



AGENDA
OZAUKEE COUNTY BOARD
ORGANIZATIONAL MEETING
TUESDAY, APRIL 16, 2019 – 9:00 AM
ADMINISTRATION CENTER - ROOM A-204
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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

1. CALL TO ORDER

Roll Call

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. PUBLIC COMMENT

Legislative Update

Chairperson's Proclamation

4. COMMUNICATIONS

5. CLAIMS

6. PRESENTATIONS:

Executive Committee Recommendations for Project Funding 2019

Jason Dzwinel, County Administrator

Joint Ozaukee Washington Transit Superintendent Position Update

Jason Wittek, Transit Superintendent

7. COMMITTEE APPOINTMENTS / REAPPOINTMENTS

8. COMMITTEE REPORTS

9. ADJOURNMENT

Ozaukee County Board

AGENDA INFORMATION SHEET

AGENDA DATE: April 16, 2019
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary Executive Committee Recommendations for Project Funding 2019

BACKGROUND INFORMATION: Below the County Board will find information on the project fund applications from the Executive Committee review of the projects from the departments under their oversight. A memo explaining the process is included to aid in understanding. Background information on all of the projects reviewed by the Executive Committee can be found here:

http://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Agenda/_04082019-2531

SUMMARY OF EXECUTIVE COMMITTEE RECOMMENDATIONS: Ranked by Standing Committee importance. Parking Lot items are items considered of enough importance by the Standing Committee that a recommendation to set aside funds in the Project Fund to ensure funds could be available in 2019 or the 2020 funding cycle.

The Executive Committee removed the request for the construction of a Parks Storage and Employee Shop at the Hawthorne Hills Park. The reliance on the golf course revenues and the inclusion of the public bathrooms to support the development of a campground were identified areas of risk. The Executive Committee included funding for the construction of a bathroom at Covered Bridge Park. The construction of the bathroom is a requirement from the State Department of Natural Resources from the grants utilized to acquire the park.

PUBLIC SAFETY

- | | |
|------------------------------------|----------|
| 1. Dispatch Center Improvements | \$60,000 |
| 2. Secure Digital Evidence Storage | \$31,000 |
| 3. Jury Room Remodel | \$45,000 |

PUBLIC WORKS

- | | |
|------------------------|----------|
| 1. Chiller replacement | \$43,000 |
| 2. Exterior lighting | \$77,000 |

HEALTH & HUMAN SERVICES

- | | |
|---|----------|
| 1. Nutrition Program Van & Salad Bar Kiosks | \$55,000 |
|---|----------|

FINANCE COMMITTEE

- | | |
|--|-----------|
| 1. Countywide Telephone System Upgrade | \$346,000 |
| 2. County Board Audio System Update | \$44,000 |

3. Public Safety Security Information and Event Management (SEIM) Implementation and 6 months of maintenance fee \$36,000

NATURAL RESOURCES COMMITTEE

1. Covered Bridge Bathroom \$185,000
 2. Records Indexing \$110,000

TOTAL \$1,032,000
TOTAL REMAINING IN PROJECT FUND \$177,000

PARKING LOT - ITEMS NOT RECOMMENDED BY COMMITTEES

Justice Center Security Study - \$126,000
 District Attorney Data Management - TBD
 Child Support Security Upgrades - \$19,000
 Lion's Den Bathroom - \$175,000
 Interurban Trail Paving (Phased Approach) - \$50,000

SCORING SUMMARY FROM COMMITTEE (BLACK RECOMMENDED)

PUBLIC SAFETY COMMITTEE

<u>Project Name</u>	<u>Value & Efficiency</u>	<u>Modernization & Service</u>	<u>Cost</u>
Dispatch Upgrades	290	230	\$60,000
Digital Storage System	310	290	\$31,000
Jury Room Remodel	310	280	\$25,000
Clerk of Courts Cubicles	230	130	\$50,000
DA Management System	40	250	\$0
Justice Study	210	70	\$123,200

PUBLIC WORKS COMMITTEE

<u>Project Name</u>	<u>Value & Efficiency</u>	<u>Modernization & Service</u>	<u>Cost</u>
Chiller Replacement	300	240	\$43,000
Exterior Lighting	330	250	\$77,000

HEALTH & HUMAN SERVICES COMMITTEE

<u>Project Name</u>	<u>Value & Efficiency</u>	<u>Modernization & Service</u>	<u>Cost</u>
Nutrition Prog. Van	320	230	\$55,000
Pharmacy Consultant	230	190	\$20,000
4th Floor Remodel	220	110	\$20,365

FINANCE COMMITTEE

<u>Project Name</u>	<u>Value & Efficiency</u>	<u>Modernization & Service</u>	<u>Cost</u>
Phone System Update	260	230	\$346,000
Audio Update	270	240	\$44,000
SIEM	280	240	\$36,000
CSA Window Upgrade	280	120	\$18,500

NATURAL RESOURCES COMMITTEE

<u>Project Name</u>	<u>Value & Efficiency</u>	<u>Modernization & Service</u>	<u>Cost</u>
Hawthorne Building	230	280	\$400,000
Historical Indexing	250	240	\$110,000
Covered Bridge Bathroom	230	290	\$185,000
Lion's Den Bathroom	190	290	\$175,000
Interurban Trail	230	160	\$575,000
Survey Grade GPS	220	170	\$25,300
Enterprise GIS System	160	180	\$57,115

ATTACHMENTS:

- PROJECT FUND INFORMATION_MEMO (PDF)

PROJECT FUND INFORMATION

AGENDA INFORMATION SHEET

AGENDA DATE: March 12, 2019
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwiniel
PREPARER: Chad Balke and Jason Dzwiniel

BACKGROUND INFORMATION: Through the 2019 Budget Process, the Board and Staff identified funds to be reserved for projects funded through a Request for Proposal process submitted by departments. One of the goals established by the Board and Staff is better capital asset and one-time project planning, and part of this involves finding a regular source of funds for these projects. There is significant pressure on using the base tax levy to fund regular operations, and this leaves little tax levy available for capital assets or one-time projects.

PROJECT REQUIREMENTS AND ELIGIBILITY

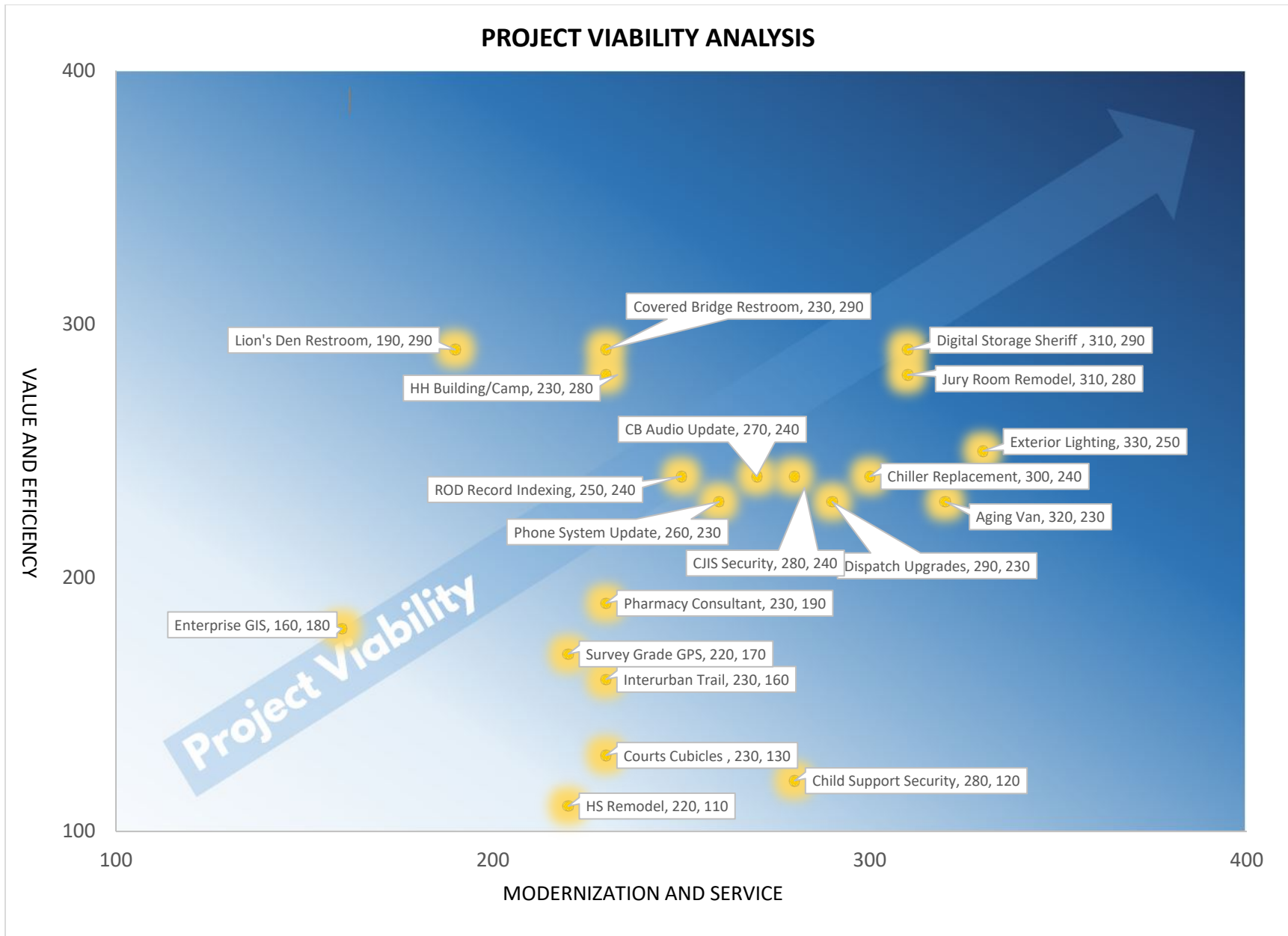
The intention of this funding is to provide an opportunity for Departments that are typically unable to fund their projects using tax levy during the annual budget process. Funding is available to Departments within the rules and eligibility highlighted below:

1. Projects are tax levy supported. Projects could use Enterprise or Special Revenue funds to offset some of the tax levy, but overall the project would not be completed without tax levy investment.
2. Projects can be capital (example: replacement of existing asset, purchase of new asset, new building/service, etc) or a one-time project that is not capital related (consulting services studying operations, innovation, business process improvement, etc). Projects could include both components.
3. The number of projects requested is up to the discretion of departments. This includes any projects that a department has submitted in prior requests during a budget process. It should also include any projects the department has not submitted in the past because they might have assumed it would not be approved due to the constant deferral of projects in prior budget processes.
4. Projects should be in the near-term of the County's 5-year CIP plan. Projects should be shovel ready for start and completion within the next 2 years.

PROCESS: The Executive Committee approved a concept for staff to design and implement a Project Proposal Process during the winter/spring of 2019. The evaluation is based on a set of criterion established by the Executive Committee and staff. The evaluation approach provides the Standing Committees with a score highlighting the impact of the project as compared to other project submittals with the committee's oversight and those identified countywide. Scoring assessed each project on measures of value and efficiency and how the proposal modernizes service delivery at the departmental level. (Please see the attached scorecard.) A graph plotting each project score provides a visual representation of the assessed impact of all submittals countywide. Project scores should be utilized as a guide with the understanding that the Standing Committee may place a higher, or lower, priority on the projects in their recommendation to the Executive Committee.

A team of administrative staff and department heads reviewed each proposal. The review team scored each project proposal for its overall completeness, the impact on the department's business process, for external and internal customers, and by the factors included on the scorecard. A "grant funding" review framed each proposal review. Proposals with specifically identified budgetary expenses and returns received a higher level of scrutiny and consideration for funding. Proposals clearly demonstrating the impact on departmental business processes, or specific operational/legal requirements, also scored well. For example, the proposal to construct a restroom facility in Covered Bridge Park rated slightly higher than a similar proposal for a facility in Lion's Den Park because the State Department of Natural Resources requires the construction of the facility. A similar state requirement does not exist at Lion's Den.

A Project Feasibility Analysis Report for each proposal provides a project purpose summary. Staff identified risks and identified issues, as well as, the final recommendation on funding or next steps for consideration. The recommendation for a proposal failing to receive a funding endorsement details improvements for consideration to increase the project's viability. In many cases, these worthwhile projects should qualify in future rounds of funding with improvements to the proposals. Alternatively, the Executive Committee and Board could set aside funding in the 2019 project fund to allow departments to flesh out the proposal by seeking specific bids or working with staff to further detail scope and requirements.



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

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

Attachment: PROJECT FUND INFORMATION MEMO (5524 : Executive Committee Recommendations - Project Fund 2019)