



AGENDA
PUBLIC WORKS COMMITTEE
REGULAR MEETING
THURSDAY, AUGUST 18, 2022 – 8:00 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

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

[Public Works Committee Live Stream](#)

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

- 1. CALL TO ORDER**
Roll Call
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
 - a. July 21, 2022
- 5. FACILITIES MANAGEMENT**
 - a. *Action Items:*
 1. 4-H Request for Installation of a Fire Pit at the County Fairgrounds
 - b. *Management/Financial/Informational Reports*
 1. Facilities Reports
- 6. HIGHWAYS**
 - a. *Action Items*
 1. CTH D Angled Parking Request *(postponed from July 21 meeting)*
- 7. TRANSIT SERVICES**
 - a. *Action Items:*
 1. Continuation of the Ozaukee County Express Bus Service - 2023
 2. New Flex-Route Bus Service
 3. Transit Procurement Policy Update
 - b. *Management/Financial/Informational Reports*
 1. Transit Report
- 8. HIGHWAYS (cont.)**
 - a. *Action Items:*
 1. Resolution: Transfer of Funds for Highland Interchange Project
 - b. *Management/Financial/Informational Reports*
 1. Highway Financial Report
- 9. NEXT MEETING DATE**
September 22, 2022
- 10. ADJOURNMENT**

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

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

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	August 18, 2022
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Julie Winkelhorst

Agenda Summary July 21, 2022

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 07212022-3115>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/07212022-3115)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 18, 2022
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary 4-H Request for Installation of a Fire Pit at the County Fairgrounds

BACKGROUND INFORMATION: Teri Mejchar, as a Board Member on Ozaukee County 4-H Leaders Association, contacted me about installation of a fire pit at the Fairgrounds. The following is based upon her description of the request:

Prior to the construction of Ascension Columbia St. Mary's Expo Center (ACSMEC), there were three (3) buildings on the Fairgrounds, and one of them had a gas fireplace used by Ozaukee County 4-H during their events. The fireplace had been built using rocks from farms in the area, which were brought in by 4-H members. The fireplace symbolized the team work and efforts of the early 4-H members.

As the ACSMEC was preparing for construction, Ozaukee County 4-H members, alumni and parents saved as many rocks as they could as a memorial to those who came before them. Many of the stones were transported to an alumnus' house, where they have been safely stored for years.

The Ozaukee County Leaders Association has been looking for an opportunity to do something special with the rocks. Recently, they've developed a concept of "The Gathering Place." "The Gathering Place" would be an above ground, gas fire pit that will be partially constructed from the original fireplace rocks, and would be approximately 30-inches high with an 8-ft diameter.

Around the fire pit would be a 32-ft diameter concrete slab as an open area to set chairs or benches. Outside of the concrete slab would be 6" x 6" posts approximately every 8-feet, which would be used to hang lights around the circle to illuminate the area. Also, 4-H would plan to hang flower baskets off of the posts to make the space more inviting.

Additionally, the project intends to be part of a 4-H endeavor entitled "A Touch of the Trades", where Jim Rychtik, as a carpenter and mason, leads 4-H members through various projects to give real life experience working in the trades. Therefore, current 4-H members will be the driving force constructing the fire pit. In the past, the group has constructed a garden shed, chicken coop and benches with great success. (See attached photos.)

All the work will be done under the strict observation of professionals in their field of specialty as follows:

Jim Rychtik - Mason and carpenter

Teri Mejchar - Safety coordinator, RN

Andty Lyneis - Electrician

Larry Neuman - Electrician

Boehlke Bottled Gas - Roger and Barry, gas line professionals.

Jayna Hintz - Oz Co Youth Educator

Initially, 4-H would anticipate construction in spring or summer of 2023, and is interested in two potential locations (See attached map):

1) Grass area north of the Picnic Shelter

2) Grass area near the Horse Arena

Further, a small retaining wall could be built to separate the “Gathering Place” from the walkways, and bushes and perennials could be planted to make the space warm and inviting.

The 4-H Leaders Association has raised some funds, and are seeking conceptual approval to confirm the viability of the project before additional time, resources and funds are spent.

ANALYSIS: The construction of a fire pit could be used by many 4-H groups, and although I would discourage the ability of any rental groups from using the fire pit, it could still be used as a gathering location for other events occurring on the fairgrounds.

If conceptually approved, I would expect the 4-H Leaders Association to come back with a finalized plan based upon input from the Public Works Committee.

FISCAL IMPACT: N/A **FUNDING SOURCE:** N/A

RECOMMENDED MOTION: Direct staff as discussed regarding conceptual approval of the Fairgrounds 4-H Fire Pit.

ATTACHMENTS:

- Fairgrounds - 4-H Trades Examples(PDF)
- Oz Cty Fairgrounds - 4-H Fire Pit Location(PDF)

Ozaukee County 4-H Touch of the Trades Example Projects



Proposed 4-H Fire Pit



Proposed Horse
Arena Location

Proposed Picnic
Shelter Location

Attachment: Oz Cty Fairgrounds - 4-H Fire Pit Location (4-H Fire Pit)

Legend

	Tax Parcel		CSM		US Highway		Town/Public Road
	Gap		Cemetery Plat		State Highway		Railroad Centerline
	Overlap		Condominium Plat		County Road		Ramp
	Historical Parcel Lines		Subdivision Plat		Private Road		
	Assessors Plat		Plat of Survey				

Product of the LAND INFORMATION OFFICE

8/10/2022, 4:45:12 PM

8/10/2022, 4:45:12 PM



DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled.



Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 18, 2022
DEPARTMENT: Facilities Management
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Facilities Reports

ATTACHMENTS:

- Facilities Financials - Aug 2022 (PDF)

Ozaukee County Committee Report
General Fund Facilities Management
 For the Seven Months Ending Sunday, July 31, 2022
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2022 YTD Actual	2022 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interdepartmental Charges	\$4,624	\$32,367	\$56,986	\$24,619	56.80%
Other Revenue	-	\$48	-	(\$48)	0.00%
Total Revenues	\$4,624	\$32,415	\$56,986	\$24,571	56.88%
Expenditures					
Salaries	\$43,039	\$313,251	\$581,355	\$268,104	53.88%
Fringe Benefits	\$14,873	\$117,515	\$181,362	\$63,847	64.80%
Travel/Training	-	-	\$100	\$100	0.00%
Supplies	\$4,089	\$40,483	\$101,795	\$61,312	39.77%
Purchased Services	\$32,389	\$212,058	\$427,124	\$215,066	49.65%
Interdepartment Charges	\$1,703	\$16,648	\$42,946	\$26,298	38.76%
Other Expenses	-	\$3,011	\$3,020	\$9	99.70%
Total Operating Expenditures	\$96,093	\$702,966	\$1,337,702	\$634,736	52.55%
Capital Outlay					
Total Expenditures	\$96,093	\$702,966	\$1,337,702	\$634,736	52.55%
Net Increase (Decrease)	(\$91,469)	(\$670,551)	(\$1,280,716)	(\$610,165)	52.36%

Equity:

Attachment: Facilities Financials - Aug 2022 (Facilities Financials - Aug 2022)

Ozaukee County Committee Report

Special Revenue Fund Fair Grounds

For the Seven Months Ending Sunday, July 31, 2022

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2022 YTD Actual	2022 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$9,918	\$69,426	\$119,017	\$49,591	58.33%
Public Charges for Services	\$3,100	\$73,972	\$206,150	\$132,178	35.88%
Other Revenue	-	-	\$3,000	\$3,000	0.00%
Total Revenues	\$13,018	\$143,398	\$328,167	\$184,769	43.70%
Expenditures					
Salaries	\$1,494	\$9,127	\$69,096	\$59,969	13.21%
Fringe Benefits	\$127	\$789	\$23,745	\$22,956	3.32%
Travel/Training	\$267	\$507	\$500	(\$7)	101.40%
Supplies	\$1,809	\$9,111	\$24,375	\$15,264	37.38%
Purchased Services	\$8,518	\$107,932	\$196,299	\$88,367	54.98%
Interdepartment Charges	\$284	\$7,811	\$7,900	\$89	98.87%
Other Expenses	\$115	\$5,825	\$6,250	\$425	93.20%
Total Operating Expenditures	\$12,614	\$141,102	\$328,165	\$187,063	43.00%
Capital Outlay					
Total Expenditures	\$12,614	\$141,102	\$328,165	\$187,063	43.00%
Net Increase (Decrease)	\$404	\$2,296	\$2	(\$2,294)	114800.00%
<i>Equity:</i>					
Governmental Fund Balance	-	(\$178,308)	-	\$178,308	0.00%

Attachment: Facilities Financials - Aug 2022 (Facilities Financials - Aug 2022)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 18, 2022
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary CTH D Angled Parking Request

BACKGROUND INFORMATION: The former Divine Savior Parish Church is in process of being converted into a single-family residential property. As part of the conversion, the church's parking lot is being removed and replaced with grass and a private driveway. (See attached GIS map.)

Historically, the church parking lot was used by customers at the Lake Church Inn restaurant and bar across the street. In Spring, Mr. Dave Maiman, owner of Lake Church Inn, requested placement of angled parking stalls along the southside of CTH D.

I told him I would consider it, but after reviewing Wisconsin Department of Transportation (WisDOT) design recommendations, I notified Mr. Maiman that I wouldn't approve angled parking due to the higher risk of accidents.

Mr. Maiman appeared at last month's Public Works Committee under Public Comment, and shared his basis for needing angled parking along the south side of CTH D. (See attached letter.)

About a week after June's PWC meeting, someone painted lines on CTH D pavement up to the edgeline. (See attached photos.) Therefore, we have placed orange barrels along CTH D to discourage angled parking in this location.

ANALYSIS: While I understand the impact of losing the Divine Savior Parish Church parking lot for his business, I believe that attempting to squeeze angled parking along CTH D isn't a safe solution.

I notified Mr. Maiman of our intent to remove asphalt along CTH D, but that I was willing to leave an extra wide shoulder (+/-8' asphalt shoulder) in place to mimic the highway further east of this location for drivers to parallel park. That would leave additional space along the highway for the bicycle or pedestrian traffic going to Harrington Beach State Park to the east.

FISCAL IMPACT: N/A **FUNDING SOURCE:** N/A

RECOMMENDED MOTION: Deny request for angled parking along CTH D.

ATTACHMENTS:

- PW Comm Support Doc - CTH D Angled Parking - Addendum (PDF)
- CTH D Angled Parking Ortho (PDF)
- Lake Church Inn - Angled Parking Request(PDF)
- CTH D - Angled Parking Photos (PDF)

HISTORY:**07/21/22****Public Works Committee****POSTPONE****Next: 08/18/22**

Mr. Maiman distributed information and shared his basis regarding his request to continue angle parking along CTH D, across the road from the Lake Church Inn in the Town of Belgium.

Mr. Edgren reviewed design recommendations with the Wisconsin Department of Transportation, whereas, angle parking is not recommended due to higher risk of accidents. There is no easement or property rights to the parking lot of the former Divine Savior Parish Church. Mr. Edgren provided his basis for recommending denial of the request.

Discussion and questions on the width of the shoulder, easement and traffic counts.

Motion to postpone action until the next meeting on August 18, 2022.

RESULT:	POSTPONE [UNANIMOUS]	Next: 8/18/2022 8:00 AM
MOVER:	T. Grabow, Vice-Chairperson	
SECONDER:	T. Richart, Supervisor District 12	
AYES:	M. Wolf, T. Grabow, T. Richart, J. Strom	
EXCUSED:	M. Godden	



Ozaukee County Highway Department

410 South Spring Street

Port Washington, Wisconsin 53074-0994

Jon E. Edgren, P.E. – Public Works Director

Phone 262-238-8335

Fax 262-238-8343

TO: Public Works Committee
 FROM: Jon E. Edgren
 SUBJECT: CTH D Angled Parking - Addendum
 DATE: August 11, 2022

ADDENDUM INFORMATION:

At the July 21st Public Works Committee (PWC) meeting, Mr. Dave Maiman appeared before the committee to discuss his Angled Parking request for the Lake Church Inn along CTH D. The PWC postponed any action asking for clarification if Mr. Maiman could acquire an easement or donation of a strip of land along CTH D as the former Divine Savior Parish parking stalls were +/-4-feet onto Mr. Majewski's private property.

Later that day, Mr. Maiman e-mailed me stating that Mr. Majewski was willing to donate an easement or strip of land to Ozaukee County.

My response requested a 7-foot strip of land to be dedicated as public highway right-of-way (ROW), and suggested Mr. Maiman contact a Professional Land Surveyor (PLS) to estimate the costs to dedicate land via Certified Survey Map (CSM) or deed. My basis for the request is to maintain a clear ownership of the public ROW and avoid confusion over responsibility for maintenance.

That being said, the concept of future maintenance raises further questions as parking lanes along County Highways are typically the responsibility of the local municipality. Therefore, I notified Mr. Maiman that I would also recommend that the Town of Belgium accept maintenance responsibilities for the parking stalls.

\\OZCTY06\Highway\Public Works Committee\Agendas\2022\8-18-22\PW Comm Support Doc - CTH D Angled Parking - Addendum.docx

Attachment: PW Comm Support Doc - CTH D Angled Parking - Addendum (CTH D Angled Parking)



Lake Church Inn
 690 County Road D
 Belgium, WI 53004
 414-688-3782
 lakechurchinn@wi.rr.com

June 16, 2022

RE: Parking across the road from the Lake Church Inn.

The Lake Church Inn has been an active business since 1848, and my wife and I have owned for the past 19 years. As a small business, especially in our industry, it has been difficult to remain profitable the past few years. Changing the parking for no good reason at this time would put us at a further disadvantage.

We are requesting that angle parking, which has been in place for a very long time, remain in place.

1. Very low traffic count.
2. 25mph speed limit.
3. There has been angle parking here for over 50 years and we could not find evidence of a single accident.
4. There is angle parking in Port Washington (Port Hotel/Ozaukee Press) with a much higher traffic count and no apparent issues.
5. There is angle parking in Grafton (Bridge Inn) with a much higher traffic count and no apparent issues.
6. Parallel parking would reduce the number of parking spaces from 17 to 7.
7. Parallel parking is not even on the driving test any longer in many municipalities.
8. Parallel parking is more difficult for senior citizens.
9. A few months ago, ATVs were given the green light to be legally driven along County Road D. This means that the Town of Belgium, the Village of Belgium, and Ozaukee County must feel that the road is safe enough for people as young as 16 years old, with no driver's license, to be on the road in a small open vehicle at speeds of up to 25 mph.
10. The current owner of the building being converted from a church to a home has no objections to the angle parking.
11. There is plenty of room for the angle spaces 26ft long and 10ft wide (the current lines are already there and just need to be repainted which we are willing to do as originally discussed with Jon Edgren).

We are hoping that you will help us out in this matter

Hoping to be of service,

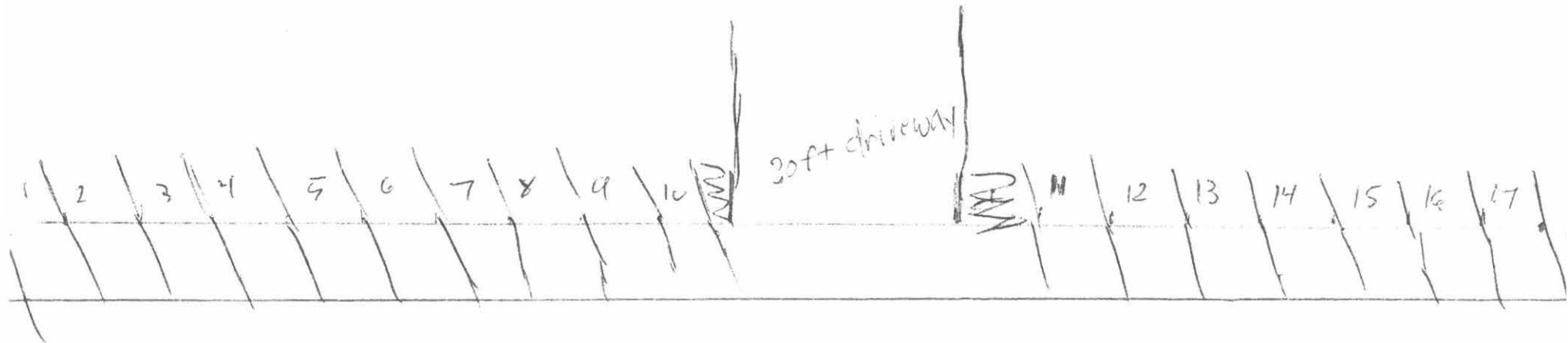


Dave & Annette Maiman
 Owners, Lake Church Inn

Attachment: Lake Church Inn - Angled Parking Request (CTH D Angled Parking)

S
↑

church house



E
←

W
→

690 County Road D

Lake Church Inn

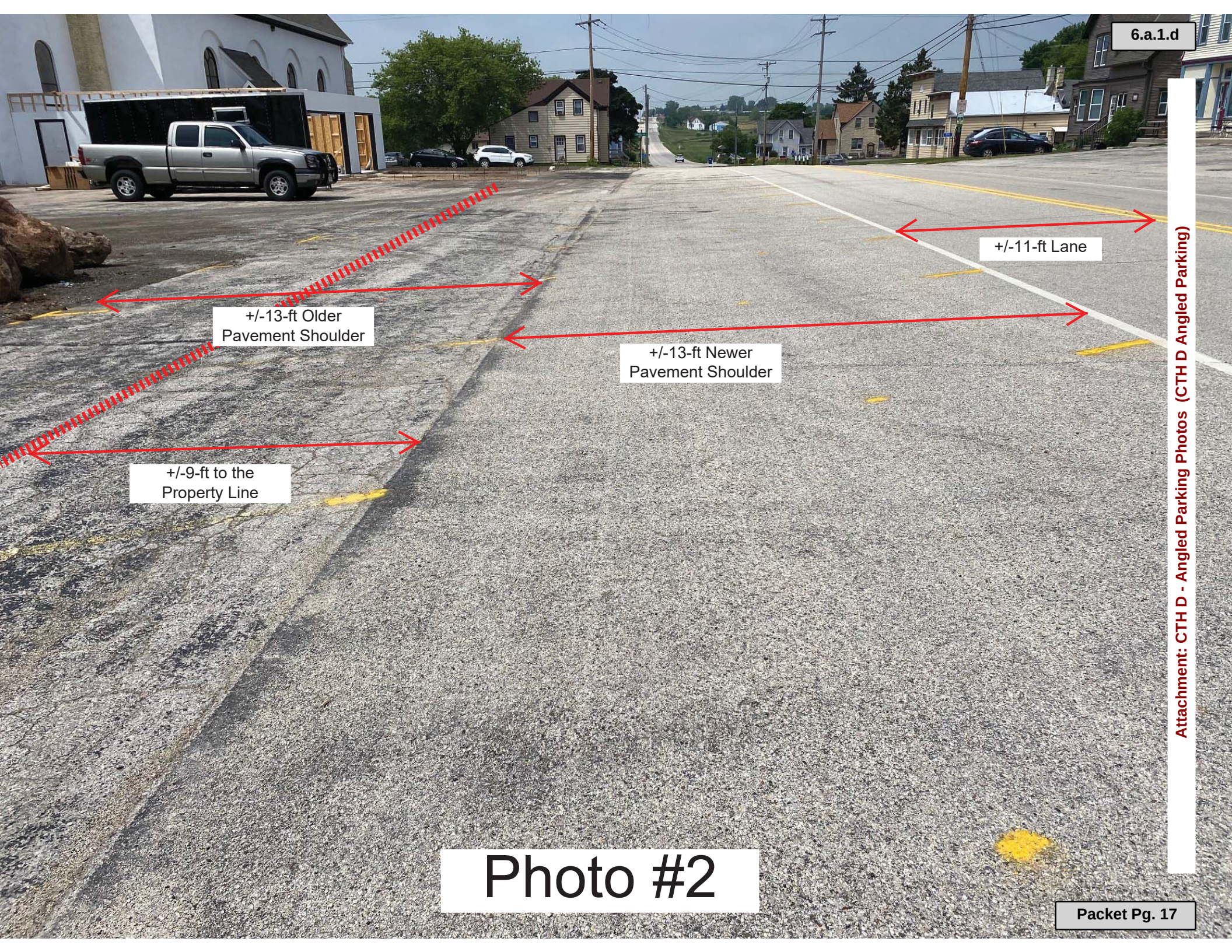
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N

Attachment: Lake Church Inn - Angled Parking Request (CTH D Angled Parking)



Attachment: CTH D - Angled Parking Photos (CTH D Angled Parking)

Photo #1



Attachment: CTH D - Angled Parking Photos (CTH D Angled Parking)

Photo #2

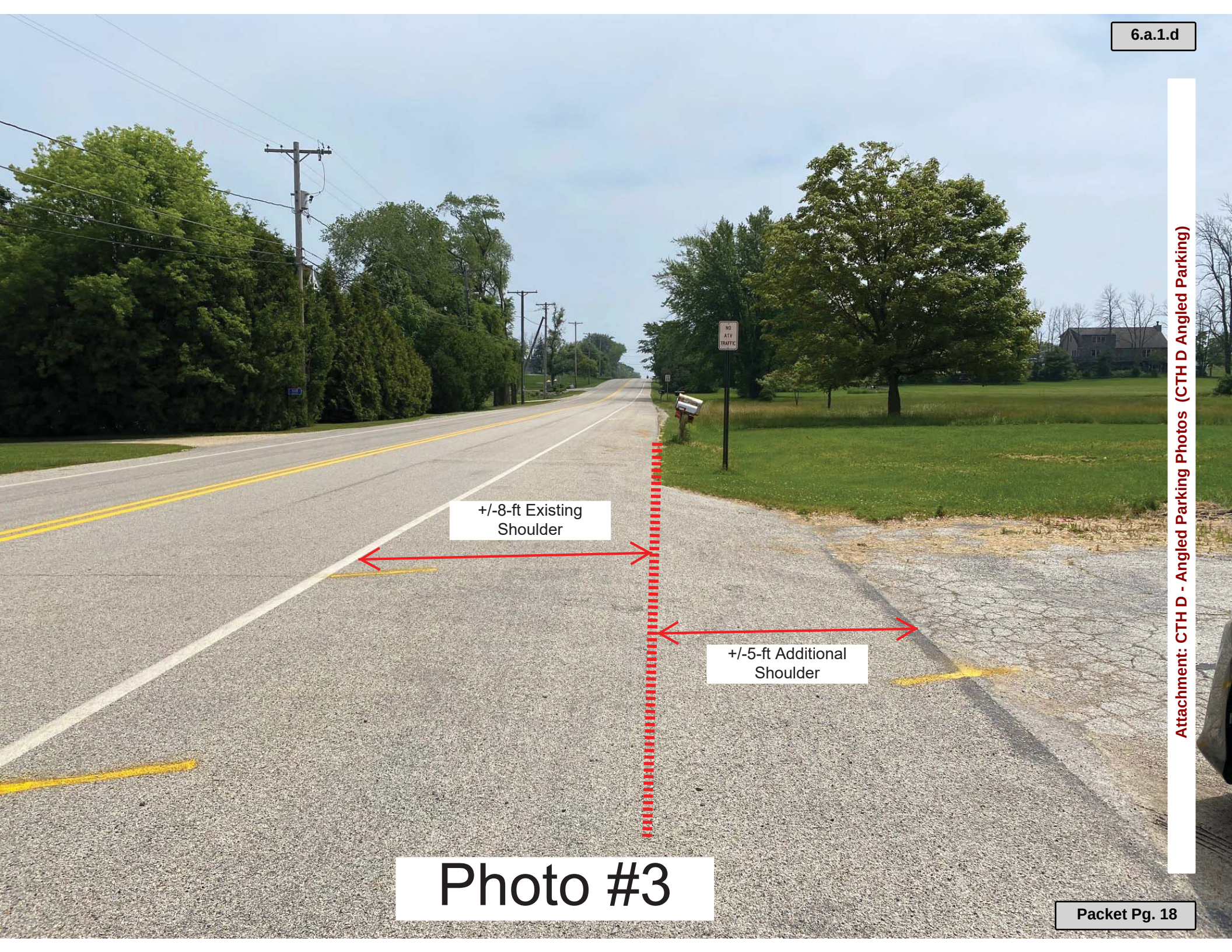


Photo #3

Attachment: CTH D - Angled Parking Photos (CTH D Angled Parking)

Public Works Committee

AGENDA INFORMATION SHEET

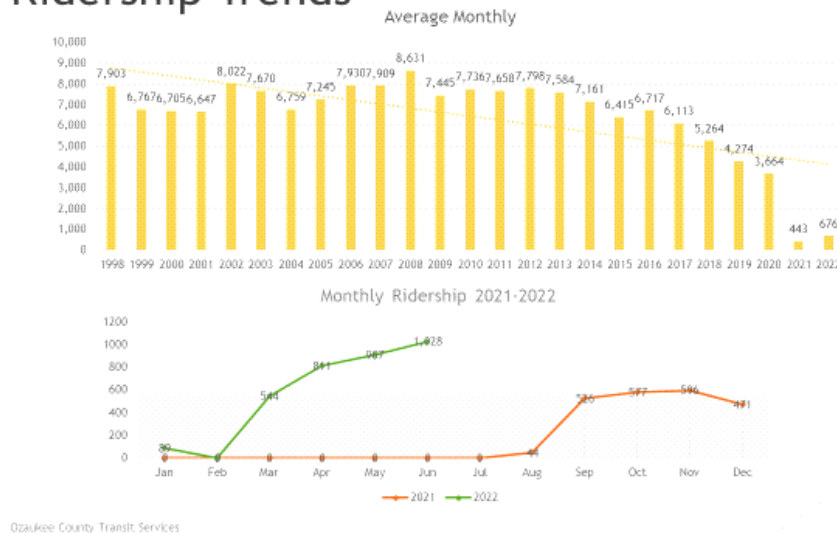
AGENDA DATE: August 18, 2022
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Joy Neilson

Agenda Summary Continuation of the Ozaukee County Express Bus Service - 2023

Overview: The Ozaukee County Commuter Express provides fixed-route service between Ozaukee County and downtown Milwaukee during peak commute hours. The contracted operator is Milwaukee Transport Service, and the bus operates as MCTS 143. The current schedule has 7 runs in the morning from Ozaukee County to Milwaukee, and 7 runs in the afternoon/evening from Milwaukee to Ozaukee County. Riders can pick up the bus at three locations in Ozaukee County. The Ozaukee Express allows for a 30-minute commute from the Cedarburg Park & Ride lot to Wisconsin and Cass street.

Ridership on the 143 has been steadily declining since a peak in 2008. 2019 had been the worst year since the beginning of the service in 1998. This follows a national trend in declining ridership for commuter bus services. Ridership dropped 80% during the pandemic, and has not recovered. Ridership is averaging 3.3 people per bus, with a net cost per ride of \$87.67 (June).

Ridership Trends



Costs

- ▶ Revenue Sources: County levy, State & Federal aid, Fares
- ▶ National COVID Relief funding through end of 2023
- ▶ Cost saving changes made 2021: reducing number of runs, eliminating local service on PW Road, eliminating reverse commute
- ▶ Will require increase in levy allocation after federal funding is spent

Ozaukee County Transit Services

Net Cost Per Ride

2010	2019	2022 June	2022 YTD
\$8.04	\$25.94	\$87.64	\$111.62

National Cost Per Ride

2019	2020
\$12.66	\$22.30

Source: FTA, 2019 & 2020 National Transit Database National Transit Summaries & Trends

This Public Works Committee held a public hearing on the continuation of services on August 10, 2022 at 6:30 pm. The hearing was well attended, with 10 individuals speaking in support of the bus. An additional 16 comments were received in writing prior to the hearing, and an additional 3 were received after the hearing. All comments favored keeping the service. A summary of public comments is attached to this report.

Analysis: The overall cost per ride on the Ozaukee County Express is far above the average cost per ride for commuter service nationally. Ozaukee County has funding through COVID relief funds to run the bus without County Levy through the end of 2023. Continuing the commuter bus service will have no impact on the County Levy in 2023. Eliminating the service will increase Shared Ride Taxi operations costs by \$26,500. COVID relief funds can be used for either program, so there is no overall levy change for Taxi operations in 2023 if the bus is eliminated.

The bus is serving many transit-dependent riders. Public comment produced many suggestions for reducing cost if the service is to continue, including reducing the number of runs per day to 3 or 4. Many speakers said they are working hybrid work schedules, so eliminating Friday service may also be an option. There were also many mentions of service issues with MCTS, and suggestions to have a new provider. These scenarios have not been fully developed.

Ozaukee County may choose to eliminate the service completely, run a limited service, or develop a different model for service, i.e. using smaller vehicles.

FISCAL IMPACT:

2023 budget proposal includes the continuation of service at an estimated 5% cost increase.

Balance Current Year: None at this time

Next Year's Estimated Cost: None at this time

RECOMMENDED MOTION: Defer action to allow staff to compile an analysis of alternatives.

ATTACHMENTS:

- Public Hearing Notes (PDF)

Public Hearing Notes

Continuation of the Ozaukee County Express

August 10, 2022 6:30 pm

The Ozaukee County Public Works Committee held a public hearing on the continuation of the Ozaukee County Express service of Ozaukee Transit. Transit received written 16 comments prior to the hearing in support of continuation of the bus; 10 additional community members attended the hearing a spoke in support of keeping the service. Transit Superintendent Neilson-Loomis provided a short presentation on the current service levels, ridership trends, and costs. A summary of the comments is provided below. The Public Works Committee did not discuss the comments at the hearing.

Public Comments

The numbers in parenthesis indicate the number of times a topic was mentioned.

Benefits and Reasons for Ridding the Bus

- Not driving through construction (6)
- Reducing traffic congestion/use/wear on I-43 (7)
- Conservation/environment/air pollution reduction (7)
- Access to regional economic opportunities (4)
- Parking costs downtown Milwaukee unaffordable (3)
- Bus was a factor in moving to Ozaukee County and/or taking/keeping job in Milwaukee (6)
- Gas cost (4)
- Convenient (5)
- Transit dependent rider/concerns (7)
- Safety (4)
- Gives time to relax (2)
- Weather/winter driving concerns (2)
- Societal good (1)
- Connection for regional travel – airport, train (1)
- Cost effective/personal cost savings (1)
- Less stress (2)
- Met nice people on the bus (1)

Employment and Ridership Trends

- Length of time riding:
 - 0-5 years (4)
 - 6-15 years (5)

- 15+ years (5)
- Working a hybrid schedule (8)
- Employees going back to work (3)
- MSOE/MATC will increase ridership (3)
- Ability to change work schedule to make bus work (1)
- Ridership trending up (4)

Suggestions for Improvement and Cost Reduction

- Reduce number of runs per day (12)
- No Friday service (2)
- Increase Fares (6)
- Saukville/Port Washington Stop:
 - Keep (2)
 - Eliminate (2)
- Smaller bus (2)
- Address service/reliability issues with contractor (7)
- Different provider (5)
- Increase advertising/market awareness (3)
- Explore other funding/business partnerships (4)
- Add reverse commute (1)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	August 18, 2022
DEPARTMENT:	Transit
DIRECTOR:	Jon Edgren
PREPARER:	Joy Neilson

Agenda Summary New Flex-Route Bus Service

BACKGROUND INFORMATION: The Ozaukee County Strategic Plan lists the “development and planning of flexible shuttles to expand transportation from Milwaukee to Ozaukee County” as a tactic for meeting Strategic Objective IID: Expand Regional Transportation Services. A flex route bus service combines the traditional fixed route bus with demand response service; the bus travels along a fixed route during a scheduled time but can deviate up to 0.75 miles along the route with advanced notice. The deviation allows for curb service at business and residential addresses that are close to, but not directly on, the route.

Flex route bus services are a good option for suburban areas, where shopping or employment destinations are in business or commercial parks off of main roads. With a set schedule and route, riders have the option of catching the bus at a designated stop without a reservation. Riders will also have the option to request a deviation with 1-2 hours of advance notice for either pick up or drop off.

Ozaukee County first explored flex route service in 2018 through a Commute to Careers grant applications. SEWRPC prepared a memo, mapping three potential routes from Milwaukee County into Ozaukee: one up Port Washington Road in Mequon up to Grafton, a second up Port Washington Road to Port Washington, and the third up Cedarburg and Green Bay Roads to Cedarburg and Saukville. The purpose of that grant was to increase access to employers in Ozaukee County, with a focus on manufacturing. Although generally perceived as a good idea, Ozaukee Transit was unable to secure the business financial partners necessary for that particular grant program.

Ozaukee Transit asked SEWRPC to update the 2018 memo with a broader scope of increasing transportation options between Ozaukee County and Milwaukee County, especially with the elimination of commuter bus service on Port Washington Road in Mequon. This would be a new service, funded through fares, Federal and State formula operation grants, and county levy. The SEWRPC Memorandum updated January 28, 2022 includes the same three routes and adds Saturday service for retail and hospital transportation along Port Washington Road (Map 1, p.2).

The earliest a new flex route service could be operational is 2024. Community engagement is essential to determine if this is the right type of service for the transportation needs of the county. The exploration phase of planning includes meetings with the public and the business community to determine route and time changes, and feedback on the proposed plan. Additional analysis is needed to determine the need and costs not included in the proposal, such as software and bus stops.

This Committee is being asked to approve the launch of the exploration phase of the project, which will include community outreach events. This project phase will end with a final project proposal in March or April of 2023. The final proposal will need to be approved by the Ozaukee County Board as a new program.

ANALYSIS: The flexible route bus service being proposed would provide same-day service along Port Washington Road and Cedarburg Road. This aligns with regional and county planning recommendations to increase service between Ozaukee and Milwaukee counties, and to provide bus service along Port Washington Road in Mequon. The purpose of the Flex-Route Bus is to increase access to employment and retail destinations in Ozaukee County. The three routes proposed would serve an estimated 19,200 jobs in Ozaukee County, including the deviation zones.

The Flex-Route Bus project is proposed as three routes. Each route would operate 5 am - 8 pm weekdays with 15 trips per day. Saturday service would be offered along Port Washington Road to Grafton. The service will travel in both directions all day, and routes would be scheduled to coordinate with employer shift changes as much as possible.

The initial stage of this project will define the need, routes, and service structure. SEWRPC has agreed to provide assistance with community outreach events, route planning, and assessing bus stop location. This portion of the project would begin in October and end with a finalized plan being delivered to the Public Works Committee and County Board in March 2023.

Concurrent project activities include the solicitation of flex-route software. Flexible shuttle services in all forms are technology dependent. Our current Shared Ride Taxi routing and dispatch software provide offers a flex-route module. A preliminary estimate of cost is included in the budget.

Additional considerations to be determined during the initial phase:

- Commuter bus service
- Expansion of the Flex-Ride Milwaukee service
- Service contract
- Availability of medium size buses

FISCAL IMPACT: There is no additional cost to begin the project this year. If the program is approved, the estimated total cost in 2023 is \$492,475, with a local share of \$98,495. This includes the county purchase of 5 medium size buses.

The project cost for 2024 is estimated to be \$441,580 with a local share of \$86,906. This is lower than the ongoing estimated County share of \$165,562 due to the availability of additional federal funds.

Balance Current Year: 0

Next Year's Estimated Cost: \$492,475

FUNDING SOURCE:

County Levy: Non-County Levy:

RECOMMENDED MOTION: Approve the initial phase of the Flex-Route Bus project.

ATTACHMENTS:

- Logic Model (PDF)
- Project Budget (PDF)
- Project Timeline (XLSX)
- Ozaukee Flexible Shuttle Revised January 2022 (00260547) (PDF)

Logic Model

Ozaukee Flex-Route Bus Proposal 2022

Alignment with Local and Regional Objectives

Ozaukee County Strategic Plan Objectives:

II.c.2 – Align the transportation of series with the long-term needs of the County

II.C.4 – Develop transportation options for County Employees – Lasata Targeted Routes

II.D.2 – Explore development and planning of flexible shuttles to expand transportation from Milwaukee to Ozaukee County

Ozaukee County Transit Development Plan 2019-2023 Recommendations:

- Consider implementing a new route to serve Port Washington Road
- Consider implementing flexible shuttles

Public Transit Human Services Coordination Plan 2021 Recommendations:

- Pursue strategies independent of establishing a regional transit authority that improve and strengthen services that cross county lines to increase transportation access to jobs, medical facilities, and other social and recreational activities

SEWRPC Vision 2050

2.9 – Implement programs to improve access to suburban employment centers

Project Logic Model

Goals	Stakeholders	Assets/Needs	Activities	Outputs	Outcomes
Provide same-day transit option within the county. Address the “last mile” transportation issue in suburban/rural destinations.	General public Ozaukee County Board City of Mequon City of Cedarburg City of Grafton City of Port Washington Area hospitals Concordia MATC	<i>Assets:</i> SEWRPC Service Operator Bus stops with shelters (PWR only) AVLs Milwaukee Transit support <i>Needs:</i> Medium accessible buses (12 ambulatory/2 wheelchair) Software upgrade Fare box system (?) Promotional and educational materials	Public Outreach Events Individual outreach meetings Route & stop planning Survey	Routes and times designed to meet the identified needs in the community. Physical bus stops built Quantify need for service.	Route deviation flexible bus service in Ozaukee County.
Increase access to Ozaukee County employment centers	Business Community Dept. of Workforce Development Seek/employment agencies Disability rights activists		Outreach meetings to the business community	Stakeholder buy-in.	Reduced attrition due to employee transportation.
Increase transportation connections with Milwaukee County	WisDOT SEWRPC Milwaukee County Non-profit leaders (ARPA Discussions)	Additional bus stops with shelters	Fare payment system analysis – connect with Milwaukee/Waukesha County? Develop agreement for service at shared connection points in Milwaukee County.	Coordinated services for a smooth customer experience in regional transit.	Increased regional employment. Increased access to regional retail and health locations.

Initial Project Budget 2023-2024

Expenses

Contract cost		
	Additional Hours	14,400
	Cost per hour	\$ 28.45
	Est. Total Annual Cost	\$ 409,680.00
Maintenance		
	Additional annual miles	122,500
	Cost per mile	\$ 0.08
	Est. Total Annual Cost	\$ 9,800.00
Vehicles		
	2 Med Bus already in budget for SRT	
	Number needed	5
	Est. Cost	\$ 78,000.00
	Total Cost	\$ 390,000.00
Bus Stops		Grant dependent - Cedarburg Route
	Shelters	\$ 44,000.00
	Blades	\$ 192.00
	Hwy Labor	\$ 3,000.00
	Total Cost	\$ 47,192.00
Software Upgrade		
	Total Cost	\$ 46,950.00
Marketing		
	Total Cost	\$ 25,000.00

Total Expenses	\$ 928,622.00
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2023 Investment

2023 Costs

Bus Stops	\$ 390,000.00
Vehicles	\$ 47,192.00
Software Upgrade	\$ 46,950.00
Marketing 1/3	\$ 8,333.33
Total Cost	\$ 492,475.33

Revenues

Federal Share	\$ 393,980.27
---------------	---------------

COUNTY	\$ 98,495.07
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Ongoing operations Cost	\$ 441,580.25
County Share	\$ 165,562.00
CBE Levy 2019	\$ 144,437.00

2024 Investment

2024 Costs

Contract cost	\$ 409,680.00
Maintenance	\$ 9,800.00
Software License	\$ 5,450.25
Marketing	\$ 16,650.00
Total Cost	\$ 441,580.25

Revenues

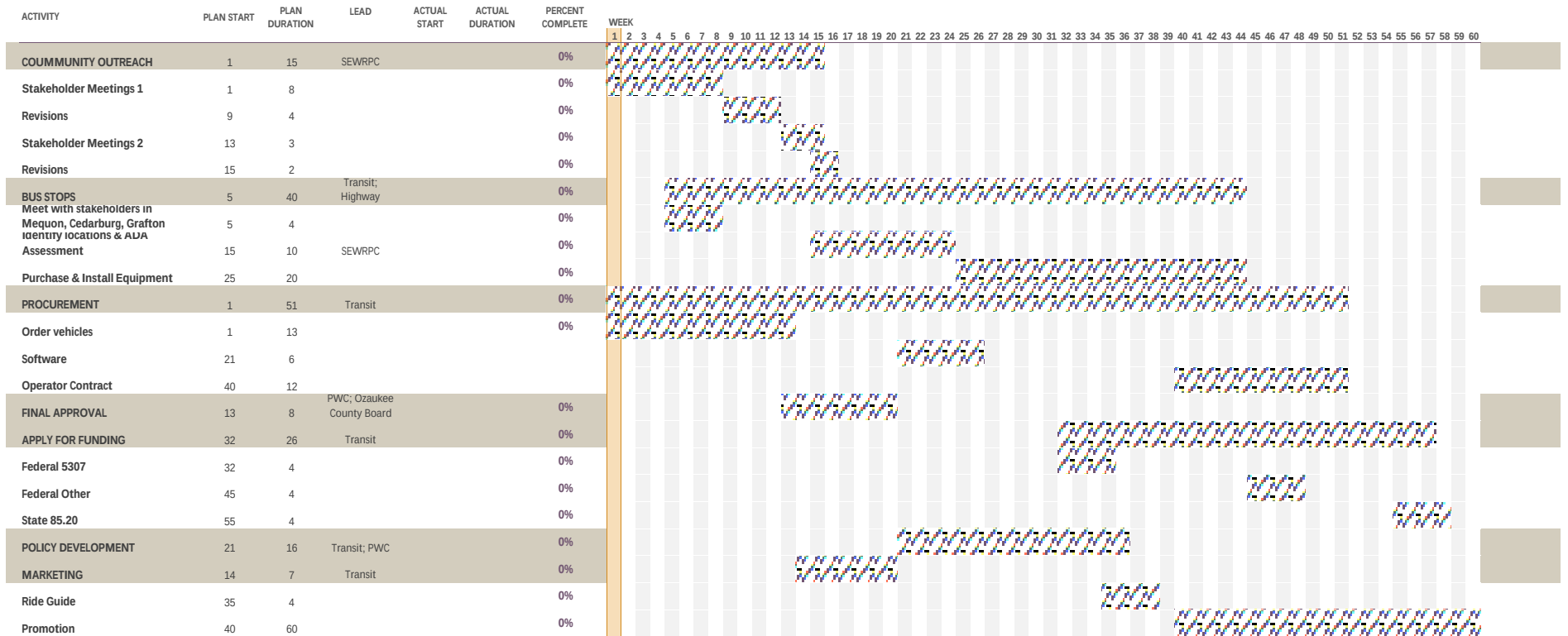
Federal Share	\$ 88,676.05
State Share	\$ 238,398.15
Passenger revenue	\$ 27,600.00

COUNTY	\$ 86,906.05
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Ozaukee County FlexRoute-Bus

October 2022 - December 2023

Week Highlight: 1

Attachment: Project Timeline (New Flex-Route Bus Service)

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607 •

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WAUKESHA



SEWRPC Staff Memorandum

OZAUKEE COUNTY FLEXIBLE SHUTTLE ROUTES ANALYSIS

Updated January 28, 2022

INTRODUCTION

In 2018, at the request of Ozaukee County, the Southeastern Wisconsin Regional Planning Commission refined analyses conducted as part of the *Ozaukee County Transit Development Plan: 2019-2023* to project the annual operating expenses, revenues, and ridership for three potential flexible shuttle routes. That memorandum was produced in response to a call for projects for the "Commute to Careers" grant program, which provided one-time funding to help meet the workforce transportation needs of low-income workers in Wisconsin. This memorandum provides an updated analysis of the potential transportation services envisioned, including connecting transit services, the latest demographic data, and current estimated service costs.

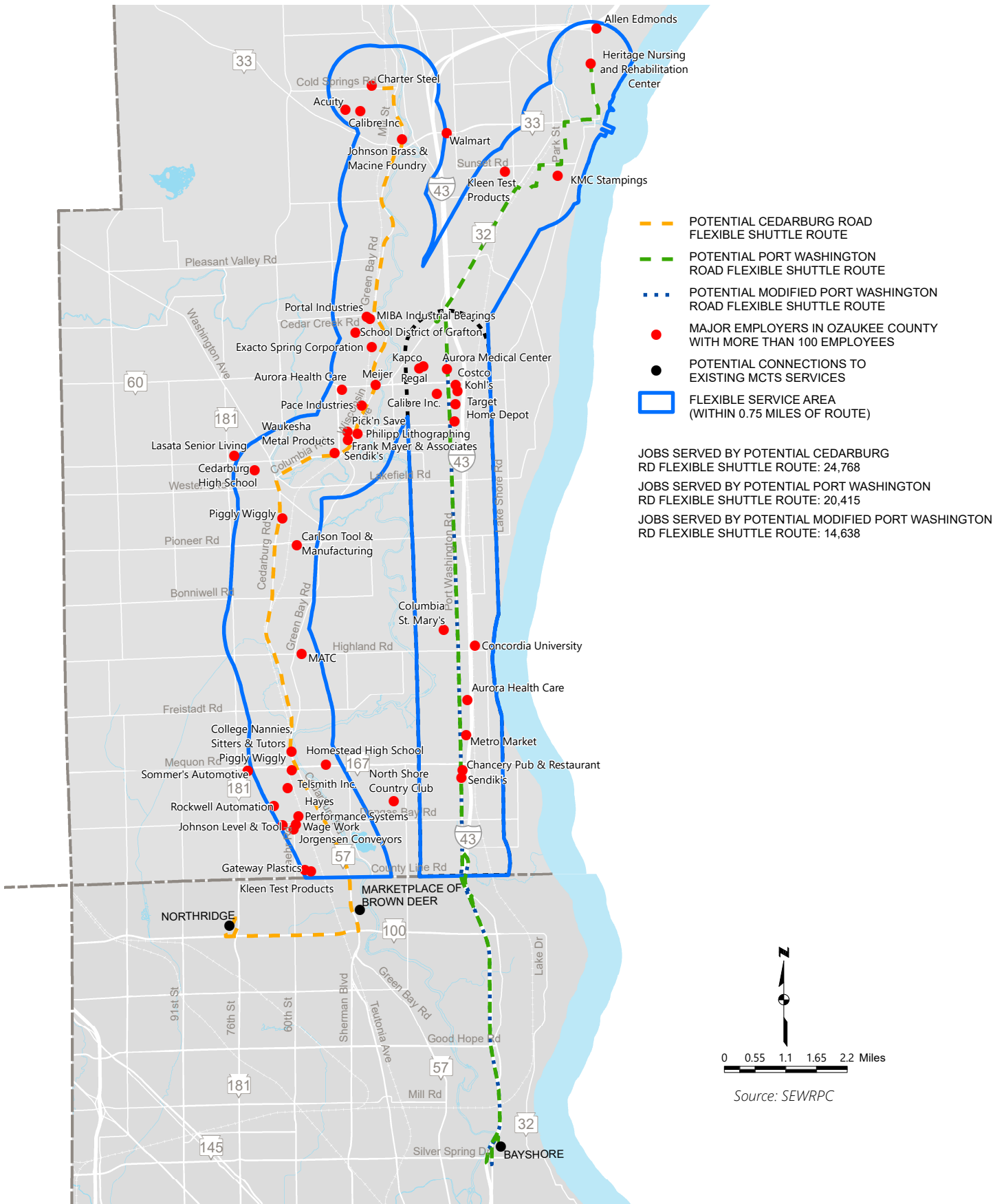
Flexible Shuttle Service Overview

The flexible service envisioned would allow for minor deviations from the proposed routes to provide direct access to passengers who live or work in the vicinity of the routes. Like the 2018 memo, the proposed service for all three route options is assumed be offered from 5:00 a.m. to 8:00 p.m. on weekdays and would pick-up and drop-off at any location within 0.75 miles of a route in Ozaukee County upon passenger request. This distance was selected based on surveys of providers documented in the Transit Cooperative Research Program Report 140, *A Guide for Planning and Operating Flexible Public Transportation Services*, and is consistent with the operation of similar services in western Kenosha County prior to April 2020, but could be modified by the County as needed. It is anticipated that this service would be provided with a smaller vehicle than a full-sized bus, similar to the largest vehicles in the existing Shared-Ride Taxi fleet, with a capacity to transport up to 14 passengers, including two passengers in wheelchairs. For purposes of the analysis, the 2022 Ozaukee County Shared-Ride Taxi hourly purchase rate, maintenance costs, and fuel costs were used to project operating expenses. However, based on the needs of Ozaukee County, these services may be provided through a separate contract with a private transportation operator, which would likely result in higher operating expenses.

As shown in Map 1, the three routes include; (1) a route along Cedarburg Road, beginning at the former Northridge Mall (Brown Deer Road and Servite Drive), continuing to the Marketplace of Brown Deer (Green Bay Road and Schroeder Drive), and then north to the Village of Saukville, (2) a route along Port Washington Road, starting at Bayshore Mall and continuing north—ending approximately one mile north of downtown

Map 1

PROXIMITY OF EMPLOYERS TO THE POTENTIAL FLEXIBLE ROUTES IN OZAUKEE COUNTY



Port Washington¹, and (3) a modified route along Port Washington Road, starting at Bayshore Mall and ending at Grafton Commons. Each of the three routes originate at locations in northern Milwaukee County currently served by multiple MCTS bus routes. The three routes are described in more detail below. These routes are generally the same as the ones proposed in the 2018 memo. However, it is now proposed that the Port Washington route extend approximately one mile north of downtown Port Washington to serve major employers on Wisconsin Street.

Cedarburg Road Route: Former Northridge site to Saukville

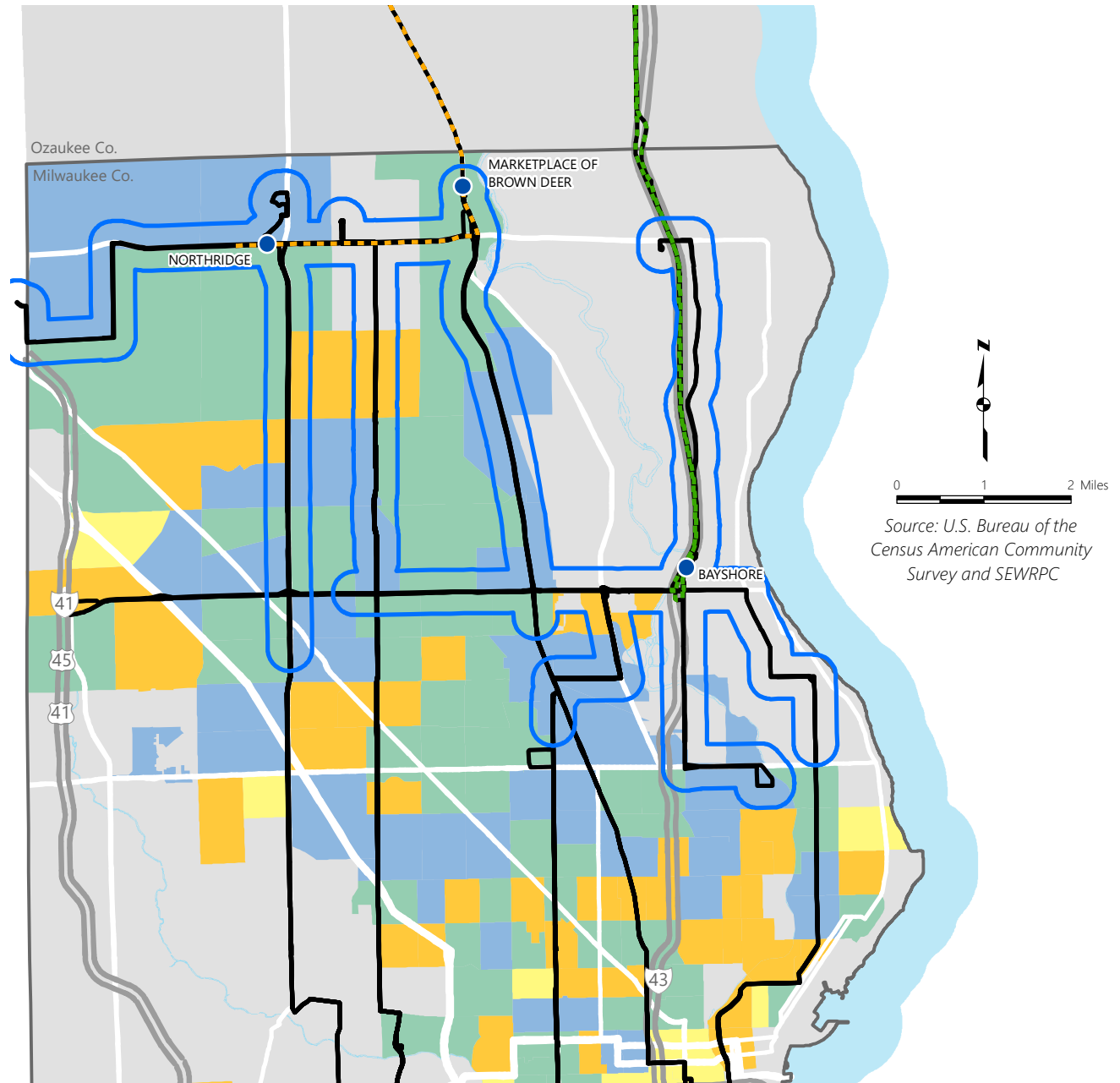
The Cedarburg Road route would provide up to 15 one-way trips per day and would serve destinations such as the Mequon business park, downtown Cedarburg, MATC-Mequon, Rockwell Automation, and Charter Steel in Saukville. There were approximately 24,800 jobs in Ozaukee County within the 0.75 miles service area of this route in 2020, the latest available data. This is an increase of approximately 14 percent from the 2010 figure reported in the original memo. It is assumed that two additional vehicles with capacity to transport 14 passengers, including two passengers in wheelchairs, would be needed to provide hourly service. The route could be flexibly served by a subset of the Ozaukee County Shared-Ride Taxi fleet in that, once a run is completed, the vehicle would be available to resume regular Shared-Ride Taxi Service. Subsequently, a second vehicle could begin service at the former Northridge location (Brown Deer Road and Servite Drive) and continue northbound toward the final stop in Saukville. Should the County utilize this route option and see a high demand for additional stops, N. 60th Street and Brown Deer Road could serve as an additional stop location as it would allow a passenger to transfer to and from MCTS Route 60. As shown in Table 1, the annual cost of this route is estimated at approximately \$224,400 in 2022, which includes the cost to operate and maintain the vehicles based on the Shared-Ride Taxi hourly purchase rate, maintenance costs, and fuel costs. The capital costs to purchase two cutaways (at approximately \$76,000 each) is not included in this total². For purposes of this analysis, a conservative ridership estimate is provided, with 17,300 passengers per year. However, it is anticipated that the shuttle schedule will be coordinated with Ozaukee County employers' shift changes, likely resulting in actual ridership that would exceed the estimates.

Commission staff quantified the number of individuals with an income below 150 percent of the poverty level and the number of unemployed individuals within a 15-minute transit ride from the MCTS transit connections to the Cedarburg Road shuttle route. Based on census tract data from the 2015-2019 American Community Survey, there are approximately 12,350 persons with an income below 150 percent of the poverty level and 1,880 unemployed persons served by MCTS routes connecting to the Cedarburg Road flexible shuttle route, as shown in Map 2 and Map 3, respectively. This route would also provide service to Ozaukee County residents living within 0.75 miles of the shuttle route, with approximately 2,270 persons with an income below 150 percent of the poverty level and approximately 310 unemployed persons living in that area.

¹ The extent of the Port Washington route has been updated to extend approximately one mile north of downtown Port Washington to serve major employers on Wisconsin Street, including Allen Edmonds.

² Estimated vehicle cost for a medium, gas-powered bus. Source: <https://wisconsin.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/5310-app-trad.pdf>

Map 2
Population with an Income Below 150 Percent of the Poverty Level
within a 15-minute Transit Ride from Potential Transit Connections



TRANSIT SERVICE (2021)

- POTENTIAL TRANSIT CONNECTION
- ONE-QUARTER MILE WALK DISTANCE FROM BUS ROUTES WITHIN A 15 MINUTE TRANSIT RIDE FROM POTENTIAL TRANSIT CONNECTIONS
- MCTS LOCAL & EXPRESS SERVICE
- POTENTIAL CEDARBURG ROAD FLEXIBLE SHUTTLE ROUTE
- POTENTIAL PORT WASHINGTON ROAD FLEXIBLE SHUTTLE ROUTE

PERSONS WITH AN INCOME BELOW 150% OF THE POVERTY LEVEL SERVED BY MCTS ROUTES CONNECTING TO THE CEDARBURG ROAD FLEXIBLE SHUTTLE ROUTE: 12,349

PERSONS WITH AN INCOME BELOW 150% OF THE POVERTY LEVEL SERVED BY MCTS ROUTES CONNECTING TO THE PORT WASHINGTON ROAD FLEXIBLE SHUTTLE ROUTE: 10,677

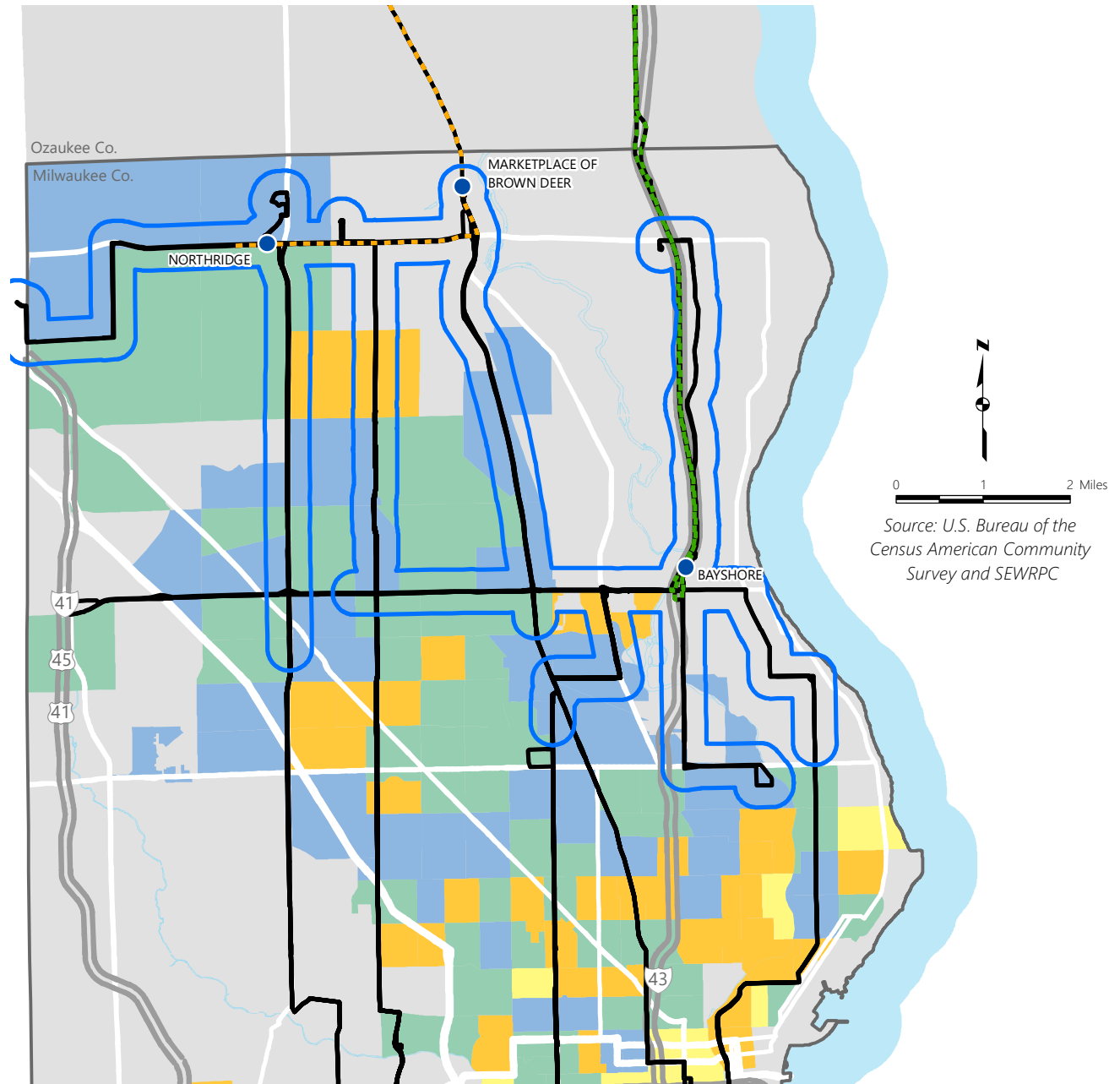
CENSUS TRACTS WHEREIN THE PERCENTAGE OF PERSONS WITH INCOME BELOW 150 PERCENT OF THE POVERTY LEVEL EXCEEDS THE REGIONAL AVERAGE OF 20.6 PERCENT BASED ON THE 2015-2019 U.S. CENSUS AMERICAN COMMUNITY SURVEY

- FEWER THAN 500 PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL
- 500-999 PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL
- 1,000-1,499 PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL
- 1,500 OR MORE PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL

Notes: Areas in gray are comprised of census tracts wherein the percentage of persons with an income of below 150 percent of the poverty level is less than or equal to the regional average of 22.6 percent.

The information reflected on this map is from the American Community Survey, which is based on sample data from a small percentage of the population. Consequently, the data has a relatively large margin of error that can result in larger census tracts being identified as having concentrations of persons with income below 150 percent of the poverty level even though there are only small enclaves of such persons located within the tract identified.

Map 3
Unemployed Population within a 15-minute Transit Ride from Potential Transit Connections



TRANSIT SERVICE (2021)

- POTENTIAL TRANSIT CONNECTION
- ONE-QUARTER MILE WALK DISTANCE FROM BUS ROUTES WITHIN A 15 MINUTE TRANSIT RIDE FROM POTENTIAL TRANSIT CONNECTIONS
- MCTS LOCAL & EXPRESS SERVICE
- - - POTENTIAL CEDARBURG ROAD FLEXIBLE SHUTTLE ROUTE
- - - POTENTIAL PORT WASHINGTON ROAD FLEXIBLE SHUTTLE ROUTE

UNEMPLOYED PERSONS SERVED BY MCTS ROUTES CONNECTING TO THE CEDARBURG ROAD FLEXIBLE SHUTTLE ROUTE: 1,879

UNEMPLOYED PERSONS SERVED BY MCTS ROUTES CONNECTING TO THE PORT WASHINGTON ROAD FLEXIBLE SHUTTLE ROUTE: 1,727

CENSUS TRACTS WHEREIN THE PERCENTAGE OF PERSONS WITH INCOME BELOW 150 PERCENT OF THE POVERTY LEVEL EXCEEDS THE REGIONAL AVERAGE OF 20.6 PERCENT BASED ON THE 2015-2019 U.S. CENSUS AMERICAN COMMUNITY SURVEY

- FEWER THAN 500 PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL
- 500-999 PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL
- 1,000-1,499 PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL
- 1,500 OR MORE PERSONS WITH INCOME BELOW 150% OF THE POVERTY LEVEL

Notes: Areas in gray are comprised of census tracts wherein the percentage of persons with an income of below 150 percent of the poverty level is less than or equal to the regional average of 22.6 percent.

The information reflected on this map is from the American Community Survey, which is based on sample data from a small percentage of the population. Consequently, the data has a relatively large margin of error that can result in larger census tracts being identified as having concentrations of persons with income below 150 percent of the poverty level even though there are only small enclaves of such persons located within the tract identified.

Table 1
Projected Annual Operating Expenses, Revenues, and
Ridership for Flexible Shuttle Route Along Cedarburg Road:
2022-2026

Characteristics	Projected		
	2022	2026	Average
Services Provided			
Revenue Vehicle Miles	79,000	79,000	79,000
Revenue Vehicle Hours	6,900	6,900	6,900
Revenue Passengers			
Total	17,300	17,300	17,300
Passengers per Revenue Vehicle Mile	0.22	0.22	0.22
Passengers per Revenue Vehicle Hour	2.50	2.50	2.50
Expenses and Revenues			
Operating Expenses ^a	\$224,400	\$257,400	\$240,900
Farebox Revenues ^a	\$34,600	\$34,600	\$ 34,600

^a Expenses and revenues are expressed in estimated year-of-expenditure dollars.

Sources: Ozaukee County and SEWRPC

Port Washington Road Route: Bayshore Mall to Port Washington

The Port Washington Road route would serve destinations that include Ascension/Columbia St. Mary's, Aurora Medical Center, and the Port Washington Industrial Park, providing up to 15 one-way trips per day. There were approximately 20,400 jobs in Ozaukee County within the 0.75 mile service area of this route as of 2020. This is a decrease of approximately 2 percent from the 2010 figure reported in the original memo. It is assumed that two additional vehicles with capacity to transport 14 passengers, including up to two passengers in wheelchairs, would be needed to provide hourly service. The route could be flexibly served by a subset of the Ozaukee County Shared-Ride Taxi fleet in that, once a run is completed, the vehicle would be available to resume regular Shared-Ride Taxi Service. Subsequently, a second vehicle could begin service at Bayshore Mall and continue northbound toward the final stop approximately one mile north of downtown Port Washington.

As shown in Table 2, the annual cost of this route is estimated at approximately \$167,100 in 2022, which includes the cost to operate and maintain the vehicles based on the Shared-Ride Taxi hourly purchase rate, maintenance costs, and fuel costs. The capital costs to purchase two cutaways (at approximately \$76,000 each) is not included in this total. For purposes of this analysis a conservative estimate of ridership is provided with approximately 13,000 passengers per year. However, it is anticipated that the shuttle schedule will be coordinated with Ozaukee County employers' shift changes, likely resulting in actual ridership that would exceed the estimates.

Commission staff quantified the number of individuals with an income below 150 percent of the poverty level and the number of unemployed individuals within a 15-minute transit ride from the MCTS transit connections to the Port Washington Road shuttle route. Based on census tract data from the 2015-2019 American Community Survey, there are approximately 10,680 persons with an income below 150 percent of the poverty level and 1,730 unemployed persons served by MCTS routes connecting to the Port Washington Road flexible shuttle route, as shown in Map 2 and Map 3, respectively. This route would also provide service to Ozaukee County residents living within 0.75 miles of the shuttle route, with approximately 1,640 persons with an income below 150 percent of the poverty level and approximately 260 unemployed persons living in that area.

Table 2
Projected Annual Operating Expenses, Revenues, and
Ridership for Flexible Shuttle Route Along Port Washington
Road: 2022-2026

Characteristics	Projected		
	2022	2026	Average
Services Provided			
Revenue Vehicle Miles	83,300	83,300	83,300
Revenue Vehicle Hours	5,200	5,200	5,200
Revenue Passengers			
Total	13,000	13,000	13,000
Passengers per Revenue Vehicle Mile	0.16	0.16	0.16
Passengers per Revenue Vehicle Hour	2.50	2.50	2.50
Expenses and Revenues			
Operating Expenses ^a	\$167,100	\$191,700	\$179,400
Farebox Revenues ^a	\$26,000	\$26,000	\$26,000

^a Expenses and revenues are expressed in estimated year-of-expenditure dollars.

Sources: Ozaukee County and SEWRPC

Modified Port Washington Road Route: Bayshore Mall to Grafton Commons

The modified Port Washington Road route would serve destinations including Ascension/Columbia St. Mary's and the Aurora Medical Center, providing up to 15 one-way trips per day. This route would run on Saturdays to serve the medical, retail, and commercial establishments near Grafton Commons. There were approximately 14,600 jobs in Ozaukee County within the 0.75 mile service area of this route. This is a slight increase of approximately 2 percent from the 2010 figure reported in the original memo. The route could be flexibly served by a subset of the Ozaukee County Shared-Ride Taxi fleet in that, once a run is completed, the vehicle would be available to resume regular Shared-Ride Taxi Service. Given the shorter distance of this route (30 minutes one-way), it is envisioned that one additional vehicle, with capacity to transport 14 passengers, including up to two passengers in wheelchairs, could flexibly service this route, while maintaining the Shared-Ride Taxi's existing level of service.

As shown in Table 3, the annual cost of this route is estimated at approximately \$140,500 in 2022, which includes the cost to operate and maintain the vehicles based on the Shared-Ride Taxi hourly purchase rate, maintenance costs, and fuel costs. The capital costs to purchase one cutaway (at approximately \$76,000) is not included in this total. For purposes of this analysis a conservative ridership estimate of passengers is provided, with approximately 10,800 passengers per year. However, it is anticipated that the shuttle schedule will be coordinated with Ozaukee County employers' shift changes, likely resulting in actual ridership that would exceed the estimates.

Commission staff quantified the number of individuals with an income below 150 percent of the poverty level and the number of unemployed individuals within a 15-minute transit ride from the MCTS transit connections to the Port Washington Road shuttle route. Based on census tract data from the 2015-2019 American Community Survey, there are approximately 10,680 persons with an income below 150 percent of the poverty level and 1,190 unemployed persons served by MCTS routes connecting to the Port Washington Road flexible shuttle route, as shown in Map 2 and Map 3, respectively. This route would also provide service to Ozaukee County residents living within 0.75 miles of the shuttle route, with approximately 750 persons with an income below 150 percent of the poverty level and approximately 80 unemployed persons living in that area.

Table 3
Projected Annual Operating Expenses, Revenues, and
Ridership for a Modified Flexible Shuttle Route Along Port
Washington Road to Grafton Commons: 2022-2026

Characteristics	Projected		
	2022	2026	Average
Services Provided			
Revenue Vehicle Miles	67,500	67,500	67,500
Revenue Vehicle Hours	4,300	4,300	4,300
Revenue Passengers			
Total	10,800	10,800	10,800
Passengers per Revenue Vehicle Mile	0.16	0.16	0.16
Passengers per Revenue Vehicle Hour	2.50	2.50	2.50
Expenses and Revenues			
Operating Expenses ^a	\$140,500	\$161,200	\$150,900
Farebox Revenues ^a	\$21,600	\$21,600	\$21,600

^a Expenses and revenues are expressed in estimated year-of-expenditure dollars.

Sources: Ozaukee County and SEWRPC

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	August 18, 2022
DEPARTMENT:	Transit
DIRECTOR:	Jon Edgren
PREPARER:	Joy Neilson

Agenda Summary Transit Procurement Policy Update

BACKGROUND INFORMATION: Ozaukee County Transit is required to maintain a procurement policy to ensure compliance with all federal and state regulatory procedures. Policies and procedures are reviewed by the FTA during Triennial reviews. The FTA found several deficiencies in Ozaukee Transit's policies during the 2022 Triennial Review. The policies are updated to cure the deficiencies.

ANALYSIS: This version updates the policies with appendices of checklists and forms to standardize procurement practice. Forms that specifically address FTA findings are: Procurement File Checklist, Sole Source Justification, and the Altoona bus testing certification. Additional federal clauses were also added to ensure compliance, including the notification of current or prospective legal matters that may affect the Federal Government. Procedures for annual review and determination of responsibility of bidders have been clarified.

FISCAL IMPACT: N/A **FUNDING SOURCE:** N/A

RECOMMENDED MOTION: Adopt the Transit Procurement Policy as amended.

ATTACHMENTS:

- Procurement Policy_REVISED 2022 (PDF)

PURCHASING AND PROCUREMENT POLICY

1. **GENERAL:** This policy establishes the procedures that shall be followed in the purchasing and procurement of goods, services and equipment for Ozaukee County Transit Services. All employees of Transit Services and employees of other departments of Ozaukee County acting on behalf of Transit Services or using Transit Services funds shall abide by any and all applicable parts of this policy. All contractors and subcontractors to Transit Services and their employees, to the extent that their activities require observance of county, state and federal purchasing regulations in the course of business relating to their contract with Transit Services, shall also abide by these policies which pertain to the execution of their contracts. The Transit Superintendent shall be responsible for the dissemination of these procedures to all persons who have a need to know, and that they are followed by all of the above named employees and contractors. These policies and procedures shall be reviewed annually to ensure compliance with relevant County, State, and Federal regulations.
2. **REFERENCES:** The Ozaukee County Transit Services Purchasing and Procurement Policy is to be used in conjunction with Ozaukee County Ordinances and the Ozaukee County Policy and Procedure Manual which may be modified or added to from time to time, and any additional applicable county, state and federal regulations not listed herein. Listed below are references to specific areas of each that support this policy, however, not all references apply to every procurement. They are listed here for easy reference. Similarly, FTA references are also listed below for reference in using this policy and procedure document. The Transit Superintendent shall determine the applicability of various county, state and federal regulations to a specific procurement, and shall ensure that all such are included in the particular transaction in question.

Ozaukee County Ordinance - Reference Chapters/Sections

Chapter II	Section 2.25	Access to Public Records
	Section 2.44	Code of Ethics
	Section 2.45	Private Interest in Public Contracts (As it relates to FTA C 4220.1F Third Party Contracting Requirements)
	http://www.co.ozaukee.wi.us/DocumentCenter/View/1320	
Chapter 2	Section 2.03(3)(a)	Public Works Committee
Chapter 5	Section 5.01	Finance
Chapter 5	Section 5.03	Office of the Purchasing Agent
	http://www.co.ozaukee.wi.us/DocumentCenter/View/2503	
	http://www.co.ozaukee.wi.us/DocumentCenter/View/2506	

Federal Transit Administration References

- 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2CFR Part 180 & 2 CFR Part 1200 – Certification Requirements Regarding Debarment and Suspension
- FTA Circular 4220.1F -- Third Party Contracting Requirements
- FTA Circular 4704.1A – Equal Employment Opportunity Guidelines for Grant Recipients.

- FTA Circular 4702.1B Title VI Requirements and Guidelines
- FTA Circular 4710.1 Americans with Disabilities Act Guidance.
- 49 CFR Part 26 – Disadvantaged Business Enterprise Requirements.
- FTA Circular 5010.1E – Grant Management Requirements.
- FTA Circular 5100.1 Bus and Bus Facilities Program Guidance and Application Instructions
- FTA Circular 9030.1E – Urbanized Area Formula Program: Grant Application Instructions.
- FTA Circular 9500.1 – Intergovernmental Review of FTA Planning, Capital and Operating Programs and Activities.
- FTA MA – Master Agreement (updated annually – available after October 1)
- Best Practices Procurement Manual (BPPM).
- FTA Report No. 0106 – Conducting Pre-Award and Post-Delivery Audits for Rolling Stock Procurements.
- Piggybacking Worksheet.
- SAM.gov – Federal debarment/suspension

Wisconsin DOT Administration Reference

- WisDOT Debarment/Suspension List <https://wisconsindot.gov/hccidocs/debar.pdf>
- WisDOT Procurement Manual <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/procurement.pdf>
- WisDOT DBE Certified Firms <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/default.aspx>
- Federal Clauses and Certifications Matrix <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/procurement/smr-clause.pdf>

3. **BASIC PURCHASING PROCEDURES:** The basic purchasing procedures followed by Ozaukee County Transit Services shall be as described in Ozaukee County's Policy and Procedure Manual, Section 5.03, Office of the Purchasing Agent, as may be added to or amended from time to time. Except where specifically excluded by federal or state regulations when federal and/or state funds are used, (example: tag-on purchasing), all purchasing and procurement activities shall conform to this policy and appendix – federal clause/certifications. Where federal or state regulations are more restrictive than the County's policy, or if the reverse is true, the more restrictive regulation shall be followed. In addition to Ozaukee County's Purchasing Policy, the policies in FTA Circular 4220.1F shall also govern all purchasing activity of Transit Services.

- 3.1. Ozaukee County purchase orders or a contract with payment voucher shall be used for all purchases regardless of amount to establish an audit trail for fiscal control purposes. All purchases shall be budgeted for in the budgeting process as prescribed by the Ozaukee County Policy and Procedure Manual and approved by the Public Works Director or designee. Purchase order requisitions will be prepared in accordance with the County's Purchasing Policy and approved by the Public Works Director or designee. Upon receipt of an approved requisition, the Purchasing Office will generate the purchase order and the Transit Superintendent or designee will issue the order to the supplier for the transaction. Purchase orders are authorized by the Public Works Director or designee.
- 3.2. Only those employees approved in writing by the Public Works Director shall be permitted to enter and approve purchase order requisitions to procure goods and services for Transit Services. All purchase orders shall be authorized as described above before use. The Public Works Director shall prepare a list of those employees to approve requisitions and purchase

orders and provide this list to the Purchasing Office. Said list shall be updated each there is a change in authorized users. The Transit Superintendent shall personally review all invoices for goods and services received and the Public Works Director or designee shall approve before payment.

- 3.3. All purchases that use state or federal grant funds above \$2000 shall be tracked in the Transit Procurements Database. Records must indicate procurement type, total cost, sources of funds, and DBE status.
 - 3.4. Prior to soliciting bids or proposals, the Transit Superintendent will research the contemplated procurement and develop reasonable cost estimates for the item, project or service and will use this information for budget development and proper selection of the appropriate procurement method. Estimates may be obtained by a variety of sources to include existing price lists of same/similar items, budgetary estimates from dealers or suppliers, or engineering estimates for construction-related projects. If the estimate appears to be excessive for the purchase or beyond the budget allowance, options should be considered and evaluated for alternate solutions that will meet the needs of Transit Services.
 - 3.5. All purchases over \$2000 and being paid in full or in part by federal or state funds shall be logged in the Transit Procurements database. All entries must include type of procurement, funding source, and total cost.
 - 3.6. Following the procurement process, a price or cost analysis will be done by the Transit Superintendent to verify that pricing received is within the budgeted amount and equitable for said purchase. Costs or prices based on estimated costs for contracts will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles contained in Part 31 of the Federal Acquisition Regulations.
 - 3.7. Ozaukee Transit shall maintain a written code of conduct that governing the performance of employees, officers, agents related to the solicitation, award and administration of contracts conforming to applicable laws and regulations, including but not limited to FTA Circular 4220.1F and Ozaukee County Ordinance 2.44 Code of Ethics found at <http://www.co.ozaukee.wi.us/1198/Code-of-Ordinances>
 - 3.8. Proposed procurements will be reviewed by the Transit Superintendent to avoid duplicative or repetitive purchases to the greatest extent feasible and consistent with good procurement practices. Consideration should be given to consolidating or breaking out procurements to obtain more economic pricing. Where appropriate, analysis will be made of lease versus purchase alternatives or any other appropriate methodology to determine the most economical approach.
 - 3.9. Ozaukee Transit shall conduct procurements in a manner that prohibits statutorily or administratively imposed in-state or geographical preferences in evaluation of bids or proposals, except where federal statutes expressly mandate geographic preference.
4. LARGE PURCHASES, INVITATIONS FOR BID, REQUESTS FOR PROPOSAL, ETC.
- 4.1. Ozaukee County's procedures are established by the Ozaukee County Policy and Procedure Manual, Section 5.03, Office of the Purchasing Agent. In addition, all purchases where federal operating and capital funds are involved, FTA Circular 4220.1F establishes policies and procedures which must be followed. In all formal bids and contracts, those clauses required by Federal Purchasing Regulations and as identified in the current FTA Master Agreement, which is made a part of this policy by reference, shall be included. The Transit Superintendent shall be

responsible for reviewing all formal invitations to bid, requests for proposals and the like before publication for compliance with all applicable policies and inclusion of all required clauses and certifications contained in Federal Purchasing Regulations and the FTA Master Agreement.

4.1.1. In addition to the above, all construction bids and contracts for Transit Services Facilities shall be developed, evaluated and supervised by the Transit Superintendent or designee, and shall comply with all count and state requirements for municipal construction contracts. The Public Works Director shall be responsible for advising the Transit Superintendent or designee on all applicable FTA regulations which apply to any construction bids or contracts for Transit Services, and ensuring that all Federal Regulations and required contract clauses are included and complied with in the administration of bids and contracts for construction of Transit Services facilities.

4.1.2. If a prequalified list of persons, firms or products is maintained and used in acquiring goods and services, Ozaukee Transit shall ensure that they are current and include enough qualified sources to ensure maximum and free competition. Ozaukee Transit will not preclude potential bidders from qualifying during the solicitation period.

5. Prohibited or Restricted Contract Types

5.1. The Common Grant Rule provides more guidance to Ozaukee Transit on prohibited or restricted contract types. The following contract types are restricted or prohibited:

5.1.1. Cost Plus a Percentage of Cost—Prohibited Pursuant to the Common Grant Rules, Ozaukee Transit shall not use cost plus a percentage of cost and cost plus a percentage of construction cost methods of contracting.

5.1.2. Time and Materials—Restricted Pursuant to the Common Grant Rules, Ozaukee Transit shall be permitted to use time and material contracts only if the following conditions are met:

5.1.2.1. Permitted to Use. Ozaukee Transit has determined that no other contract type is suitable; and

5.1.2.2. Firm Ceiling Price. If the contract specifies a ceiling price that the contractor may not exceed except at its own risk.

5.2. Contract Length: Awarded contracts must be limited to 5 years for vehicles and 5 years for operations. Extensions of contracts beyond 5 years require approval from the FTA.

6. SELECTION PROCEDURES: All procurements must be conducted in a manner providing full and open competition. Unreasonable requirements placed on firms to qualify to do business are prohibited. In purchasing materials and services for Transit Services use, selection procedures as outlined in Ozaukee County's Policy and Procedure Manual, Section 5.03, Office of the Purchasing Agent and FTA Circular 4220.1F will be followed. These procedures, including a short definition/explanation of each, are shown below. Interested parties are referred to the documents cited above and particularly Section 3 of FTA Circular 4220.1F for a detailed definition and explanation of these procedures.

6.1. Competitive Sealed Bids: This is the preferred method, and will be used whenever possible for purchases, the estimated cost of which exceeds \$25,000 (Ozaukee County Policy and Procedure Manual, Sec 5.03, Office of the Purchasing Agent) for supplies, services and construction. The method is a formal procedure and the final basis for selection is price. A formal selection process normally consists of the following steps:

- 6.1.1. The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them with sufficient time prior to the date set for opening bids.
- 6.1.2. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services sought in order for the bidder to properly respond.
- 6.1.3. All bids will be publicly opened at the time and place prescribed in the invitation for bids.
- 6.1.4. A fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- 6.1.5. Any or all bids may be rejected if there is a sound documented business reason.
- 6.1.6. In order for sealed bidding to be feasible, the following conditions should be present:
 - 6.1.6.1. A complete, adequate and realistic specification or purchase description is available.
 - 6.1.6.2. Two or more responsible bidders are willing and able to compete effectively for the business.
 - 6.1.6.3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- 6.2. Competitive, Sealed Requests for Proposal: When competitive sealed bidding is considered impractical or otherwise inappropriate for a particular procurement, the cost of which exceeds \$25,000 (Ozaukee County Policy and Procedure Manual, Sec 5.03, Office of the Purchasing Agent), the Competitive Sealed Proposal method may be used. This method is usually appropriate when the specification or scope of services cannot be adequately prepared to provide all prospective contractors with a complete and accurate description of the work to be performed. This method is a formal procedure and the basis for selection may include other factors along with price. The selection process normally consists of the following steps:
 - 6.2.1. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical.
 - 6.2.2. Proposals will be solicited from an adequate number of qualified sources.
 - 6.2.3. Awards will be made to the responsible firm whose proposal is most advantageous to the grantee's program with price and other factors considered.
 - 6.2.4. Evaluation procedures for reviewing and selecting the proposal shall be outlined.
 - 6.2.5. Solicitations for one-year contracts with options for additional one-year contracts must establish option prices at the time of the contract execution (i.e. options following Consumer Price Index)
- 7. Non-Competitive Negotiated Procurement (Sole Source): Sole source procurement is accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is a noncompetitive negotiation that must comply with this subparagraph.
 - 7.1. Procurement by noncompetitive negotiation may be used only when the award of
 - 7.1.1. the contract is infeasible under small purchase procedures, sealed bids, or
 - 7.1.2. competitive proposal and at least one of the following circumstances applies:
 - 7.1.3. The item is available only from a single source.
 - 7.1.4. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - 7.1.5. FTA authorizes noncompetitive negotiations.
 - 7.1.6. After solicitation of a number of sources, competition is determined inadequate.
 - 7.1.7. It is impractical or cost-prohibitive to prepare specifications to permit competitive bidding.

- 7.1.8. After an unsuccessful competitive bid process where the time or the expense of rebidding are prohibitive.
 - 7.1.9. Where there is a unique or opportune market condition.
 - 7.1.10. Where the service is of a technical or experimental nature or where creative talent, scientific knowledge, professional skill, or special skills or training are required.
 - 7.2. A cost analysis is required to verify, for example, the cost data, the projections of data and the specific elements of cost and profits.
 - 7.3. The FTA may authorize noncompetitive proposals when 1) FTA awards a grant agreement or enters into a cooperative agreement with a team, consortium, joint venture, or partnership, or provides FTA assistance for a research project in which FTA has approved participation, or 2) when authorized by FAR Part 6.3.
 - 7.4. A Justification for Sole Source Procurement form (Appendix G) must be included in all sole-source procurements.
8. Small Purchase Procedures: This method is an informal procedure and is used more frequently than any other when the estimated cost of a purchase is less than \$10,000 (Ozaukee County Policy and Procedure Manual, Sec 5.03, Office of the Purchasing Agent). Informal written quotations, telephone quotations and published price lists are often used. Specification, terms, conditions and other requirements are usually done more briefly than in the formal methods of selection. When this method is used, Ozaukee County Transit Services will solicit price or rate quotations from a minimum of three qualified sources where possible as listed above.
- 8.1. Micro-Purchases: A micro-purchase does not require obtaining competitive quotations if it is determined that the price to be paid is fair and reasonable. Section 3.a of FTA Circular 4220.1F authorizes the use of micro-purchases as a method of procurement, when appropriate. If used, the following apply:
- 8.1.1. Micro-purchases are defined as those purchases under \$3000.
 - 8.1.2. Micro-purchases may be made without obtaining competitive quotations if the grantee determines that the price to be paid is fair and reasonable.
 - 8.1.3. Micro-purchases are exempt from the Buy America requirements.
 - 8.1.4. Micro-purchases should be equitably distributed among qualified suppliers in the local area and purchases should not be split to avoid the requirements for competition above the \$3000 micro-purchase threshold.
 - 8.1.5. The requirements of the Davis-Bacon Act apply to construction contracts over \$2000.
 - 8.1.6. Minimal documentation is required: (a) a determination that the price is fair and reasonable and (b) how this determination was derived.
9. RESPONSIBLE DETERMINATION
- 9.1. The following factors will be considered in determining responsiveness and responsibility of a bid or proposal:
- 9.1.1. Ability and capacity of bidder to provide the materials or services under the terms and conditions of the proposed contract;
 - 9.1.2. Integrity, character, and reputation of the bidder;
 - 9.1.3. Competency and experience of the bidder, which could include public contracts;
 - 9.1.4. Record of the bidder's past performance; and
 - 9.1.5. The financial and technical resources of the bidder.
- 9.1.6. Suspension and Department determinations will be made for all by going to the SAMS website. <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf> . Responsivity and responsibility will be documented on the Contract Responsibility/Responsiveness Determination form (Appendix I).

10. PROTEST PROCEDURE: Ozaukee County Transit Services is committed to full, fair and impartial review and selection of successful bids and contractors for Transit Services procurements. To ensure that prospective contractors' rights are fully protected, the following protest procedure is established for Transit Services projects when a prospective contractor believes that Transit Services has not met its goal of full, fair and impartial review or has not met federal requirements prior to awarding a contract for procurement.

10.1. Non-construction contracts. For all non-construction contracts for which formal bids or proposals are solicited, including contracts for the purchase of rolling stock and service contracts or leases, an unsuccessful bidder/proposer who feels that Transit Services has not given its bid/proposal full, fair and impartial consideration or has not met federal requirements prior to award shall make its protest known in writing to the Transit Superintendent within forty-eight (48) hours of the written announcement of the award of procurement. For the protest to be valid, the protester shall have complied with all requirements of the bid/proposal solicitation; including, but not limited to, timeliness of submission, compliance with all technical requirements and submission of all required certifications and any bonding requirements if applicable. Upon such valid notification, the Transit Superintendent shall place the award on hold until such time as the protest is resolved. From the initial notification of a valid protest, the protesting bidder/proposer shall, within ten (10) calendar days furnish in writing to the Transit Superintendent at the Transit Services Office, 410 S Spring St, Port Washington, WI, 53074, information and documentation to support its protest. If such supporting information is not received in timely fashion as outlined above, the Transit Superintendent shall proceed with the award. The Transit Superintendent shall review the written documentation submitted by the protester, and shall, within fifteen (15) working days, render a determination to uphold or deny the protest. The Transit Superintendent shall inform the protester in writing of this decision. If the protest is upheld, the sole remedy shall be the rejection of all bids/proposals and a re-bidding of the procurement. If the protest is denied, the Transit Superintendent, after waiting forty-eight (48) hours, shall award the contract as originally proposed.

After receiving the Transit Superintendent's decision, the protester shall have forty-eight (48) hours to review the determination and if not satisfied, appeal the determination in writing to the County Administrator. If such an appeal is received, the award of the procurement will continue to be held until the resolution of the appeal. From the initial notification of appeal, the protesting bidder/proposer shall, within ten (10) calendar days furnish in writing to the County Administrator at the Ozaukee County Administration Center, 121 W Main Street, Port Washington, WI, 53074, information and documentation to support its protest. If such supporting information is not received in timely fashion as outlined above, the County Administrator shall instruct the Transit Superintendent to proceed with the award. The County Administrator shall appoint the County Attorney to respond to review the written documentation submitted by the protester and respond within fifteen (15) working days, the determination to either uphold or deny the protest. The County Attorney shall inform the protester in writing of the decision. If the protest is upheld, the sole remedy shall be the rejection of all bids/proposals and a re-bidding of the procurement. If the protest is denied, the County Administrator shall instruct the Transit Superintendent to award the contract as originally proposed. The decision of the County Administrator and/or County Attorney shall be final and binding on all parties.

10.2. Construction Contracts. For all construction contracts for Transit Services facilities for which formal bids or proposals are solicited, an unsuccessful bidder/proposer who feels that Transit Services has not given its bid/proposal full, fair and impartial consideration or has not

met federal requirements prior to award shall make its protest known in writing to the Transit Superintendent within forty-eight (48) hours of the announcement of the award of a procurement. For the protest to be valid, the protester shall have complied with all requirements of the bid/proposal solicitation; including, but not limited to, timeliness of submission, compliance with all technical requirements, and submission of all required certifications and any bonding requirements, if applicable. Upon such valid notification, the Public Works Director shall place the award on hold until such time as the protest is resolved. From the initial notification, the protesting bidder/proposer shall, with ten (10) calendar days furnish in writing to the Transit Superintendent at the Transit Services Office, 410 S Spring Street, Port Washington, WI, 53074, information and documentation to support its protest. If such supporting information is not received in timely fashion as outlined above, the Transit Superintendent shall proceed with the award. The Transit Superintendent shall review the written documentation submitted by the protester, and shall, within fifteen (15) working days, render a determination to uphold or deny the protest. The Transit Superintendent shall inform the protester in writing of this decision. If the protest is upheld, the sole remedy shall be the rejection of all bids/proposals and a re-bidding of the procurement. If the protest is denied, the Transit Superintendent shall, after waiting forty-eight (48) hours, award the contract as originally proposed.

After receiving the Transit Superintendent's decision, the protester shall have forty-eight (48) hours to review the determination and if not satisfied, appeal the determination in writing to the Public Works Committee. If such appeal is received, the award of the procurement will continue to be held open until resolution of the appeal. From the initial notification, the protesting bidder/proposer shall, within ten (10) calendar days furnish in writing to the Public Works Committee at the Transit Services Office, 410 S Spring Street, Port Washington, WI, 53074, information and documentation to support its protest. If such supporting information is not received in timely fashion as outlined above, the Public Works Committee shall proceed with the award. The Public Works Committee shall review the written documentation submitted by the protester, and shall, within fifteen (15) working days, render a determination to uphold or deny the protest. The Public Works Committee shall inform the protester in writing of their decision. If the protest is upheld, the sole remedy shall be the rejection of all bids/proposals and a re-bidding of the procurement. If the protest is denied, the Public Works Committee shall award the contract as originally as proposed. The decision of the Public Works Committee shall be final and binding on all parties.

11. **CONTRACT CLAUSES:** All applicable county, state and federal contract clauses shall be included in Transit Services contracts. The Transit Superintendent shall be responsible for reviewing requirements and ensuring that all contracts contain the appropriate contract provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts under Federal Awards (Appendix II to Part 200 below for reference). The current version of the FTA Master Agreement, which may be added to or amended from time to time, shall be made a part of this policy.

11.1. https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5#ap2.1.200_1521.ii

11.2. ***Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards***

- 11.3. In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.
- 11.3.1. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 11.3.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 11.3.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 11.3.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 11.3.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part

5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 11.3.6. *Rights to Inventions Made Under a Contract or Agreement.* If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 11.3.7. *Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—*Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 11.3.8. *Debarment and Suspension (Executive Orders 12549 and 12689)—*A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 11.3.9. *Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—*Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 11.3.10. *See §200.322 Procurement of recovered materials.*

12. BUY AMERICA REQUIREMENTS: Purchasing Agent and Transit Superintendent or designees are responsible for ensuring Buy America requirements are met for procurements of steel, iron and manufactured products. Bidders on procurements for rolling stock shall be responsible for bidding vehicles that meet the minimum domestic content requirements, final assembly requirements and being responsive to agencies request for information during an audit to verify the Buy America requirements are being met. Bidders are responsible for providing all required documentation supporting the FTA Buy America requirements and Pre-Award and Post-Delivery certifications as stated in the handbook for conducting the Pre-Award and Post-Delivery reviews and Purchasing will keep the completed certificates with the procurement files for individual procurements made.
13. DBE: It is the policy of Ozaukee County Transit to actively encourage and assist DBEs to participate competitively in Ozaukee County Transit procurement actions. The Transit Superintendent is responsible for DBE program coordination and enforcement and implementation of the program.
 - 13.1. The DBE goals are established based on projected expenditures for construction, professional services, materials and supplies, and equipment, and anticipated opportunities to use DBE vendors to fulfill those requirements.
 - 13.2. The Transit Superintendent / DBE Officer (Director of Public Works) shall take affirmative steps to establish maximum participation of DBE vendors in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26.
14. Excluded Parties Check Requirement
 Ozaukee County Transit must search the Federal Government's System for Award Management (SAM) for any third party contract using federal operating or capital funds prior to recommendation to the Public Works Committee, to ensure that the perspective contractor is not suspended, debarred, or ineligible from participating in a federally assisted procurement or transaction. This search is conducted by going to sam.gov and entering the prospective contractor into the search parameters for excluded parties. If the contractor is not an excluded party, the recommendation to award the contract to selected vendor may be brought to the Public Works Committee. If the contractor is ineligible from participation in the contract, the next highest rated responsive proposer/next lowest responsive bidder will then be considered and will be checked on sam.gov for eligibility as well. Documentation for the "SAM" check will include a printed copy of the check in the procurement file as well as a screenshot or PDF of the check saved electronically with the electronic files for the procurement. The Transit Superintendent or designee will be responsible for the SAM check. Ozaukee County Transit must again search the Federal Government's System for Award Management (SAM) for any third party contract using federal operating or capital funds after Public Works Committee approval but prior to issuance of the purchase order/contract, to ensure that the perspective contractor has not been suspended, debarred, or ineligible from participating in a federally assisted procurement or transaction in the time between approvals and issuance of the contract/purchase order. The award of a contract or purchase order cannot move forward until there is documentation that the contractor is not debarred.
15. Notification of current or prospective legal matters that may affect the Federal Government. The Contractor acknowledges that the provisions of the FTA Master Agreement, Section 39(b), apply to its actions pertaining to this project. Upon execution of the underlying contract, the Contractor

certifies or affirms that if a current or prospective legal matter that may affect the Federal Government emerges, the Contractor must notify the Ozaukee County Transit Authority. (1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason. (2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interest in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

The Contractor agrees to include the above clause or similar clause in each subcontract financed in whole or in part with Federal assistance provided by FTA.

16. CONTRACT ADMINISTRATION

16.1. The Transit Superintendent will maintain oversight of all contractors and contracts ensuring performance is in accordance with terms, conditions, and specifications of their contracts or purchase orders.

16.2. The Transit Superintendent shall be responsible for the settlement of all contractual and administrative issues arising out of procurements, including source evaluation, protests, disputes and claims. In dealing with protests, the Transit Superintendent shall follow Ozaukee Transit's written protest procedures in Section 6.

17. AMENDMENTS: The proponent for this policy is the Transit Superintendent of Ozaukee County Transit Services. Comments or suggestions for amendments to the policy should be addressed to the Transit Superintendent.

APPENDIX A – FEDERAL CLAUSES/CERTIFICATIONS

OZAUKEE COUNTY PROCUREMENT PROCESS FOR VEHICLES “TO DO” BEFORE THE PROCUREMENT PROCESS

Transit Superintendent shall advise Purchasing Department of what needs to be purchased
Ozaukee County Purchasing will determine type of Procurement

Identify Who Needs to be involved
Plan the Procurement Process

Decide on the Method of Procurement: RFB or RFP or Piggyback from another agency or DOT (note: tag on purchasing is not allowed)

PROCUREMENT PACKET PREPARATION – VEHICLE PURCHASE (OZAUKEE COUNTY BID)

(If Bidding) Develop Draft RFB including all required clauses by FTA.

Develop Technical Specifications and/or Scope of Work and identify Potential Bidders/Proposers
Finalize Draft of Bid Package

CONDUCTING THE PROCUREMENT

Advertising and Notifying Potential Bidders/Proposers
Conduct Pre-Bid or Pre-Proposal Conference (**Optional**)
Procedures for Approved Equals (If Applicable)

Pre-Bid/Pre-Proposal Approved Equals Protests Procedures (If Applicable)
Bid/Proposal Deadline and Acceptance by the Purchasing Department

PRE-AWARD REVIEW PROCESS (Ozaukee County Bid)

Evaluate Bids/Proposals for Required Elements/Responsiveness (WisDOT and Ozaukee County generated bids)

Conduct pre-award audit for Buy America requirements

Execute pre-award Buy America Certification, Purchaser’s Requirements Certification, and FMVSS Certification

Notified of Intent to Award

Notify Selected and Rejected Bidders/Proposers

PIGGY BACKING (OPTION FROM DOT VEHICLE BID)

Ozaukee County Purchasing Department will use FTA Piggyback Checklist to be sure the contract can be used as a piggyback option and meet FTA requirements

Obtain copy of DOT Bid, pre-award documents and related documents from DOT required by FTA

Conduct a cost or price analysis to ensure that the price(s) is (are) fair and reasonable

Conduct pre-award audit for Buy America requirements

Execute pre-award Buy America Certification, Purchaser's Requirements

Certification, and FMVSS Certification

After obtaining all proper documents Purchasing will generate a purchase order and send a copy to the DOT to have them forward to the vendor.

POST-AWARD AND POST-DELIVERY ACTIVITIES

Post-Delivery Inspection of equipment Purchases (**Transit Superintendent**)

Conduct post delivery audit for Buy America requirements

Complete Required Post-Delivery Audit Forms required by Ozaukee County and Vendor (**Transit Superintendent**)

Execute post delivery Buy America Certification, Purchaser's Requirements

Certification, and FMVSS Certification

Acceptance, Warranty and Service Arrangements Made with vendor by (**Transit Superintendent**) Vehicle Title/Registration – (**Transit Superintendent**) if not include in bid specs Payment/Reimbursement of the Federal Share of Purchase Cost –**Transit Superintendent**

APPENDIX B: Ozaukee County Check List (Item's to be included when bidding)

Purchases under \$150,000

- ☐ Overall Federal Regulation Compliance
- ☐ Certification of Compliance with Bus Testing Requirements
- ☐ Compliance with Specifications
- ☐ Acknowledgment of Addenda
- ☐ Pricing Schedule
- ☐ Offer and Award
- ☐ Purchase Order

Purchases over \$150,000

- ☐ Overall Federal Regulation Compliance
- ☐ Certification of Compliance with Bus Testing Requirements
- ☐ Compliance with Specifications
- ☐ Buy America Certification (**Filled out by Bidder and County**)
- ☐ TVM Certification
- ☐ Debarment and Suspension Certification (**included in bid document or obtain Copy from DOT**)
- ☐ Lobbying Certification (**included in bid document or obtain copy from DOT**)
- ☐ DBE Certification (**Ozaukee County and Bidder will document Compliance**)
- ☐ Pre-Award/ Post-Delivery Buy America Certification (**Filled out by County**)
- ☐ Pre-Award/ Post-Delivery Purchaser's Requirements Certification (**County**)
- ☐ Pre-Award/ Post-Delivery FMVSS Compliance or Exemption Certification (**Ozaukee County Fills Out**)
- ☐ Post-Delivery Purchaser's Requirements Certification for More Than Ten Buses Or Modified Vans (**Ozaukee County Fills Out**)
- ☐ Acknowledgment of Addenda
- ☐ Offer and Award
- ☐ Purchase order

Checklist of Post-Delivery Audit - Reimbursement Process (Things to be done following delivery of vehicles, completed and kept on file for individual Purchase by Transit Superintendent

- ☐ Copy of Purchase Order or a sales contract
- ☐ Post-delivery audit forms
- ☐ Post-Delivery Buy America Compliance Certification
- ☐ Post-Delivery Purchaser's Requirements Certification
- ☐ Post- Delivery FMVSS Compliance or Exemption Certification
- ☐ Post Delivery Purchaser's Requirements Certification (more than 10 buses or modified vans)
- ☐ Copy of bidder/proposer invoice(s)
- ☐ Copy of checks or other payment documentation
- ☐ Copy of the DMV Application for Title/Registration
- ☐ Completed copy of this checklist
- ☐ Letter requesting federal share as per the grant contract
- ☐ Any other supporting documentation as applicable
- ☐ Altoona Bus Testing

SAMPLE PRE-AWARD AND POST-DELIVERY REVIEW CERTIFICATIONS

PRE-AWARD BUY AMERICA COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart B,

_____(the recipient) is satisfied that the buses to be purchased,

(number and description of buses) from

_____(the manufacturer), meet the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The recipient ☐, or its appointed analyst ☐

(the analyst – not the manufacturer or its agent), has reviewed documentation provided by the manufacturer, which lists (1) the proposed component and subcomponent parts of the buses identified by manufacturer, country of origin, and cost; and (2) the proposed location of the final assembly point for the buses, including a description of the activities that will take place at the final assembly point and the cost of final assembly.

Date: _____

Signature: _____ Title: _____

Exhibit A-1. Sample Pre-Award Buy America Compliance Certification

PRE-AWARD BUY AMERICA EXEMPTION CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart B,

_____(the recipient) certifies that there is a letter from FTA that grants a waiver to the buses to be purchased,

_____ (number and description of buses), from the Buy America requirements under Section 165(b)(1), (b)(2), or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended.

Exhibit A-2. Sample Pre-Award Buy America Exemption Certification

Form would likely not ever be used we are not exempt. Used only if Special provisions are included to buses from standards required by FTA. This must be submitted and approved by FTA prior to award

PRE-AWARD PURCHASER'S REQUIREMENTS CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart B,

_____(the recipient) certifies that the buses to be purchased,

_____ (number and description of buses) from

~~(the manufacturer) are the same product described in the recipient's~~

Exhibit A-3. Sample Pre-Award Purchaser's Requirements Certification

Purchasing Department fills out and kept with Procurement files for individual Purchase

PRE-AWARD FMVSS COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart D, _____

(the recipient) certifies that it received, at the pre-award stage, a copy
of _____

_____'s (the manufacturer) self-certification information stating that the buses,

(number and description of buses), will comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 of the Code of Federal Regulations, Part 571.

Date: _____

Signature: _____ Title: _____

Exhibit A-4. Sample Pre-Award FMVSS Compliance Certification

Attachment: Procurement Policy_REVISED 2022 (Transit Procurement Policy Update)

PRE-AWARD FMVSS EXEMPTION CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart D,

_____ (the recipient) certifies that it received at the pre-award stage, a statement from

_____’s (the manufacturer) indicating that the buses,

(number and description of buses), will not be subject to the Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Date: _____

Signature: _____ Title: _____

Exhibit A-5. Sample Pre-Award FMVSS Exemption Certification

POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C,

_____ (the recipient) certifies that it is satisfied that the buses received,
(number and description of buses) from

_____ (the manufacturer), meet the requirements of Section 165(b)(3) of the
Surface Transportation Assistance Act of 1982, as amended. The recipient ☐ , or its appointed
analyst ☐ _____

(the analyst – not the manufacturer or its agent), has reviewed documentation provided by the
manufacturer, which lists (1) the actual component and subcomponent parts of the buses
identified by the manufacturer, country of origin, and cost; and (2) the actual location of the final
assembly point for the buses, including a description of the activities that took place at the final
assembly point and the cost of final assembly.

Date: _____

Signature: _____ Title: _____

Exhibit A-6. Sample Post-Delivery Buy America Compliance Certification

Transit Superintendent fills out and is kept with files for individual Purchase

Attachment: Procurement Policy_REVISED 2022 (Transit Procurement Policy Update)

POST-DELIVERY BUY AMERICA EXEMPTION CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C,

_____ (the recipient) certifies that there is a letter from FTA, which grants a
waiver to the buses received,

(manufacturer, number and description of buses), from the Buy America requirements under
Section 165(b)(1), (b)(2), or (b)(4) of the Surface Transportation Assistance Act of 1982, as
amended.

Date: _____

Signature: _____ Title: _____

_____ (the recipient) certifies that there is a letter from FTA, which grants a waiver to the buses received.

Date: _____

Signature: _____ Title: _____

Exhibit A-7. Sample Post-Delivery Buy America Exemption Certification

Form would likely not ever be used we are not exempt. Used only if Special provisions are included to buses from standards required by FTA. This would be approved by FTA prior to award. This must be completed by Transit Superintendent

POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C,

 _____ (the recipient) certifies that a resident inspector,

 (the resident inspector – not an agent or employee of the manufacturer), was at
 _____'s

 (the manufacturer) manufacturing site during the period of manufacture of the buses,

(number and description of buses). The inspector monitored manufacturing and completed a report on the manufacture of the buses providing accurate records of all bus construction activities. The report addresses how the construction and operation of the buses fulfill the contract specifications. After reviewing the report, visually inspecting the buses, and road testing the buses, the recipient certifies that the buses meet the contract specifications.

Date: _____

Signature: _____ Title: _____

Exhibit A-8. Sample Post-Delivery Purchaser's Requirements Certification (More Than Ten Buses or Modified Vans)

Transit Superintendent fills out and is kept with files for individual Purchase

POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C, after visually inspecting and road testing the contract buses,

(the recipient) certifies that the buses,

(number and description of buses) from

_____ (the manufacturer), meet the contract specifications.

Date: _____

Signature: _____ Title: _____

Exhibit A-9. Sample Post-Delivery Purchaser's Requirements Certification (Ten or Fewer Buses or Modified Vans, or any Number of Unmodified Vans)

Transit Superintendent fills out and is kept with files for individual Purchase

Attachment: Procurement Policy_REVISED 2022 (Transit Procurement Policy Update)

POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart D, _____

_____(the recipient) certifies that it received, at the post-delivery stage, a copy of

's (the manufacturer) self-certification information stating that the buses,

_____(number and description of buses), comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Date: _____

Signature: _____ Title: _____

Exhibit A-10. Sample Post-Delivery FMVSS Compliance Certification

Transit Superintendent fills out and is kept with files for individual Purchase

POST-DELIVERY FMVSS EXEMPTION CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart

D, _____

_____ (the recipient) certifies that it received, at the post-delivery stage, a statement from

's (the manufacturer) indicating that the buses, _____

(number and description of buses), are not subject to the Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Date: _____

Signature: _____ Title: _____

Exhibit A-11. Sample Post-Delivery FMVSS Exemption Certification

Form would likely not ever be used we are not exempt. Used only if Special provisions are included to buses from standards required by FTA. Would be approved by FTA prior to award. This must be completed by Transit Superintendent

Transit Vehicle Manufacturer Certification

The bidder/proposer, _____, hereby certifies that it has complied with the requirements of Title 49, Part 26.49 of the Code of Federal Regulations (49 CFR 26.49) and established and submitted for FTA's approval an annual overall percentage goal for DBE participation in the manufacture of the bidder's/proposer's transit vehicles, and that the goal not been disapproved by the FTA.

Signed: _____
(Authorized official of the bidder/proposer)

Date: _____

Included as part of Bid Document Vendor to Fill out and include with bid or Purchasing will receive a copy of this form from DOT Bid

Attachment: Procurement Policy_REVISED 2022 (Transit Procurement Policy Update)

APPENDIX C: Piggybacking Worksheet

Definition: *Piggybacking is the post-award use of a contractual document/process that allows someone who was not contemplated in the original procurement to purchase the same supplies/equipment through that original document/process. ("FTA Dear Colleague" letter, October 1, 1998).*

In order to assist in the performance of your review, to determine if a situation exists where you may be able to participate in the piggybacking (assignment) of an existing agreement, the following considerations are provided. Ensure that your final file includes documentation substantiating your determination.

WORKSHEET	YES	NO
1. Have you obtained a copy of the contract and the solicitation document, including the specifications and any Buy America Pre-award or Post delivery audits?		
2. Does the solicitation and contract contain an express "assignability" clause that provides for the assignment of all or part of the specified deliverables?		
3. Did the Contractor submit the "certifications" required by Federal regulations? See BPPM Section 4.3.3.2.		
4. Does the contract contain the clauses required by Federal regulations? See BPPM Appendix A1.		
5. Were the piggybacking quantities included in the original solicitation; i.e., were they in the original bid and were they evaluated as part of the contract award decision?		
6. If this is an indefinite quantity contract, did the original solicitation and resultant contract contain both a minimum and maximum quantity, and did these represent the reasonably foreseeable needs of the parties to the contract?		
7. If this piggybacking action represents the exercise of an option in the contract, is the option provision still valid or has it expired?		
8. Does your State law allow for the procedures used by the original contracting agency: e.g., negotiations vs. sealed bids?		
9. Was a cost or price analysis performed by the original contracting agency documenting the reasonableness of the price? Obtain a copy for		
10. Does the contract term comply with the five-year term limit established by FTA?		
11. Was there a proper evaluation of the bids or proposals? Include a copy of the analysis in your files.		

12. If you will require changes to the vehicles (deliverables), are they "within the scope" of the contract or are they "cardinal changes"? See BPPM Section 9.2.1 .		
--	--	--

Note: This worksheet is based upon the policies and guidance expressed in (a) the FTA Administrator's "Dear Colleague" letter of October 1, 1998, (b) the Best Practices Procurement Manual, [Section 6.3.3-Joint Procurements of Rolling Stock](#) and "Piggybacking," and (c) [FTA Circular 4220.1F](#)

APPENDIX D: SOLICITATION FILE CHECKLIST

Solicitation No.	
Title	
Issue Date	
SOLICITATION DOCUMENTATION	NOTES
Legal Notices	
Posting to Website	
Solicitation	
Independent Cost Estimate	
Vendor List	
Pre-Proposal and Pre-Bid Meeting Documentation	
Amendments and Clarifications	
Record of Approved Equal Status Requests	
Bid Opening Record	
Request for Best and Final Offers	
All Bids and Proposals received (on time)	
OFFER EVALUATION DOCUMENTATION	
Responsiveness	Responsiveness cont'd
Completed and Signed Solicitation/Award	Buy America certification, as applicable
Completed pricing schedule	Bid Bond, as applicable
Acknowledge of Amendments, as applicable	Certificate of Insurance and Insurance Verification
Representations and Certifications complete	Vendor Profiles
DBE Forms	Excluded Parties List verification DBE Participation Goal Verification
Technical Evaluation Panel Reports	Record of Proposer interviews, questions and answers
Record of Past Performances and Verification	Documentation of Reason for Selection or Rejection of an Offer
Record of Financial Capacity	Notice of Solicitation Cancellation, if applicable
Cost or Price analysis	Award Recommendation

Attachment: Procurement Policy_REVISED 2022 (Transit Procurement Policy Update)

APPENDIX E: CONTRACT FILE CHECKLIST

CONTRACT NO.	CONTRACTOR
AWARD DATE	EXPIRATION DATE
CONTRACT DOCUMENTATION	NOTES
Procurement summary, for base contract award, modifications, and contract extensions	
Executed contract	
Notice to Award	
Notice to Proceed	
Executed Contract Modifications (change orders)	
Documentation of Executed Contract Modifications,	
Documentation of the Requirement	
Sole source justification	
Record of Negotiations	
Independent Cost Estimate	
Cost or Price Analysis	
Record of approval at appropriate level	
Record of Funding	
Interested Parties Correspondence	
Internal correspondence, substantiating contract actions or deemed appropriate	
Copy of Bonds, as applicable	
Copy of current Certificate of Insurance	
Completed Contract Closeout Checklist	
Accepted Offer	

APPENDIX F: METHODS OF PROCUREMENT – QUICK REFERENCE

Method	Micro Purchases	Small Purchase (supplies, equipment, services)	Sealed Bids (Construction, Supplies, equipment, non-professional services)	Competitive Proposals (supplies, equipment, services)	Non-Competitive (Single or Sole Source)
Threshold	Up to \$3,500	More than \$3,500 up to \$25,000	More than \$25,000 Requires Board approval	More than \$3,500, if higher than \$25,000 requires Board approval	More than \$3,500, if higher than \$25,000 requires Board approval
Planning	Independent Cost Estimate (if federal), otherwise, none, unless construction over \$2,000	Purchase Requisition, Technical Specification or Scope of Work, independent cost estimate, DBE Goal	Purchase Requisition, specification, vendor list, independent cost estimate, DBE Goal, Insurance requirements, schedule	Purchase Requisition, specification, vendor list, independent cost estimate, DBE Goal, Insurance requirements, schedule	Documented justification, Purchase Requisition, Specification or Scope of Work, independent cost estimate, Insurance requirements
Obtain Quotes / Bids / Proposals	At least ONE Quote in writing OR may be off-the shelf pricing for retail items	Scope of Work Reasonable number of Written Quotes (a minimum of three quotes, more if the market permits) Established Evaluation Criteria, Factors, and Relative Importance	IFB, Specification Publicly Advertised, Adequate number of known suppliers, Formal Sealed Bid, Open Bids Publicly	RFP, Scope of Work, Performance or Functional Specification, Advertise, Adequate number of qualified sources, Written Proposal Discussions Expected, BAFO	Only One Reasonably Available Supplier/Contractor, Written Proposal, Acknowledgement and Acceptance of FTA clauses, Completion of Representations and Certifications
Award Purchase Order/ Contract	Single Quote No Competition	Requires Competition Awarded to “Best Value” (usually low Bid)	Firm Fixed Price Awarded to Lowest Responsive and Responsible Bidder. Any and all bids may be rejected	Requires Competition Usually awarded to Best Value (best combination of meeting technical needs and price)	Written Justification, Available only from one known source

METHODS OF PROCUREMENT – QUICK REFERENCE

Method	Micro Purchases	Small Purchase (supplies, equipment, services)	Sealed Bids (Construction. Supplies, equipment, non-professional services)	Competitive Proposals (supplies, equipment, services)	Non-Competitive (Single or Sole Source)
Determination of Fair and Reasonable Price	Description of how price is fair and reasonable	Price Analysis	Low Bid	Price Analysis, if adequate competition exists, otherwise Cost Analysis required	Cost Analysis Required, unless basis is catalog or market price of commercial product
Bonding Requirements	Not Required	Not Required	Required for construction Contracts over \$100,000	Usually not required	Required for construction Contracts over \$100,000
Davis-Bacon Wage Rates	Construction contracts over \$2,000	Construction Contracts	Construction Contracts	Construction Contracts	Construction contracts over \$2,000
Buy America Certification	Exempt	Exempt	Required if over \$100,000	Required if over \$100,000	Required if over \$100,000
Excluded Parties List Verification	Not Required	Required if \$25,000 or higher	Required	Required	Required if \$25,000 or higher
Documentation of Rationale / Basis for Award	e.g. "Purchased at off the shelf pricing"	Historical Data or written summary (Findings of Fact)	Written Summary	Written Summary (Findings of Fact and Record of Negotiations)	Written Summary (Findings of Fact and Record of Negotiations)

PROVISIONS. CERTIFICATIONS, REPORTS, FORMS, AND OTHER-MATRICES

APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS

(Excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services / A&E	Operations / Management	Rolling Stock Purchase	Construction	Materials & Supplies
No Federal Government Obligation to Third Parties (by Use of a disclaimer)	All	All	All	All	All
False Statements or Claims Civil and Criminal Fraud	All	All	All	All	All
Access to Third Party Contract Records	All	All	All	All	All
Changes to Federal Requirements	All	All	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 Applies	>\$10,000 if 49 CFR Part 18 Applies	>\$10,000 if 49 CFR Part 18 Applies	>\$10,000 if 49 CFR Part 18 Applies	>\$10,000 if 49 CFR Part 18 Applies
Civil Rights (Title VI, EEO, ADA)	All	All	>\$10,000	All	All
Special DOL EEO Clause for Construction				>\$10,000	
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$100,000	>\$100,000	>\$100,000
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000

PROVISIONS. CERTIFICATIONS, REPORTS, FORMS, AND OTHER-MATRICES

Attachment: Procurement Policy_REVISED 2022 (Transit Procurement Policy Update)

APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS

(Excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services / A&E	Operations / Management	Rolling Stock Purchase	Construction	Materials & Supplies
Cargo Preference			For property transported by ocean vessel	For property transported by ocean vessel	For property transported by ocean vessel
Fly America	For foreign air transport or travel	For foreign air transport or travel	For foreign air transport or travel	For foreign air transport or travel	For foreign air transport or travel
Davis-Bacon Act				>\$2,000	
Contract Work Hours and Safety Standards Act		>\$100,000 (except Transportation services)	>\$100,000	>\$100,000 (including ferry vessels)	
Copeland Anti-Kickback Act Section 1 Section 2				All exceeding \$2,000 (including ferry vessels)	
Bonding				\$100,000	
Seismic Safety	A&E for New Buildings & Additions				
Transit Employee Protective Arrangements		Transit Operations			
Charter Service Operations		All			
School Bus Operations		All			
Drug Use and Testing		Transit Operations			
Alcohol Misuse and Testing		Transit Operations			
Patent Rights	Research & Development				

Attachment: Procurement Policy_REVISED 2022 (Transit Procurement Policy Update)

PROVISIONS. CERTIFICATIONS, REPORTS, FORMS, AND OTHER-MATRICES

APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS

(Excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services / A&E	Operations / Management	Rolling Stock Purchase	Construction	Materials & Supplies
Rights in Data and Copyright Requirements	Research & Development				
Energy Conservation	All	All	All	All	All
Recycled Products		Contracts for items designated by EPA, when procuring \$10,000 or more per year		Contracts for items designated by EPA, when procuring \$10,000 or more per year	Contracts for items designated by EPA, when procuring \$10,000 or more per year
Conformance with ITS National Architecture	ITS Projects	ITS Projects	ITS Projects	ITS Projects	ITS Projects
ADA Access	A&E	All	All	All	All
Notification of Federal Participation for States	Limited to States	Limited to States	Limited to States	Limited to States	Limited to States

APPENDIX G: OZAUKEE COUNTY TRANSIT FAIR AND REASONABLE PRICE FORM

Purchase Description:

I hereby determine the price to be fair and reasonable based on at least one of the following:

- _____ Found reasonable on recent purchase
- _____ Obtained from current price list
- _____ Obtained from current catalog
- _____ Commercial market sales price form advertisements
- _____ Similar item in related industry
- _____ Personal knowledge of item procured
- _____ Regulate rate (utility)
- _____ Other _____

*Include all relevant documentation in determining price is fair and reasonable

Purchaser Signature _____

Date _____

Authorized Signature _____

Date _____

APPENDIX H: WRITTEN HISTORY OF PROCUREMENT

Date: PO / Contract No.	Completed by:
--	------------------------------

1) Source of Funding:	
------------------------------	--

2) Method of Procurement:					
Micro:	☐	Competitive RFP:	☐	Competitive Bid:	☐
Small :	☐	A & E Services:	☐	Sole Source:	☐

3) Justification if Non-Competitive:	
---	--

4) Reason for the Procurement:	
---------------------------------------	--

5) Contract Type:					
☐ Fixed Price	☐ Firm Fixed Unit Prices	☐ Cost Plus Fixed Fee	☐ Time and Material (T&M)	☐ Blanket Purchase Order	
☐ Indefinite Deliver Indefinite Quantity (IDIQ)			☐ Cost Reimbursement		

6) Rationale for Contract Type:

- ☐ Lowest responsive, responsible bidder (Micro, Small, IFBs)
- ☐ Evaluation results (RFPs) were:
- ☐ Other:

7) Reason for Selection/Rejection:**8) Basis for Contract Price:**

- ☐ Accepted Contractor's Proposed Pricing ☐ Negotiated Price (must include memorandum)
- ☐ Other:

9) Cost/Price Analysis:

The price offered by the supplier was within ____% of the independent estimate, and variance between the offerors constituted a range of _____. The competitive range was determined to be from \$_____

Pricing discrepancies between the offers was attributed to _____

Other sources/data used to affirm price reasonableness were _____

10) Summary of Responsibility and Responsiveness (must address responsibility and responsiveness, vendor is responsible because..., vendor is responsive because...):

11) Award:

Contract Awarded
to:

Date of Contract Award:

☐ Board Approval (Meeting Minutes Attached)

12) Change Orders: Identify and summarize the reason for change of dates, cost analysis, time impact and the modification of numbers.

APPENDIX I: CONTRACTOR RESPONSIBILITY/RESPONSIVENESS DETERMINATION

Solicitation Number: _____

Contractor Name _____

Contractor Address: _____

Circle all applicable statements:

1. A review of Federal and state websites dated _____ has been conducted and the contractor **DOES** / **DOES NOT** appear as suspended or debarred.

Federal website: www.sam.gov (Attach printout of webpage)

State website: <http://wisconsin.gov/hcciDocs/debar.pdf> (Attach printout of webpage)

2. The Contractor **HAS** / **HAS NOT** performed satisfactorily on other contract(s) awarded by this agency.

3. A survey of other agencies and companies doing business with the contractor was performed. **ADVERSE** / **NO ADVERSE** information has been received that would bring the contractor's present responsibility and technical capability into question.

List the agencies/companies contacted, dated contacted and person providing information.

Agency / Company	Date of Contact	Person Contacted	NO adverse information provided?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. A review of the Contractor's financial and technical resources **DO** / **DO NOT** indicate that it is capable of performing the contract.

List documentation reviewed.

Document(s) Reviewed	Publication Date	Reflects capability?
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

5. State/local government agencies were contacted, and the contractor **DOES / DOES NOT** have a record of any outstanding code violations, improper business practices, or similar history of non-compliance with public policy.

List agencies contacted.

Agency / Company	Date of Contact	Reflects a history of compliance?
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

6. Other pertinent information received **DOES / DOES NOT** affect the Contractor's responsibility.

List parties contacted and results of contact (*e.g., Better Business Bureau, Business Licenses, Dunn and Bradstreet, www.fapiis.gov, <https://www.revenue.wi.gov/Pages/HTML/delqlist.aspx>*).

Agency / Company	Date of Contact	Results

7. The Contractor **IS / IS NOT** responsive to the solicitation requirements and specifications.

In accordance with 24 CFR 85.36 (b)(8), the contractor is considered to be **RESPONSIBLE / NON-RESPONSIBLE** and **DOES / DOES NOT** possess the ability to successfully perform under the terms and conditions of this contract.

_____ Name	_____ Signature	_____ Date
---------------	--------------------	---------------

APPENDIX G– SOLE SOURCE JUSTIFICATION

OZAUKEE COUNTY TRANSIT

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

Item Description:	
--------------------------	--

Check One:

- ☐ The item is available only from a single source (sole source justification is attached or described below in the “Comments” section).
- ☐ The public urgent need or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency condition is attached).
- ☐ FTA authorizes noncompetitive negotiations (letter of authorization is attached).
- ☐ After soliciting a number of sources, competition is determined inadequate (record of the sources solicited is attached).

Recommend Source:	
--------------------------	--

Independent Cost Estimate (ICE) is attached?	☐ Yes ☐ No
Comments:	

Approvals/Signatures:

_____ Requester (Name, Title)	_____ Signature	_____ Date
_____ Purchasing Agent (Name, Title)	_____ Signature	_____ Date
_____ Approval Authority (Name, Title)	_____ Signature	_____ Date

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 18, 2022
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Joy Neilson

Agenda Summary Transit Report

ATTACHMENTS:

- Jul PW Committee Report 2022 (PDF)

Ozaukee County Committee Report
Special Revenue Fund Transit Services
For the Seven Months Ending Sunday, July 31, 2022
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

7.b.1.a

	Current Month Actual	2022 YTD Actual	2022 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$22,826	\$159,784	\$273,915	\$114,131	58.33%
Intergovernmental Revenues	\$715,291	\$1,073,102	\$1,662,315	\$589,213	64.55%
Public Charges for Services	\$51,234	\$258,622	\$558,150	\$299,528	46.34%
Intergovernmental Charges	-	\$8,623	-	(\$8,623)	0.00%
Fines/Forfeitures/Penalties	-	\$360	\$6,300	\$5,940	5.71%
Interest Revenue	\$197	\$455	-	(\$455)	0.00%
Other Revenue	-	\$8,028	\$1,102,841	\$1,094,813	0.73%
Total Revenues	\$789,548	\$1,508,974	\$3,603,521	\$2,094,547	41.87%
Expenditures					
Salaries	\$7,158	\$49,901	\$106,489	\$56,588	46.86%
Fringe Benefits	\$2,024	\$15,298	\$39,836	\$24,538	38.40%
Travel/Training	-	-	\$4,500	\$4,500	0.00%
Supplies	\$2,487	\$132,402	\$289,720	\$157,318	45.70%
Purchased Services	\$243,289	\$1,108,217	\$2,702,758	\$1,594,541	41.00%
Interdepartment Charges	\$3,405	\$82,536	\$158,606	\$76,070	52.04%
Other Expenses	\$35	\$41,023	\$39,363	(\$1,660)	104.22%
Total Operating Expenditures	\$258,398	\$1,429,377	\$3,341,272	\$1,911,895	42.78%
Capital Outlay					
Equipment & Furniture	-	\$243,024	\$262,250	\$19,226	92.67%
Total Capital Outlay	-	\$243,024	\$262,250	\$19,226	92.67%
Total Expenditures	\$258,398	\$1,672,401	\$3,603,522	\$1,931,121	46.41%
Net Increase (Decrease)	\$531,150	(\$163,427)	(\$1)	\$163,426	16342700.00%
Equity:					
Governmental Fund Balance	-	(\$2,180,412)	-	\$2,180,412	0.00%

Attachment: Jul PW Committee Report 2022 (Transit Monthly Financial Report)

RESOLUTION NO. (ID # 8804)

TRANSFER OF FUNDS FOR HIGHLAND INTERCHANGE PROJECT

RESOLVED, by the Ozaukee County Board of Supervisors, that funds be transferred as follows:

<i>Department / Program</i>				
	<u>Account Number</u>	<u>Account Name</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
Expense	205.1.01.81100.405	County Roads & Bridges	\$425,000	
Revenue	405.2.09.71100.205	Capital Project Fund		\$425,000

Dated at Port Washington, Wisconsin, this 7th day of September 2022.

SUMMARY: Transfer of Funds for Highland Interchange Project.

VOTE REQUIRED: Two-Thirds of Members Elect

PUBLIC WORKS COMMITTEE

FINANCE COMMITTEE

Public Works Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	August 18, 2022
DEPARTMENT:	Finance
DIRECTOR:	Jay McMahon
PREPARER:	Julie Winkelhorst

Agenda Summary Transfer of Funds for Highland Interchange Project

BACKGROUND INFORMATION: The County is obligated to fund \$1,725,000 of the Highland Interchange project with the City of Mequon and the State of Wisconsin. In 2021, the County Borrowed \$1,300,000 to fund this project along with funding set aside in the County Roads & Bridges Fund in the amount of \$488,250.

ANALYSIS: The project is in progress and to date the County has paid \$1,323,996.67. The Finance Department would like to transfer the available funds in the County Roads & Bridges fund to the Capital Project Fund (405) where the debt proceeds were recorded and the expenditures are being tracked. It will be easier track the total cost of the Highland Interchange Project if all the Expenditures are recorded in one fund.

FISCAL IMPACT: N/A **FUNDING SOURCE:** N/A

Indicate source: County Roads & Bridges (Fund 205) Reserves sitting in a Committed Fund Balance Account for the purpose of funding this project.

RECOMMENDED MOTION: Approve Transfer from Fund 205 to Fund 405

ATTACHMENTS:

- Transfer for Highland Interchange (PDF)



Budget Amendment Request Committee Approval Form

8.a.1.a

TO: **Finance Committee**FROM: **Finance Department**

Department Name

Date of Request: **7/28/2022**

Resolution No: _____

Period Transfer Recorded: _____

Type of Budget Amendment (check one)

Increase of Revenue: _____

Fund Transfer: **X**

Supplemental Appropriations: _____

Debit / Expense**Credit / Revenue**Acct # **205-1-01-81100-405** \$ **425,000**

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Acct # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Acct # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Acct # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Acct # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Acct # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Acct # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Total Debits: 425,000

A/C # **405-2-09-71100-205** \$ **425,000**

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

A/C # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

A/C # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

A/C # \$ -

Pre-request Account's Budget | Changed To

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Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

A/C # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

A/C # \$ -

Pre-request Account's Budget | Changed To

Cost Ctr & A/C Desc

Total Credits: 425,000

Reason for Request (Be Specific). Also fill out Support Document for County Board.

Transfer funds set aside in County Roads & Bridges fund 205 for the Highland Interchange Project to the Capital Projects fund where the 2021 debt proceeds for various capital projects are being tracked. One of the Projects includes \$1,300,000 for the Highland Interchange as part of the debt issue. The transfer is to get all the funding for the project in one fund.

Department Head Signature

Oversight Committee Members

TYPE IN Oversight Committee Chairperson's Name

Finance Committee Members

Date of Meeting

Date of Meeting

Date Amended:

Budget Amended By:

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 18, 2022
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Highway Financial Report

ATTACHMENTS:

- Hwy Financials - Aug 2022 (PDF)

Ozaukee County Committee Report
Special Revenue Fund County Roads and Bridges
 For the Six Months Ending Thursday, June 30, 2022
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2022 YTD Actual	2022 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$276,291	\$1,657,746	\$3,315,491	\$1,657,745	50.00%
Intergovernmental Revenues	-	\$414,893	\$1,573,852	\$1,158,959	26.36%
Other Revenue	-	-	\$122,525	\$122,525	0.00%
Total Revenues	\$276,291	\$2,072,639	\$5,011,868	\$2,939,229	41.35%
Expenditures					
Interdepartment Charges	\$385,862	\$1,545,170	\$5,011,868	\$3,466,698	30.83%
Total Operating Expenditures	\$385,862	\$1,545,170	\$5,011,868	\$3,466,698	30.83%
Capital Outlay					
Total Expenditures	\$385,862	\$1,545,170	\$5,011,868	\$3,466,698	30.83%
Other Finance Uses	\$425,000	\$425,000	-	(\$425,000)	0.00%
Net Other Financing Sources/Uses	\$425,000	\$425,000	-	(\$425,000)	0.00%
Net Increase (Decrease)	(\$534,571)	\$102,469	-	(\$102,469)	0.00%
<i>Equity:</i>					
Governmental Fund Balance	-	(\$1,161,357)	-	\$1,161,357	0.00%

Attachment: Hwy Financials - Aug 2022 (Hwy Financials - Aug 2022)

Ozaukee County Committee Report

Internal Service Fund Highway Department

For the Six Months Ending Thursday, June 30, 2022

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2022 YTD Actual	2022 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$11,083	\$66,500	\$133,000	\$66,500	50.00%
Intergovernmental Revenues	-	\$7,755	\$121,750	\$113,995	6.37%
Intergovernmental Charges	\$785,679	\$3,043,255	\$6,070,148	\$3,026,893	50.13%
Interdepartmental Charges	\$71,109	\$410,590	\$2,670,680	\$2,260,090	15.37%
Licenses & Permits	\$20,521	\$73,018	\$357,750	\$284,732	20.41%
Other Revenue	\$14,740	\$129,230	\$79,738	(\$49,492)	162.07%
Total Revenues	\$903,132	\$3,730,348	\$9,433,066	\$5,702,718	39.55%
Expenditures					
Salaries	\$259,252	\$1,492,307	\$3,127,314	\$1,635,007	47.72%
Fringe Benefits	\$95,464	\$628,824	\$1,150,301	\$521,477	54.67%
Travel/Training	\$198	\$4,237	\$30,934	\$26,697	13.70%
Supplies	\$697,852	\$1,988,095	\$5,631,734	\$3,643,639	35.30%
Purchased Services	\$9,363	\$127,659	\$163,819	\$36,160	77.93%
Interdepartment Charges	(\$316,107)	(\$478,634)	(\$3,498,505)	(\$3,019,871)	13.68%
Depreciation	-	\$412,552	\$1,237,638	\$825,086	33.33%
Grants	\$31,821	\$79,843	\$133,000	\$53,157	60.03%
Other Expenses	\$138,557	\$157,500	\$252,831	\$95,331	62.29%
Total Operating Expenditures	\$916,400	\$4,412,383	\$8,229,066	\$3,816,683	53.62%
Capital Outlay					
Equipment & Furniture	-	\$4,475	\$969,000	\$964,525	0.46%
Buildings & Land	-	-	\$235,000	\$235,000	0.00%
Total Capital Outlay	-	\$4,475	\$1,204,000	\$1,199,525	0.37%
Total Expenditures	\$916,400	\$4,416,858	\$9,433,066	\$5,016,208	46.82%
Net Increase (Decrease)	(\$13,268)	(\$686,510)	-	\$686,510	0.00%
<i>Equity:</i>					
Retained Earnings	-	(\$300,267)	-	\$300,267	0.00%

Attachment: Hwy Financials - Aug 2022 (Hwy Financials - Aug 2022)