of its useful life after 23 years			R		1/31/2024
320.565010	V-Plow	\$ 8,300.00		Plow has reaching the end of its useful life after 10 years			R		1/31/2024
320.565010	Labeling Machine	\$ 2,500.00		Labeling Machine has reaching the end of its useful life after 25 years			R		1/31/2024
320.565010	DR Pro 330 Leaf Vacuum	\$ 2,700.00		To reduce labor hours spent on lawn care at the facility			A		4/30/2024

Grand Total Amounts \$ 72,200.00 \$ -

EQUIPMENT REQUEST FOR 2024-- COMPUTER AND SOFTWARE ONLY

Listed in Order of Priority

Account to use: 533928 for Computer System/Eq from \$500 thru \$4999

Department: Rocky Knoll Healthcare Center

Account No: 533928

<u>ACCOUNT NO.</u>	<u>ITEM DESCRIPTION</u>	<u>TOTAL COST OF ITEM(S)</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>A / R</u>	<u>JUSTIFICATION</u>	<u>INDIVIDUAL</u>	<u>REPLACE ASSET</u>
326.533928	Microsoft Surface Pro8 Package +Case	\$ 2,390.00	\$ -	R	Replace aging equipment	Pam Zastrow	CHCKLT1614
326.533928	Microsoft Surface Pro8 Package +Case	\$ 2,390.00	\$ -	R	Replace aging equipment	Taylor Diedrich	RKRKLT1801
326.533928	Microsoft Surface Pro8 Package +Case	\$ 2,390.00	\$ -	R	Replace aging equipment	Tim Chisholm	RKBSLT1901
326.533928	Microsoft Surface Pro8 Package +Case	\$ 2,390.00	\$ -	R	Replace aging equipment	Kelli Sohn	RKNMLT1902
326.533928	Microsoft Surface Pro8 Package +Case	\$ 2,390.00	\$ -	R	Replace aging equipment	Jackie Stefanski	RKNMLT1901
326.533928	HP ProBook (Standard) + 3Yr Warranty	\$ 1,680.00	\$ -	R	Replace aging equipment	2 West Med Cart	RKMCLT1902
326.533928	HP ProBook (Standard) + 3Yr Warranty	\$ 1,680.00	\$ -	R	Replace aging equipment	2 North Med Cart	RKMCLT1904
326.533928	HP ProBook (Standard) + 3Yr Warranty	\$ 1,680.00	\$ -	R	Replace aging equipment	Woodland Med Cart	RKMCLT1907
320.533928	HP ProBook (Standard) + 3Yr Warranty	\$ 1,680.00	\$ -	R	Replace aging equipment	1 North Med Cart	RKNSLT1901
322.533928	HP ProBook (Standard) + 3Yr Warranty	\$ 1,680.00	\$ -	R	Replace aging equipment	'A/R Coordinator (Vacant)	RKADDT1901
322.533928	HP ProBook (Standard) + 3Yr Warranty	\$ 1,680.00	\$ -	R	Replace aging equipment	Mary Walsdorf	RKBSLT1902
324.533928	HP ProDesk-SFF (Standard)	\$ 1,100.00	\$ -	R	Replace aging equipment	Patricia Walsdorf	RKRKDT1701
326.533928	HP ProDesk-SFF (Standard)	\$ 1,100.00	\$ -	R	Replace aging equipment	2N Nurse Station PC 2	RK2NDT1901
326.533928	HP ProDesk-SFF (Standard)	\$ 1,100.00	\$ -	R	Replace aging equipment	2N Back Office	RK2NDT1902
325.533928	HP ProDesk-SFF (Standard)	\$ 1,100.00	\$ -	R	Replace aging equipment	Dietary Food-Svs Office	RKFSDT1901
326.533928	Logitech wireless keyboard/mouse (2)	\$ 100.00	\$ -	R	Spare		
326.533928	27" Monitor	\$ 430.00	\$ -	R	Replace aging equipment	A/R Coordinator (Vacant)	
326.533928	27" Monitor	\$ 430.00	\$ -	R	Replace aging equipment	'A/R Coordinator (Vacant)	
326.533928	24" Monitor	\$ 270.00	\$ -	R	Replace aging equipment	Spare	
326.533928	24" Monitor	\$ 270.00	\$ -	R	Replace aging equipment	Spare	
326.533928	85" TV & Soundbar	\$ 3,000.00	\$ -	A	CNA Training	Training Classroom	
Grand Total Amounts		\$ 30,930.00	\$ -				

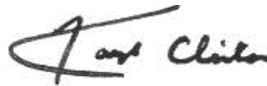
RETURN TO CHRIS LEWINSKI, INFORMATION TECHNOLOGY DIRECTOR

NOTE:

When requesting printers please indicate all the features needed for that unit:



IT Division Approval



Requesting Department Head Signature

Out of County Travel Request

2024 Travel and Training Requests

Department: Rocky Knoll Health Care Center

Date	Request	Location (if known)	Number of Employees Attending	Employee Mileage 533205**	Employee Meals 533215	Employee Lodging 533220	Seminars and Training 533245	Total Cost per request	Requirement for Accreditation or Certification?	Out of County Yes/No
January	WI County Nursing Home Assoc. (WACH)	Deforest	1	75.00		150.00		225.00	No	Yes
January	LeadingAge Board of Directors	Madison	1	100.00				100.00	Yes	Yes
January	Rotary/Rotary Board Meeting	Sheboygan	1		155.00		55.00	210.00	No	No
February	DON Symposium	Oshkosh	1	75.00	50.00	200.00	375.00	700.00	No	Yes
March	MDS Innovation Mtg	Kimberly	3	75.00			75.00	150.00	Yes	Yes
March	LeadingAge Board of Directors	Madison	1	75.00		150.00		225.00	Yes	Yes
April	WHIMA Conference	TBD	1	75.00	50.00		200.00	325.00	Yes	Yes
April	Rotary/Rotary Board Meeting	Sheboygan	1		155.00		55.00	210.00	No	No
April	Continuing Education- Social Services	Sheboygan	2				300.00	300.00	Yes	No
April	LeadingAge Board of Directors	Madison	1	75.00		150.00		225.00	Yes	Yes
May	Leading Age Spring Conference	WI Dells	3	75.00	100.00	700.00	1,000.00	1,875.00	Yes	Yes
May	MDS Innovation Mtg	Kimberly	3	75.00			75.00	150.00	No	Yes
June	WI County Nursing Home Assoc. (WACH)	Deforest	1	75.00		150.00		225.00	Yes	Yes
June	LeadingAge Board of Directors	Madison	1	75.00		200.00		275.00	Yes	Yes
July	Rotary/Rotary Board Meeting	Sheboygan	1		155.00		55.00	210.00	No	No
August	LeadingAge Board of Directors	Madison	1	75.00				75.00	Yes	Yes
August	WHIMA Conference	TBD	1	100.00	50.00		200.00	350.00	Yes	Yes
September	MDS Innovation Mtg	Kimberly	3	75.00			75.00	150.00	No	Yes
October	Leading Age Fall Conference	Green Bay	3	75.00	100.00	300.00	1,000.00	1,475.00	Yes	Yes
October	Rotary/Rotary Board Meeting	Sheboygan	1		155.00		55.00	210.00	No	No
November	DHS Fall Focus Conference	WI Dells	3	100.00	100.00	700.00	1,000.00	1,900.00	Yes	Yes
November	MDS Innovation Mtg	Kimberly	3	75.00			75.00	150.00	No	Yes
November	Caregiver Conference	Sheboygan	4				20.00	20.00	No	No
December	WI County Nursing Home Assoc. (WACH)	Deforest	1	75.00				75.00	Yes	Yes
December	LeadingAge Board of Directors	Madison	1	75.00		200.00		275.00	Yes	Yes
Misc	Miscellaneous (RD CEUs)	TBD	TBD				500.00	500.00	Yes	No
Object Account Total				1,500.00	1,070.00	2,900.00	5,115.00	10,585.00		

Grand Total 10,585.00

****2024 Employee Mileage Reimbursement Rate**

\$.51 with proof of personal auto insurance on file with Accounts Payable

\$.26 with no proof of insurance, or partial coverage, on file with Accounts Payable

Discretionary Fees

Sheboygan County Discretionary Fee Schedule

Dept	Department	JDE Object Account	Fee	Current Charge	Proposed	% change	Unit	Date of Last increase	Prior Fee	Who can Approve Change	Why Proposing a Change?	Taxable (Y/N)	Notes
320	Rocky Knoll	454145	Private Room Rate - non rehab	340.00	350.00	2.94%	per day	6/1/2023	330.00	Liaison Committee	Stay in line with Market	N	
320	Rocky Knoll	454100	Short term rehab unit	440.00	450.00	2.27%	per day	6/1/2023	430.00	Liaison Committee	Stay in line with Market	N	
320	Rocky Knoll	454430	Employee meals - full meal	5.00	-		per item	5/1/2020	6.00	Liaison Committee	Increase Food Costs		
320	Rocky Knoll	454430	Guest meals - full meal	6.00	-		per meal	1/1/2018	5.50	Liaison Committee	Increase Food Costs		
320	Rocky Knoll	454430	Guest meals - Holiday full meal	9.00	-		per meal	1/1/2018	7.00	Liaison Committee	Increase Food Costs		
320	Rocky Knoll		Employee/visitor copy fee	0.25			per copy	2/1/2014		Liaison Committee			
320	Rocky Knoll		Health Care Provider Records fee - varies and up to	20.96			per retrieval	7/1/2014		State			

Structural Plan

Rocky Knoll Health Care Center
Structural Plan 2024

Priority	2024 Project Description	Projected Cost
1	2 West Dining Room Remodel	43,700
2	Roof Wrap Ductwork	5,500
3	Generator Power - WV	3,300
4	Generator Power- Boiler House	1,900
	Annual Roof Inspection Svc	3,600
	Misc Repairs	14,000
Total Cost of Projects for 2024		72,000



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

WISCONSIN

To: Finance Committee
From: Jim TeBeest, Director *Jim TeBeest*
Date: August 16, 2023
Ref: Proposed 2024 Budget for Building Services

I am pleased to provide the proposed 2024 Building Services operating budget.

- **Department Goals -**
 - Building Services strives to ensure the ability to continue present operations. We anticipate and plan for future needs by developing a responsible, dedicated, efficient and competent workforce.
- **Key Performance Measurements -**
 - Building Services measures performance complete 85% of Work Orders in 2 days (exceeded at 90.5%) and client satisfaction surveys (at 99.7%). This information is shared with staff during monthly staff meetings. In addition, budget is held within limits and never overspent with only 11.2% growth in the last decade.
- **Proposed Budget -**
 - The proposed budget meets the tax levy target of \$3,030,360, but it was a challenge this year.
- **Highlights –**
 - Tax levy for Department operations is up \$140,178 or 3.6%; Capital Outlay not yet approved.
 - Reimbursements at ADRC and HHS up 9.3% due to expenses there.
 - 7% increase in electricity prices, a \$28,100 increase.
 - Increase heating account by \$39,010 to cover two Courthouse boiler related projects.
 - Additional levy requested to fund building improvements cut out to meet the target.
- **Staffing –**
 - Added a full-time Electrician Assistant in April 2024.
 - Assistant Director replaces the Director and not refilled.
- **Capital Outlay**
 - Replace Detention Center pickup and plow preliminary \$35,500 net expense.
 - Add air conditioning to Courthouse lobby.
 - Replace portion of LEC Squad Garage concrete floor.
- **Closing –**
 - Thank you for the continued tax levy support which allows Building Services to care for County assets in a client service and practical manner.

**2024 Performance Measurements
Building Services
Outcomes Based - Measuring/Assessing Programs**

<u>Measurement 1</u>
Description of measurement Two-day response for Work Order requests.
What is being gauged, measured? Time it takes to complete Work Order requests.
How is it being monitored/measured? Tracked through Facility Dude Work Order System.
Outcomes? Met two-day response 90.5% of the time. This is for 5,626 Work Orders for 2022.
How is it enhancing our operations/success Keeps transaction processing timely and employees productive.
Decisions made from the information Training to respond quicker.

<u>Measurement 2</u>
Description of measurement Limit budget growth.
What is being gauged? Expense trends year-to-year
How is it being monitored/measured? Actual expenses for payroll, utilities, repairs and Capital Outlay.
Outcomes? Total budget increased 11.2% in the last 10 years.
How is it enhancing our operations/success Limited growth without affecting structural and mechanical system integrity.
Decisions made from the information Spread replacements over period of years; not add to staffing levels

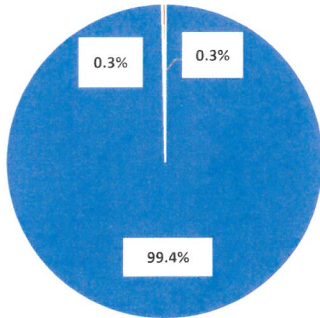
<u>Measurement 3</u>
Description of measurement Client satisfaction survey
What is being gauged, measured? Client satisfaction
How is it being monitored/measured? All Facility Dude requestors are emailed a five question survey after Work Order completion.
Outcomes? In 2022, 341 clients that responded were 99.4% satisfied, 99.7% timely response time, 96.7% professional and 93.7% thoroughly cleaned up after completion
How is it enhancing our operations/success Improve response time, professionalism and cleanliness.
Decisions made from the information Staff praised or coached for improvement.

<u>Measurement 4</u>
Description of measurement
What is being gauged, measured?
How is it being monitored/measured?
Outcomes?
How is it enhancing our operations/success
Decisions made from the information

BUILDING SERVICES Satisfaction Survey

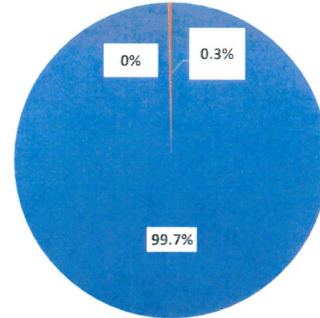
1/4/2022 - 12/30/2022 (349 Responses)

Was the work completed to your satisfaction?



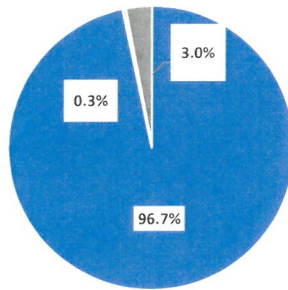
■ Yes ■ No ■ No Response

Was the work completed in a timely manner?



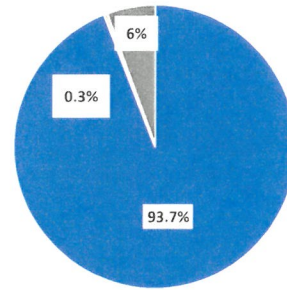
■ Yes ■ No ■ No Response

Was the mechanic helpful and professional in completing the task?



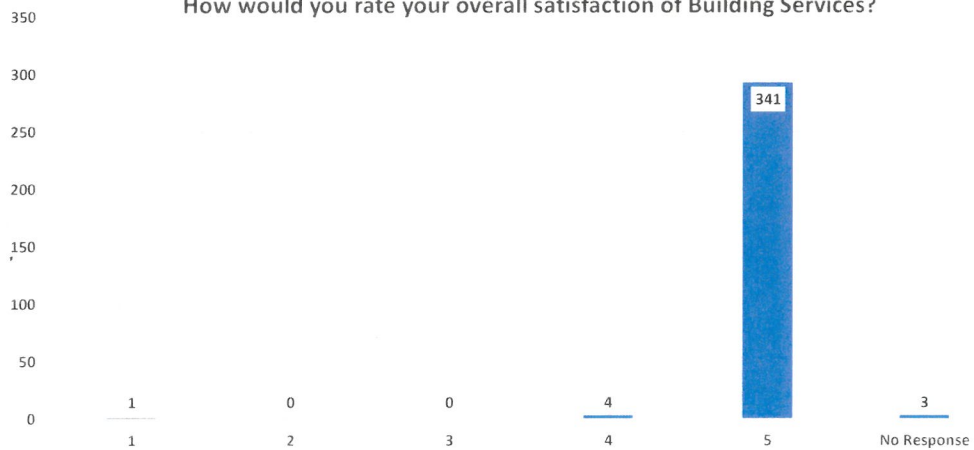
■ Yes ■ No ■ No Response

Was the work area cleaned to your satisfaction upon completion?

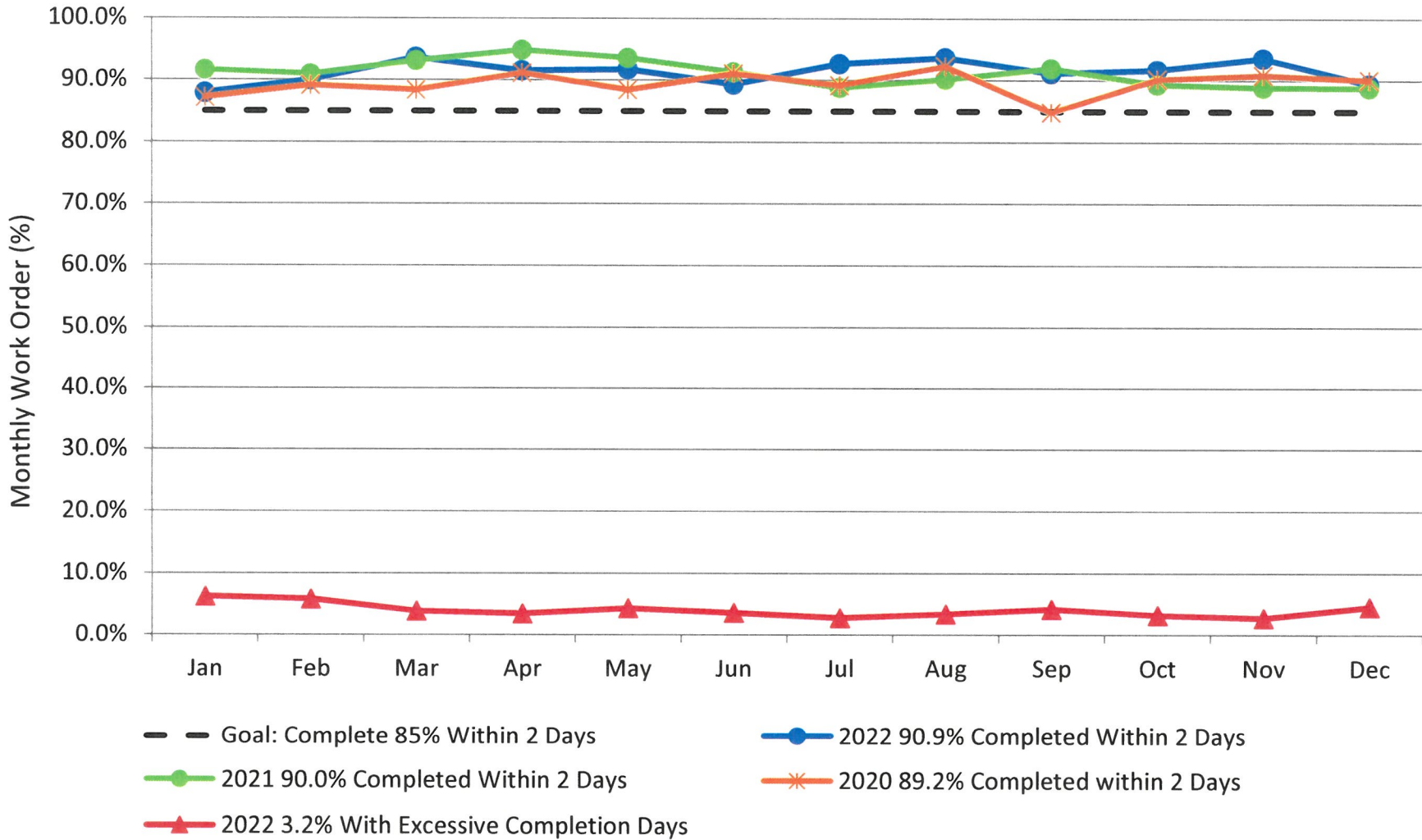


■ Yes ■ No ■ No Response

How would you rate your overall satisfaction of Building Services?



Sheboygan County Building Services Completed Client Work Orders 2019 - 2022 Goal: Complete 85% Within 2 Days



County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
463000 Property Sales										
464000 Insurance Recoverie										
464000 Insurance Recoverie										
466000 Other Miscellaneous										
466125 Miscellaneous Reim	11,171-	7,426-	2,517-	2,090-	2,090-	619-	1,290-	2,556-	466-	22.30
466130 Sale of Gen Fixed						1,327-	1,327-			
466135 Gain/Loss-Disposal	13,878-			22,000-	22,000-				22,000	100.00-
466200 Employee Reimburse										
466200 Employee Reimburse										
466000 Other Miscellaneous	25,061-	7,426-	2,517-	24,090-	24,090-	1,946-	2,617-	2,556-	21,534	89.39-
460000 Interest and Other R	39,329-	10,531-	7,252-	27,450-	27,450-	6,760-	7,977-	7,836-	19,614	71.45-
470000 Interdepartmental Re										
471000 Insurance & Empl Re										
471000 Insurance & Empl Re										
472000 Repairs & Maintenan										
472150 Building Maint & R	784-	313-	694-			703-	703-	100-	100-	
472200 Maintenance Srvc -	31,335-	45,703-	37,452-	23,900-	23,900-	5,359-	23,900-	26,120-	2,220-	9.29
472000 Repairs & Maintenan	32,119-	46,016-	38,146-	23,900-	23,900-	6,062-	24,603-	26,220-	2,320-	9.71
473000 System Operation Re										
473000 System Operation Re										
476000 Other Interdepartme										
476100 Services	562,368-	533,147-	662,991-	616,891-	616,891-	315,120-	636,482-	676,348-	59,457-	9.64
476400 Capitalized Expens	9,790-	3,306-	2,611-	18,500-	18,500-		18,500-	10,000-	8,500	45.95-
476000 Other Interdepartme	572,158-	536,453-	665,601-	635,391-	635,391-	315,120-	654,982-	686,348-	50,957-	8.02
470000 Interdepartmental Re	604,277-	582,469-	703,747-	659,291-	659,291-	321,181-	679,585-	712,568-	53,277-	8.08
400000 Revenues	3,586,073-	3,525,768-	3,789,075-	3,711,383-	3,711,383-	1,840,263-	3,712,204-	3,750,764-	39,381-	1.06

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
500000 Expense/Expenditure										
510000 Personnel Related Ex										
511000 Wages										
511100 General										
511105 Regular	1,299,830	1,331,389	1,327,917	1,527,093	1,527,093	661,846	1,484,931	1,531,209	4,116	.27
511110 Overtime	16,623	16,917	15,546	18,722	18,722	9,499	19,190	17,168	1,554-	8.30-
511150 Compensatory	5,984	4,437	3,151	9,008	9,008	4,161	8,544	12,495	3,487	38.71
511100 General	1,322,436	1,352,744	1,346,615	1,554,823	1,554,823	675,506	1,512,665	1,560,872	6,049	.39
511200 Social Worker										
511200 Social Worker										
511800 Temporary Help										
511800 Temporary Help										
511000 Wages	1,322,436	1,352,744	1,346,615	1,554,823	1,554,823	675,506	1,512,665	1,560,872	6,049	.39
512000 Benefits										
512100 General										
512105 Social Security	93,858	95,128	96,064	115,056	115,056	47,713	111,926	115,541	485	.42
512110 Retirement (Emplo	84,620	87,746	83,147	103,748	103,748	45,273	100,882	105,592	1,844	1.78
512100 General	178,478	182,874	179,211	218,804	218,804	92,986	212,808	221,133	2,329	1.06
512800 Temporary Help										
512800 Temporary Help										
512000 Benefits	178,478	182,874	179,211	218,804	218,804	92,986	212,808	221,133	2,329	1.06
510000 Personnel Related Ex	1,500,914	1,535,617	1,525,826	1,773,627	1,773,627	768,492	1,725,473	1,782,005	8,378	.47
530000 Operating Expenses										
531000 Purchased Services										
531100 Professional Servi										
531105 Consulting	10,259	13,962	495	3,000	19,411	1,240	11,240	3,000		
531235 DP - Software Mai	17,781	16,575	22,188	26,200	26,200		26,200	28,700	2,500	9.54
531100 Professional Servi	28,040	30,536	22,683	29,200	45,611	1,240	37,440	31,700	2,500	8.56

Proposed Budget - Variance Report

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
531400 Other Outside Serv										
531400 Other Outside Serv										
531800 Utilities										
531805 Water	25,157	27,182	27,924	29,225	29,225	16,359	29,325	30,050	825	2.82
531810 Sewer	27,689	27,701	30,583	29,865	29,865	15,200	29,725	31,675	1,810	6.06
531815 Electric	391,111	373,130	396,691	395,025	395,025	195,415	409,672	423,125	28,100	7.11
531820 Natural Gas	130,814	132,933	189,290	211,400	211,400	100,662	177,045	162,100	49,300-	23.32-
531840 Telephone - Cellu	9,972	11,039	10,837	12,000	12,000	5,508	12,000	12,000		
531800 Utilities	586,064	571,984	655,325	677,515	677,515	333,145	657,767	658,950	18,565-	2.74-
531000 Purchased Services	614,103	602,521	678,008	706,715	723,126	334,385	695,207	690,650	16,065-	2.27-
532000 Repair & Maintenanc										
532100 Maintenance Servic										
532105 Disposal	27,785	27,231	25,502	23,205	23,205	11,078	22,985	23,280	75	.32
532110 Snow Plowing	4,132	3,643	2,232	1,000	1,000			1,000		
532120 Grounds	5,434	4,001	2,660			539	660	2,865	2,865	
532125 Electrical	47,673	27,038	31,402	58,360	70,160	27,292	88,520	31,073	27,287-	46.76-
532130 Plumbing	45,336	69,386	44,817	32,720	32,720	17,133	33,080	34,120	1,400	4.28
532145 Structural	71,410	37,334	58,961	24,171	139,170	4,613	139,170	50,840	26,669	110.33
532100 Maintenance Servic	201,770	168,633	165,574	139,456	266,255	60,654	284,415	143,178	3,722	2.67
532200 Maintenance of Equ										
532205 Heat	49,909	43,289	35,749	30,240	57,683	45,680	74,565	69,250	39,010	129.00
532210 Air Conditioning	41,783	11,120	46,950	25,300	25,300	20,121	55,000	34,800	9,500	37.55
532215 Elevator	98,847	98,822	106,028	111,017	111,017	55,013	108,594	112,394	1,377	1.24
532220 Equipment	10,269	12,077	6,462	13,080	13,080	3,510	11,080	9,000	4,080-	31.19-
532225 Office Equipment	1,646	1,584	1,932	1,800	1,800	1,422	1,800	2,000	200	11.11
532230 Vehicle	1,089	1,393	1,101	1,340	1,340	1,022	2,640	1,260	80-	5.97-
532235 Water Treatment	6,529	8,272	5,763	4,364	4,364	6,971	9,300	7,860	3,496	80.11
532200 Maintenance of Equ	210,072	176,557	203,985	187,141	214,584	133,740	262,979	236,564	49,423	26.41
532300 Repair Parts										
532305 General	8,360	3,542	390	1,910	1,910	778	2,610	4,620	2,710	141.88

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
532315 Tires	301	1,505								
532320 Auto Parts	564	224	362	960	960		960	540	420-	43.75-
532300 Repair Parts	9,225	5,271	753	2,870	2,870	778	3,570	5,160	2,290	79.79
532400 Other Maintenance										
532400 Other Maintenance	13,050									
532000 Repair & Maintenan	434,116	350,461	370,312	329,467	483,709	195,171	550,964	384,902	55,435	16.83
533000 General Operating										
533100 Advertising and Pr										
533105 Advertising	318		180					240	240	
533110 Printing	90	200		120	120		120	120		
533100 Advertising and Pr	409	200	180	120	120		120	360	240	200.00
533200 Travel and Meals										
533205 Mileage - Employe	2,559	1,598	1,841	3,175	3,175	279	3,530	3,175		
533215 Meals - Employee	101	76	152	355	355	57	180	375	20	5.63
533220 Lodging - Employe	52			450	450		450	450		
533245 Seminars and Trai	5,621	4,193	4,489	8,100	13,011	3,283	13,011	9,350	1,250	15.43
533200 Travel and Meals	8,337	5,867	6,482	12,080	16,991	3,620	17,171	13,350	1,270	10.51
533300 Dues										
533300 Dues	7									
533450 Fees & Permits										
533455 Licenses and Perm	4,298	4,187	4,355	5,500	5,500	2,747	5,100	4,680	820-	14.91-
533450 Fees & Permits	4,298	4,187	4,355	5,500	5,500	2,747	5,100	4,680	820-	14.91-
533500 General Supplies										
533505 General	15,020	14,446	13,798	14,900	14,900	8,642	12,500	15,900	1,000	6.71
533500 General Supplies	15,020	14,446	13,798	14,900	14,900	8,642	12,500	15,900	1,000	6.71
533700 Office Supplies										
533705 Office	719	580	912	720	720	344	780	720		
533720 Shipping	1,239	976	1,184	1,500	1,500	1,056	1,896	1,500		
533725 Postage	77	204	42	120	120	18	120	120		

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533700 Office Supplies	2,034	1,760	2,138	2,340	2,340	1,418	2,796	2,340		
533800 Maintenance Suppli										
533815 Cleaning	37,264	36,082	36,682	36,980	36,980	26,530	39,300	38,160	1,180	3.19
533820 Maintenance	39,958	25,909	40,769	38,671	38,671	18,739	39,871	42,040	3,369	8.71
533825 Fuel - Gasoline	9,023	10,033	11,235	20,080	20,080	4,906	15,080	8,825	11,255-	56.05-
533800 Maintenance Suppli	86,291	72,024	88,686	95,731	95,731	50,175	94,251	89,025	6,706-	7.01-
533870 Books & Periodical										
533875 Subscriptions	299	406	40			40	40	50	50	
533870 Books & Periodical	299	406	40			40	40	50	50	
533900 Other										
533926 Non Cap Equip ove	9,140	12,416	4,761	4,400	4,400		4,400	1,750	2,650-	60.23-
533928 Computer Sys \$500	4,011	6,570	2,775	8,932	8,932	5,196	8,932	2,510	6,422-	71.90-
533930 Equip Under \$500	888	257	499	1,000	1,000		1,000	600	400-	40.00-
533955 Contingency Expen				75,000	194,695			75,000		
533900 Other	14,039	19,242	8,035	89,332	209,027	5,196	14,332	79,860	9,472-	10.60-
533000 General Operating	130,735	118,133	123,715	220,003	344,609	71,838	146,310	205,565	14,438-	6.56-
534000 Fixed Charges										
534100 Rentals										
534100 Rentals										
534000 Fixed Charges										
530000 Operating Expenses	1,178,954	1,071,114	1,172,035	1,256,185	1,551,444	601,395	1,392,481	1,281,117	24,932	1.98
550000 Interdepartmental Ch										
551000 Employee Related Ch										
551100 Benefits - General										
551105 Health Insurance	387,867	444,133	416,404	499,262	499,262	202,922	469,979	545,580	46,318	9.28
551110 Dental Insurance	10,866	11,259	10,599	12,015	12,015	4,871	11,746	12,653	638	5.31
551115 Group Life Insura	742	749	782	871	871	347	861	879	8	.92
551125 Worker Compensati	18,857	19,124	19,691	22,276	22,276	8,833	19,852	20,994	1,282-	5.76-

Proposed Budget - Variance Report

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
551100 Benefits - General	425,276	475,265	447,476	534,424	534,424	216,973	502,438	580,106	45,682	8.55
551800 Benefits - Tempora										
551800 Benefits - Tempora										
551000 Employee Related Ch	425,276	475,265	447,476	534,424	534,424	216,973	502,438	580,106	45,682	8.55
551900 Insurance Charges										
551905 General Liability	6,408	6,051	6,269	6,309	6,309	3,155	6,309	6,538	229	3.63
551910 Boiler Insurance	5,333	4,541	4,772	5,012	5,012	2,506	5,012	5,261	249	4.97
551915 Auto Insurance										
551916 Auto Collision	764	710	890	890	890	445	890	890		
551917 Auto Mutual	3,244	3,090	3,233	3,330	3,330	1,665	3,330	3,454	124	3.72
551915 Auto Insurance	4,008	3,800	4,123	4,220	4,220	2,110	4,220	4,344	124	2.94
551920 Property Insurance	6,753	8,626	9,016	8,844	8,844	4,422	5,982	9,013	169	1.91
551930 Deductible Escrow	1,236	1,145	1,263	1,497	1,497	749	1,497	1,796	299	19.97
551900 Insurance Charges	23,739	24,163	25,443	25,882	25,882	12,941	23,020	26,952	1,070	4.13
552000 Repair & Maint Char										
552100 Repair & Maint Cha										
552110 Building Main. &	443	277	371			367	600	480	480	
552115 Maint Serv - Elec	3,863	2,237	7,103			412	840	3,600	3,600	
552125 Highway Departmen	15,928	24,015	7,691	14,200	14,200	17,180	18,437	14,600	400	2.82
552100 Repair & Maint Cha	20,245	26,528	15,164	14,200	14,200	17,958	19,877	18,680	4,480	31.55
552000 Repair & Maint Char	20,245	26,528	15,164	14,200	14,200	17,958	19,877	18,680	4,480	31.55
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	4,298	4,790	4,884	4,307	4,307	2,153	4,307	4,669	362	8.40
553115 Telephone - Long	33	14	14	15	15	7	15	16	1	6.67
553135 Printing & Duplic	721	812	450	150	150	104	150	150		
553150 Data Processing S	51,535	53,089	51,563	57,943	57,943	28,974	57,943	59,569	1,626	2.81
553100 System Operation C	56,586	58,705	56,910	62,415	62,415	31,238	62,415	64,404	1,989	3.19

Proposed Budget - Variance Report

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
553000 System Operation Ch	56,586	58,705	56,910	62,415	62,415	31,238	62,415	64,404	1,989	3.19
556000 Other Interdepartme										
556100 Other Interdepartm										
556100 Other Interdepartm										
556000 Other Interdepartme										
550000 Interdepartmental Ch	525,846	584,661	544,993	636,921	636,921	279,110	607,750	690,142	53,221	8.36
560000 Capital Outlay										
563000 Building										
563000 Building										
564000 Building Improvemen					17,598					
564015 Bldg. Improve. - 1	45,330	68,664	90,977				17,598			
564000 Building Improvemen	45,330	68,664	90,977		17,598		17,598			
564500 Other Improvements										
564500 Other Improvements										
565000 Machinery & Equipme					66,905					
565010 Mach. & Equip. - 1	16,179	4,960		98,460	98,460	9,345	18,546		98,460-	100.00-
565020 Mach. & Equip. - 2	11,381					37,149	66,905			
565000 Machinery & Equipme	40,697	4,960		98,460	165,365	46,494	85,451		98,460-	100.00-
565100 Off Road Moving Equ										
565100 Off Road Moving Equ										
566000 Office Furniture &										
566010 Office F & F - 10						34,000	34,000			
566000 Office Furniture &						34,000	34,000			
566100 Communications Equi										
566110 Comm. Equip. - 10							51,310			

Proposed Budget - Variance Report

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
630000 Opt'g Transfers from	5,428-	21,274-		53,810-	53,810-		53,810-	2,500-	51,310	95.35-
600000 Other Financing Sourc	5,428-	21,274-		53,810-	53,810-		53,810-	2,500-	51,310	95.35-
700000 Other Financing Uses										
720000 Transfer to Other Fu										
723000 Debt Service Fund										
723000 Debt Service Fund										
724000 Capital Projects Fu										
724000 Capital Projects Fu	30,368									
725000 Enterprise Fund										
725000 Enterprise Fund										
726000 Internal Services F										
726000 Internal Services F										
720000 Transfer to Other Fu	30,368									
700000 Other Financing Uses	30,368									
Subtotal	234,418-	282,025-	455,244-		409,762	63,803-	195,018			
800000 Net Position										
820000 Fund Balance										
820125 Use of FB for Subse					409,762-		409,762-			
820000 Fund Balance					409,762-		409,762-			
800000 Net Position					409,762-		409,762-			
00198 Building Services	234,418-	282,025-	455,244-			63,803-	214,744-			
Current Change in Fund Balance	234,418-	282,025-	455,244-			63,803-	214,744-			



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

TO: Finance Committee
DATE: August 16, 2023
FROM: Jim TeBeest *JTeBeest*
RE: 2024 Budget – Extra Funds Request

Building Services has included Extra Funds Request for 2024. Thank you for the opportunity to seek additional funds above the proposed tax levy target. In 2024 we are expecting inflationary increases in everything we do. The initial budget needed to be cut to meet the target. Most areas will need to absorb the expected inflation, but some building improvements didn't fit, and are included here.

The first request is for our Maintenance Program that is rated #5/125 by PEPC. This request includes five specific improvement projects that were cut from the proposed operating budget to meet the target. The items include:

1. Replace carpet in the Print Shop
2. Retile the Courthouse 4th Floor Men's Restroom
3. Re-carpet the County Board Chairman & Administrator suite
4. Replace any security cameras that fail, at the historical amount

If not approved, these projects would be postponed.

The second request is also Maintenance Program #5/125 by PEPC. This request is to fund 5 months of the personnel expenses for the existing County Electrician, if he does not retire January 3rd and waits until his birthday.

Additional Levy Request - 2024

Dept: Building Services

Service/Program Name: Maintenance #5/125 PEPC, #2 Priority

Priority	Service/Program	Account #'s	Amount	Impact to Taxpayer	Justification
1	Maintenance	103.532145	\$ 4,800	Print Shop Carpet	Replace before printing staff trip & fall
2	Maintenance	103.532145	\$ 6,050	4th Floor Men's Restroom retiled to provide public with professional appearance	Existing tile is patched and outdated
3	Maintenance	101.532145	\$ 15,000	Administration Suite recarpet for professional appearance of most public office	Replace before it wears through, especially in conference room.
4	Maintenance	103.533926	\$ 3,000	Replace any security cameras that may fail in 2024	Tax levy limit required cut typical expense.
Total			\$ 28,850		

Department Head Approval: 

Liaison Committee Approval: 

An Additional Levy Request form must be filled out for each program/service that is impacted.

All of the Department's Additional Levy Request forms must have a unique priority ranking.

Additional Levy Request - 2024

Dept: Building Services

Service/Program Name: Maintenance #5/125 PEPC, #1 Priority

Priority	Service/Program	Account #'s	Amount	Impact to Taxpayer	Justification
	Electrician - Wages	103.511105	\$ 36,921.00	Fluid Transition of construction projects across entire County.	Continue to teach Electrician's job, County building characteristics and processes, before retirement in early May.
	Electrician - Overtime	103.511110	\$ 3,260.00		
	Electrician - FICA	103.512105	\$ 2,973.00		
	Electrician - Retirement	103.512110	\$ 2,773.00		
	Electrician - Workers Comp	103.551125	\$ 557.00		
	Electrician- Group Life	103.531115	\$ 23.00		
	Electrician - Dental	103.551110	\$ 271.00		
	Electrician - Health	103.551105	\$ 11,295.00		
Total			\$ 58,073.00		

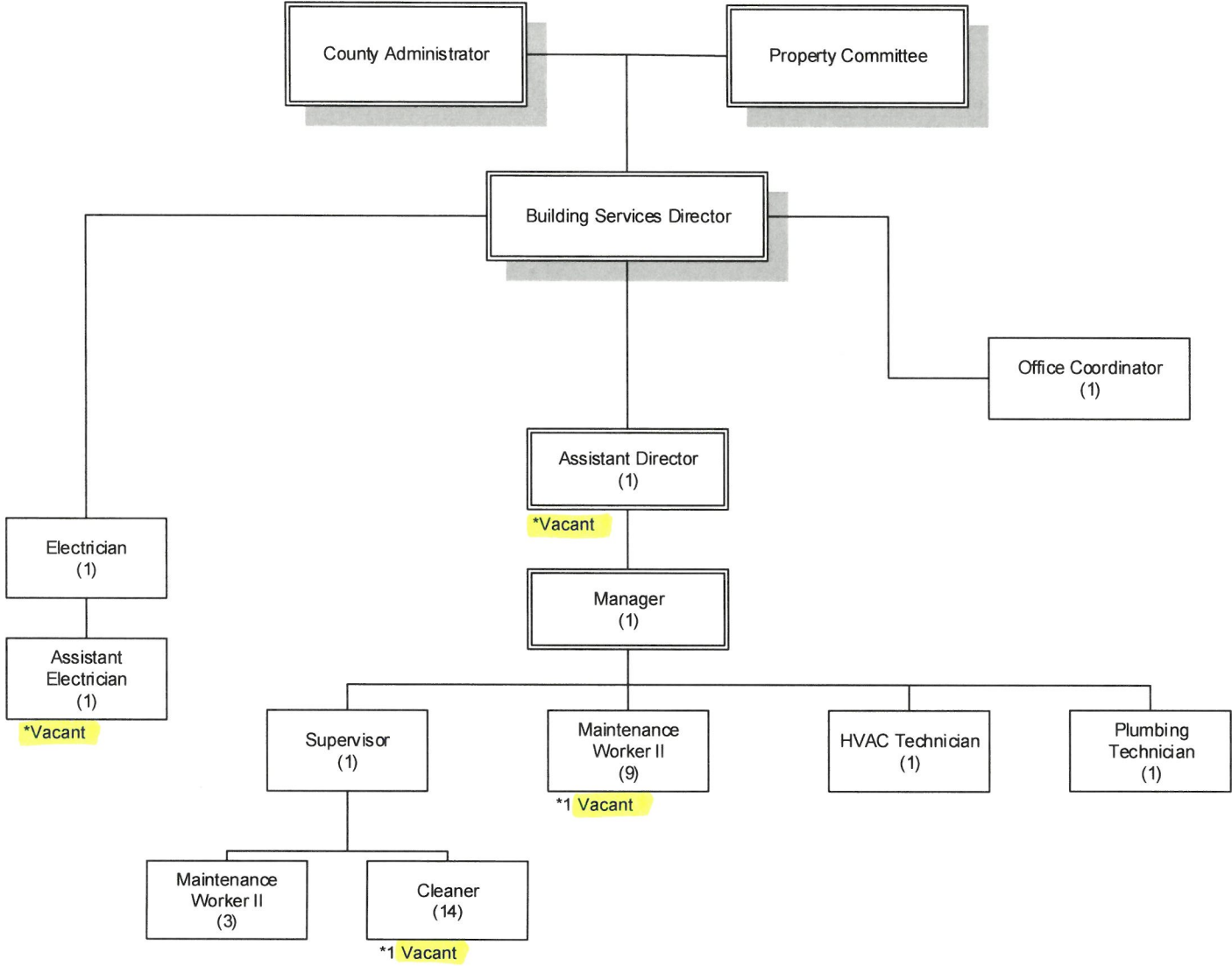
Department Head Approval: *John TuBeest*

Liaison Committee Approval: *[Signature]*

An Additional Levy Request form must be filled out for each program/service that is impacted.

All of the Department's Additional Levy Request forms must have a unique priority ranking.

Sheboygan County Building Services Table of Organization



INTERDEPARTMENTAL CHARGES 2024

Department	Account Number & Name	Amount	Shared Service Department	Account Number & Name
Revenue				
BUILDING SERVICES	102.476100 Services	\$ (54,650)	ADRC (52%)	2031.552110 Bldg Mnt 55017A
BUILDING SERVICES	102.476100 Services	\$ (15,344)	INCOME MAINTENANCE (14.6%)	2609.552110 Bldg Mnt
BUILDING SERVICES	102.476100 Services	\$ (2,522)	CHILD CARE (2.4%)	2632.552110 Bldg Mnt
BUILDING SERVICES	105.476100 Services	\$ (603,832)	HEALTH & HUMAN SERVICES (100%)	212.552110 Bldg Mnt
BUILDING SERVICES	103.472150 Services	\$ (100)	DISTRICT ATTORNEY	134.552110 Bldg Mnt
		\$ (676,448)	subtotal	
BUILDING SERVICES	Maintenance Srvc - Electric			Maint. Serv - Electric
	103.472200	\$ (7,840)	AIRPORT	116.552115
	103.472200	\$ (5,400)	ROCKY KNOLL	330.552115
	103.472200	\$ (12,880)	TRANSPORTATION	469.552115
		\$ (26,120)	subtotal electric	
		\$ (702,568)	TOTAL Interdepart. Revenue	
Expense				
BUILDING SERVICES	Maint Serv - Elec			
	102.552115	\$ 1,200	ADRC	103.472200 Maint Srvc - Elec
	105.552115	\$ 2,400	HHS	103.472200 Maint Srvc - Elec
		\$ 3,600	subtotal	
BUILDING SERVICES	Repair+Maint - Highway Dept.			
Administration Building	101.552125	\$ -	TRANSPORTATION	43016.472300
ADRC	102.552125	\$ -	TRANSPORTATION	43009.472300
Courthouse	103.552125	\$ 10,000	TRANSPORTATION	43017.472300
Detention Center	104.552125		TRANSPORTATION	43051.472300
HHS	105.552125	\$ 4,600	TRANSPORTATION	43018.472300
Law Enforcement Center	106.552125	\$ -	TRANSPORTATION	43050.472300
Taylor Park	107.552125	\$ -	TRANSPORTATION	43019.472300
		\$ 14,600	subtotal	
BUILDING SERVICES	103.553135 Printing	\$ 150	INFORMATION TECHNOLOGY	426.473400 IT Dept Printing
Total Charges		\$ 18,350.00	TOTAL Interdepart. Expenses	

Capital Outlay Request for 2024 - \$5000+

Listed In Order of Priority

Department: Building Services

<u>ACCOUNT NO.</u>	<u>ITEM DESCRIPTION</u>	<u>TOTAL COST OF ITEM(S)</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>JUSTIFICATION</u>	<u>ODOMETER READING</u>	<u>SOURCE OF REIMBURSEMENT</u>	<u>REIMBURSE ACCOUNT</u>	<u>A / R</u>	<u>REPLACED ASSET #</u>	<u>ANTICIPATED ACQUISITION DATE</u>
198.565005	Detention Center Pick-Up Truck	\$ 57,500.00	\$ (22,000.00)	Spread replacements over years cycle 10 years old	19,401	Auction 2013 Pickup & plow	103	R	1017249	8/1/2024
198.565010	Air Conditioning for Courthouse Front Lobby	\$ 16,000.00		Area overheats with scanning equipment & guards wear kevlar vests.				A		5/1/2024
Grand Total Amounts		<u>\$ 73,500.00</u>	<u>\$ (22,000.00)</u>							

EQUIPMENT REQUEST FOR 2024-- COMPUTER AND SOFTWARE ONLY

Listed in Order of Priority

Account to use: 533928 for Computer System/Eq from \$500 thru \$4999

Department: *Building Services*

Account No: 533928

<u>ACCOUNT NO.</u>	<u>ITEM DESCRIPTION</u>	<u>TOTAL COST OF ITEM(S)</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>A / R</u>	<u>JUSTIFICATION</u>	<u>INDIVIDUAL</u>	<u>REPLACE ASSET</u>
103.533928	CH Standard Desktop	\$ 1,043.00	\$ -	R	Replace 6 year old device, per IT Dept	Mark Schorer	2018021
103.533928	CH Standard Desktop	\$ 1,043.00	\$ -	R	Replace 6 year old device, per IT Dept	Cleaners/multiple	2018006
103.533928	27" LED Monitor	\$ 424.00		R	Pixels bad on existing monitor	Becky Barritt	2009065
Grand Total Amounts		\$ 2,510.00	\$ -				

RETURN TO CHRIS LEWINSKI, INFORMATION TECHNOLOGY DIRECTOR

NOTE:

Christopher S. Lewinski

IT Division Approval

Jina Tepduk

Requesting Department Head Signature

2024 Travel and Training Requests

Department: Building Services

Date	Request	Location (if known)	Number of Employees Attending	Employee Mileage 533205**	Employee Meals 533215	Employee Lodging 533220	Commercial Transport 533235	Seminars and Training 533245	Total Cost per request	Requirement for Accreditation or Certification?	Out of County Yes/No
2-day	Manager Class	Milwaukee	1	-	20.00	75.00	-	750.00	845.00	No	Yes
2-day	Supervisor Class	Milwaukee	1	-	20.00	75.00	-	750.00	845.00	No	Yes
2-day	HVAC Technician	Milwaukee	3	-	80.00	-	-	5,200.00	5,280.00	No	Yes
2-day	Electrician - Code Refresher	Green Bay	1	-	20.00	-	-	500.00	520.00	Yes	Yes
Monthly	Electrician - Technical Updates	Varies	1	-	60.00	-	-	400.00	460.00	Yes	Yes
1-day	Wisconsin Energy Conference	Waukesha	3	-	30.00	-	-	-	30.00	No	Yes
Daily	Floating Cleaner - Detention Center	Sheboygan	1	1,045.00	-	-	-	-	1,045.00	No	No
Daily	Floating Cleaner - Aging & Disability Resource Center	Sheboygan Falls	1	1,045.00	-	-	-	-	1,045.00	No	No
Weekly	Director - Site Visits	Varies	1	980.00	-	-	-	-	980.00	No	No
1-Week	Director - Technical Class	Madison	1	105.00	145.00	300.00	-	1,400.00	1,950.00	No	Yes
3 1-day	Director - Management	On-Line	1	-	-	-	-	350.00	350.00	No	No
				Object Account Total	3,175.00	375.00	450.00	-	9,350.00	13,350.00	

Grand Total 13,350.00

****2022 Employee Mileage Reimbursement Rate**

\$.51 with proof of personal auto insurance on file with Accounts Payable

\$.26 with no proof of insurance, or partial coverage, on file with Accounts Payable

Grand Total amount above should match the subtotal on the Proposed Variance Report

Sheboygan County Discretionary Fee Schedule - Building Services

2024

JDE Object Account	Fee	Current Charge	Proposed	% change	Unit	Date of Last increase	Prior Fee	Who can Approve Change	Why Proposing a Change?	Taxable (Y/N)	Notes
462100	Taylor Park Rental	\$175			per event	1/1/2023	125.00	Liaison Committee		Y	
462100	ADRC Building Meeting Rooms (105 / 162)	\$25/\$40			per event	1/1/2023	\$20/\$35	Liaison Committee		N	
466125	Photocopies	0.26			per copy			Department		Y/N	Per Corp Council 2023
462100	Parking Spaces	\$30			each	11/1/2017		Liaison Committee			None currently

Liaison Committee Budget Sign Off

2024


Department Building Services
Liaison Committee Property Committee
Committee Chair Henry Nelson

Targets Set by Finance Committee		
Levy	\$	-3,030,360
Transfer Out	\$	0
Transfer In	\$	0
Equity	\$	0

Department Budget Requested			
Total Revenue	\$	-3,750,664	Note: amount should be negative
Total Expense	\$	3,753,164	Note: amount should be positive
Transfer In	\$	-2,500	
Transfer Out	\$	0	
Equity	\$	0	
Variance	\$	0	

Note: **Variance** should be zero = meets budget target; or
Variance is a negative number = under budget; excess funds

Signatures:



Committee Chair

8/15/23

Date



Department Head

8/15/2023

Date

Note: If the liaison committee supports one or more exceptions to the target; a letter of justification and a completed and approved Additional Levy Request form must be submitted with this form. The amounts are not to be included in the totals above.



Date: August 24, 2023

To: Sheboygan County Finance Committee

From: Erik Aleson, Deputy Chief Facilities Officer

Ref: Proposed 2024 Budget for UW-Green Bay Sheboygan Campus

The University of Wisconsin-Green Bay Sheboygan campus is pleased to submit the accompanying 2024 proposed budget request for the campus Maintenance Program that meets the tax levy target of \$111,609. The budget provides for maintenance, repairs, and insurance, but does not support any personnel costs. I oversee the management of campus facilities in collaboration with the Campus Executive Officer, Jamie Schramm, who operates the day-to-day business on the campus.

The total 2024 proposed budget request has changed from the 2023 budget request.

Campus Goals:

- Successfully integrate UW-Green Bay operational methods and policies with the Sheboygan campus into a common educational model that will offer our students and community a valuable, successful experience.

Performance Measures:

- *Quality* – We will measure operation of equipment and buildings by completing Preventative Maintenance work orders.
- *Energy Use* – We will measure energy units and track them on spreadsheets so we can compare data each year. We can also identify areas of improvement and control.

Highlights:

There are several changes to the base budget structure from last year. We will focus on improving our preventative maintenance and contractor relationships.

- In the Maintenance Service accounts, the budget for Grounds will be decreased to \$2,500 from \$3,192, Electrical will be increased to \$8,000 from \$7,500, Plumbing will be increased to \$3,500 from \$2,500, and Structural will be decreased to \$5,000 from \$6,000.
- In the Maintenance of Equipment accounts, the budget for Heating will be decreased from \$17,000 to \$15,000 and Elevator Service has been increased to \$29,063 from \$28,731 per the County contract.
- The General Repairs account will have a reduced budget of \$2,204 from \$2,500.
- The Highway Department interdepartmental expense account will be increased to \$4,500 from \$3,000.
- The cuts in the Maintenance Service, Maintenance of Equipment, and General Repairs accounts make up the \$7,000+ increases in Elevator and Interdepartmental Charges.

Capital Outlay:

- In addition, there are several items that should be considered in future capital expenditures or in collaboration with County projects:
 - Physical Education Building Water Line Replacement Project (\$25,000)
 - Roof Repair Projects (\$16,250)

Additional Levy Request:

- Annual Roof Maintenance Contract with Tremco (\$3,850)

Performance Measures
 July 27, 2023

Item	What Measured	How Measured	Affect Decisions	Share Information	Outcome
Customer Request	Types of requests by staff, faculty, students	Logged events were tracked.	Coaching Staff Shift Manpower	New Item Tracking Data	Inventory of Building Systems
Quality	Appearance & Solutions	Inspections & Preventative Maintenance	Training & Coaching Staff	Emails & Photo Missed Items	Inspections were completed
Energy Use	Therms, Kilowatts & Energy Monthly	Spreadsheet Tracking of Utility Bills	Occupancy utilization trends. Temperature Settings & Setback Times	Campus information. Spreadsheets & Emails	Fiscal Year Utility Use Spreadsheets
Budget Goals	Account Expenses by Campus	Review Invoices and contracts	Repair or Replace or Defer	Campus/ County Meetings	Utilize the budget allocation or reduce overall allocation

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
532120 Grounds	2,803	1,192	796	3,192	3,192	634	1,596	2,500	692-	21.68-
532125 Electrical	7,160	9,678	4,017	7,500	7,500	12,085	12,085	8,000	500	6.67
532130 Plumbing	7,493	3,261	3,228	2,500	2,500	4,471	3,591	3,500	1,000	40.00
532145 Structural	8,575	180	13,099	6,000	6,000	3,371	6,000	5,000	1,000-	16.67-
532100 Maintenance Servic	26,031	14,311	21,140	19,192	19,192	20,562	23,272	19,000	192-	1.00-
532200 Maintenance of Equ										
532205 Heat	28,350	27,637	20,056	17,000	17,000	9,544	17,000	15,000	2,000-	11.76-
532210 Air Conditioning	12,051	10,458	23,396	12,000	12,000	16,052	12,000	12,000		
532215 Elevator	25,066	25,575	27,375	28,731	28,731	14,214	28,731	29,063	332	1.16
532200 Maintenance of Equ	65,467	63,669	70,828	57,731	57,731	39,810	57,731	56,063	1,668-	2.89-
532300 Repair Parts										
532305 General	8,312	502	2,729	2,500	2,500	1,817	2,500	2,204	296-	11.84-
532300 Repair Parts	8,312	502	2,729	2,500	2,500	1,817	2,500	2,204	296-	11.84-
532000 Repair & Maintenan	99,810	78,483	94,696	79,423	79,423	62,189	83,503	77,267	2,156-	2.71-
533000 General Operating										
533300 Dues										
533455 Licenses and Perm	596	510		510	510	360	510	510		
533300 Dues	596	510		510	510	360	510	510		
533700 Office Supplies										
533720 Shipping	40			100	100		100	100		
533700 Office Supplies	40			100	100		100	100		
533800 Maintenance Suppli										
533800 Maintenance Suppli										
533900 Other										
533900 Other										
533000 General Operating	636	510		610	610	360	610	610		
530000 Operating Expenses	100,446	78,993	94,696	80,033	80,033	62,549	84,113	77,877	2,156-	2.69-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
550000 Interdepartmental Ch	25,277	30,136	33,252	31,576	31,576	16,789	33,578	33,732	2,156	6.83
560000 Capital Outlay										
563000 Building										
563000 Building										
564000 Building Improvemen										
564000 Building Improvemen										
564500 Other Improvements										
564520 Improve. Non Bldg	6,498		32,491							
564500 Other Improvements	6,498		32,491							
565000 Machinery & Equipme										
565000 Machinery & Equipme										
566000 Office Furniture &										
566000 Office Furniture &										
566100 Communications Equi										
566100 Communications Equi										
566200 Computer Equipment										
566200 Computer Equipment										
567000 Vehicles										
567000 Vehicles										
560000 Capital Outlay	6,498		32,491							
570000 Depreciation										
575000 Machinery & Equip D										
575000 Machinery & Equip D										
570000 Depreciation										
500000 Expense/Expenditure	132,220	109,128	160,439	111,609	111,609	79,338	117,691	111,609		

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
630000 Opt'g Transfers from										
Subtotal	13,325	2,481-	4,830			23,532	6,082			
820000 Fund Balance										
820000 Fund Balance										
600000 Other Financing Sourc										
00184 UW Green Bay- Sheboygan	13,325	2,481-	4,830			23,532	6,082			
Current Change in Fund Balance	13,325	2,481-	4,830			23,532	6,082			

Additional Levy Request - 2024

Dept: UW-Green Bay, Sheboygan Campus

Service/Program Name: Repairs and Maintenance

Priority	Service/Program	Account #'s	Amount	Impact to Taxpayer	Justification
2	Physical Education Building Water Line Replacement Project	552010	25,000	Assures taxpayers, students, and staff at UWGB Sheboygan Campus that adequate repairs and maintenance services are being performed on the buildings and grounds.	Address the rusty water issue in the Physical Education Buildings
3	Roof Repair Projects	552010	16,250		Address roof issues on the Fine Arts and Physical Education Buildings Besides including 2 roof repairs per year at no charge, they inspect the roofs each spring and fall and make minor repairs. The
1	Annual Roof Maintenance Contract with Tremco	532145	3,850		the above repairs would have been included in their Annual Roof Maintenance Contract and even more importantly keep the 20 year roof warranty in effect.
Total			\$ 45,100		

Department Head Approval: _____

Liaison Committee Approval: _____

An Additional Levy Request form must be filled out for each program/service that is impacted.

All of the Department's Additional Levy Request forms must have a unique priority ranking.