AGENDA
OZAUKEE COUNTY BOARD
YOUTH GOVERNMENT DAY
WEDNESDAY, MARCH 20, 2024 – 9:00 AM
ADMINISTRATION CENTER - ROOM A-204
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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

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:
County Board Live Stream
The public can submit comments here: Public Comment Form
Public Comment Policy & Instructions For Submitting Public Comments Online

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **COMMUNICATIONS**
4. **CLAIMS**
5. **PUBLIC COMMENT**
   Legislative Update
   Chairperson's Proclamation
6. **WISCONSIN COUNTIES ASSOCIATION VIDEO "WHAT ARE COUNTIES?"**
   Jason Dzwinel, County Administrator
7. **PRESENTATIONS:**
   a. ***Ozaukee County Government Background***
      Jason Dzwinel, County Administrator
   b. ***Project Fund Update and Project Ranking***
      Jason Dzwinel, County Administrator
8. **COMMITTEE APPOINTMENTS/REAPPOINTMENTS**
9. **COMMITTEE REPORTS AND SUPERVISOR ANNOUNCEMENTS**
10. **ADJOURNMENT**

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.

Updated 3/15/2024 3:04 PM

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **March 20, 2024**
DEPARTMENT: **Administrator**
DIRECTOR: **Jason Dzwinel**
PREPARER: **Jason Wittek**

Agenda Summary Recommendation of Executive Committee Project Submittals to the County Board

ATTACHMENTS:

- 2024 Exec Support Doc (DOCX)
- 2024 Project Reserve Memo_12-15-2023 (PDF)
- Project Scorecard 2024 (PDF)
- Clerk of Courts Capital Project Request Form (PDF)
- Feasibility and Analysis Clerk of Courts (DOCX)
- Sheriff Capital Project #1 - Jail Door Relays & Intercom Controls Replacement (PDF)
- Sheriff Project #1 - Jail Door Relays & Intercom Controls Replacement - Attachment (PDF)
- Feasibility and Analysis Sheriff 1_Jail Division Door Relays (DOCX)
- Sheriff Capital Project #2 - Glock Pistol Replacements and Upgrades (PDF)
- Sheriff Project #2 - Glock Pistol Replacements and Upgrades - Attachment 1 (PDF)
- Feasibility and Analysis Sheriff 2_Glock Firearm Replacement (DOCX)
- Sheriff Capital Project #3 - Jail Medical Electronic Health Record System (PDF)
- Sheriff Project #3 - Jail Medical Electronic Health Record System - Attachment 1 (PDF)
- Feasibility and Analysis Sheriff 3_Jail Medical Records (DOCX)
- Sheriff Capital Project #4 -Training Room Audio, Video, Furniture, and Training Mats (PDF)
- Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (PDF)
- Feasibility and Analysis Sheriff 4_Sheriff's Office Training Room (DOCX)
- Sheriff Capital Project #5 - Justice Center and Jail Division Camera Upgrades (PDF)
- Sheriff Project #5 - Justice Center and Jail Division Camera Upgrades - Attachment 1 (PDF)
- Feasibility and Analysis Sheriff 5_Justice Center and Jail Camera (DOCX)
- Sheriff Capital Project #6 - Behavioral Health Co-Responder Unit Office Remodel Project (PDF)
- Feasibility and Analysis Sheriff 6_Behavioral Health Co-Responder (DOCX)

- Sheriff Capital Project #7 - Office Funiture and Cubicle Upgrades (PDF)
- Sheriff Project #7 - Office Funiture and Cubicle Upgrades - Attachment 1 (PDF)
- Sheriff Project #7 - Office Funiture and Cubicle Upgrades - Attachment 2 (PDF)
- Feasibility and Analysis Sheriff 7_Sheriff's Office Furniture Replacement (DOCX)
- Solar_Capital Project Request Form_Revised 2024 (PDF)
- Solar PV System Assessments - 2024 (DOCX)
- Ozaukee Admin Building Solar PV Placement (PDF)
- Ozaukee Highway Dept Solar PV Placment (PDF)
- Ozaukee Justic Center Solar PV Placement (PDF)
- Feasibility and Analysis_Solar (DOCX)
- Justice Center Capital Project Justice Center Maintenance - Court Security Improvement(PDF)
- Justice Center Maintenance - Court Security Improvement - Attachment 1 (PDF)
- Justice Center Maintenance - Court Security Improvement - Attachment 2 (PDF)
- Feasibility and Analysis Courtroom Security (DOCX)
- DOA Capital Project Request Form ERP Vendor Selection (PDF)
- Feasibility and Analysis DOA 2_ERP Vendor Selection Assistance (DOCX)
- DOA Capital Project Request Form Flag Day Capital (PDF)
- DOA Capital Project Request Form Radio Microwave (PDF)
- Feasibility and Analysis DOA 4_Countywide Radio System (DOCX)
- DOA Capital Project Request Form ERP Implementation (PDF)
- Feasibility and Analysis DOA 1_ERP Software Implementation (DOCX)
- Parks 3 Capital Project Request Form_Park Building Security Cameras 1.12.24 (PDF)
- parks 3 attachment (PDF)
- Feasibility and Analysis Parks 3_Parks Division Security Cameras (DOCX)
- Parks 6 Capital Project Request Form_Virmond Stormwater 1.12.24 (PDF)
- parks 6 attachment (1) (PDF)
- parks 6 attachment (2) (PDF)
- Feasibility and Analysis Parks 6_Virmond Wetland Restoration (DOCX)
- Parks 9 Capital Project Request Form_Hawthorne Hills Campground and School Site Development 1.11.24 (PDF)
- parks 9 attachment (1) (PDF)
- parks 9 attachment (2) (PDF)
- Feasibility and Analysis Parks 9 (DOCX)
- Parks 10 Capital Project Request Form_Electric Parks Gates and Cameras 1.12.24 (PDF)
- parks 10 attachment (1) (PDF)

- parks 10 attachment (2) (PDF)
- Parks 1 Capital Project Request Form_HH Peters Youth Camp Furnace 1.12.24 (PDF)
- Feasibility and Analysis Parks 1 (DOCX)
- Parks 2 Capital Project Request Form_LMRFWP Public Access 1.12.24 (PDF)
- Parks 2 attachment (1) (PDF)
- parks 2 attachment (2) (PDF)
- Feasibility and Analysis Parks 2_Little Menominee (DOCX)
- Parks 4 Capital Project Request Form_Parks Trailer 1.12.24 (PDF)
- parks 4 attachment (PDF)
- Feasibility and Analysis Parks 4_Aluminum Trailers (DOCX)
- Parks 5 Capital Project Request Form_Virmond Roof and Siding Replacement 1.12.24 (PDF)
- parks 5 attachment (1) (PDF)
- parks 5 attachment (2) (PDF)
- Feasibility and Analysis Parks 5 (DOCX)
- Parks 7 Capital Project Request Form_Covered Bridge West Parcel Public Access 1.12.24 (PDF)
- parks 7 attachment (PDF)
- Feasibility and Analysis Parks 7 (DOCX)
- Parks 8 Capital Project Request Form_Hawthorne Hills Paving 1.12.24 (PDF)
- parks 8 attachment (1) (PDF)
- parks 8 attachment (2) (PDF)
- Feasibility and Analysis Parks 8 (DOCX)
- HS 1 EHR Capital Project Request Form (PDF)
- Feasibility and Analysis HS 1_Health Records (DOCX)
- HS 2 Capital Project Request Form Auditorium (PDF)
- Feasibility and Analysis HS 2_Auditorium (DOCX)

HISTORY:

03/01/24	**Executive Committee**	**APPROVED**

Motion to approve the recommended projects as presented.

or

Motion to approve the recommended projects in their entirety for a total of $818,000, reallocate the $185,000 from the Covered Bridge Shelter project and $100,000 from the Highway County Road and Bridges Fund.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	P. Melotik, Vice-Chairperson
SECONDER:	R. Holyoke, Supervisor District 22
AYES:	Schlenvogt, Melotik, Wolf, Holyoke, Irish
ABSENT:	R. Nelson

EXECUTIVE COMMITTEE

BACKGROUND INFORMATION: Below the Committee will find information on the project fund applications from the Standing Committee review of the project proposals from the departments under their oversight. A memo explaining the process is included to aid in understanding. A project feasibility report is included for each submittal that summarizes the project and details the staff recommendation. Finally, all of the information submitted by the departments are included.

SUMMARY OF COMMITTEE RECOMMENDATIONS: Recommendations are not ranked. All oversight committee have made their recommendations as follows, except for Finance Committee, which meets after this Agenda, so staff recommendations are included at this time. If any recommendations change, Executive Committee will be updated.

PUBLIC SAFETY

1. Court Room Remodel	$258,000
2. Jail Door Relays & Intercom Controls	$550,000
3. Glock Firearm & Optic Replacement	$88,179
4. Medical Electronic Health Record System	$30,000
5. Sheriff's Office Training Room Upgrades	$35,889

PUBLIC WORKS

1. Solar Electric PV System	$400,000

FINANCE COMMITTEE

1. ERP Vendor Selection & Implementation	$90,000
2. Flag Day Parking Lot Repaving	$50,000
3. Countywide Radio System Upgrade	$600,000

HEALTH & HUMAN SERVICES COMMITTEE

NATURAL RESOURCES COMMITTEE

1. Parks Security Cameras	$57,500
2. Virmond Park Stormwater Wetland Restoration	$75,000
3. HH Park Campground and School Site Development	$225,000
4. Park Security Gates & Cameras	$163,000

Staff does recommend consideration of funding in 2024, for projects that did not make the $3.5M project fund cutoff, but are nonetheless urgent or well-conceived project proposals. Staff recommends considering projects in the top half in scoring, which are an additional eight to ten projects.

Attachment: 2024 Exec Support Doc (Recommendation of Executive Committee Project Submittals to the County Board)

RECOMMENDED MOTION: Staff respectfully requests that the committee consider the projects as proposed and make a ranked recommendation for consideration by the County Board.

SCORING SUMMARY (BLACK RECOMMENDED)

PUBLIC SAFETY COMMITTEE

Project Name	Value & Efficiency	Modernization & Service	Cost
Court Room Remodel	300	280	$258,200
Jail Division Door Relays & Intercom Controls Replacement	290	300	$550,000
Glock Firearm Replacement & Optic Upgrade			$88,179
Jail division Medical Electronic Health Record System			$30,000
Sheriff's Office Training Room – A/V, Furniture, Training Mats			$35,889
Justice Center & Jail Division Camera Project			$288,745
Behavioral Health Co-Responder Unit Office			$110,000
Sheriff's Office Furniture Replacement			$294,112

PUBLIC WORKS COMMITTEE

Project Name	Value & Efficiency	Modernization & Service	Cost
Solar Electric PV System	290	270	$400,000
Court Security Improvement			$33,900

FINANCE COMMITTEE

Project Name	Value & Efficiency	Modernization & Service	Cost
ERP Software Implementation	170	330	$900,000

Attachment: 2024 Exec Support Doc (Recommendation of Executive Committee Project Submittals to the County Board)

ERP Vendor Selection & Implementation Assistance	170	330	$90,000
Flag Day Parking Lot	300	250	$50,000
Countywide Radio System Upgrade	350	260	$600,000
ERP Software Implementation	170	330	$900,000

NATURAL RESOURCES COMMITTEE

Project Name	Value & Efficiency	Modernization & Service	Cost
Parks Division Security Cameras	350	270	$57,500
Virmond County Park Stormwater Wetland Restoration	300	310	$75,000
HH Park Campground & School Site Development	260	320	$225,000
Parks Security Gate & Cameras	310	270	$163,000
HH Peters Youth Camp Furnace Replacement	280	220	$25,000
Little Menomonee River Fish & Wildlife Preserve Public Access	220	200	$25,000
Aluminum Trailers	300	170	$35,000
Virmond Caretakers House Roof & Siding Replacement	330	250	$70,000
Covered Bridge Public Access	300	240	$52,500
HH County Park Paving	220	180	$81,100

HEALTH AND HUMAN SERVICES COMMITTEE

Project Name	Value & Efficiency	Modernization & Service	Cost
Electronic Health Record Database	190	290	$300,051
Auditorium Hybrid Meeting Renovation			$33,500

Attachment: 2024 Exec Support Doc (Recommendation of Executive Committee Project Submittals to the County Board)

DEPARTMENT OF ADMINISTRATION
COUNTY ADMINISTRATOR'S OFFICE
Jason Dzwinel, County Administrator
www.co.ozaukee.wi.us

TO: COUNTY DEPARTMENTS

FROM: JASON DZWINEL, COUNTY ADMINISTRATOR

SUBJECT: 2024 PROJECT PROPOSAL PROCESS

DATE: 12/15/2023

BACKGROUND

Through the 2024 Budget Process, the Board and Staff identified funds to be reserved for projects funded through a Request for Proposal process submitted by departments. The current amount of funding available is approximately $2,000,000 in 2024. Additional funding could be available in 2024, after the 2023 financial closeout. A county policy adopted in 2018, allows the County Board to add up to fifty percent of the year-end surplus to the project fund. In an effort to decrease the amount of annual deferral of necessary projects. One of the goals established by the Board and Staff is better capital asset and one-time project planning, and part of this involves finding a regular source of funds for these projects. There is significant pressure on using the base tax levy to fund regular operations, and this leaves little tax levy available for capital assets or one-time projects.

PROCESS

In 2019, the Executive Committee met and approved a concept for staff to design and implement a Project Proposal Process, which will continue in 2024. With this input from the Executive Committee, Staff has finalized an evaluation process intending to prioritize projects into various quartiles. The evaluation is based on a set of criterion established by the Executive Committee and Staff. The evaluation places less emphasis on a hard 1 through 30 ranking of projects and more emphasis on putting projects into a quadrant that highlights the impact of the project. This allows the Board and Staff to focus less on rankings and understand the general priority of all projects.

PROCESS REQUIREMENTS AND ELIGIBILITY

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

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

121 W. Main Street, P. O. Box 994, Port Washington, WI 53074
Phone: (262) 284-8198 Metro: (262) 238-8198 Fax: (262) 284-8199 Metro Fax: (262) 238-8199

Attachment: 2024 Project Reserve Memo_12-15-2023 (Recommendation of Executive Committee Project Submittals to the County Board)

DEPARTMENT OF ADMINISTRATION
COUNTY ADMINISTRATOR'S OFFICE
Jason Dzwinel, County Administrator
www.co.ozaukee.wi.us

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

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

PROJECT PROPOSAL CALENDAR

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

December 15 – Materials Available to Departments

January 12 – Materials Due from Departments

January 15-19 – Staff Analysis of Department Projects. Departments provide clarification, if needed.

January 22-26 – Staff follows up with Departments. Review results of analysis presented to Committees.

February 8 – Natural Resources Committee

February 20 – Public Safety Committee

February 22 – Public Works Committee

February 27 – Health and Human Services Committee

February 29 – Finance Committee

March 4 (Tentative) – Executive Committee Reviews

March 20 – County Board Review at Mid-Month Meeting

April 3 – County Board Approves (projects and funds approved for the 2022 Amended Budget)

ATTACHMENTS

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

121 W. Main Street, P. O. Box 994, Port Washington, WI 53074
Phone: (262) 284-8198 Metro: (262) 238-8198 Fax: (262) 284-8199 Metro Fax: (262) 238-8199

Attachment: 2024 Project Reserve Memo_12-15-2023 (Recommendation of Executive Committee Project Submittals to the County Board)

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

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

Attachment: Project Scorecard 2024 (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Court room remodel
Requested By:	Connie Mueller, Clerk of Circuit Court
Project Owner:	Connie Mueller, Clerk of Circuit Court
Start Date:	As soon as possible

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

[X]	Project Fund	[ ]	Grants	[ ]	Dept. Reserve	X	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Unclaimed trust turned over by COC to Treasurer 1/2024	$76,600	N/A
Project fund	$181,600	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$258,200	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Juror seating - $7,800 per court room x 4 = $31,200

Chairs for litigants, attorneys and witness box - $14,600 per court room x 4 = $58,400

Desk/tables for litigants, attorneys - $2,800 per court room X 4 = $11,200

Replace carpeting in court rooms - $9,350 per court room X 4 = $37,400

Refinish pews (public seating) in court rooms - $30,000 per court room x 4 = $120,000

Justice center maintenance would provide removal of current furniture.

Attachment: Clerk of Courts Capital Project Request Form (Recommendation of Executive Committee Project Submittals to the County Board)

Project Narrative - Define the Current State

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

The furniture and carpeting in the court rooms is original to the construction of the Justice Center in 1991. The construction and upholstery of the furniture is worn, unrepairable (except for the pews) and becoming unfunctional. Jurors have stated they are uncomfortable sitting for the long periods required due to a lack of padding, support and the size of the current jury seating. The new furniture will accomodate all individual sizes to be seated for extended periods of time. There are safety concerns regarding trip hazards on worn/split carpeting and injury due to chairs breaking and pews are splintering. The court rooms should reflect the dignity and professionalism of the Courts and Ozaukee County.

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

We have received numerous complaints from jurors regarding the seating and have safety concerns as outlined above.

Project Recommendation - Define the Suggested Course of Action

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

The scope of the project is to refurbish the court rooms.

Describe how the project addresses department objectives or countywide strategy:

This project would improve customer service for the public and our legal partners in our court rooms. The project would also address safety issues.

Attachment: Clerk of Courts Capital Project Request Form (Recommendation of Executive Committee Project Submittals to the County Board)

Describe the project's impact on quality of life:
The new furniture will accomodate all individual sizes to be seated for extended periods of time.
Describe the project's impact on health and safety:
The new furniture and carpeting will address current safety concerns.
Describe how the project impacts department operations using business objectives:
This project would improve customer service for the public and our legal partners including the District Attorney's office, Child Support office, Corporation Counsel and police agencies in our court rooms.

Attachment: Clerk of Courts Capital Project Request Form (Recommendation of Executive Committee Project Submittals to the County Board)

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Clerk of Courts Capital Project Request Form (Recommendation of Executive Committee Project Submittals to the County Board)

PROJECT FEASIBILITY ANALYSIS

Project Name: Court Room Remodel

Project Manager: Connie Mueller

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$258,200	N/A
TOTAL	**$258,200**	

Project Score: Value and Efficiency (300/400) Modernization and Service (280/400)

Project Purpose Summary (from department):

The furniture and carpeting in the court rooms is original to the construction of the Justice Center in 1991. The construction and upholstery of the furniture is worn, unrepairable (except for the pews) and becoming unfunctional. The new furniture will accommodate all individual sizes to be seated for extended periods of time. There are safety concerns regarding trip hazards on worn/split carpeting and injury due to chairs breaking and pews are splintering.

Proposal Considerations, Risks, and Identified Issues:

This project scored very high for percent of budget and budget impact. It scored relatively low for health and safety but high for urgency. As for modernization and project purpose, this project received relatively high scores, as the furniture and carpeting is worn, and unrepairable. For quality of life, it received an average score, but, in terms of customer satisfaction, it scored higher, as it directly relates to jurors and citizens using and visiting the Justice Center, as a very outward facing part of County government.

Staff Recommendation:

Staff recommends approval of the Court Room Remodel out of the 2024 project fund

Attachment: Feasibility and Analysis Clerk of Courts (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Jail Division Door Relays & Intercom Controls Replacement
Requested By:	Sheriff Knowles
Project Owner:	Ozaukee County Sheriff's Office
Start Date:	Upon Approval

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑	Project Fund	☐	Grants	☐	Dept. Reserve		Other

List All Funding Sources Selected:

Source	Amount	Grant Information
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$550,000.00	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The existing relay devices and proprietary door and intercom relay boards are well beyond their normal useful life expectancy. As a result, this may lead to a catastrophic event and total failure of the door relay system in the Jail. The project involves designing, fabricating and programming new relay devices and intercom controls to ensure the system continues to operate as it should.

Attachment: Sheriff Capital Project #1 - Jail Door Relays & Intercom Controls Replacement (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

As discussed above, the existing relay devices and intercom relay boards are at their end of life. If these parts were to fail, the jail staff would be forced to manually open doors. Replacement parts are not available and a repair would take months to complete. It may create a safety risk to personnel.

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

The Ozaukee County Jail relies on the door controls in order to maintain the safety of inmates and staff. The door controls that we currently have are the originally installed units. If they were to fail, replacement relays are no longer manufactured. As a result, this may lead to a catastrophic event and total failure of the door relay system in the Jail.

Project Recommendation - Define the Suggested Course of Action

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

The project involves replacing the Comtec control boards and relays which are an integral component to our door control system. In order to ensure that the door controls in the Jail function as they should, the 30 year old parts need to be immediately replaced.

Describe how the project addresses department objectives or countywide strategy:

The safety and security of staff and inmates are our #1 priority. The door controls and intercom system are an integral part of our operation. Replacing these aging parts will ensure that we can continue to safely operate for years to come.

Describe the project's impact on quality of life:
It is very important that the system up to date, reliable, and works as it should to ensure the safety and security of staff and inmates.
Describe the project's impact on health and safety:
As stated above, the safety of staff and inmates are our #1 priority. Having door controls and intercoms that work properly ensures that we work towards achieving that goal.
Describe how the project impacts department operations using business objectives:
Improve Safety - Functioning door controls and intercoms are integral to the operation of the Ozaukee County Jail. Control Costs - Estimates for this project have increased 25% since July 31, 2022 and are expected to increase again in January, 2025 per the vendor. Ensure Compliance - Each year the Jail is subject to an annual inspection by the State Jail Inspector. This project would ensure the relay devices and proprietary door and intercom relay boards are functioning properly and within State inspection standards.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Sheriff Capital Project #1 - Jail Door Relays & Intercom Controls Replacement (Recommendation of Executive Committee Project

Attachment: Sheriff Project #1 - Jail Door Relays & Intercom Controls Replacement - Attachment (Recommendation of Executive Committee

July 31, 2022

Superintendent Ryan Tackes
Ozaukee County Justice Center
1201 S Spring Street
Port Washington, WI 53074

Re: Ozaukee County Justice Center - Door Relays & Intercom Controls Replacement

Ryan,

Thank you for requesting the following proposal for replacing the aging proprietary Comtec control boards and relays which are currently connected to the PLC equipment that comprises the most important aspect of the integrated control system at the jail facility. This proposal addresses critical vulnerabilities and performance risks associated with your current equipment and configuration.

Vulnerabilities of existing Control System

The existing relay devices and proprietary door and intercom relay boards are well beyond their normal useful life expectancy. The current proprietary components remove the ability to choose from multiple sources for spare parts when repair and maintenance services are required. If a major system failure were to occur this could result in your facility staff being forced to rely on mechanical keys, without automated control of many lights, outlets, etc. Additionally, automated alerts of unsecured doors or other secure access points, while costly emergency repairs were undertaken would be unavailable to operators. This would not only be cumbersome, but the replacement would take months to design and accomplish. It might also create safety risks to your personnel and facility.

Proposed Solution

Our proposed solution includes replacing these obsolete and proprietary devices with door relays and a modern Intercom Control system customized to integrate with the Omron PLCs that SGTS, Inc. furnished and installed in 2017. Additionally, our proposed solution includes a forward looking approach that updates the WonderWare HMI software licensing and replaces the existing workstation PC's and Touchscreen monitors. Updated software applications will be written, installed, configured, tested and commissioned as part of this plan.

Implementation Strategy

Our system design and deployment strategy addresses this much needed upgrade in a manner that minimizes downtime and logistical difficulties for your staff. SGTS understands the importance of working closely with your staff to ensure we minimize inconveniences and that the most disruptive segments of the installation occur during hours your facility is less active, i.e. third shift. Upon acceptance, SGTS will order the major components and begin the process of designing, fabricating and programming at our Engineering Facility. This approach results in fewer disruptions by our engineering and technical personnel, thus saving you staff interruptions and costs. SGTS will provide a timeline for your review and commentary so all affected parties'

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interests are best served. A brief, generic overview of our process for these projects is outlined below in the Project Management section.

Proposed Scope of Work

- **Intercom/Sound Monitoring System**
  - Intercom Headend
    - Replacement of existing headend intercom system:
      - Harding DXL digital intercom and sound monitoring system.
      - All necessary components to match the quantities of the existing analog system.
  - **Intercom Field Devices**
    - Reusing all intercom field stations. Our experience with similar projects has shown an extremely low rate of failure with these devices and the respective cabling. We would notify you of any field units which didn't work after the transition to the new control equipment. A prudent estimate would be to budget for a failure rate of 5% of the existing (216) field intercom devices. The estimated cost would be less than $1,200 replacement cost per unit if needed.
    - Replacement of all existing intercom master stations.
  - Labor, Testing and Commissioning:
    - Removal and disposal of existing system components.
    - Full system installation.
    - Full system operation testing to ensure complete system functionality.
  - **Utility Relays**
    Removal and disposal of existing proprietary system components.
    - Full system installation.
    - Full system operation testing to ensure complete system functionality.

- **Jail Control System:**
  - Human Machine Interface (HMI) hardware and software replacement:
    - Replacement of (8) existing jail control workstations with the following:
      - Purpose built workstation computers with touchscreen interfaces.
      - Current version of WonderWare Intouch software.
      - Purpose built server with current version software(s).
      - All necessary programming to create floor plans with device icon overlay to depict facility layout.
      - One of the workstations is designated as the SMS Server

Attachment: Sheriff Project #1 - Jail Door Relays & Intercom Controls Replacement - Attachment (Recommendation of Executive Committee

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- Programmable Logic Controller (PLC) relay hardware and software replacement:
  - Replacement of existing Comtec PLC relay board hardware and associated components:
    - PLC processor and input/output cards.
    - All necessary backplanes and infrastructure. (measured to fit existing cabinets)
    - All necessary control relays.
    - All necessary programming to match complete operations of the existing system.
- Labor, Testing and Commissioning:
  - Removal and disposal of existing system components.
  - Full system installation.
  - Full system operation testing to ensure complete system functionality.

Project Management

- **Preliminary Onsite Information Gathering**
  - SGTS, Inc. will come onsite to gather additional information and confirm measurements so that the new components can be custom designed and configured to custom fit the **current enclosures**
- **Ordering Materials**
  - After the new hardware has been designed, the orders will be placed for the majority of the materials
- **Custom PLC Fabrication and Software Construction**
  - The new custom, non-proprietary PLC Components will be fabricated, wired and tested
  - The updated Touchscreen application files will be programmed and integrated with the new PLC design at this time
- **In-house Testing**
  - SGTS, Inc. will extensively test the new components and in our lab to verify optimal performance
- **Onsite Installation**
  - Upon successful lab testing of the equipment, SGTS, Inc., will bring everything onsite and begin the physical onsite installation
  - The installation of equipment will be done 3rd shift to minimize the inconvenience to the facility

- **Onsite Testing and Commissioning**

After the installation of the equipment, we fully test the system and commission it with you or your designee, along with providing all the relevant project completion documentation.

SGTS, Inc. shall be responsible for the above listed scope of work, and the following items:

- All required materials unless otherwise stated
- All Labor and Expenses required for design, engineering, installation, programming, and testing
- Responsible disposal of all existing system electronics removed for completion of this project
- Up to **24** hours of on-site owner training
- 1-year full system parts and labor warranty (see standard agreement for details)
- All required documentation, such as manuals, As-Built, etc.

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Excludes

SGTS, Inc. shall not be responsible for anything not listed in the above scope of work, and the following items:

- 120Vac line voltage circuits and receptacles (no addition expected).
- Condition of existing wiring between current PLC and Control System and field device locations
- Patchwork or repainting from removal of existing equipment

Investment Summary

Estimated project total: **$409,500**

Terms:

- TO BE MUTUALLY DETERMINED
- Prices are subject to change after 60 days

We greatly appreciate your consideration of this proposal. We would be delighted to meet at your convenience to discuss this in detail, and answer any questions.

I would be remiss if I didn't address how much SGTS values and appreciates the long-standing relationship we have with the Ozaukee County Sheriff's office. Per your request, I will be following up with our proposal for replacing the remaining analog cameras at the Justice Center, along with our recommended modifications to the existing service plan for your input and review.

We sincerely appreciate your consideration of this proposal. I propose we meet at your convenience to discuss this proposal in detail, and address any questions. I will follow up with you to schedule a time to meet, or feel free to call me after you've had a chance to review.

Please do not hesitate to call me with any thoughts, questions or concerns.

Best Regards,

Paul Briggs

Attachment: Sheriff Project #1 - Jail Door Relays & Intercom Controls Replacement - Attachment (Recommendation of Executive Committee

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PROJECT FEASIBILITY ANALYSIS

Project Name: Jail Division Door Relays & Intercom Controls Replacement

Project Manager: Sheriff Knowles

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$550,000	N/A
TOTAL	**$550,000**	

Project Score: Value and Efficiency (290/400) Modernization and Service (300/400)

Project Purpose Summary (from department):

The existing relay devices and proprietary door and intercom relay boards are well beyond their normal useful life expectancy. As a result, this may lead to a catastrophic event and total failure of the door relay system in the Jail. The project involves designing, fabricating and programming new relay devices and intercom controls to ensure the system continues to operate as it should.

Proposal Considerations, Risks, and Identified Issues:

For Value and Efficiency this project scored relatively high in percent of budget, budget impact, health and safety as well as urgency. For modernization it scored high with a relatively high score for modernization, a very high score for project purpose, an average score for quality of life and a very high score for customer satisfaction. This project received a score of 590 making it the fourth highest scoring project of the 2024 proposals.

Staff Recommendation:

Staff recommends to follow through with this project and fund it through the 2024 capital project fund.

Attachment: Feasibility and Analysis Sheriff 1_Jail Division Door Relays (Recommendation of Executive Committee Project Submittals to the

Project Reserve Information Sheet	
Project Name:	Glock Firearm Replacement and Optic Upgrade
Requested By:	Sheriff Knowles
Project Owner:	Ozaukee County Sheriff's Office
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$88,179	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
Old pistol trade in	110 pistols x $235 = $25,850
TOTAL	

Provide a narrative of project costs:

110 new Glock pistols (red dot sight capable) at $488 x 110 = $53,680

60 Streamlight TLR-1 Weapon light at $140.00 = $8,400.00

60 Trijicon RMR 07 red dot sight at $545.00 = $32,700

70 Safariland duty holster at $215.00 = $15,050 (SRT members require additional holster)

Cost $109,830 - $25,850 (current Glock trade in) = $83,980

.05% Estimated price increase = $4,199

Total project $88,179

Attachment: Sheriff Capital Project #2 - Glock Pistol Replacements and Upgrades (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

The Ozaukee County Sheriff's Office Currently has 110 handguns issued with 80 of those firearms being 17 years old. These handguns were placed into service in 2007. These handguns are worn daily and are exposed to the every day elements. They are used regularly during live-fire firearms training multiple times a year. Glock manufacturer recommends the internal parts and magazines being replaced after 5 years and whole pistol replacement after 10 years. The majority of Sheriff's Office issued Glock pistols are well past the manufacture's recommended service life.

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

Deputies are using pistols that are well past the manufacture's recommended service life. Continuous use of these outdated pistols is likely to lead to a firearms failure. If the failure occurs during a use of force encounter or deadly force situation it could result in the death or great bodily harm of a citizen or deputy. Ozaukee County would be liable for this failure.

Ozaukee County Sheriff's Office does not issue red dot sights for pistols. Our current out dated Glock service pistols are not capable of mounting red dot sights.

Ozaukee County Sheriff's Office does not issue pistol lights. Instead, flashlights are assigned to squad cars and used by Deputies. Pistol mounted flashlights allow a Deputy to use a two-handed grip on the firearm which is a safer and more accurate method of shooting than the current method of holding a flashight in one hand and a pistol in the other hand.

Project Recommendation - Define the Suggested Course of Action

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

The only solution is to replace the old handguns with new ones.

During this replacement red dot sights will be added to the pistols increasing efficiency, accuracy and confidence. Current trends show that red dot pistol optics are increasingly being used by most law enforcement agencies.

The addition of weapon mounted flashlights will increase efficiency, accuracy and weapon retention. Current trends show that pistol mounted flashlights is the standard for law enforcement agencies.

Describe how the project addresses department objectives or countywide strategy:

Ozaukee County Sheriff's Office's primary objective is the safety of Ozaukee County citizen and visitors.

This replacement/upgrade will increase the firearms reliability, accuracy, efficiency and weapon retention.

Describe the project's impact on quality of life:
Ozaukee County has seen an increase in violent crime and criminal activity. The Ozaukee County Sheriff's Office needs to be properly equipped to perform their duties. The pistol is part of their standard duty equipment that is worn and used daily.

Describe the project's impact on health and safety:
Our pistols are well past the manufacture's recommended service life. Continuous use of these outdated pistols is likely to lead to a firearms failure. If the failure occurs during a use of force encounter or deadly force situation it may result in the death or great bodily harm of a citizen or deputy. Pistol mounted flashlights allow a Deputy to use a two-handed grip on the firearm which is a safer and more accurate method. The upgrades to the pistols, optics, and lights will increase firearms reliability, accuracy, efficiency and weapon retention.

Describe how the project impacts department operations using business objectives:
Improve staff skills - Pistol mounted red dot sights are proven to increase accuracy of any skilled shooter. Improve staff skills - Weapon mounted lights will allow Deputies to have two hands on their firearms improving efficiency, accuracy, and weapon retention. Ensure staff compliance - manufacture recommends Glock magazines and internal parts replaced after 5 years of service and full pistol replacement after 10 years of service. Our pistols exceed these specification placing liability on Ozaukee County. Control Costs - the replacement value of the pistols is decreasing which increases the total cost of the project.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Sheriff Capital Project #2 - Glock Pistol Replacements and Upgrades (Recommendation of Executive Committee Project

Sales Quote

KIESLER POLICE SUPPLY
2802 SABLE MILL RD
JEFFERSONVILLE, IN 47130

Bill-to Customer
OZAUKEE COUNTY SHERIFF'S DEPT
1201 S. SPRING ST
P.O.BOX 994
PORT WASHINGTON, WI 53074-0994

Ship-to Address

Your Reference		Salesperson	
Bill-to Customer No.	L07941	Email	
Tax Registration No.		Home Page	
No.	Q142526	Phone No.	
Document Date	June 9, 2023		
Due Date	July 9, 2023		
Payment Terms			
Payment Method			
Tax Identification Type	Legal Entity		
Shipment Method			

LT. BRAD ARNDT
262-284-8475
BARNDT@CO.OZAUKEE.WI.US

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
TRIJRM06-C-700672	TRIJICON 3.25MOA ADJUSTABLE LED RED RMR TYPE 2 W/ADJ BRIGHTNESS, ADDED BATTERY CONSERVATION & BUTTON LOCK OUT RLREE	0	EACH	487.60	0
STRE69260	STREAMLIGHT TLR-1 HL LED WEAPONLIGHT, 1000 LUMENS LOCATING KEYS FOR GLOCK STYLE, 1913 PICATINNY, S&W 99/TSW AND BERETTA 90TWO. LITHIUM BATTERIES. BOXED. CCOMO	0	EACH	136.82	0
STRE69424	STREAMLIGHT TLR-7A FLEX W/ HIGH SWITCH MOUNTED ON LIGHT + LOW SWITCH IN RETAIL BOX CEAEL	0	EACH	118.47	0
SAFA6360RDS-832-411	SAFARILAND MODEL 6360RDS ALS/SLS LVL III DUTY HOLSTER FOR GLOCK 17/22 W/ X300U LIGHT, STX PLAIN FINISH, BLACK, RIGHT HAND CAOAE	0	EACH	162.70	0
SAFA6360RDS-28327131	SAFARILAND MODEL 6360RDS ALS/SLS MID-RIDE LVL III RETENTION DUTY HOLSTER FOR GLOCK 19/45MOS GEN5 W/ LIGHT & OPTIC, STX TACTICAL, BLACK, RIGHT HAND CAOAE	0	EACH	162.70	0
SHIPPING	TBD	0	EACH	0.00	0
FORMAT BRIAN	QUOTED BY BRIAN CALIFF	0	EACH	0.00	0

Attachment: Sheriff Project #2 - Glock Pistol Replacements and Upgrades - Attachment 1 (Recommendation of Executive Committee Project

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
	KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS BCALIFF@KIESLER.COM				
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE	0	EACH	0.00	0
	X_____ SIGNATURE REQUIRED				
	X_____ DATE				
	X_____ PHONE# FOR FED X QUESTIONS				

Amount Subject to Sales Tax	0.00	**Subtotal**	**0.00**
Amount Exempt from Sales Tax	0.00	Total Tax	0.00
		Total $ Incl. Tax	**0.00**
		Tax Amount	**0.00**

KIESLER POLICE SUPPLY FFL# 4-35-019-11-4M-08220

RETURNED GOODS POLICY

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

DEFECTIVE MERCHANDISE POLICY

We are not a warranty repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.

Attachment: Sheriff Project #2 - Glock Pistol Replacements and Upgrades - Attachment 1 (Recommendation of Executive Committee Project

PROJECT FEASIBILITY ANALYSIS

Project Name: Glock Firearm Replacement and Optic Upgrade

Project Manager: Sheriff Knowles

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$88,179	N/A
TOTAL	**$88,179**	

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

Project Purpose Summary (from department):

The Ozaukee County Sheriff's Office Currently has 110 handguns issued with 80 of those firearms being 17 years old. These handguns were placed into service in 2007. These handguns are worn daily and are exposed to the every day elements. They are used regularly during live-fire firearms training multiple times a year. Glock manufacturer recommends the internal parts and magazines being replaced after 5 years and whole pistol replacement after 10 years.

Proposal Considerations, Risks, and Identified Issues:

Staff Recommendation:

Staff recommends to fund this project through the 2024 capital project fund

Attachment: Feasibility and Analysis Sheriff 2_Glock Firearm Replacement (Recommendation of Executive Committee Project Submittals to the

Project Reserve Information Sheet	
Project Name:	Jail Division Medical Electronic Health Record System
Requested By:	Sheriff Knowles
Project Owner:	Ozaukee County Sheriff's Office
Start Date:	Upon Approval

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$30,000.00	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The project involves the implementation and software set-up of the Sapphire Health Electronic Health Record system. The project cost estimate includes implementation and first year costs associated with the software program.

Attachment: Sheriff Capital Project #3 - Jail Medical Electronic Health Record System (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

The Ozaukee County Jail Medical and Mental Health staff currently document using paper forms. This system is archaic and inefficient. The hand written documentation takes much longer than an Electronic Health Record system and ultimately increases wait times and decreases productivity. Medical records are unable to be shared electronically with the Advanced Correctional Healthcare (ACH) Medical Director as well as medical specialists. The Jail Medical documentation system is long overdue for an update.

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

The Electronic Health Record system would increase the accuracy of charting and minimize human error. The staff would make better use of their time as documenting on paper is much more time consuming than in an electronic system. It would make the job of storing and retrieving information much more efficient. It would be cost effective, environmentally friendly and space saving. Having the medical records stored in an electronic system will ensure that we are HIPPA compliant. Information will be shared with the Medical Director and other specialists with greater speed.

Project Recommendation - Define the Suggested Course of Action

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

To obtain an Electronic Health Record (EHR) system to replace the paper documents and files that we currently utilize. We are required to maintain the medical records for 8 years. The storage space needed to store all of the records will no longer be needed. The EHR will greatly decrease the cost of paper, ink, and supplies. The EHR would also allow for upgrades to maintain daily standards of documentation.

Describe how the project addresses department objectives or countywide strategy:

The Jail Medical and Mental Health Staff will provide an increased level of service to the individuals that are incarcerated in the jail. The EHR will assist in providing a multidisciplinary approach to medical care. The EHR would ensure that we are in compliance with current guidelines regarding medical records and storage.

Describe the project's impact on quality of life:
The Jail Medical and Mental Health Staff advise that the EHR will provide a higher level of care for those they serve. It will provide faster access to records in-house and when consulting with physicians remotely. It would allow for a much quicker review of previous diagnosis and treatment and would assist in eliminating duplicate treatment, testing and aids in the treatment of chronic health problems.
Describe the project's impact on health and safety:
The EHR will allow Medical and Mental Health Staff to provide faster & safer treatment to Inmates. It will also allow for treatment plans to be readily accessible to the Medical Director and RN Staff and decreases documentation errors.
Describe how the project impacts department operations using business objectives:
The EHR will increase staff productivity and lessen human error in documentation which will assist when lawsuits are filed. It will increase job satisfaction among employees by creating a work environment consistent with other healthcare facilities.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer Service	How does the impact improve customer service internally and externally
Investment in Innovation	What is innovative about the approach
Reduce Errors	How will the project reduce errors in work
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Streamline Business Process	Define efficiencies in process
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Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

Attachment: Sheriff Capital Project #3 - Jail Medical Electronic Health Record System (Recommendation of Executive Committee Project

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Sapphire EHR Quote
Ozaukee County Jail, WI
23 May 2023

Pricing listed is for Sapphire's comprehensive correctional specific Electronic Health Record, including all software components and features, software updates, set up, support, full data hosting, JMS interfacing, lab interfacing and many other services as listed below. We will handle all of the hosting so your organization will not need the expense or labor of maintaining a server, backups or a disaster recovery facility. The enclosed quote is valid for 120 days. If you have any questions don't hesitate to contact Mark Wright, at mswright@sapphire-health.com or 877.532.2345 x1035.

One Time Implementation and Software Set-Up Fee - $8,000

This one-time flat fee includes all of the current and future facilities provided that all facilities use a single universal set of protocols and forms across all sites. Sapphire will play a consultant role to ensure application optimization and accommodation of operational policies and procedures. Implementation entails assessment, configuration, form customization, protocols and active trigger functionality, software set-up, and Jail/Offender Management System data integration*. This fee includes an initial review of existing paper forms and the conversion of up to **120 forms** to the digital Sapphire format, with a maximum of 30 tasks per form. Additional forms will be billed at the rate of **$300 per form**. Sapphire will also provide project management to coordinate individual facility implementations. Sapphire will coordinate facility implementation in conjunction with management and the facility staff. Onsite training will be billed separately.

*Sapphire will be responsible for its portion of this interface and will not be responsible for any fees or interfacing charges which are charged by companies it interfaces with.

Software Licensing and Support (EHR) – $3.20 PIPM (Per Inmate Per Month)

1) Comprehensive Medical Software licensing containing Sapphire's standard correctional facility specific EHR components listed below, including all standard upgrades and general releases
    a) EHR features include: Intake Processing, Scheduling, Clinician Documentation, Consultation Process, Nursing Documentation, Discharge Documentation, Inpatient Documentation, TAR documentation, and Immunization Record
2) Direct customer-service and software technical support via phone or internet Mon – Fri, 8:00 a.m. – 9:00p.m. In addition, 24/7/365 emergency after-hours support.
3) Resource section with documents and relevant websites
4) Routine application maintenance and enhancement updates (with accompanying release notes)

Attachment: Sheriff Project #3 - Jail Medical Electronic Health Record System - Attachment 1 (Recommendation of Executive Committee

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Software Licensing and Support (eMAR) - $0.95 Per Inmate Per Month (PIPM)

1) The eMAR module is required for use with the EHR program. ***This module fee is waived for Diamond Pharmacy Services customers utilizing their prescription filling services for all non-stat orders.***

   eMAR features include electronic medication ordering, electronic medication pass, drug interaction alerts, electronic reporting, offender management coding, including all standard upgrades and general releases

2) Direct customer-service and software technical support via phone or internet Monday – Friday, 8:00 a.m. – 9:00p.m. In addition, 24/7/365 emergency after-hours support.
3) Routine application maintenance and enhancement updates with accompanying release notes

Infrastructure and Software Hosting Services - $0.50 PIPM

With Sapphire eMAR there is no need for client staff to purchase or maintain computer servers onsite as Sapphire handles it all with Sapphire's turnkey solution. Sapphire's pricing includes cloud-based software that stores and maintains all data offsite on Sapphire servers as well as backing up the data remotely. Sapphire also maintains a disaster recovery service to assure client data is safe and secure at all times. Utilizing Sapphire's cloud-based service Sapphire takes care of all of

1) Corporate Hosting Location:
   a. Sapphire will manage all hosting services remotely
   b. Enterprise storage provided by highly redundant and fault tolerant systems
   c. Enterprise Server systems with built-in redundancy for high availability
   d. Networking infrastructure provided by CISCO technology
   e. Enterprise backup systems provide complete coverage of Sapphire and multisite locations for Data storage of backups
   f. Fully redundant power systems provided by Dual Liebert UPS systems providing redundant power backed by CAT diesel generators
   g. Clustered SQL servers providing high availability
   h. Replicated production DATA to warm DR location
   i. Replicated backup data to warm DR location
   j. Internet connectivity to Sapphire provided with protection to DR location for auto failover
   k. Proper number of system administrators to support the Sapphire environment
   l. 24/7/365 helpdesk support personnel

2) Disaster Recovery DR Location:
   a. Enterprise class co-location space
   b. Storage for Sapphire's DR location provided by highly redundant and fault tolerant systems
   c. Server compute power provided by highly redundant blade technology
   d. Virtualization provided by VMware or equivalent technology
   e. Infrastructure provided by CISCO switching or equivalent technology

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Attachment: Sheriff Project #3 - Jail Medical Electronic Health Record System - Attachment 1 (Recommendation of Executive Committee

f. Fully redundant power sources for DR data center Internet connectivity with expandability for increased usage

ADPs will be set at the time of the contract and adjusted annually. Monthly invoices will be standard for each 12-month period. There will be a minimum charge of $500 per facility per month to cover expenses for smaller facilities within your system where the above two charges (licensing and hosting) multiplied by the facility's ADP falls below $500.

Initial Facility Set Up Training – $3,500 per trainer per consecutive 5-day week*

Travel expenses such as flight, rental car, gas, parking, hotel etc. will be billed as a pass through at Sapphire's direct cost.**

1) Sapphire will provide project management to coordinate on-site implementations. Sapphire will coordinate each facility launch in conjunction with facility staff. Sapphire's experienced Implementation Specialists can conduct onsite training and provide go-live support the week of the facility's implementation. All rates listed per week are based on staff training onsite for five consecutive days.

2) Training and Reference Tools also provided by Sapphire
   - ♦ Sandbox Access– A user-training sandbox will be available for pre-implementation practice
   - ♦ Training Materials – Training tip sheets and a comprehensive online Users' Manual
   - ♦ Training videos

3) Virtual Training – Role specific training provided prior to go-live date

***Option for Full Virtual off-site training is available per facility needs. Per day training also available at request. 5 day week 40hrs.**

****Estimated travel costs $2300 for a full week.**

Additional Software Integrations and/or Custom Programming – $150 per hour, billed at one-hour minimums.

- ♦ Software integrations beyond the Jail/Offender Management System covered in the initial implementation fee*
- ♦ Data Interfaces or Systems Integrations with specified vendors (Ex: X-Ray/Imaging company, lab company, or other software products) *
- ♦ Software Customizations – as agreed-upon by Both Parties

*Sapphire will be responsible for its portion of interfaces and will not be responsible for any fees or interfacing charges which are charged by companies it interfaces with. We assume at least 2 interfaces for laboratory results and imaging studies at 40 hours each for a total of **12,000** dollars.

All pricing is based on minimum contract duration of five (5) years and pricing will be locked in for that period. Annual increases of 3.0% per year for all billable items.

Attachment: Sheriff Project #3 - Jail Medical Electronic Health Record System - Attachment 1 (Recommendation of Executive Committee

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Costing Matrix – ADP 164

Sapphire			
Estimated Monthly Costs		**Population =**	**164**
	PIPM Rate	**Monthly**	**Annual Year 1**
Licensing - EHR	$3.20	$524.80	$6,297.60
Licensing - eMAR (**This fee waived for customers of Diamond Pharmacy**.)	$0.95	$155.80	$1,869.60
Hosting	$0.50	$82.00	$984.00
Total with Diamond		**$606.80**	**$7,281.60**

Costing Matrix – Max Capacity 240

Sapphire			
Estimated Monthly Costs		**Population =**	**240**
	PIPM Rate	**Monthly**	**Annual Year 1**
Licensing - EHR	$3.20	$768.00	$9,216.00
Licensing - eMAR (**This fee waived for customers of Diamond Pharmacy**.)	$0.95	$228.00	$2,736.00
Hosting	$0.50	$120.00	$1,440.00
Total with Diamond		**$888.00**	**$10,656.00**

Attachment: Sheriff Project #3 - Jail Medical Electronic Health Record System - Attachment 1 (Recommendation of Executive Committee

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One Time Costs

Sapphire			
Estimated Implementation Costs			
	One-Time Setup Fees	Explanation & Assumptions	Payment Schedule
Implementation & Setup Fee	$8,000.00	Implementation & Setup: 120 Forms, OMS and JMS set-up	To be paid at the time of the contract signing.
Interfaces	$6,000.00	Max Estimate based on 40Hrs dev work for 1 x interface	Each interface will be invoiced upon completion and acceptance.
Data Migration	$0.00		
Custom Programming	$0.00	$150/Hour if Requested for additional custom interfaceing	Monthly invoices.
Webinar Training	$75.00	Webinar Training: $75/Hour before go-live and post-support if needed	Monthly invoices will be issued to cover actual webinars conducted.
Training & Support	$3,500.00	Onsite Training / Go-Live support: One Trainers for 5 Days 8 Hour Days Onsite Support is $3,500 for 5 consecutive days.	Per day price is $700 and can be requested if needed
Travel	$2,300.00	Travel: One Trainer for 5 Days County pays actual costs. Billed as pass through from Sapphire. (Flight)	Training and Travel are billed after the trip.
Subtotal	**$19,875.00**		

Attachment: Sheriff Project #3 - Jail Medical Electronic Health Record System - Attachment 1 (Recommendation of Executive Committee

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PROJECT FEASIBILITY ANALYSIS

Project Name: Jail Division Medical Electronic Health Record System

Project Manager: Sheriff Knowles

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$30,000	N/A
TOTAL	**$30,000**	

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

Project Purpose Summary (from department):

The Ozaukee County Jail Medical and Mental Health staff currently document using paper forms. This system is archaic and inefficient. The hand written documentation takes much longer than an Electronic Health Record system and ultimately increases wait times and decreases productivity. Medical records are unable to be shared electronically with the Advanced Correctional Healthcare (ACH) Medical Director as well as medical specialists. The Jail Medical documentation system is long overdue for an update.

Proposal Considerations, Risks, and Identified Issues:

Staff Recommendation:

Staff recommends to follow through with this project by funding it through the 2024 capital project fund.

Attachment: Feasibility and Analysis Sheriff 3_Jail Medical Records (Recommendation of Executive Committee Project Submittals to the

Project Reserve Information Sheet	
Project Name:	Sheriff's Office Training Room - Audio/Video, Funiture and Trainin
Requested By:	Sheriff Knowles
Project Owner:	Ozaukee County Sheriff's Office
Start Date:	Upon Approval

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:		

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The project cost from Sound Designs for audio/video equipment = $25,556.00
Training mats = $10,333.00
(Furniture) =

Attachment: Sheriff Capital Project #4 -Training Room Audio, Video, Furniture, and Training Mats (Recommendation of Executive Committee

Project Narrative - Define the Current State

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

Replacement audio/video (AV) equipment is needed in the new Sheriff's Office training room.The current AV eqipment is outdated and cannot be transferred to the new training room as it has reached its end of life. This is a mult-purpose training room used for in-hosue training as well as state wide training. The training space will be used for both classroom training and hands-on physical training.

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

The Sheriff's Office sponsors local and state wide trainings up to 50 attendees. Up-to-date equipment is essential for these trainings. When we host these training, the training space and equipment reflects the image of the Sheriff's Office.

Project Recommendation - Define the Suggested Course of Action

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

Work with the vendor Sound Designs to design a system that best fits the room and the departments needs.

Suggested equipment:

Large TV
Additional smaller TVs at the side of the room for viewing
Speakers and sound system in the room
Ability to play Blue Rays, DVDs, and connect to the internet
AV control panel

Describe how the project addresses Department objectives or countywide strategy:

The training room and equipment reflects the image of the Sheriff's Office. It is important to have up-to-date equipment and furniture in order to effectively train in a comfortable learning enviornment.

Attachment: Sheriff Capital Project #4 -Training Room Audio, Video, Furniture, and Training Mats (Recommendation of Executive Committee

Describe the project's impact on quality of life:
The majority of training is focuesd on officer safety. Up-to-date equipment will allow staff to train at a high level, which is expected of law enforcement. Properly trained staff helps provide a better quality of service to the citizens of Ozaukee County.
Describe the project's impact on health and safety:
A proper training environment will help improve the quality of training the Sheriff's Office staff receives. Improvements to training will help Deputies make better decisions during critical situations that will keep both our staff and the citizens of Ozaukee County safe.
Describe how the project impacts department operations using business objectives:
Partnerships - hosting trainings in this room will provide an opportunity to promote partnerships with other law enforcement agencies, non-profit agencies, and other local and state-wide partners. Improve Safety/Improve Staff Skills - An improved training environment will help keep staff up-to-date with current training trends, skills, and tactics, promote the safety of Deputies and citizens, and reduce errors in decision making while improving work performance.

Attachment: Sheriff Capital Project #4 -Training Room Audio, Video, Furniture, and Training Mats (Recommendation of Executive Committee

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Sheriff Capital Project #4 -Training Room Audio, Video, Furniture, and Training Mats (Recommendation of Executive Committee

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United States

(262) 242-5599
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Bryan Koutsky
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Quote

Tony Young
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Presented By
Sound Designs

Quote Number
Q-20

Presented On
Dec 22 2020

Version
1

Attachment: Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (Recommendation of Executive

Sound Designs - Your Technology Expert Since 1991

As your trusted technology advisor, it is our goal to develop solutions keeping in mind the end user experience. We treat each project uniquely and we listen to each client's needs to provide a custom-made solution. We strive to provide the best quality in our work and invest in continuous innovation. We work to provide our customers with the best brands and technology available in home automation and audiovisual. Developing and coordinating projects from concept to completion. Actively participating in the research and study of each projects needs: choice of system architecture, technology, planning of installations, one-site tracking and system documentation for all participants (architects, developers, interior designers, installers and our clients.

Project Overview

Locations

Conference Room — $22,562.55

ITEM		QTY	UNIT PRICE	TOTAL
	Araknis Networks AN-110-SW-R-8 110 Series Unmanaged+ Gigabit Switch | 8 Rear Ports	1	$122.40	$122.40
	Binary B3-StereoMiniRCA-2 B3 Series 3.5mm Mini Stereo to Dual RCA Male - 6.5 Ft (2 M)	1	$12.61	$12.61
	Binary B4-HD2-2 B4 Series 4K Ultra HD High Speed HDMI Cable with Ethernet 2m	3	$34.98	$104.94
	Binary B4-VGA-10FT B4 Series Male to Male VGA Cable - 10 Ft (3 M)	1	$49.27	$49.27

Attachment: Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (Recommendation of Executive

	Binary B6-4K2-2 B6 Series 4K Ultra HD Premium Certified High Speed HDMI Cable with GripTek 2m	2	$44.96	$89.9
	Binary B8-FIBER2-4KHDR-50 B8 Series Active 4K Ultra HD with HDR High Speed Fiber Optic HDMI Cables 50m	3	$698.95	$2,096.85
BM	Binary Misc Parts Misc Parts	10	$35.00	$350.00
	Comprehensive XLRP-PP-10ST Standard Series XLR Plug to RCA Plug Audio Cable 10ft	2	$12.99	$25.98
	Control4 C4-CBL3.5-DB9B 3.5mm to DB9 Serial Cable	1	$19.00	$19.00
	Control4 C4-EA3-V2 EA-3 Entertainment and Automation Controller V2	1	$949.00	$949.00
	Control4 C4-T4T10-BL T4 Series 10" Tabletop Touchscreen (Black)	1	$1,080.00	$1,080.00
CP	Control4 P8-HDBT2-L-66-S Pulse Eight video matrix switch.	1	$4,600.00	$4,600.00

Attachment: Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (Recommendation of Executive

CP	Control4 P8-HDBT2-L-RX-S. Receiver for Pulse Eight	6	$299.00	$1,794.00
	ICE Cable 16-2CS/Box/Black/1000 16AWG, 2 Conductor, 65 Strand, Reduced Jacket Wall Thickness	1	$400.00	$400.00
	Panamax M8-AV-PRO Max 8 AV Pro - 8 AC; Coax and Tel; AVM, Line Filtration	1	$209.95	$209.95
	Shure PGXD1485X8 Wireless Lavalier Mic System	1	$561.00	$561.00
	Shure SCM262 Stereo microphone mixer	1	$286.00	$286.00
	Shure ULXD2/B87A BETA 87A microphone with handheld transmitter	1	$630.00	$630.00
	Sonance PS-C63 C-BRACKET & TILE BRIDGE C-Bracket & Tile Bridge	3	$72.00	$216.00
	Sonance VP62R 6.5" Visual Performance Series 2-Way In-Ceiling Speakers [Pair]	3	$421.00	$1,263.00

Attachment: Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (Recommendation of Executive

	Sony BDP-S5500 3D Blu-ray disc player with Wi-Fi pro	1	$139.99	$139.9
	Sony KD43X85J 43" Diagonal X80J 4K HDR LED TV	2	$649.99	$1,299.98
	Sony KD85X85J 85" Diagonal X85J 4K HDR LED TV	1	$3,199.99	$3,199.99
	Strong SM-RR-F-XL Razor Series Fixed Mount - X-Large 49"-90"	1	$263.52	$263.52
	Triad Speakers TS-AMS8-V2 8-Source, 8-Zone Audio Matrix Switch V2	1	$1,400.00	$1,400.00
	Triad Speakers TS-PAMP4-100 4-Zone/8-Channel Power Amplifier, 100 WPC @ 4 ohm	1	$1,333.20	$1,333.20
	Wirepath NST-RG6-500-BLK RG6 CCS Coaxial Cable - 500 ft. Nest in Box (Black)	1	$65.95	$65.95

Attachment: Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (Recommendation of Executive

Labor

Installation	3.25d	$2,993.45
Total	3.25d	**$2,993.45**

Summary

Product	$22,562.55
Labor	$2,993.45
Subtotal	**$25,556.00**
Tax	$0.00
Total Price	**$25,556.00**

Payment Terms

	Billing Date	Due Date	Amount

Upon acceptance, customer agrees to pay 50% deposit, which will all Sound Designs to order any products in the proposal.

Deposit (50%)	$12,778.00
Upon Completion (50%)	$12,778.00

Attachment: Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (Recommendation of Executive

Signature

Signature

Date

Attachment: Sheriff Project #4 - Training Room Audio, Video, Furniture, and Training Mats - Attachment 1 (Recommendation of Executive

PROJECT FEASIBILITY ANALYSIS

Project Name: Sheriff's Office Training Room - Audio/Video, Furniture and Training Mats

Project Manager: Sheriff Knowles

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$35,889	N/A
TOTAL	**$35,889**	

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

Project Purpose Summary (from department):

Replacement audio/video (AV) equipment is needed in the new Sheriff's Office training room. The current AV equipment is outdated and cannot be transferred to the new training room as it has reached its end of life. This is a multi-purpose training room used for in-house training as well as state wide training. The training space will be used for both classroom training and hands-on physical training.

Proposal Considerations, Risks, and Identified Issues:

Staff Recommendation:

Staff recommends following through with this project and funding it through the 2024 capital project fund.

Attachment: Feasibility and Analysis Sheriff 4_Sheriff's Office Training Room (Recommendation of Executive Committee Project Submittals to

Project Reserve Information Sheet	
Project Name:	Justice Center and Jail Division Camera Project
Requested By:	Captain Lambrecht
Project Owner:	Ozaukee County Sheriff's Ofice
Start Date:	Upon Approval

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$288,745	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The project involves a camera upgrade in the Justice Center and Jail Division. A total of (73) seventy-three analog cameras will be replaced. The project will include running Cat 6 cable to each camera. It also includes replacing (7) seven Bosch Video Management System workstations. This project will complete the camera system updates in the Justice system and Jail Division. (See proposal for details)

Attachment: Sheriff Capital Project #5 - Justice Center and Jail Division Camera Upgrades (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

The analog cameras in the Justice Center and Jail Division have reached their end of life. Analog cameras are no longer made and not available. When a camera fails, new Cat 6 cable has to be run and the camera replaced with a digital camera. This is not cost effective. In order to maximize the efficiency of the system the analog cameras need to be replaced with digital cameras.

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

Replacing the remaining cameras will provide better monitoring capabilities which will increase security in the Justice Center and Jail Division. The picture quality will be enhanced and provide a clearer view. The Sheriff has a duty to ensure the safety of the inmates housed within the jail confines. It is imparative that the equipment we use to meet that goal is properly maintained and optimized.

Project Recommendation - Define the Suggested Course of Action

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

The camera system backbone to the Justice Center and Jail Division is digital and up to date with current technology. The final step to optimize our system is to replace the remaining analog cameras with digital cameras.

Describe how the project addresses department objectives or countywide strategy:

This is the final update to the Bosch Video Management System (BVMS). It will ensure that staff is viewing the cameras in the best quality to ensure the safety of everyone in the facility. The ability to review video in the best quality possible is also extremely important.

Describe the project's impact on quality of life:
The upgrade will ensure that staff is able to closely monitor inmate and public activities via camera when necessary. The digital cameras provide much better picture quality and a wider angle which improves security in the facility.
Describe the project's impact on health and safety:
The primary mission of the Ozaukee County Sheriff's Office is to ensure the safety and security of the public and those we serve. Ensuring that the camera system is up to date and current will ensure we are meeting that objective. Deputies have the ability to monitor these cameras 24/7 and can quickly respond to incidents as they arise.
Describe how the project impacts department operations using business objectives:
Improve Safety - The cameras throughout the Justice Center and Jail Division aid Deputies in ensuring the safety of inmates, staff, volunteers, and the public. Partnerships - This project will benefit the Sheriff's Office and all of the departments who work from the Justice Center (Clerk of Courts, DA's Office, Child Support, etc). Improve Reporting or Transparency - Updated digital cameras would provide a better video quality to help document and preserve any video evidence of incidents that occur throughout the Justice Center and Ozaukee County Jail.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Sheriff Capital Project #5 - Justice Center and Jail Division Camera Upgrades (Recommendation of Executive Committee Project

January 10, 2024

Superintendent Ryan Tackes
Ozaukee County Justice Center
1201 S Spring Street
Port Washington, WI 53074

Dear Superintendent Tackes:

RE: UPDATED VIDEO PROPOSAL

Thank you for requesting the following updated proposal for 2024 additions and modifications to the VMS at the Justice Center. This budget proposal is an update to the budget quote provided September 9, 2022. We greatly appreciate the privilege of working with you and the Ozaukee County Sheriff's Office.

To Be Furnished and Installed - (73) IP Cameras, Category Cables & PoE Switches

SGTS, Inc. shall be responsible for the above listed scope of work, and the following items:

- Furnish and install (60) Bosch 2.0 MP dome cameras - cameras will have 3-10mm varifocal lens and IP66 housing
- Furnish and install (9) Bosch Fixed Dome 20MP (4X5) 3.7-7.7mm Multi Imager - IP66 Housing
- Furnish and install (3) Bosch AUTODOME IP Starlight 7000 HD 2.0MP 30X Zoom PTZ Cameras
- Furnish and install (1) Bosch 12.0MP Sensor 360 degree lens IP66 Housing

    - Replace the following analog cameras with the following proposed Bosch IP cameras:
        - Camera 21 (2.0MP)
        - Camera 22 (PTZ)
        - Camera 23 (PTZ)
        - Camera 25 (2.0MP)
        - Camera 29 (20.0MP)Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 30 (20.0MP)Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 31 (20.0MP)Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 32 (20.0MP)Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 33 (2.0MP)
        - Camera 34 (2.0MP)
        - Camera 35 (2.0MP)
        - Camera 36 (20.0MP)Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 37 (2.0MP)
        - Camera 38 (20.0MP)Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 39 (2.0MP)
        - Camera 40 (2.0MP)
        - Camera 41 (2.0MP)
        - Camera 42 (20.0MP)Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 44 (20.0MP) Bosch Fixed dome 20MP 3.7-7.7mm IP66
        - Camera 48 (2.0MP)
        - Camera 49 (2.0MP)
        - Camera 50 (2.0MP)
        - Camera 52 (2.0MP)

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Attachment: Sheriff Project #5 - Justice Center and Jail Division Camera Upgrades - Attachment 1 (Recommendation of Executive Committee

- Camera 53 (2.0MP)
- Camera 54 (2.0MP)
- Camera 55 (2.0MP)
- Camera 56 (2.0MP)
- Camera 57 (2.0MP)
- Camera 59 (20.0MP) Bosch Fixed dome 20MP 3.7-7.7mm IP66
- Camera 60 (2.0MP)
- Camera 61 (2.0MP)
- Camera 62 (2.0MP)
- Camera 63 (2.0MP)
- Camera 64 (2.0MP)
- Camera 66 (2.0MP)
- Camera 67 (2.0MP)
- Camera 68 (2.0MP)
- Camera 69 (2.0MP)
- Camera 72 (2.0MP)
- Camera 73 (2.0MP)
- Camera 74 (2.0MP)
- Camera 81 (2.0MP)
- Camera 82 (2.0MP)
- Camera 83 (2.0MP)
- Camera 84 (2.0MP)
- Camera 85 (PTZ)
- Camera 86 (2.0MP)
- Camera 91 (2.0MP)
- Camera 92 (2.0MP)
- Camera 99 (2.0MP)
- Camera 101 (2.0MP)
- Camera 102 (2.0MP)
- Camera 103 (2.0MP)
- Camera 104 (2.0MP)
- Camera 106 (2.0MP)
- Camera 108 (2.0MP)
- Camera 109 (2.0MP)
- Camera 110 (2.0MP)
- Camera 111 (2.0MP)
- Camera 112 (2.0MP)
- Camera 113 (2.0MP)
- Camera 114 (2.0MP)
- Camera 116 (2.0MP)
- Camera 117 (2.0MP)
- Camera 118 (2.0MP)
- Camera 119 (2.0MP)
- Camera 120 (2.0MP)
- Camera 121 (2.0MP)
- Camera 122 (2.0MP)
- Camera 123 (2.0MP)
- Camera 124 (12.0MP)

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Attachment: Sheriff Project #5 - Justice Center and Jail Division Camera Upgrades - Attachment 1 (Recommendation of Executive Committee

    - Camera 126 (2.0MP)
    - Camera 127 (2.0MP)

- Furnish and install (73) Cat6 cables from the above camera locations to the appropriate network switch/headend location
- Remove and responsibly dispose of analog cameras and encoders
- Remove coaxial cable where possible
- Focus aim and test each new camera
- Configure (73) Bosch BVMS Pro camera licenses
- Surface Boxes & mounting hardware as required
- Furnish and install PoE switches where required in the various headend locations
- Camera Call Up and integration with Touch Screen monitors
- Datasheets and other project documentation

TO BE PROVIDED BY OZAUKEE COUNTY

SGTS, Inc. shall not be responsible for anything not listed in the above scope of work, and the following items:

- Aerial lift if needed
- Electrical outlets if needed - none anticipated
- Access to work areas
- Escorts if required

To Be Furnished and Installed by SGTS- BVMS Workstations (7), Additional Storage and Monitors

INCLUDES

SGTS, Inc. shall be responsible for the above listed scope of work, and the following items:

- (1) **Jail Master Control**-Primary with capacity for (4) monitors
- (1) **Jail Sergeant's Office** - capacity for (2) viewing monitors
- (1) **Jail Control 5** - capacity for (2) viewing monitors
- (1) **Jail Dispatch** - capacity for (2) viewing monitors
- (1) **Jail Basement Radio Room** - Replacement for County provided PC used by Supervisors to view Video - capacity for (2) viewing monitors
- (1) **Jail Master Control Camera Call Up PC** - this workstation will be configured as a Spare workstation, capable of being deployed anywhere in the facility in an emergency situation-capacity for (4) viewing monitors
- (1) **Courthouse Security Desk** - capacity for (2) viewing monitors
- (4) **Master Control** 27 inch LED Video Monitors to replace the existing viewing monitors in Master Control
- (2) Additional **Bosch DIP storage arrays** to accommodate the increased storage requirements based on storage calculations which include the (20) new multi imager cameras which each have four 5.0MP lenses. The three additional lenses in each housing translates to (80) total 5.0MP cameras

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INVESTMENT

- **$ 288,745.00**

TERMS

Note: Prices quoted are valid for 90 days

- Deposit of 33% upon acceptance and issuance of Purchase Order
- 33% to be invoiced upon receipt of equipment
- Balance due Net 30 after installation

Thank you for your consideration of this proposal. Please call me after you have reviewed the proposal with any questions or concerns. We look forward to working with you. Due to price increases throughout our supply chain, if funding for the project is approved, I would suggest we lock in the pricing from Bosch and our other technology partners as soon as possible and practical.

Sincerely,	*Accepted by (Authorized client signature)*
Paul Briggs	*Printed Name*
Account Manager	*Date*

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Attachment: Sheriff Project #5 - Justice Center and Jail Division Camera Upgrades - Attachment 1 (Recommendation of Executive Committee

PROJECT FEASIBILITY ANALYSIS

Project Name: Justice Center and Jail Division Camera Project

Project Manager: Captain Lambrecht

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$288,745	N/A
TOTAL	**$288,745**	

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

Project Purpose Summary (from department):

The project involves a camera upgrade in the Justice Center and Jail Division. A total of (73) seventy-three analog cameras will be replaced. The project will include running Cat 6 cable to each camera. It also includes replacing (7) seven Bosch Video Management System workstations. This project will complete the camera system updates in the Justice system and Jail Division.

Proposal Considerations, Risks, and Identified Issues:

Staff Recommendation:

Staff does not recommend funding this project at this time.

Attachment: Feasibility and Analysis Sheriff 5_Justice Center and Jail Camera (Recommendation of Executive Committee Project Submittals to

Project Reserve Information Sheet	
Project Name:	Behavioral Health Co-Responder Unit Office
Requested By:	Sheriff Knowles
Project Owner:	Ozaukee County Sheriff's Office
Start Date:	July 1, 2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	110,000.00	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	110,000.00	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The costs associated with the project include remodeling of the old dispatch center into office space to be utilized by the Behavioral Health Co-Responder Unit. Costs for the project would include flooring ($15,000 - $20,000), cubicles for the Deputies and Mental Health Specialists ($40,000), computers and infrastructure for the Behavioral Health Deputies and Mental Health Specialists ($12,000) and the construction of a " soft interview room" including furniture ($35,000).

Attachment: Sheriff Capital Project #6 - Behavioral Health Co-Responder Unit Office Remodel Project (Recommendation of Executive

Project Narrative - Define the Current State

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

With the construction of the new dispatch center at the Sheriff's Office the current dispatch center will need to be remodeled into usable office space. With the creation of the Behavioral Health Co-Responder Unit, private office space will need to be secured for this unit. The team will need space to speak with clients, complete paperwork and incident reports and conduct follow-up with their case load. The Sheriff's Office does not have a dedicated space for the team to conduct their work.

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

The Behavioral Health Co-Responder Unit is a new initiative between the Sheriff's Office and Human Services to provide a new model of delivering services to those in need of Mental Health Services. Converting this space into a Behavioral Health Co-Responder Unit will allow the Sheriff's Office to create in person relationships with those in need of Mental Health Services. The Unit will offer immediate, private intervention during mental health episodes as well as conduct follow-up with those individuals in hopes of reducing future calls for service. The Unit is designed to be preventative in nature rather than the current model of reacting to those in need of services. The unit is a collaboration between the Sheriff's Office and Human Services which will increase the evaluation of the clients needs during their time of crisis. A Mental Health Specialist will be able to immediately asses the patients needs on-site rather than following up the next day.

Project Recommendation - Define the Suggested Course of Action

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

The Behavioral Health Co-Responder Unit is a newly created position within the Sheriff's Office. The goal of this initiative is to change the way the Sheriff's Office and Human Services respond to and assist those in need of mental health services. The model is to be proactive in offering and assisting with services the public need rather than being reactionary. This model is relatively new to the State of Wisconsin.

Describe how the project addresses department objectives or countywide strategy:

This project will assist in the Sheriff's Office objectives by assisting the community through reducing calls for service involving citizens experiencing mental health episodes and offering a different approach to mental health crisis response. In addition to the work performed by the Behavioral Health Co-Responder Unit, the addition of the soft interview room will assist the Patrol Deputies and Detectives with a space to speak to witnesses, children, elderly individuals and citizens with mental health needs in a non-threatening way.

Attachment: Sheriff Capital Project #6 - Behavioral Health Co-Responder Unit Office Remodel Project (Recommendation of Executive

Describe the project's impact on quality of life:
The purpose of the Behavioral Health Co-Responder Unit is to have a positive impact on the lives of those with mental health needs and their families. The majority of the work performed by the team will consist of responding to calls for service involving a mental health component, evaluating the patient on-scene, conducting follow-up, offering resources and making sure the client is following through with services provided. This office will provide them with a private, safe space for the Co-Responder Unit to perform their duties.
Describe the project's impact on health and safety:
The goal of the program is to reduce the amount of police contacts with individuals in mental health crisis. The program is hopeful that with early intervention and follow-up that we can reduce the amount of police services to certain individuals that we know will benefit from a collaborative effort to promote the clients mental well-being. When not in the field, the team needs a private, space to perform their duties.
Describe how the project impacts department operations using business objectives:
Improve Community Outreach-The project will benefit the county with increased positive community outreach once the program is up and running and known in the community. Control Costs-The program is designed to help those in our community that are in need of increased mental health assistance. The goal as the program becomes established is to avoid having Deputies stand-by at hospitals for an extended period of time while detainees are being medically cleared for transport to a mental health facility by being proactive during follow-up visits to avoid hospitalization. The goal is also to reduce costly Chapter 51 incidents.

Attachment: Sheriff Capital Project #6 - Behavioral Health Co-Responder Unit Office Remodel Project (Recommendation of Executive

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Sheriff Capital Project #6 - Behavioral Health Co-Responder Unit Office Remodel Project (Recommendation of Executive

PROJECT FEASIBILITY ANALYSIS

Project Name: Behavioral Health Co-Responder Unit Office

Project Manager: Sheriff Knowles

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$110,000	N/A
TOTAL	**$110,000**	

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

Project Purpose Summary (from department):

The costs associated with the project include remodeling of the old dispatch center into office space to be utilized by the Behavioral Health Co-Responder Unit. Costs for the project would include flooring ($15,000 - $20,000), cubicles for the Deputies and Mental Health Specialists ($40,000), computers and infrastructure for the Behavioral Health Deputies and Mental Health Specialists ($12,000) and the construction of a "soft interview room" including furniture ($35,000).

Proposal Considerations, Risks, and Identified Issues:

Staff Recommendation:

Staff does not recommend funding this project through the 2024 capital project fund at this time.

Attachment: Feasibility and Analysis Sheriff 6_Behavioral Health Co-Responder (Recommendation of Executive Committee Project Submittals

Project Reserve Information Sheet	
Project Name:	Sheriff's Office Office Furniture Replacement
Requested By:	Sheriff Knowles
Project Owner:	Ozaukee County Sheriff's Office
Start Date:	04/01/2023

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$294,112.00	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Purchase new office furniture for both offices and workstations.

Detective Workstations	$ 9,450	x 8	$ 75,600.00
Records Unit Workstations	$ 9,250	x 8	$ 74,000.00
Administrative Offices	$ 4,185	x 9	$ 37,665.00
Business Office	$ 1,880	x 2	$ 3,760.00
Drug Unit Office	$ 2,135	x 4	$ 8,540.00
Front Desk Remodel	$13,500	x 1	$ 13,500.00
Ergonomic Office Chairs	$ 495	x 21	$ 10,395.00
Office Guest Seating Chairs	$ 225	x 26	$ 5,850.00
Electrical Workstations	$ 7,688	x 2	$ 15,376.00
Replace Carpeting	$49,426	x 1	$ 49,426.00
Total Cost			$294,112.00

Attachment: Sheriff Capital Project #7 - Office Funiture and Cubicle Upgrades (Recommendation of Executive Committee Project Submittals to

Project Narrative - Define the Current State

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

The Sheriff's Office has had the same office furniture (desks, cabinets, cubicles, workstations since moving into the Justice Center in 1991. The furniture is out-dated, over 20 years past its useful life, not designed for modern work environments, showing its age, non-ergonomic, and non-modular.

Other Offices and Departments in the Justice Center over the past few years have undergone replacement of office furniture to improve work processes and enhance employee productivity.

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

The current office furniture was designed for offices where employees mostly work by writing and handling paperwork. The cubicle workstation furniture was designed for use by employees who did most of their work with typewriters, dictation equipment, and paper files.

A picture of our current workstation furniture and an example of a new workstation furniture configuration is attached for reference. The proposed workstations would have full panel walls for privacy. The offices would have the same basic furniture (desk, side table, pedestal file cabinets).

Project Recommendation - Define the Suggested Course of Action

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

The project would utilize sit/stand desks for both offices and workstations. The electric desk would allow the employee at the touch of a button adjust the work surface from either a sit or stand position.

Sit/Stand desks for this project are designed to adapt to different workspaces and office configurations based upon the employee's job duties and responsibilities. The office furniture is lightweight enough to easily transport to another area or reconfigure without having to have moving equipment.

Describe how the project addresses department objectives or countywide strategy:

This project would promote better productivity, enhance office ergonomics, and provide modular and flexible office configurations.

Attachment: Sheriff Capital Project #7 - Office Funiture and Cubicle Upgrades (Recommendation of Executive Committee Project Submittals to

Describe the project's impact on quality of life:
The engine behind efficiency is the overall happiness of your company's employees, and of core importance to happiness is physical activity. There are plenty of good reasons for this. Physical activity improves mood, regulates sleep patterns, and reduces anxiety – all of which lead to increased mental clarity. Exercise changes the brain in ways that promote memory and thinking skills. The use of a standing desk during work hours is an easy way to incorporate moderate physical activity into the lives of employees.
Describe the project's impact on health and safety:
Sit/Stand desks help to build a non-sedentary work environment. The research warning about the dangers of prolonged sitting continues to grow. The Mayo Clinic analyzed 13 studies on sitting time. It found that people who sit for at least eight hours a day without physical activity have a similar risk of dying as those posed by obesity and smoking. Simply standing can help boost metabolism, relieve stress, and improve happiness-which leads to better performance and productivity at work.
Describe how the project impacts department operations using business objectives:
This project would promote better productivity, enhance office ergonomics, and provide modular and flexible office configurations.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Sheriff Capital Project #7 - Office Funiture and Cubicle Upgrades (Recommendation of Executive Committee Project Submittals to

Current Office Furniture

Attachment: Sheriff Capital Project #7 - Office Funiture and Cubicle Upgrades (Recommendation of Executive Committee Project Submittals to the County Board)

Example of New Workstation Furniture

Current Office Furniture

Example of New Workstation Furniture

PROJECT FEASIBILITY ANALYSIS

Project Name: Sheriff's Office Furniture Replacement

Project Manager: Sheriff Knowles

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$294,112	N/A
TOTAL	**$294,112**	

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

Project Purpose Summary (from department):

The Sheriff's Office has had the same office furniture (desks, cabinets, cubicles, workstations since moving into the Justice Center in 1991. The furniture is out-dated, over 20 years past its useful life, not designed for modern work environments, showing its age, non-ergonomic, and non-modular.

Proposal Considerations, Risks, and Identified Issues:

Staff Recommendation:

Staff does not recommend funding this project through the 2024 capital project fund at this time.

Attachment: Feasibility and Analysis Sheriff 7_Sheriff's Office Furniture Replacement (Recommendation of Executive Committee Project

Project Reserve Information Sheet	
Project Name:	Solar Electric PV System - Admin Ctr, Justice Ctr, Hwy Shop
Requested By:	Facilities MGT/DOA
Project Owner:	Facilities MGT/DOA
Start Date:	Summer/Fall 2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☑ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
IRA 30% Tax Credit	$213,000	N/A
Focus on Energy	$95,000	N/A
Project Fund	$400,000	N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$708,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
Electrical Cost Savings - Annually	$40,000/year
TOTAL	$1,000,000 (25 Years)

Provide a narrative of project costs:

The estimated cost to design-build three Solar PV Systems, on the flat roofs of the Admin Center (98 KW), Justice Center (166 KW), and Hwy Department (70 KW) is approximately $708,000. $400,000 is requested from the County project fund; $213,000 will be applied for from the Inflation Reduction Act's "Elective Pay" provision, which allows municipalities to be eligible for a 30% tax credit; and $95,000 will be obtained from Focus on Energy's (FOE) renewable energy incentive program. The $308,000 in tax credit and FOE incentive funding would reimburse approximately 43% of the project, with approximately 57% coming from the County project fund. The County will accrue electrical cost savings of approximately $40,000 annually. After ten years, the County will have recovered the $400,000 investment through cost savings. Over the 25 year warrantied life of the system, the County will accrue $1,000,000 in savings, a gain of $600,000, and an ROI of 250%, an annualized rate of return of 3.75%.

Attachment: Solar_Capital Project Request Form_Revised 2024 (Recommendation of Executive Committee Project Submittals to the County

Project Narrative - Define the Current State

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

The three solar pv systems would produce 397,000 kWh annually, offsetting approximately 23% of the Admin Center, 68% of Hwy, and 7% of the Justice Center's electrical use. This project would save approximately $40,000 annually, and has a 10 year payback of project funds requested, and a 25 year cash flow of $1,000,000. 397,000 kWh produced annually would offset approximately 277 metric tons CO2 producing greenhouse gas emissions.

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

The project would offset 5.6% of the County's electrical use, saving approximately $40,000 annually. This cost savings could be used to increase capacity for the Facilities Management Dept.

Project Recommendation - Define the Suggested Course of Action

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

Facilities Mgt and DOA propose to implement three Solar PV Systems on the County's main campus buildings. DOA would administer the tax credits, and incentive compliance, and bid solicitation, while Facilities Mgt would manage the construction. The project would leverage $95,000 in prescriptive Focus on Energy funds (non-competitive, but based on fund availability), and a 30% tax credit, typically not available to municipalities, but was made available in the Inflation Reduction Act. $40,000 saved annually - $1,000,000 saved 25 years.

Describe how the project addresses Department objectives or countywide strategy:

"Encourage the use of alternative energy sources", is an objective of the County's Energy & Sustainability Plan, adopted by Resolution 15-49, by the County Board in February, 2016. Evaluating solar at County facilities is explicitly recommended. The Sustainability Plan was a result of the Energy Action Team formation, and subsequent Energy Action Commission tasked with developing a plan of action to implement prioritized energy-related projects and initiatives.

Attachment: Solar_Capital Project Request Form_Revised 2024 (Recommendation of Executive Committee Project Submittals to the County

Describe the project's impact on quality of life:
Ozaukee County was formerly designated a non-attainment area for National Ambient Air Quality Standards for ozone, carbon monoxide or particulate matter as recently as 2011 by the Environmental Protection Agency (EPA). Ozaukee County is currently designated a maintenance area by the EPA. Three solar pv systems will directly offset our local demand for electricity from the WE Energies power plant located in Ozaukee County.
Describe the project's impact on health and safety:
Offsetting our own energy demands, and contributing renewable energy into the public grid is one small step towards reducing the negative environmental externalities of our own energy demand. The impacts of energy-use are far reaching environmentally. As we reduce or offset our demand, we also become more resilient financially, leading to a more fiscally healthy County and Facilities Mgt Dept.
Describe how the project impacts department operations using business objectives:
The expected payback time for the $400,000 County investment in the solar pv systems is 10 years. This is a simple payback calculation taking the project fund costs of $400,000, divided by the annual savings of $40,000. A savings of 1,000,000 over 25 years, is a 250% ROI, and an annualized Rate of Return of 3.75%. Solar Site Assessments have been obtained by Arch Solar.

Attachment: Solar_Capital Project Request Form_Revised 2024 (Recommendation of Executive Committee Project Submittals to the County

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

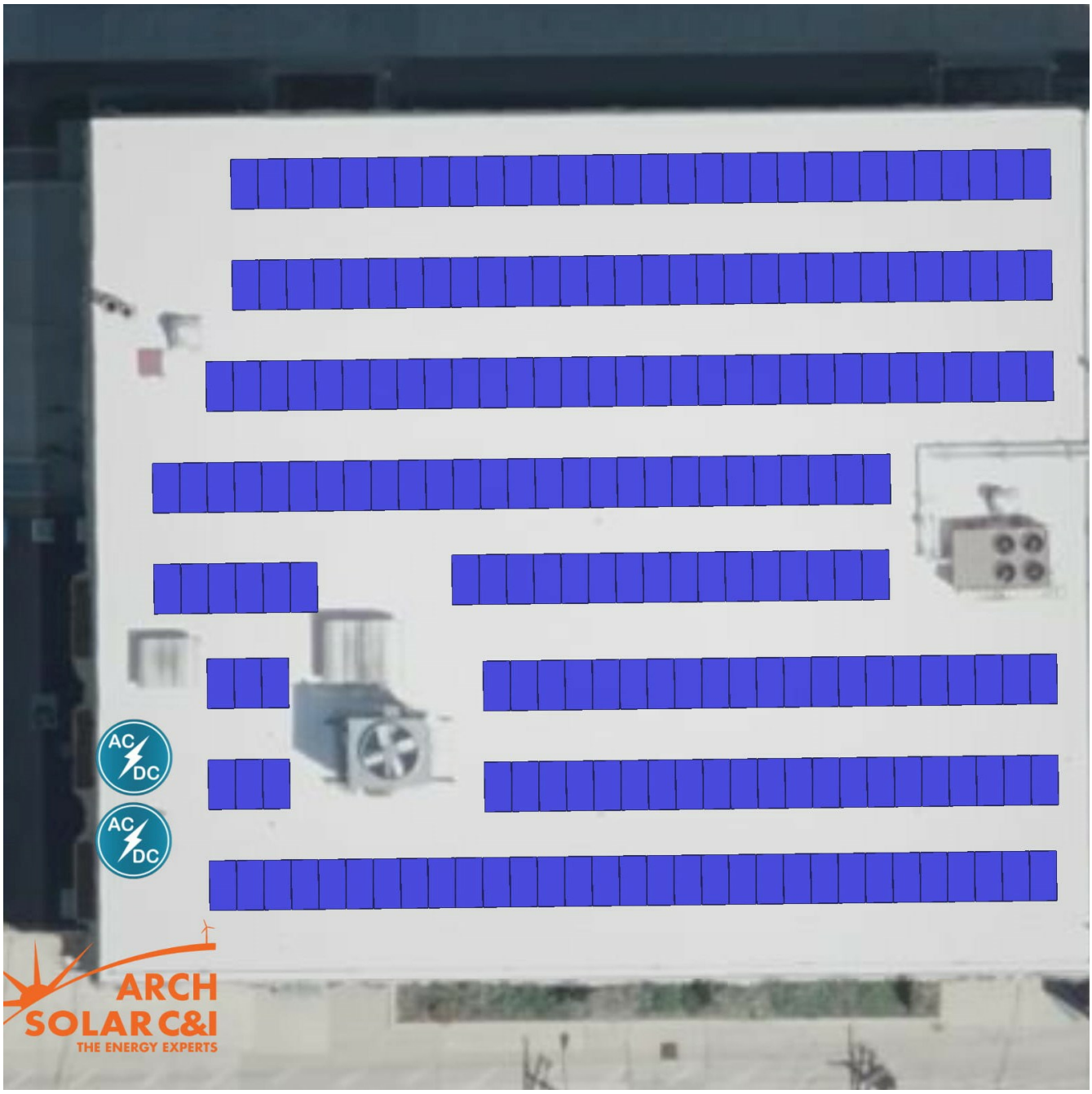
Attachment: Solar_Capital Project Request Form_Revised 2024 (Recommendation of Executive Committee Project Submittals to the County

Rooftop Solar PV Analysis – 2024 – Ozaukee County Main Campus Buildings

Solar PV System Assessments	Administration	Highway	Justice
Size (dc)	98 kw	70 kw	166 kw
Annual kWh - Offset	123,000 kWh	83,000 kWh	191,000 kWh
% Annual kWh - Offset	24%	68%	7%
Cost ($)	$209,000	$165,000	$334,000
Focus on Energy Incentive ($)	$30,525	$23,663	$40,908
30% Federal Tax Credit	$62,700	$49,500	$100,200
Est. Cost After Incentives	**$115,775**	**$91,837**	**$192,892**
Annual Savings	$12,709	$9,336	$17,254
Payback after Incentives (Years)	**9.1 Years**	**9.8 Years**	**11.2 Years**

Attachment: Solar PV System Assessments - 2024 (Recommendation of Executive Committee Project Submittals to the County Board)

Administration Building - Solar PV Placment - 98 kw



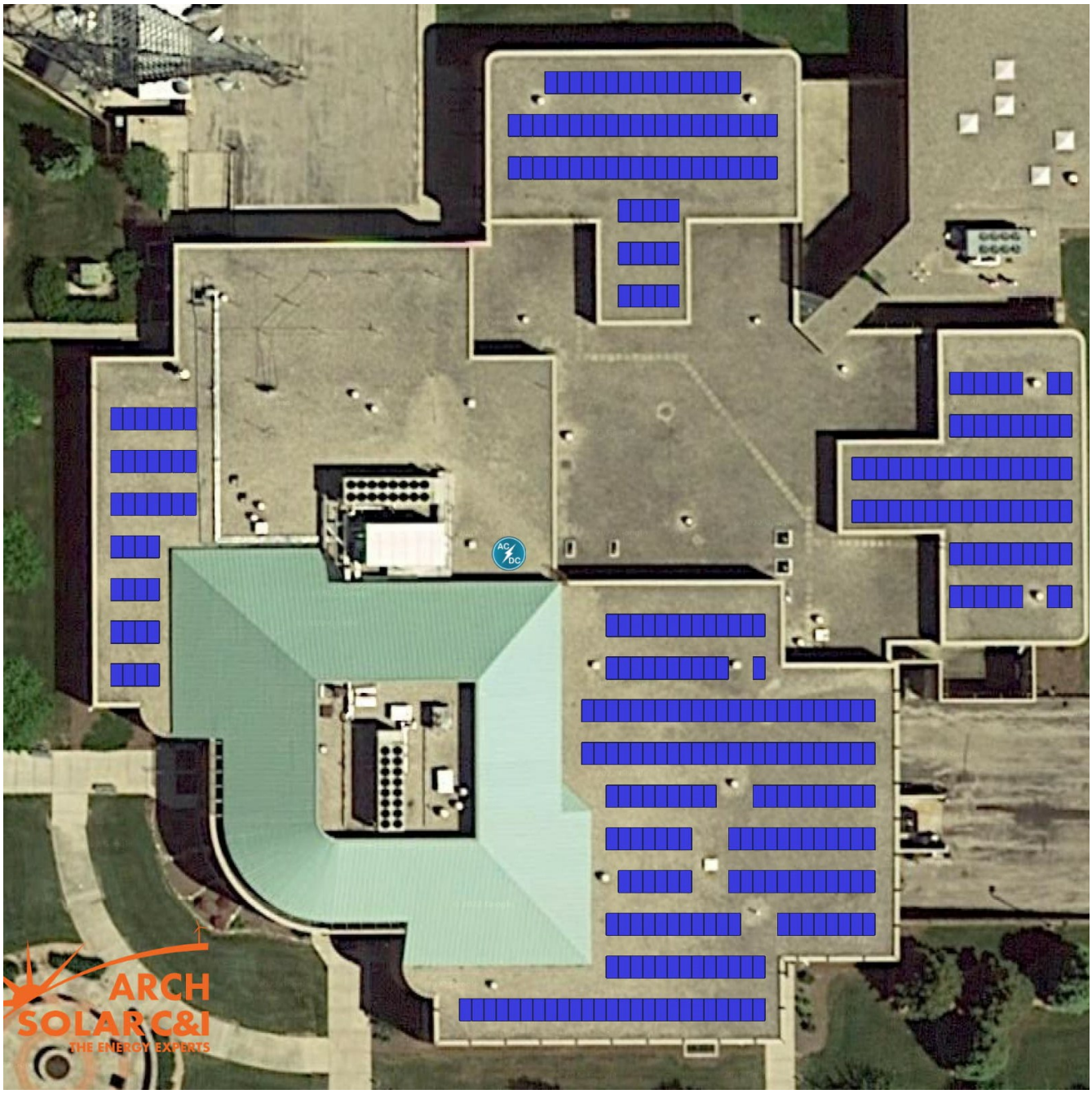
Attachment: Ozaukee Admin Building Solar PV Placement (Recommendation of Executive Committee Project Submittals to the County Board)

Prepared By: Andrew Holmstrom
P: 920-838-0483, **E:** andrew@archelec.com

ARCH
SOLAR C&I
THE ENERGY EXPERTS

Attachment: Ozaukee Highway Dept Solar PV Placment (Recommendation of Executive Committee Project Submittals to the County Board)

Prepared By: Andrew Holmstrom
P: 920-838-0483, **E:** andrew@archelec.com



Attachment: Ozaukee Justic Center Solar PV Placement (Recommendation of Executive Committee Project Submittals to the County Board)

Prepared By: Andrew Holmstrom
P: 920-838-0483, **E:** andrew@archelec.com

PROJECT FEASIBILITY ANALYSIS

Project Name: Solar Electric PV System – Admin Center, Justice Center, Hwy Shop

Project Manager: Facilities MGT/DOA

Project Budget Estimate:

Source	Amount	Grant Information
2024 Capital Project Fund	$400,000	N/A
30% Tax Credit -Inflation Reduction Act	$213,000	Not Applied For
Focus on Energy	$95,000	Not Applied For
TOTAL	**708,000**	

Project Score: Value and Efficiency (290/400) Modernization and Service (270/400)

Project Purpose Summary (from department):

The estimated cost to design-build three Solar PV Systems, on the flat roofs of the Admin Center (98 KW), Justice Center (166 KW), and Hwy Department (70 KW) is approximately $708,000. $400,000 is requested from the County project fund; $213,000 will be applied for from the Inflation Reduction Act's "Elective Pay" provision, which allows municipalities to be eligible for a 30% tax credit; and $95,000 will be obtained from Focus on Energy's (FOE) renewable energy incentive program. The $308,000 in tax credit and FOE incentive funding would reimburse approximately 43% of the project, with approximately 57% coming from the County project fund. The County will accrue electrical cost savings of approximately $40,000 annually. After ten years, the County will have recovered the $400,000 investment through cost savings. Over the 25-year warrantied life of the system, the County will accrue $1,000,000 in savings, a gain of $600,000, and an ROI of 250%, an annualized rate of return of 3.75%.

Proposal Considerations, Risks, and Identified Issues:

Installation of a Solar PV System on our three main campus buildings is a unique opportunity, due to the 30% tax credit being offered to municipalities, through the Inflation Reduction Act (IRA). Municipalities would typically be ineligible for a tax credit, but under the IRA, they can receive a direct pay incentive through the program. The project also relies on Focus on Energy funding. The project would also further the renewable energy goals of the County's Energy & Sustainability Plan, offsetting approximately 397,000 kWh annually or 5.6% of the County's electrical use.

Staff Recommendation:

Staff recommends consideration of funding for Solar Electric PV Systems at the Administration Center, Justice Center and Highway Department, contingent on obtaining FOE incentives, and the 30% tax credit through the Inflation Reduction Act.

Attachment: Feasibility and Analysis_Solar (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Ozaukee County Sheriff's Office Court Security Improvement
Requested By:	Building Superintendent Ryan Tackes
Project Owner:	Justice Center
Start Date:	Net 90 days of approval

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$33,900	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

In 2012 and 2017, the United States Marshals Service (USMS) conducted a Court Security Survey and Assessment of the Ozaukee County Justice Center located at 1201 S. Spring St. in the city of Port Washington. Both assessments were conducted by USMS Senior Inspector Gary Enos. In both assessments, Inspector Enos suggested we close the small hallway to the public creating a two door employee entrance and exit located by the Child Support office. This would significantly upgrade the security to this employee entrance area in multiple ways. Project costs would include $15,000.00 for the building and installation of a security glass door with top and two side panels, $7,500.00 for key fob access, $4,500.00 for new security camera to cover this area, and $2,000.00 for re-programming current door/alarm system in order to add the new door.

Attachment: Justice Center Capital Project Justice Center Maintenance - Court Security Improvement (Recommendation of Executive

Project Narrative - Define the Current State

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

Currently, every security entrance point into the Justice Center has a "2 Door" system except for the north west employee entrance near the Child Support Office. As of now, there is nothing to stop a member of the public, who has entered the courthouse after being properly screened, from walking over to this employee door and opening it to allow someone in with weapons. Even though this door is alarmed, the gap time between the door being opened, to the alarm sounding at the screening station, to the Deputy on duty at the screening station identifying the situation is too great to stop this threat from entering.

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

By adding a second secured door to this area, it would significantly upgrade the level of security to the public and all of the employees who work inside the courthouse. It would increase the level of security to be in compliance with the recommendation made in 2012 and 2017 by USMS Inspector Enos. This would create a greater level of difficulty for actors to illegally enter the courthouse. It would also allow for a longer reactionary time for Deputies to identify, react and respond to a breech of security type incident in this location.

Project Recommendation - Define the Suggested Course of Action

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

Many of the staff working in the courthouse only have the use of public restrooms available to them. This secured door would allow staff access to a secure restroom without the risk of the public trying to engage them in an area out of view of Deputies and other employees.

Describe how the project addresses department objectives or countywide strategy:

The Sheriff's Office objectives and strategy include providing a safe and secure workplace for State and County employees who work within the Justice Center. Upgrades such as this to the courthouse, will allow for this to continue as it is our duty to provide our employees a work environment that is free of known dangers.

Describe the project's impact on quality of life:
When employees work in a "safe" workplace, it improves morale and leads to an improved quality of work. A safe workplace will make employees feel they can make a difference which is very important given the fact of the type of work the employees do at the courthouse.
Describe the project's impact on health and safety:
After security deficiencies have been identified and left unaddressed, employers risk litigation. This project will add to the overall safety and security to protect the public and employees.
Describe how the project impacts department operations using business objectives:
Partnerships - This project would benefit the safety and security of all of the departments who work on the upper level of the Justice Center including the Clerk of Courts, DA's Office, Corp. Counsel, Child Support, Sheriff's Office, etc. Improve Safety - By adding a second secured door to this area, it would significantly upgrade the level of security to the public and all of the employees who work inside the courthouse.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

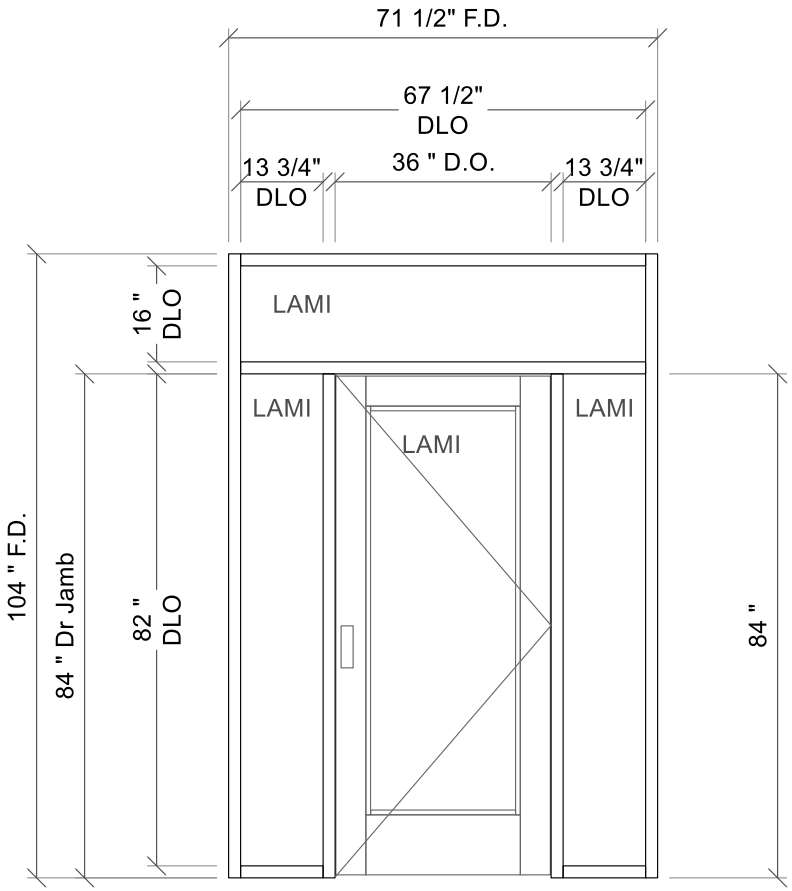
Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer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

Attachment: Justice Center Capital Project Justice Center Maintenance - Court Security Improvement (Recommendation of Executive

DARK BRONZE ANODIZED FINISH ALUMINUM STOREFRONT GLAZED WITH 9/16" TEMPERED LAMINATED SECURITY GLASS

3'-0" X 7'-0" WIDE STILE DOOR WITH:
10" BOTTOM RAIL
CONTINUOUS GEAR HINGE
LATCH LOCK WITH LEVER HANDLE
ELECTRIC STRIKE
TUBULAR PUSH PULLS
IDC 44CI HEAVY DUTY CLOSER

NOT INCLUDED:
POWER TO ELECTRIC STRIKE
WIRING OF STRIKE



OZAUKEE COUNTY JUSTICE CENTER - 001 - 001 - ENTRANCE (1 Thus)
1/27/2021

CUT BY:		BGS GLASS SERVICE 1620 ARCADIAN AVENUE WAUKESHA, WI 53186 (262) 513-2806 (262) 513-2812 FAX bgsglass.com
BUILT BY:	VINYL INSPECTION:	
INSTALLED BY:	CAULK INSPECTION:	
GLAZED BY:	DOOR INSPECTION:	
DRAWN BY: JACK BAUER	JOB NAME: OZAUKEE COUNTY JUSTICE CENTER	BGS GLASS SERVICE
DATE: 1/27/2021	ARCHITECT	1 of 1
	GENERAL CONTRACTOR	

Attachment: Justice Center Maintenance - Court Security Improvement - Attachment 1 (Recommendation of Executive Committee Project

All Family Glass, Inc. /dba
BGS GLASS SERVICE
1620 ARCADIAN AVE.
WAUKESHA, WI 53186

Quote

Quote Number: JB11379
Quote Date: 1/27/2021

www.bgsglass.com
Members of MBA, NARI, BBB
Like us on Facebook

Phone: (262) 513-2806
Fax: (262) 513-2812

Quoted to:
OZAUKEE COUNTY JC-SHERIFF
1201 S. SPRING ST.
PORT WASHINGTON, WI 53074
Phone: (262) 284-8254 Fax:

Ship to:

Work performed may be photographed for marketing

Job Name	Shipping Method	**Payment Terms**	Sales Rep
SECURED ENTRANCE	Installed	COD	JACK BAUER

Quantity	Item	Description	Unit Price	Extension
1	LINE ITEM	SECURED ENTRANCE	0.00	0.00*
1	COMMERCIAL	FURNISH AND INSTALL 2" X 4 1/2" DARK BRONZE ANODIZED FINISH ALUMINUM STOREFRONT GLAZED WITH 9/16" TEMPERED LAMINATED SECURITY GLASS. INCLUDES (1) 3'-0" X 7'-0" DOOR	5800.00	5,800.00*
1	LINE ITEM	WIDE STILE DOOR WITH 10" BOTTOM RAIL CONTINUOUS GEAR HINGE LATCH LOCK WITH LEVER HANDLE ELECTRIC STRIKE TUBULAR PUSH PULLS IDC 44CI HEAVY DUTY CLOSER WEATHER STRIPPING	0.00	0.00*
1	LINE ITEM	NOT INCLUDED: POWER TO STRIKE WIRING OF STRIKE	0.00	0.00*

* means item is non-taxable

TOTAL AMOUNT 5,800.00

All material on this quote is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All glass installed and/or supplied by BGS Glass Service meets ASTM glass standards.

Effective 06/01/2018, a 3% processing fee will be added to Invoices paid with Credit and Debit Cards.
50% deposit is required on all product ordered, and balance would be due upon completion or product picked up and/or delivered.

Measurements taken by the customer for ordering are solely the responsibility of the customer.
Measurements taken by the customer for quoting are only used for the purpose of quoting.

All merchandise returned for credit, refund or exchange must be in resalable condition, authorized for return and accompanied by this receipt. Restocking charges will be applied. NO RETURNS WILL BE AUTHORIZED FOR ANY SPECIAL ORDERS OR CUT FLAT GLASS.

NOTICE OF LIEN RIGHTS AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, builder hereby notifies owner that persons or companies furnished labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid. Any/all lien waivers for this job will not be released until payment in full, is received by BGS Glass Services.

BGS Glass Service Warranties:

1) **Insulated (Thermopane) Glass Units Installed: 10 years on insulated Unit and One year on labor.**
2) **Insulated (Thermopane) Glass Units Supplied Only: No Warranty**
3) **Shower Doors, Installed: One year on parts and labor, excluding tempered glass.**
4) **Mirrors, Installed: To be free of defects arising from Improper production, for a period of 3 years (contact BGS for list of defects) and One year on labor.**
5) **ALL Custom Made: Glass/Mirror/Plexi/Lexan/Windows/Storms/Screens – SUPPLIED ONLY: No Warranty. Product leaves BGS premises, product is not covered by ANY warranty. No exceptions. Inspect all products before you leave BGS Glass Service.**
6) **Custom Window Orders: Please contact your representative for appropriate warranties.**
7) **Any other orders/issues/applications, please contact BGS Glass Service.**

Terms of payment are stated above. A service charge of 1.500% per month will be added to past due accounts. There will be a fee of $45.00 for any returned checks.

Quote is good for 30 days, unless specifically stated otherwise.

Attachment: Justice Center Maintenance - Court Security Improvement - Attachment 2 (Recommendation of Executive Committee Project

All Family Glass, Inc. /dba
BGS GLASS SERVICE
1620 ARCADIAN AVE.
WAUKESHA, WI 53186

Quote

Quote Number: JB11379
Quote Date: 1/27/2021

www.bgsglass.com
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Like us on Facebook

Phone: (262) 513-2806
Fax: (262) 513-2812

Quoted to:
OZAUKEE COUNTY JC-SHERIFF
1201 S. SPRING ST.
PORT WASHINGTON, WI 53074
Phone: (262) 284-8254 Fax:

Ship to:

Work performed may be photographed for marketing

ACCEPTED BY: _____

By signing this quote I agree to the terms presented above, and take full responsibility for payment

All products are subject to appropriate sales tax, unless tax exempt certificate is provided BEFORE work is started.
Work performed may be photographed for marketing.

Attachment: Justice Center Maintenance - Court Security Improvement - Attachment 2 (Recommendation of Executive Committee Project

PROJECT FEASIBILITY ANALYSIS

Project Name: Court Security Improvement

Project Manager: Ryan Tackes

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$33,900	N/A
TOTAL	**$33,900**	

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

Project Purpose Summary (from department):

In 2012 and 2017, the United States Marshals Service (USMS) conducted a Court Security Survey and Assessment of the Ozaukee County Justice Center located at 1201 S. Spring St. in the city of Port Washington. Both assessments were conducted by USMS Senior Inspector Gary Enos. In both assessments, Inspector Enos suggested we close the small hallway to the public creating a two door employee entrance and exit located by the Child Support office. This would significantly upgrade the security to this employee entrance area in multiple ways.

Proposal Considerations, Risks, and Identified Issues:

Staff Recommendation:

Staff does not recommend funding this project through the 2024 capital project fund at this time.

Attachment: Feasibility and Analysis Courtroom Security (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	ERP Vendor Selection and Implementation Assistance
Requested By:	Department of Administration
Project Owner:	
Start Date:	April 8, 2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$90,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$90,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The proposal includes expenses to contract with a vendor to assist the County in selecting and implementing a new ERP software system. The proposed approach to this work includes:
Engagement planning and kickoff, business process and software requirements review, develop functional requirements report, vendor request for proposal (RFP) development, develop demonstration scrips and manage demonstration process, vendor selection and contract negotiations, develop and maintain an internal implementation checklist, conduct internal project status calls with the county team, participate in vendor-led status calls, oversee task completion, serve as a point of escalation for any issue resolution.

Attachment: DOA Capital Project Request Form ERP Vendor Selection (Recommendation of Executive Committee Project Submittals to the

Project Narrative - Define the Current State

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

The County relies on Microsoft Dynamics GP for financial management and payroll, but Microsoft has announced the end of support for GP by January 11, 2028. Additionally, Kronos, Lasata's timekeeping software, will no longer receive support after March 31, 2027. Replacing only Kronos without addressing GP would be impractical due to the intricate integrations between the two. Consequently, our goal is to implement a new ERP system by January 1, 2026, allowing seamless coexistence with the current system for one year to ensure accuracy, before fully transitioning.

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

This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.

Project Recommendation - Define the Suggested Course of Action

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

The proposed approach to this work includes:
Engagement planning and kickoff, business process and software requirements review, develop functional requirements report, vendor request for proposal (RFP) development, develop demonstration scrips and manage demonstration process, vendor selection and contract negotiations, develop and maintain an internal implementation checklist, conduct internal project status calls with the county team, participate in vendor-led status calls, oversee task completion, serve as a point of escalation for any issue resolution.

Describe how the project addresses department objectives or countywide strategy:

This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.

Attachment: DOA Capital Project Request Form ERP Vendor Selection (Recommendation of Executive Committee Project Submittals to the

Describe the project's impact on quality of life:
This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.
Describe the project's impact on health and safety:
Describe how the project impacts department operations using business objectives:
This project does not directly impact level of service, but it will help facilitate the "ERP Software Implementation" project, which will have a positive effect on improving the efficiency of department processes.

Attachment: DOA Capital Project Request Form ERP Vendor Selection (Recommendation of Executive Committee Project Submittals to the

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: DOA Capital Project Request Form ERP Vendor Selection (Recommendation of Executive Committee Project Submittals to the

PROJECT FEASIBILITY ANALYSIS

Project Name: ERP Vendor Selection & Implementation Assistance

Project Manager: Chris McDonell

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$90,000	N/A
TOTAL	**$90,000**	

Project Score: Value and Efficiency (170/400) Modernization and Service (330/400)

Project Purpose Summary (from department):

The proposal includes expenses to contract with a vendor to assist the County in selecting and implementing a new ERP software system. The proposed approach to this work includes: Engagement planning and kickoff, business process and software requirements review, develop functional requirements report, vendor request for proposal (RFP) development, develop demonstration scrips and manage demonstration process, vendor selection and contract negotiations, develop and maintain an internal implementation checklist, conduct internal project status calls with the county team, participate in vendor-led status calls, oversee task completion, serve as a point of escalation for any issue resolution.

Proposal Considerations, Risks, and Identified Issues:

This project scored moderate for percent of budget and high for urgency. It did not score well for budget impact or health & safety. This project did score high for modernization, project purpose and customer satisfaction but scored moderate for quality of life. This project accounts for the cost of hiring a vendor that would assist in providing us with a seamless transition from Great Plains come 2026 not to be confused with the actual cost of the software implementation. The cost dedicates a project manager who is familiar with software transitions and solely focused on transitioning us out of Great Plains to provide us with the seamless transition.

Staff Recommendation:

Staff recommends consideration of funding.

Attachment: Feasibility and Analysis DOA 2_ERP Vendor Selection Assistance (Recommendation of Executive Committee Project Submittals

Project Reserve Information Sheet	
Project Name:	National Flag Day Foundation Parking Lot
Requested By:	County Admininstrator
Project Owner:	County Administrator
Start Date:	Q2 2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$50,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$50,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The National Flag Day Foundation is the not-for-profit organization that honors the Congressionally recognized Birth Place of Flag Day at Stony Hill school in Waubeka in 1885. The National Flag Day foundation operates the Americanism Museum in Waubeka that honors the birthplace of Flag Day with a museum and operates as a civic center. The Americanism Center is seeking support of $50,000 to assist with the replacement of the driveway to the building.

Attachment: DOA Capital Project Request Form Flag Day Capital (Recommendation of Executive Committee Project Submittals to the County

Project Narrative - Define the Current State

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

As the nationally recognized Birth Place of Flag Day the entrance to the building is in dire need of repair. The county has historically contributed to the operational costs of the organization in the form of a $5,000 annual grant. The organization has never requested an increase of operational or capital support.

This request does align with the operational and capital support the county provides to the Ozaukee County Historical Society which totals $45,500 annually.

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

The current driveway impacts the level of service because it is unsafe for the users of the Americanism Center.

Project Recommendation - Define the Suggested Course of Action

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

The County Highway Department will be contracted to replace the driveway. The total cost of the project is approximately $80,000 which will be a revenue to the Highway Department.

Describe how the project addresses department objectives or countywide strategy:

One of the objectives of the Highway Department is to complete interdepartmental work allowing county expenditures to support the department.

Attachment: DOA Capital Project Request Form Flag Day Capital (Recommendation of Executive Committee Project Submittals to the County

Describe the project's impact on quality of life:
As the nationally recognized birthplace of Flag Day and a not-for-profit organization operating a civic center the project will impact the quality of life of the users of the Americanism Center.
Describe the project's impact on health and safety:
The current driveway is unsafe.
Describe how the project impacts department operations using business objectives:
One of the objectives of the Highway Department is to complete interdepartmental work allowing county expenditures to support the department.

Attachment: DOA Capital Project Request Form Flag Day Capital (Recommendation of Executive Committee Project Submittals to the County

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: DOA Capital Project Request Form Flag Day Capital (Recommendation of Executive Committee Project Submittals to the County

Project Reserve Information Sheet	
Project Name:	Countywide Radio System - Microwave Upgrade and Equipment
Requested By:	Jason Dzwinel
Project Owner:	Jason Dzwinel
Start Date:	Q2 2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$1,200,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$1,200,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

This project is the second phase of the Pinnacle Tower Upgrade to the countywide radio system. The mircowave system is the backup connection between the radio towers so that in the event of an equipment failure of one of the radio towers the other towers in the system have the ability to continue to provide coverage. In addition, this upgrade will bring the Harrington Beach tower online in the countywide radio system. Under the current configuration, radio users need to switch channels when seeking radio coverage using the Harrington Beach tower and switch back to rejoin the 'normal' radio system.

Attachment: DOA Capital Project Request Form Radio Microwave (Recommendation of Executive Committee Project Submittals to the County

Project Narrative - Define the Current State

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

The recent radio backbone and user equipment upgrade did not upgrade the microwave system as the development of a new radio site (Pinnacle Tower) was contemplated but not constructed before completion of the backbone upgrade phase of the project. With the construction of the Pinnacle Tower substantially complete the upgrades to the microwave system are now timely.

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

The microwave system serves as the over the air connection to the tower sites at Mee Kwon Park, the Justice Center, the Belgium Tower, the Harrington beach Tower and the new Pinnacle Tower. The construction of the Pinnacle Tower allows the county to implement a 'loop' design with the microwave system. A 'loop' design is preferable to the current 'line' design because in the event of a site failure a loop cannot be broken, the radio traffic can travel through the remaining connections, but a line can be severed disconnecting radio traffic.

Project Recommendation - Define the Suggested Course of Action

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

The project is innovative because it is the completion of the over the air connection between not only the Harrington Beach Tower, but also the Washington County public safety radio system. Ozaukee County and Washington County shared in the construction of the Pinnacle Tower with the goal of enhancing interoperability between the two counties. When Washington County completes the upgrades to their radio system all of the high-level technology will be in place to allow the public safety answering points in each county to serve as a back up.

Describe how the project addresses department objectives or countywide strategy:

Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.

Attachment: DOA Capital Project Request Form Radio Microwave (Recommendation of Executive Committee Project Submittals to the County

Describe the project's impact on quality of life:
Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.
Describe the project's impact on health and safety:
Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.
Describe how the project impacts department operations using business objectives:
Public safety is one of Ozaukee County's core services, this project ensures stability of the radio system, enhances radio coverage along the shores of Lake Michigan and sets a path of improved interoperability between Ozaukee County and Washington County.

Attachment: DOA Capital Project Request Form Radio Microwave (Recommendation of Executive Committee Project Submittals to the County

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: DOA Capital Project Request Form Radio Microwave (Recommendation of Executive Committee Project Submittals to the County

PROJECT FEASIBILITY ANALYSIS

Project Name: Countywide Radio System – Microwave Upgrade & Equipment

Project Manager: Jason Dzwinel

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$600,000	N/A
TOTAL	**$600,000**	

Project Score: Value and Efficiency (350/400) Modernization and Service (260/400)

Project Purpose Summary (from department):

This project is the second phase of the Pinnacle Tower Upgrade to the countywide radio system. The microwave system is the backup connection between the radio towers so that in the event of an equipment failure of one of the radio towers the other towers in the system have the ability to continue to provide coverage. In addition, this upgrade will bring the Harrington Beach tower online in the countywide radio system. Under the current configuration, radio users need to switch channels when seeking radio coverage using the Harrington Beach tower and switch back to rejoin the 'normal' radio system.

Proposal Considerations, Risks, and Identified Issues:

This project scored high for percent of budget, budget impact, health & safety, and urgency. It also scored high for modernization and project purposes while receiving moderate scores for quality of life and customer satisfaction. Following through with this upgrade will bring on the newly built Harrington Beach radio tower while providing seamless use. If this project is not followed through with the Harrington Beach radio tower will remain effectively useless from this area of the county without the implementation of this upgrade.

Staff Recommendation:

Staff recommends consideration of funding.

Attachment: Feasibility and Analysis DOA 4_Countywide Radio System (Recommendation of Executive Committee Project Submittals to the

Project Reserve Information Sheet	
Project Name:	ERP Software Implementation
Requested By:	Department of Administration
Project Owner:	
Start Date:	09/01/2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$900,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$900,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

This proposal encompasses the expenses associated with the deployment of a new Enterprise Resource Planning (ERP) software system. The budget covers 25% of a specialized project manager's fees, the seamless conversion of our existing data to the new system, and both on-site and remote implementation services. The projected cost aligns with a 20-month implementation timeline.

Attachment: DOA Capital Project Request Form ERP Implementation (Recommendation of Executive Committee Project Submittals to the

Project Narrative - Define the Current State

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

The County relies on Microsoft Dynamics GP for financial management and payroll, but Microsoft has announced the end of support for GP by January 11, 2028. Additionally, Kronos, Lasata's timekeeping software, will no longer receive support after March 31, 2027. Replacing only Kronos without addressing GP would be impractical due to the intricate integrations between the two. Consequently, our goal is to implement a new ERP system by January 1, 2026, allowing seamless coexistence with the current system for one year to ensure accuracy, before fully transitioning.

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

This project significantly improves how departments provide services by simplifying and combining tasks. Right now, the County relies on about 20 different software programs and manual processes to handle the functions covered in this project. Switching to a unified Enterprise Resource Planning (ERP) software system will transform the way departments manage various tasks. With a single platform for accounting, payroll, human resources, and other essential functions, the project removes the inefficiencies and duplications linked to the current scattered system. This more straightforward approach not only boosts overall efficiency but also improves the accuracy, speed, and access to information. This, in turn, positively affects the departments' ability to deliver services quickly and effectively.

Project Recommendation - Define the Suggested Course of Action

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

Functionalities include comprehensive features such as accounting, accounts payable, budgeting, capital assets, cash management, contract management, eProcurement, inventory, project and grant accounting, purchasing, employee scheduling, employee expense reimbursement, human resources and talent management, payroll with employee access, recruiting, time and attendance with mobile access, accounts receivable, general billing, asset maintenance and performance, enterprise analytics and reporting, and forms processing. This project stands as an innovative solution by integrating a diverse range of functionalities into a single system.

Describe how the project addresses department objectives or countywide strategy:

This project fits with the County's 2020-2024 Strategic Plan, specifically Goal VI to streamline county processes. It introduces an Enterprise Resource Planning (ERP) software system that combines crucial functionalities to improve collaboration across departments and boost operational efficiency

Attachment: DOA Capital Project Request Form ERP Implementation (Recommendation of Executive Committee Project Submittals to the

Describe the project's impact on quality of life:
This project significantly enhances the quality of life for our employees by simplifying and improving work processes. Currently, employees navigate through approximately 20 different software programs and manual procedures to carry out their tasks. The introduction of a unified Enterprise Resource Planning (ERP) software system will streamline these processes, reducing the complexity and time required for various functions such as accounting, payroll, and human resources. This simplification not only boosts operational efficiency but also reduces the stress and workload on employees, allowing them to focus more on meaningful tasks.
Describe the project's impact on health and safety:
Describe how the project impacts department operations using business objectives:
This project greatly impacts department operations by making them more efficient. It replaces about 20 different software programs and/or manual tasks with a single Enterprise Resource Planning (ERP) system. The project includes a dedicated manager, careful data conversion, and flexible implementation to ensure a smooth transition. Overall, it enhances operations by being more efficient, seamless, and meeting the County's strategic goals.

Attachment: DOA Capital Project Request Form ERP Implementation (Recommendation of Executive Committee Project Submittals to the

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: DOA Capital Project Request Form ERP Implementation (Recommendation of Executive Committee Project Submittals to the

PROJECT FEASIBILITY ANALYSIS

Project Name: ERP Software Implementation

Project Manager: Chris McDonell

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$900,000	N/A
TOTAL	**$900,000**	

Project Score: Value and Efficiency (170/400) Modernization and Service (330/400)

Project Purpose Summary (from department):

The County relies on Microsoft Dynamics GP for financial management and payroll, but Microsoft has announced the end of support for GP by January 11, 2028. Additionally, Kronos, Lasata's timekeeping software, will no longer receive support after March 31, 2027. Replacing only Kronos without addressing GP would be impractical due to the intricate integrations between the two. Consequently, our goal is to implement a new ERP system by January 1, 2026, allowing seamless coexistence with the current system for one year to ensure accuracy, before fully transitioning.

Proposal Considerations, Risks, and Identified Issues:

This project scored moderate for percent of budget and high for urgency. It did not score well for budget impact or health & safety. This project did score high for modernization, project purpose and customer satisfaction but scored moderate for quality of life. The project accounts for the implementation of new software to replace Great Plains which will no longer receive support beginning 2028. This project is being considered now in anticipation of a timely process to perform this software transition.

Staff Recommendation:

Staff does not recommend consideration of funding at this time.

Attachment: Feasibility and Analysis DOA 1_ERP Software Implementation (Recommendation of Executive Committee Project Submittals to the

Project Reserve Information Sheet	
Project Name:	Parks Division - Security Cameras
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑	Project Fund	☐	Grants	☐	Dept. Reserve		Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$57,500	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$57,500	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Total project costs are approximately $57,500. New security cameras are needed at Virmond County Park (bathroom pavilion, basic pavilion, Lake Michigan stairway), HH Peters Youth Camp and at Hawthorne Hills County Park (new multi-purpose maintenance building). Project costs include camera installation and wiring, electric hookups and camera hardware and software. Costs are based on recent public bidding and completed projects (2023) for security cameras in the Parks System. Average camera costs are ~$10,000 per location and additional funds are budgeted for electric hookups. Project activities are a priority would be initiated in 2024.

Attachment: Parks 3 Capital Project Request Form_Park Building Security Cameras 1.12.24 (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

New security cameras are needed to deter damage and vandalism and increase park safety for visitors, especially with increased park visitor numbers due to the COVID-19 pandemic. There have been many significant vandalism issues in Ozaukee County Parks in the past; security cameras with posted signage indicating their presence will deter future vandalism. Project activities would be initiated in 2024.

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

There have been many significant vandalism issues in Ozaukee County Parks in the past; security cameras with posted signage indicating their presence will deter future vandalism, keeping the park clean, safe and presentable for visitors. In particular, security cameras will help protect existing and new Parks infrastructure.

Project Recommendation - Define the Suggested Course of Action

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

New security cameras are already installed at Lion's Den Gorge Nature Preserve (bathroom pavilion and security gate), Covered Bridge Park (bathroom pavilion), Virmond County Park (security gate), Tendick Nature Park (security gate and bathroom pavilion) and Hawthorne Hills County Park (bathroom pavilion). Additional cameras at critical areas in the Park System will offer complete coverage for staff and law enforcement to follow up with fines for ordinance violations or to review other criminal/emergency issues and to protect new infrastructure (also supported by prior Project Reserve funding).

Describe how the project addresses Department objectives or countywide strategy:

This project is consistent with the County Park and Open Space Plan (POSP) and helps the Department meet its mission, particularly the Parks Division, and is consistent with the Ozaukee County Strategic Plan (III. Enhance Quality of Life Assets). It also ensures the safety of the County investment in new buildings (and stored equipment in those pavilions) and infrastructure (e.g., Lake Michigan Access Public Stairway) and visitors to the Parks.

Attachment: Parks 3 Capital Project Request Form_Park Building Security Cameras 1.12.24 (Recommendation of Executive Committee Project

Describe the project's impact on quality of life:
This project will help Department staff improve the quality of the Park System and natural areas. Security cameras will deter damage and vandalism and increase park safety for visitors, especially with increased park visitor numbers due to the COVID-19 pandemic. There have been vandalism issues in Ozaukee County Parks in the past; security cameras with posted signage indicating their presence will deter future vandalism, keeping the park clean, safe and presentable for visitors.
Describe the project's impact on health and safety:
New security cameras are needed to deter damage and vandalism and increase park safety for visitors, especially with increased park visitor numbers due to the COVID-19 pandemic and anticipated increase in users as the new LM public access stairway is completed at Virmond Park. There have been many significant vandalism issues in Ozaukee County Parks in the past; security cameras with posted signage indicating their presence will deter future vandalism and can be used to follow up with fines for ordinance violations.
Describe how the project impacts department operations using business objectives:
Installation of new security cameras will protect park infrastructure and the equipment stored in those pavilions. Security cameras will prevent loss of money from associated costs of damages and vandalism to the new buildings or other areas of the parks. Additionally, security cameras will improve safety for park visitors and can be used to follow up with fines for ordinance violations. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Attachment: Parks 3 Capital Project Request Form_Park Building Security Cameras 1.12.24 (Recommendation of Executive Committee Project

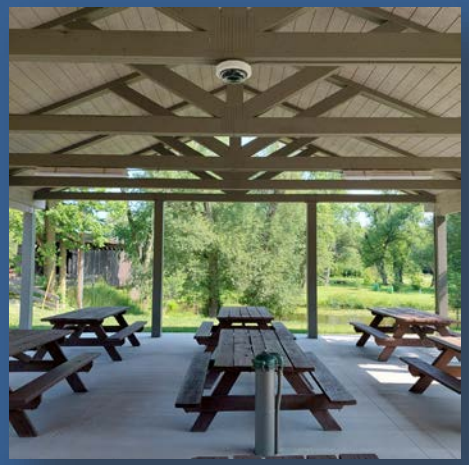
Attachment: Parks 3 Capital Project Request Form_Park Building Security Cameras 1.12.24 (Recommendation of Executive Committee Project

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Park Cameras

- Ongoing use of installed cameras at the Lion's Den Gorge Nature Preserve, Covered Bridge County Park, Waubedonia Park, and Tendick Nature County Park bathroom pavilions.



Attachment: parks 3 attachment (Recommendation of Executive Committee Project

PROJECT FEASIBILITY ANALYSIS

Project Name: Parks Division - Security Cameras

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$57,500	N/A
TOTAL	**$57,500**	

Project Score: Value and Efficiency (350/400) Modernization and Service (270/400)

Project Purpose Summary (from department):

New security cameras are needed to deter damage and vandalism and increase park safety for visitors, especially with increased park visitor numbers due to the COVID-19 pandemic.

Proposal Considerations, Risks, and Identified Issues:

This project received high scores all across the board because of its' clear value to the parks system and the purpose it serves to deter vandalism. Receiving high scores across the board, this project ended up as the highest scoring project request submitted this year.

Staff Recommendation:

Staff recommendation to fund Parks Division security cameras through the Capital Project Fund.

Attachment: Feasibility and Analysis Parks 3_Parks Division Security Cameras (Recommendation of Executive Committee Project Submittals

Project Reserve Information Sheet	
Project Name:	Virmond County Park Stormwater Wetland Restoration
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☑ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$75,000	N/A
WCMP	$96,000	Awarded
FFLM	$134,000	Awarded
NFWF SOGL	$200,000	Awarded
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$505,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Estimated project costs of $505,000 will support stormwater wetland restoration activities at Virmond County Park that will resolve drainage issues, bluff impacts and complaints by the neighbors of impacts. Specifically, this includes the design and engineering (concept designs already completed per the groundwater and stormwater study), construction, and restoration activities for an expanded wetland area to capture surface water drainage from existing wetlands within a problematic northeast area of the Park and discharge to the west into an expanded wetland. Design and engineering will be completed by consultants, and construction and restoration activities will be completed by P&P Department, the HWY Department, youth conservation corps, and volunteer assistance. Requested funding will support final engineering and design and construction and restoration activities and will be used as critical required match to the awarded WCMP and NFWF SOGL grants.

Attachment: Parks 6 Capital Project Request Form_Virmond Stormwater 1.12.24 (Recommendation of Executive Committee Project Submittals

Project Narrative - Define the Current State

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

Surface water runoff in Park has changed over the years causing some bluff instability along the eastern portion of the Park near depressional wetlands. Adjacent residential development on neighboring properties to the north have prevented the continued discharge of surface water from these wetlands and has caused ponding on Park property. Neighbors to the north of the Park have expressed concern over the ponded water and potential impacts to the residential and other structures on their properties. This project is a priority for 2024. Project costs are estimated from 2023 HWY Department estimates and recent similar projects.

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

In the 2000s, drainage improvements by the County (directional bore pipe installation and sump crock) were constructed to aid in the discharge of the ponding water to the toe of the bluff; however, over the years, the construction has failed (due to shifts in the bluff) and the system is no longer functioning. In addition to the ponded water concerns, the drainage is impacting bluff stability and the overall trail network within the Park, requiring extra levels of staff effort for routine trail maintenance. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants and similar stormwater wetland restoration projects.

Project Recommendation - Define the Suggested Course of Action

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

Proposed solutions include capturing drainage from existing wetlands within this area and discharging it to the west in an expanded wetland. The expanded wetland would provide additional storage prior to discharging off-site to the north, away from the affected neighboring properties and consistent with the original drainage, and would fit the aesthetics of the site and overall restoration goals for the park. Overall funding would support the design, engineering, and construction and restoration activities for this expanded wetland area, completion of additional wetland delineations and construction of a groundwater monitoring well.

Describe how the project addresses Department objectives or countywide strategy:

Consistent with the POSP and draft Strategic Plan to maintain a quality Parks system, and WCMP Coastal Resiliency grants (2020 and 2021) to support development of a Master Plan for the Park and to complete a stormwater and groundwater study as part of the Master Plan, which considers the relationship between wetlands, drainage patterns, existing and planned infrastructure (parking lot areas) and other facilities (public access stairway to Lake Michigan). Consistent with the Ozaukee County Strategic Plan (P. 13).

Attachment: Parks 6 Capital Project Request Form_Virmond Stormwater 1.12.24 (Recommendation of Executive Committee Project Submittals

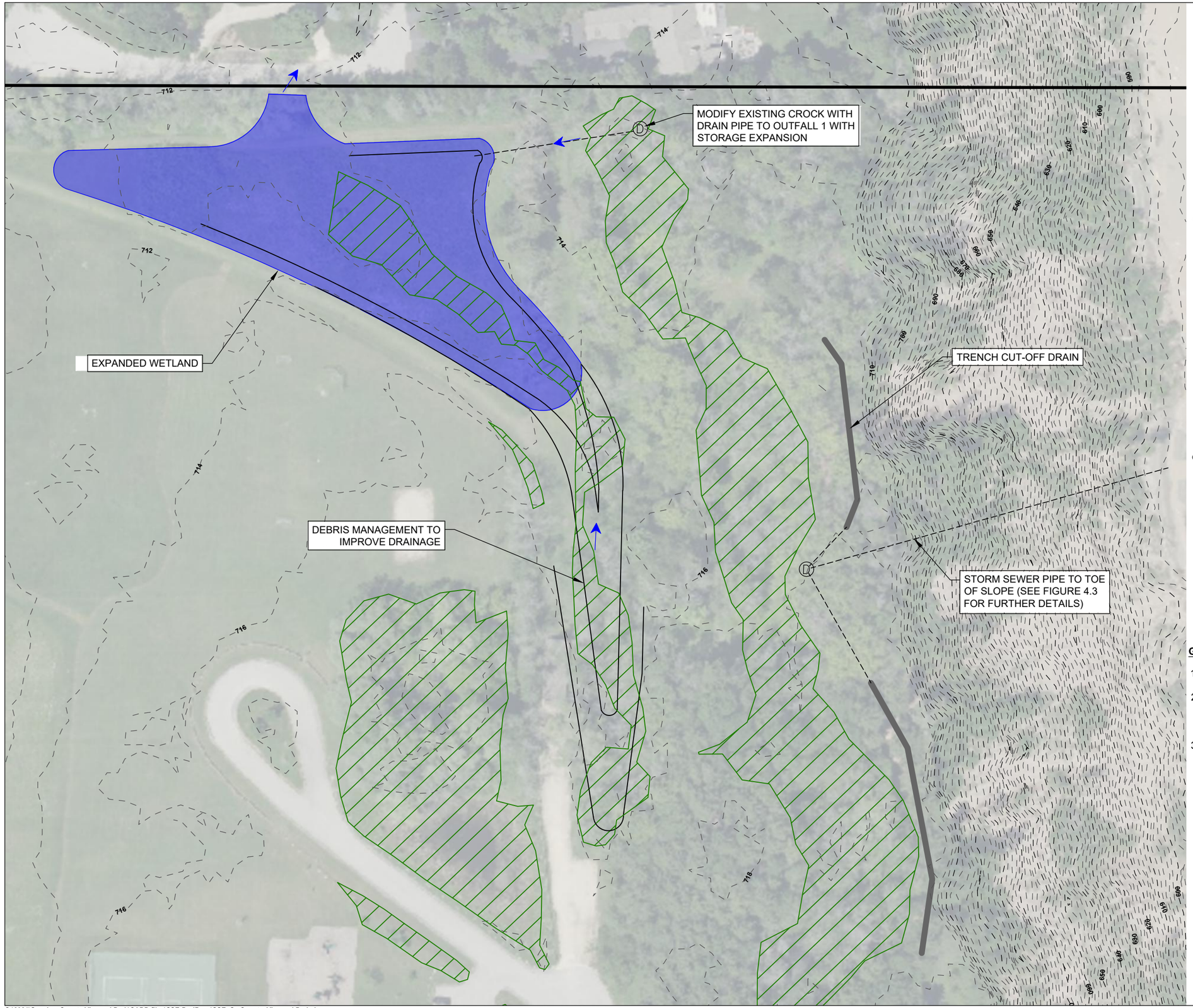
Describe the project's impact on quality of life:
This expanded wetland area (restoration of existing wetlands and hydric soils) would provide additional storage and manage peak flows prior to discharging away from the bluff edge and off-site to the north through an existing culvert under the private residential drive and through an existing ravine down the bluff to Lake Michigan, away from the affected neighboring properties and structures. These improvements would be consistent with the original drainage patterns and also fit the aesthetics of the site and overall restoration goals for the park.
Describe the project's impact on health and safety:
The expanded wetland will have active storage volume that will detain water and allow total suspended solids and associated phosphorus and other pollutants to settle, and will have sediment storage capacity. Native vegetation plantings will provide habitat for a variety of native insects, birds, and associated pollinators and mitigate water quality impacts by filtering and retention of solids and pollutants from stormwater runoff, assist with stabilizing the disturbed ground within the restoration areas and mitigate the loss of the native ash tree canopy due to invasive emerald ash borer (EAB).
Describe how the project impacts department operations using business objectives:
Project activities will help alleviate extra, ongoing trail and bluff maintenance associated with current drainage patterns. The neighbors to the north have also expressed significant concerns about damage to structures.Activities also include completion of additional wetland delineations to further inform surface water drainage and to update the Master Plan and help guide future improvement projects in the Park (e.g., parking lot expansion). Similarly, installation of a groundwater monitoring well near the project area will assist with planning for groundwater related recommendations as included in the surfacewater and groundwater study.

Attachment: Parks 6 Capital Project Request Form_Virmond Stormwater 1.12.24 (Recommendation of Executive Committee Project Submittals

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Parks 6 Capital Project Request Form_Virmond Stormwater 1.12.24 (Recommendation of Executive Committee Project Submittals



N

0 80 160 Feet

LEGEND:

- PROPERTY BOUNDARY
- EXISTING CONTOURS (MAJOR - 10' INTERVAL)
- EXISTING CONTOURS (MINOR - 2' INTERVAL)
- MAPPED WETLANDS (WISCONSIN WETLAND INVENTORY)
- PREVIOUSLY DELINEATED WETLAND
- Ⓓ CONCEPTUAL CATCH BASIN
- CONCEPTUAL STORM SEWER PIPE
- CONCEPTUAL TRENCH CUT-OFF DRAIN
- PROPOSED GRADING CONTOURS
- CONCEPTUAL EXPANDED WETLAND
- STORMWATER FLOW DIRECTION

GENERAL NOTES:

1. AERIAL BASE MAP WAS OBTAINED FROM AUTOCAD CIVIL 3D ONLINE IMAGERY (2011) .
2. DRAINAGE AREAS WERE DELINEATED UTILIZING A BASE MAP OF EXISTING TOPOGRAPHY OBTAINED FROM OZAUKEE COUNTY AND ON-SITE OBSERVATIONS.
3. CULVERT LOCATIONS WERE OBTAINED FROM VISUAL OBSERVATIONS, COUNTY PROVIDED, AND CITY OF MEQUON DATA.

STORMWATER SOLUTIONS ENGINEERING LLC
247 W. FRESHWATER WAY, SUITE 410
MILWAUKEE, WI 53204
PHONE: (414) 810-1245
WWW.STORMWATER-SOLUTIONSENGINEERING.COM

GZA GeoEnvironmental Engineers and Scientists
www.gza.com
17975 WEST SARAH LANE, SUITE
BROOKFIELD, WI 53045
PHONE: (262) 754-2560
WWW.GZA.COM

OZAUKEE COUNTY
PLANNING AND PARKS DEPARTM
121 W MAIN ST, #220
PORT WASHINGTON, WI 53074

SHEET NAME: CONCEPTUAL DRAINAGE DESIGN - AREA 1

PROJECT NAME: SURFACE WATER AND GROUNDWATER STUDY FOR VIRMOND PARK

PROJECT ADDRESS: 1060S NORTH LAKESHORE DRIVE

ISSUED FOR:	REV:	DA

DRAWN BY:	KLK
REVIEWED BY:	ARC
APPROVED BY:	CBG
DATE:	July 2021

SEAL AND SIGNATURE

PROJECT NUMBER:

SITE NUMBER:

FIGURE

S:\2021\Ozaukee County Virmond Park\CADD files\SSE-ProjBase\SSE_Oz County_Virmond Park.dwg

Attachment: parks 6 attachment (1) (Recommendation of Executive Committee Project Submittals to the County Board)

Ponding @ NE section of Park near neighboring structures

Photo Number: 1

Description: Outfall 1

Direction the photo is taken: Standing along N Ravine Road, south side, west of the Outfall, facing east.

Photo Number: 2

Description: Southern Depressional Wetland

Direction the photo is taken: Along path-way east of the wetland, facing west.

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

***Photos curtesy of Stormwater Solutions Engineering, LLC**

Photo Number: 3

Description: Catch Basin

Direction the photo is taken: Along path-way east of catch basin on north side of property facing west.

Photo Number: 4

Description: Drain Pipe at Toe of Slope

Direction the photo is taken: South of the drain pipe, east side of Site at the toe of the bluff facing north.

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

***Photos curtesy of Stormwater Solutions Engineering, LLC**

Photo Number: 10

Description: Bluff Erosion

Direction the photo is taken: Near the top of the bluff, looking down [east] at erosion caused from surface drainage.

***Photos curtesy of Stormwater Solutions Engineering, LLC**

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

Photo No.	Date:
16	6/23/21
Direction Photo Taken: West	
Description: Wetlands located near crest of bluff.	

***Photo curtesy of GZA Environmental, INC.**

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

Photo 1: Current existing wetland area located near crest of bluffs.

Photo 2: Current existing wetland area located near crest of bluffs.

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

Photo 3: Restored wetland area

Photo 4: Restored wetland area

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

Photo 5: Failed sump crock catch basin located on the north side of Virmond County Park property

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

Photo 6: Drone image of the east bluff coastlines with the floating staircase under construction

Attachment: parks 6 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

PROJECT FEASIBILITY ANALYSIS

Project Name: Virmond County Park Stormwater Wetland Restoration

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$75,000	N/A
Grant	$96,000	WCMP
Grant	$134,000	FFLM
Grant	$200,000	NFWF SOGL
TOTAL	**$505,000**	

Project Score: Value and Efficiency (300/400) Modernization and Service (310/400)

Project Purpose Summary (from department):

Surface water runoff in Park has changed over the years causing some bluff instability along the eastern portion of the Park near depressional wetlands. Adjacent residential development on neighboring properties to the north have prevented the continued discharge of surface water from these wetlands and has caused ponding on Park property. Neighbors to the north of the Park have expressed concern over the ponded water and potential impacts to the residential and other structures on their properties. This project is a priority for 2024. Project costs are estimated from 2023 HWY Department estimates and recent similar projects.

Proposal Considerations, Risks, and Identified Issues:

This project was graded very highly in the percent of budget and budget impact categories as most of the funding for this project will be received from grants. For health & safety this project received a low grade, but received a relatively high grade for urgency, due to the impact on residential neighbors. This project did receive high grades for modernization, project purpose, quality of life and customer satisfaction. The total score of this project is 610 making it the second highest score of the 2024 projects.

Staff Recommendation:

Staff recommends funding the Virmond Park Stormwater Wetland Restoration through the capital project fund.

Attachment: Feasibility and Analysis Parks 6_Virmond Wetland Restoration (Recommendation of Executive Committee Project Submittals to

Project Reserve Information Sheet	
Project Name:	Hawthorne Hills Park Campground and School Site Development
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$225,000	N/A
WDNR Stewardship	$100,000	Not Applied For
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$325,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
Campsite rentals (annual)	$10,000
TOTAL	$10,000

Provide a narrative of project costs:

The total project costs for development of the campground and associated site development costs for the Sugar Maple Nature School (SMNP) use are estimated at $325,000. $225,000 in project reserve funds is requested. A future Wisconsin Department of Natural Resources Knowles-Nelson Stewardship grant (May 2024) in the amount of approximately $100,000 would also provide funding for the campground. This grant requires a 50% match, which would be provided for from this request. This request is consistent with the CIP award for the Hawthorne Hills Park Multi-Purpose Building project. Ongoing staff and maintenance costs for the building and the bathrooms would be offset by campground revenue (including from OCHS events) (approximately $10,000 annually). Project costs are estimated from recent quotes from the HWY Department, private contractors and consultants, and from recently completed similar work on other projects.

Attachment: Parks 9 Capital Project Request Form_Hawthorne Hills Campground and School Site Development 1.11.24 (Recommendation of

Project Narrative - Define the Current State

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

Aside from Waubedonia County Park (17 campsites), no additional camping is available within the Ozaukee County Park System and the Waubedonia County Park camping locations, especially RV/Trailer camping, are routinely fully booked. Currently, this camping activity is not accommodated or permitted for at Hawthorne Hills County Park, although it has been used in this way by the OCHS events. Waubedonia County Park experienced its highest usage and reservations between 2020 - 2023 and this trend is expected to increase. Site development items are also required per the approved SMNS agreement.

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

Aside from Waubedonia County Park (17 campsites), no additional camping is available within the Ozaukee County Park System and the Waubedonia County Park camping locations, especially RV/Trailer camping, are routinely fully booked, especially with usage of the online reservation system. This project represents the SMNS site development and Phase II of the campground development, which includes up to approximately 35 rustic tent sites. Site development items are required for the campsites and for the SMNS, including paving and shouldering of new of park roads, installation of a vault toilet required by state statute, miscellaneous campsite items (e.g., signage, posts, fire rings) and provision of electric and water supply to the SMNS site. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Project Recommendation - Define the Suggested Course of Action

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

This project represents the SMNS site development and Phase II of the campground development (approximately up to 35 rustic tent sites). Rough grading of the SMNS and campsite areas have already been completed with fill from the new Multi-Purpose building construction. The project scope includes paving and shouldering of new park roads, installation of a vault toilet required by state statute, miscellaneous rustic tent campsite items (e.g., signage, posts, fire rings) and provision of electric and water supply to the SMNS site. This project is required for 2024.

Describe how the project addresses Department objectives or countywide strategy:

This project is consistent with the POSP and helps the Department meet its mission, particularly in regards to Parks and Outdoor Recreation. The campground would help host Corps Teams that work in the County Parks for several weeks at a time and free up lodging space at HH Peters Youth Camp for scout and other rentals and also free up camping space at Waubedonia County Park. This project also helps meet County obligations per the approved SMNS agreement.

Attachment: Parks 9 Capital Project Request Form_Hawthorne Hills Campground and School Site Development 1.11.24 (Recommendation of

Describe the project's impact on quality of life:
The campground would capitalize on the overflow from Harrington Beach State Park, which has been booked almost every week during the summer since it opened. The campground complex would also capitalize on OCHS events where many participants/vendors come from miles away and stay overnight for the weekend (currently not a permitted activity). Camping is not currently accommodated for at Hawthorne Hills County Park. This campground would also support the HH County Park complex by providing visitors easy access to Pioneer Village and HHGC. Site development items are also required for the approved SMNS agreement.
Describe the project's impact on health and safety:
Multiple locations have been considered during prior planning, particularly in relation to the requirement that campgrounds must be located within 100 yards of an accessible public bathroom. The proposed vault toilet, combined with the Multi-Purpose building public bathroom and showers would meet this state requirement. Provision of electric and water supply to the site is also required per the approved SMNS agreement. The new campground would provide a site for existing demand for Pioneer Village events (e.g. WWII reenactment).
Describe how the project impacts department operations using business objectives:
This campground would differ from that at Waubedonia County Park in that most of the sites would accommodate trailer campers and RV campers. In addition, the "build-out" of the campground sites would result in significantly more sites than Waubedonia County Park can accommodate as well as longer stays given the proximity of public bathrooms and showers in the Multi-Purpose building. Increased revenue from the camping facilities would offset staff maintenance and upkeep costs at the outside entry public bathrooms and campground. Annual payments from SMNS per the approved agreement will also help offset campground costs.

Attachment: Parks 9 Capital Project Request Form_Hawthorne Hills Campground and School Site Development 1.11.24 (Recommendation of

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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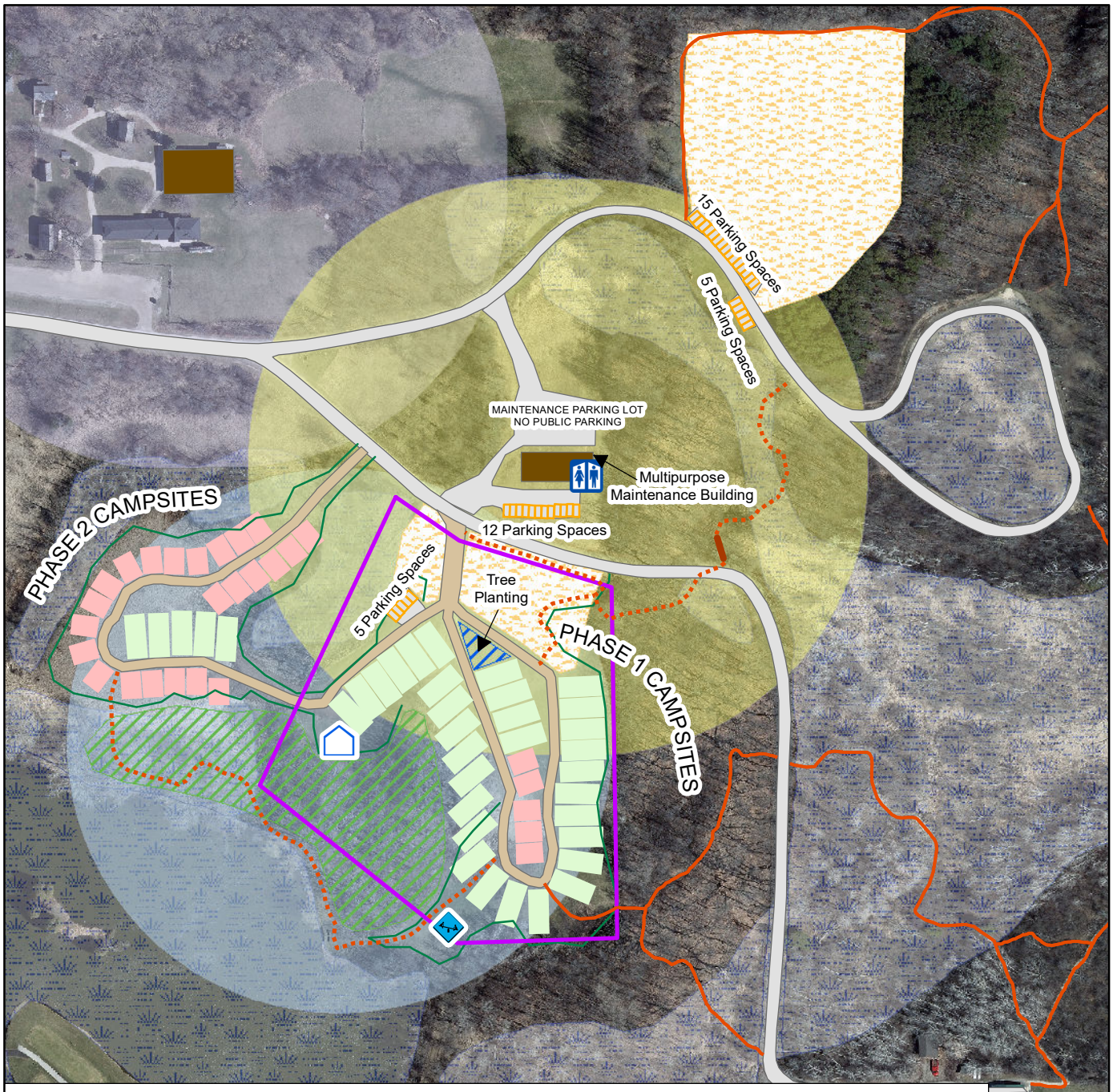
Improve Staff Skills	How will the project improve the analytical or technical skills of staff
Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders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

Attachment: Parks 9 Capital Project Request Form_Hawthorne Hills Campground and School Site Development 1.11.24 (Recommendation of

Hawthorne Hills Park: Campground and School Site Project Area



Legend

- Sugar Maple School Area
- Future RV Campsite
- Future Tent Campsite
- Outer Fill Edge
- Future Pit Toilets
- Future Playground
- Restrooms and Showers
- Structure
- Trail
- Future Trail
- Future Bridge or Boardwalk
- Future Parking Spaces (42 Spaces)
- Future Campground Road
- Pavement
- Maintenance Building 400 ft Buffer
- Pit Toilets 400 ft Buffer
- Barn Restrooms 400 ft Buffer
- Wetland (WWI, 2019)
- Prairie Restoration Area
- Tree Planting Area
- Woodland Restoration Area

N

0 150 300 600 Feet

Ozaukee County Pl
January, 2024

Attachment: parks 9 attachment (1) (Recommendation of Executive Committee Project Submittals to the County Board)

Attachment: parks 9 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

Attachment: parks 9 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

Attachment: parks 9 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

PROJECT FEASIBILITY ANALYSIS

Project Name: Hawthorne Hills Park Campground and School Site Development

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$225,000	N/A
Grant	$100,000	WDNR Stewardship
TOTAL	**$325,000**	

Project Score: Value and Efficiency (260/400) Modernization and Service (320/400)

Project Purpose Summary (from department):

Aside from Waubedonia County Park (17 campsites), no additional camping is available within the Ozaukee County Park System and the Waubedonia County Park camping locations, especially RV/Trailer camping, are routinely fully booked. Currently, this camping activity is not accommodated or permitted for at Hawthorne Hills County Park, although it has been used in this way by the OCHS events. Waubedonia County Park experienced its highest usage and reservations between 2020 - 2023 and this trend is expected to increase. Site development items are also required per the approved SMNS agreement.

Proposal Considerations, Risks, and Identified Issues:

This project received a high score for percent of budget and urgency but relatively low scores for budget impact as well as health & safety. This project also received high scores in modernization, project purpose, quality of life and customer satisfaction. The total score for this project was 580.

Staff Recommendation:

Staff recommends funding the HH Park Campground & School Site Development through the 2024 project fund

Attachment: Feasibility and Analysis Parks 9 (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Parks Division - Parks Security Gates and Cameras
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$163,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$163,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Estimated project costs (per 2023 public bidding and completed projects) of $163,000 include automated, electric gates, security cameras, and electric service/hookups. Average gate costs are approximately $30,000 each ($90,000 total), average security camera costs are approximately $10,000 each ($30,000 total) and electric service are approximately $14,333 per site ($43,000 total). Hawthorne Hills County Park - 2 Gates, security cameras, and electric service/hookups (priority 1): $114,000. Tendick Nature Park - East Entrance Gate, security camera, and electric service/hookup (priority 2): $49,000. This total includes provision and installation of sliding gates and associated posts, controls, ground loops, safety ground loops, safety mechanisms, camera equipment, electric equipment and service, and other hardware. This project is a priority for 2024. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets.

Attachment: Parks 10 Capital Project Request Form_Electric Parks Gates and Cameras 1.12.24 (Recommendation of Executive Committee

Project Narrative - Define the Current State

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

Parks staff manually open/close each gate & bathroom each day at each park (Mar - Nov) coinciding with park hours (closed 9 pm-6 am). Staff are required to travel to each location in the early morning and evening, resulting in difficult hours to staff, travel time and associated fuel costs. When staffing is limited due to staff shortages and/or vacations/sick, completing the task becomes a burden on other PT/FT employees. In addition, only staff that have gate keys can open the gates, which also becomes an issue when other staff are assisting with these duties, or when emergency vehicles need access to the parks outside posted hrs/weekends.

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

Park gates and bathrooms may not be opened in a timely manner per posted park hours or with reservations (HH Peters Youth Camp) on weekends and after hours under the current method if staffing is limited due to sickness, vacations, inclement weather, vehicle issues, etc. Automated, electric gates can be programmed to open and close based on a timer system, remotely through WIFI or a radio system, or manually on site using a keyless touch pad, saving significant staff time and associated expenses. The Department has received several complaints about vandalism and requests for automatic gates, particularly at the Tendick Nature Park east entrance. Security gates will also help protect new infrastructure (e.g., Hawthorne Hills County Park Multi-Purpose Building) and are required for Sugar Maple Nature School (SMNS) development per the approved SMNS agreement. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Project Recommendation - Define the Suggested Course of Action

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

Automatic lock/gate systems are standard in many park & businesses. A ground loop is installed to automatically detect traffic leaving the park and open the gate for vehicles still in the park after posted hours, with a safety sensor to ensure the gate will not close until the vehicle exits. Security cameras will be installed at each security gate location as part of an integrated system. Automatic gates are already installed under prior County funding at Lion's Den Gorge Nature Preserve, Tendick Nature Park (main entrance) and Virmond County Park.

Describe how the project addresses Department objectives or countywide strategy:

Consistent with the POSP and Strategic Plan (III - Enhance Quality of Life Assets, P. 12) to maintain a quality Parks system. Reduces vandalism and the cost of vandalism to the Ozaukee County Park System (recent examples at LDGNP where there were significant costs associated with tree vandalism, signage, stairway damage, gate damage, etc.).

Attachment: Parks 10 Capital Project Request Form_Electric Parks Gates and Cameras 1.12.24 (Recommendation of Executive Committee

Describe the project's impact on quality of life:
Automatic gates will increase staff efficiency and improve the quality of the Parks system and associated visitor experience. The project will help minimize vandalism, particularly at the multi-purpose parks maintenance building, and other structures. Security gates will also help protect new infrastructure (e.g., Hawthorne Hills County Park Multi-Purpose Building) and are required for Sugar Maple Nature School (SMNS) development per the approved SMNS agreement.
Describe the project's impact on health and safety:
Automatic gates come equipped with multiple safety features including in-ground loops and safety loops to automatically open and close for exiting vehicles after normal park hours. In addition, the gates are outfitted with safety measures to avoid pedestrian entrapment and wind damage. Automated gates with a keypad entry or lock override box will allow emergency vehicles to access parks after hours if staff is unable to immediately respond to situations onsite. The project will help minimize vandalism in conjunction with the proposed security cameras and are required for Sugar Maple Nature School (SMNS) development.
Describe how the project impacts department operations using business objectives:
Parks staff manually open/close each gate & bathroom each day at each park (Mar - Nov) coinciding with park hours (closed 9 pm-6 am). Staff are required to travel to each location in the early morning and evening, resulting in difficult hours to staff, travel time and associated fuel costs. When staffing is limited due to staff shortages and/or vacations/sick, completing the task becomes a burden on other PT/FT employees. Automated gates would be useful for park closings outside normal hours (HH Peters reservations), and in conjunction with the proposed security cameras, would facilitate easier fine collections.

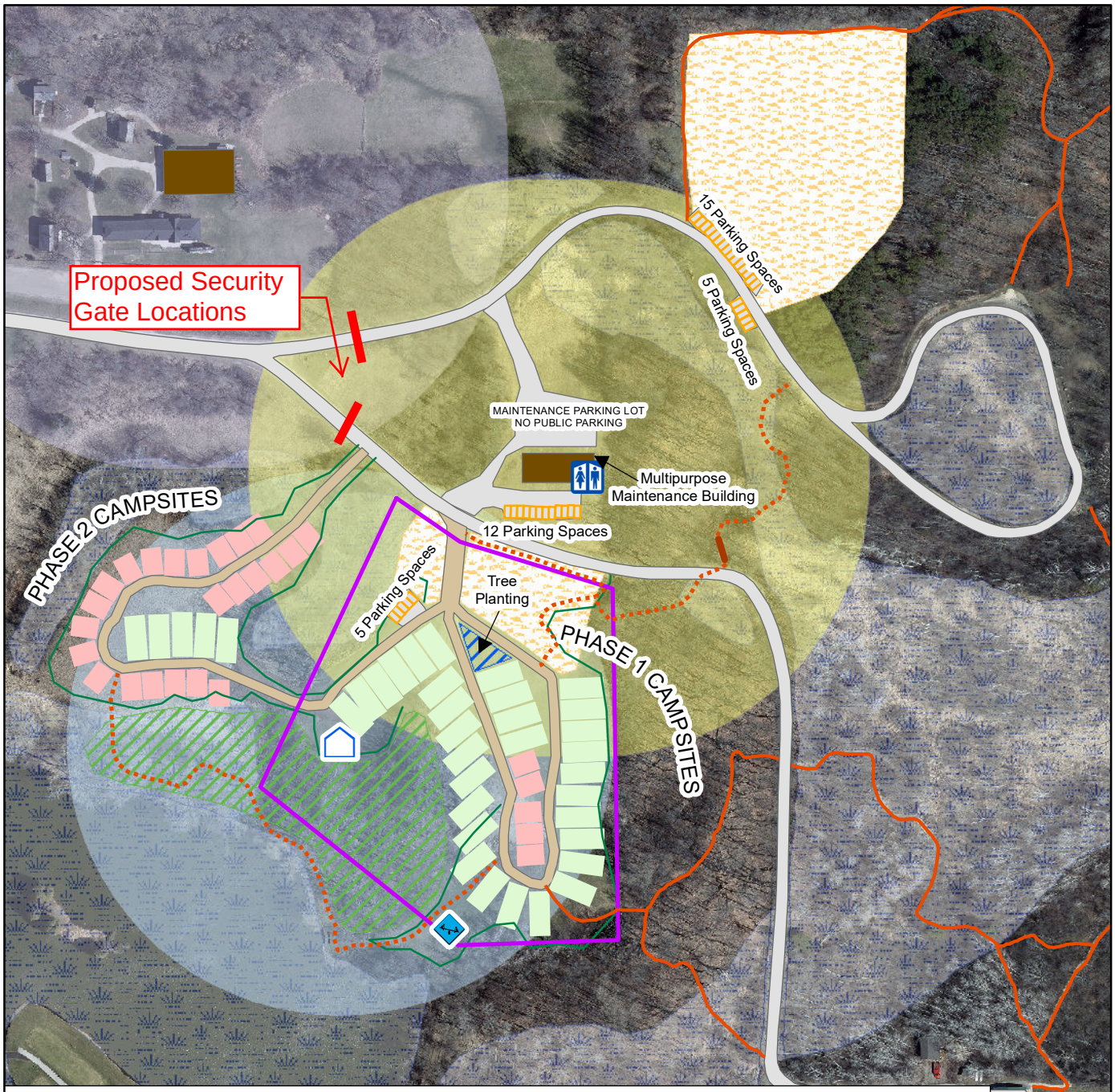
Attachment: Parks 10 Capital Project Request Form_Electric Parks Gates and Cameras 1.12.24 (Recommendation of Executive Committee

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Parks 10 Capital Project Request Form_Electric Parks Gates and Cameras 1.12.24 (Recommendation of Executive Committee

Hawthorne Hills Park: Proposed Security Gate Locations



Legend

- Sugar Maple School Area
- Future RV Campsite
- Future Tent Campsite
- Outer Fill Edge
- Future Pit Toilets
- Future Playground
- Restrooms and Showers
- Structure
- Trail
- Future Trail
- Future Bridge or Boardwalk
- Future Parking Spaces (42 Spaces)
- Future Campground Road
- Pavement
- Maintenance Building 400 ft Buffer
- Pit Toilets 400 ft Buffer
- Barn Restrooms 400 ft Buffer
- Wetland (WWI, 2019)
- Prairie Restoration Area
- Tree Planting Area
- Woodland Restoration Area

N

0 150 300 600 Feet

Ozaukee County Pl
January, 2024

Attachment: parks 10 attachment (1) (Recommendation of Executive Committee Project Submittals to the County Board)

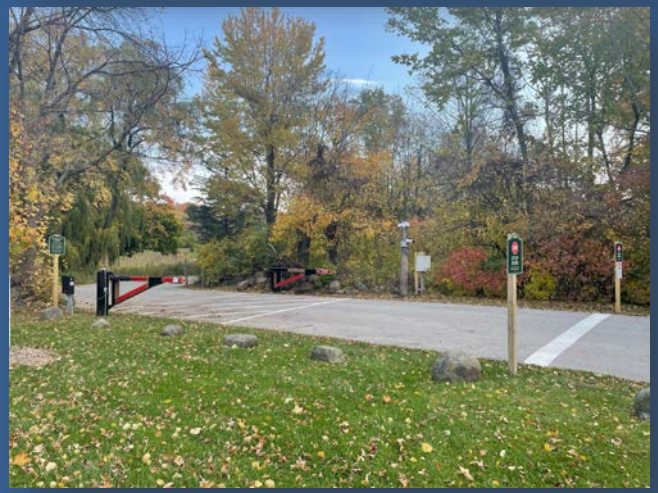
Tendick Nature Park – Site 2

3919 Co Hwy O, Saukville, WI 53080

Attachment: parks 10 attachment (1) (Recommendation of Executive Committee Project Submittals to the

Automatic Park Gates and Security Cameras

- Security gates and cameras installed at Lion's Den Gorge Nature Preserve, Virmond County Park, and Tendick Nature County Park.



Attachment: parks 10 attachment (2) (Recommendation of Executive Committee Project

Project Reserve Information Sheet	
Project Name:	Parks Division - HH Peters Youth Camp Furnace Replacement
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$25,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$25,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Total project costs for a replacement furnace at HH Peters Youth Camp are approximately $25,000 per recent discussions and 2023 quotes from local HVAC contractors. This project is considered a priority for 2024 and would be initiated in 2024.

Attachment: Parks 1 Capital Project Request Form_HH Peters Youth Camp Furnace 1.12.24 (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

The furnace at HH Peters Youth Camp is over 30 years old and is no longer functioning adequately to fully heat the building. The furnace has been inspected by HVAC companies the costs of repair and ongoing maintenance are likely greater than the cost of a new furnace. Multiple repairs have occurred since 2021. HH Peters Youth Camp is routinely rented/reserved for large events including weddings and scout group gatherings (including during fall through spring where heat is required), and provides lodging for youth conservation corps groups assisting with Department activities. This project is required for 2024.

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

HH Peters Youth Camp is routinely rented/reserved for large events including weddings and scout group gatherings (including during fall through spring where heat is required), and provides lodging for youth conservation corps groups assisting with Department activities. Reliable heat is also required to avoid damage to building infrastructure (e.g., plumbing) and would compliment the recently installed new air conditioning unit and improvements associated with the recently completed ADA improvements project.

Project Recommendation - Define the Suggested Course of Action

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

HH Peters Youth Camp is routinely rented/reserved for large events including weddings and scout group gatherings (including during fall through spring where heat is required), and provides lodging for youth conservation corps groups assisting with Department activities. Reliable heat is also required to avoid damage to building infrastructure (e.g., plumbing), and the project is consistent with the recent ADA improvements at the facility. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Describe how the project addresses Department objectives or countywide strategy:

Consistent with the County Park and Open Space Plan (POSP) and Strategic Plan (III - Enhance Quality of Life Assets, P. 12) to maintain a quality Parks system, and consistent with the recently completed ADA project at the facility as well as recent past improvements to the roof and siding.

Attachment: Parks 1 Capital Project Request Form_HH Peters Youth Camp Furnace 1.12.24 (Recommendation of Executive Committee Project

Describe the project's impact on quality of life:
A new furnace would provide quality and safe facilities for users / renters of HH Peters Youth Camp and is consistent with the recently completed ADA project at the facility as well as recent past improvements to the roof and siding.
Describe the project's impact on health and safety:
A new furnace would provide quality facilities for users / renters of HH Peters Youth Camp, and is required to protect facility infrastructure (e.g., plumbing) and the health of those using the facility (year round).
Describe how the project impacts department operations using business objectives:
HH Peters Youth Camp is routinely rented/reserved for large events including weddings and scout group gatherings (including during late fall, winter and early spring where heat is required), and provides lodging for youth conservation corps groups assisting with Department activities. Reliable heat is required for these reservations and to avoid damage to building infrastructure (e.g., plumbing).

Attachment: Parks 1 Capital Project Request Form_HH Peters Youth Camp Furnace 1.12.24 (Recommendation of Executive Committee Project

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Parks 1 Capital Project Request Form_HH Peters Youth Camp Furnace 1.12.24 (Recommendation of Executive Committee Project

PROJECT FEASIBILITY ANALYSIS

Project Name: Parks Division - HH Peters Youth Camp Furnace Replacement

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$25,000	N/A
TOTAL	**$25,000**	

Project Score: Value and Efficiency (280/400) Modernization and Service (220/400)

Project Purpose Summary (from department):

The furnace at HH Peters Youth Camp is over 30 years old and is no longer functioning adequately to fully heat the building. The furnace has been inspected by HVAC companies the costs of repair and ongoing maintenance are likely greater than the cost of a new furnace. Multiple repairs have occurred since 2021. HH Peters Youth Camp is routinely rented/reserved for large events including weddings and scout group gatherings (including during fall through spring where heat is required), and provides lodging for youth conservation corps groups assisting with Department activities.

Proposal Considerations, Risks, and Identified Issues:

This project scored high on its' budget impact and percent of budget scores due to its' $25,000 cost. This project did not score well in health and safety but did score well on urgency. For modernization, purpose and quality of life this project scored average. As for customer satisfaction it scored slightly higher giving this project a total score of 500.

Staff Recommendation:

Staff does not recommend funding the HH Peters Youth Camp Furnace Replacement through the capital project fund at this time.

Attachment: Feasibility and Analysis Parks 1 (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Little Menomonee River Fish and Wildlife Preserve Public Access
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☐ Project Fund	☑ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$25,000	N/A
WDNR Stewardship	$40,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$65,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Estimated project cost to construct public access amenities at the Little Menomonee River Fish and Wildlife Preserve is $65,000, which includes design, engineering, lumber, materials, and labor for installation (potentially with the support of HWY Department or a youth conservation corps - e.g., Wisconsin Youth Conservation Corps (WisCorps), AmeriCorps NCCC, Milwaukee Community Service Corps (MCSC), Great Lakes Community Conservation Corps (GLCCC)). Project costs are generated from 2024 HWY Department cost estimates. This project would serve as critical match for the secured WDNR Stewardship grant to construct public access amenities (e.g., observation deck, kiosk, fencing, porta-potty shelter, trail network and multi-use bridge over the stream). The Department anticipates initiating this shovel-ready project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Attachment: Parks 2 Capital Project Request Form_LMRFWP Public Access 1.12.24 (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

Little Menomonee River Fish and Wildlife Preserve was acquired by the County in 2019 from MMSD, and has undergone extensive river corridor restoration, wetland restoration, and invasive species management. The site is currently undeveloped. The next phase of development needs involves public access amenities. To foster future public enjoyment and education, passive-use recreational amenities are needed and currently represent a gap in service.

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

This project will improve the Department's level of service by providing an observation deck (see attached map, design plans and example images) for viewing the restored stream, wetland, and natural areas and for avian and wildlife viewing in conjunction with additional public access amenities including required under the WDNR Stewardship grant including a kiosk, fencing, porta-potty shelter, trail network and multi-use bridge over the stream. This project would serve as critical match for the secured WDNR Stewardship grant. In addition, certain project elements (e.g., porta-potty shelter) have been requested by the City of Mequon.

Project Recommendation - Define the Suggested Course of Action

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

This project would include construction of a wooden observation deck adjacent to the restored stream channel and public access amenities required under the WDNR Stewardship grant including a kiosk, fencing, porta-potty shelter, trail network and multi-use wood bridge over the stream. This project would serve as critical match for the secured WDNR Stewardship grant. Construction activities would be completed by Department staff, the HWY Department or a youth conservation corps - e.g., Wisconsin Youth Conservation Corps (WisCorps), AmeriCorps NCCC, Milwaukee Community Service Corps (MCSC), Great Lakes Community Conservation Corps (GLCCC)).

Describe how the project addresses department objectives or countywide strategy:

Consistent with the POSP and County's strategic plan goal to develop recreational and cultural destinations for tourism, residents, and businesses and secured WDNR Stewardship grant requirements for construction of public access amenities. The Department anticipates initiating this shovel-ready project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Attachment: Parks 2 Capital Project Request Form_LMRFWP Public Access 1.12.24 (Recommendation of Executive Committee Project

Describe the project's impact on quality of life:
Public access amenities will provide the ability to recreate within the property improving visitor mental and physical health. There is no current safe, formal public access within the site, which is required by the WDNR Stewardship grant.
Describe the project's impact on health and safety:
Public access amenities will provide the ability to recreate within the property improving visitor mental and physical health. There is no current safe, formal public access within the site, which is required by the WDNR Stewardship grant. In addition, certain project elements (e.g., porta-potty shelter) have been requested by the City of Mequon.
Describe how the project impacts department operations using business objectives:
This project will help Department staff improve the quality of the Park System and natural areas through the addition of public access visitor amenities needed at the Preserve. This project would serve as critical match for the secured WDNR Stewardship grant. Project costs are based off 2024 HWY Department estimates. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants. The observation deck and bridge designs are based off recent successfully completed projects by the P&P Department and HWY Department (see attached plans and photos).

Attachment: Parks 2 Capital Project Request Form_LMRFWP Public Access 1.12.24 (Recommendation of Executive Committee Project

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer Service	How does the impact improve customer service internally and externally
Investment in Innovation	What is innovative about the approach
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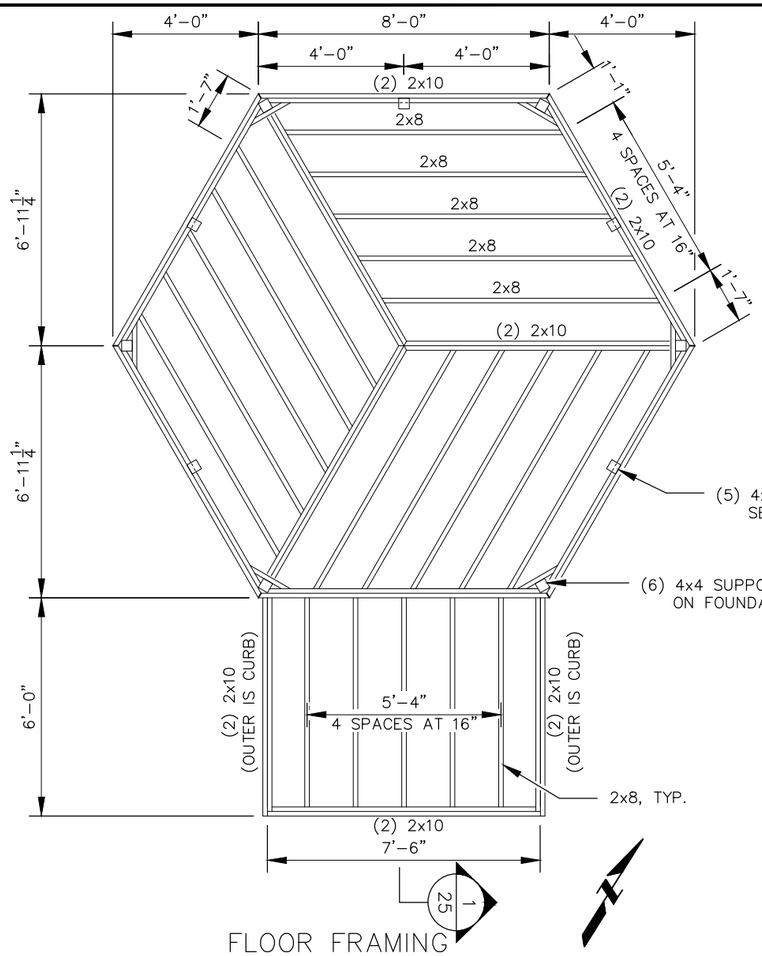
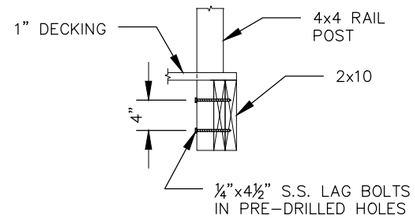
Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

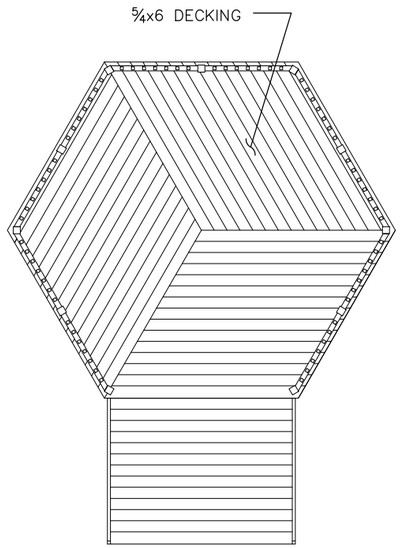
Attachment: Parks 2 Capital Project Request Form_LMRFWP Public Access 1.12.24 (Recommendation of Executive Committee Project



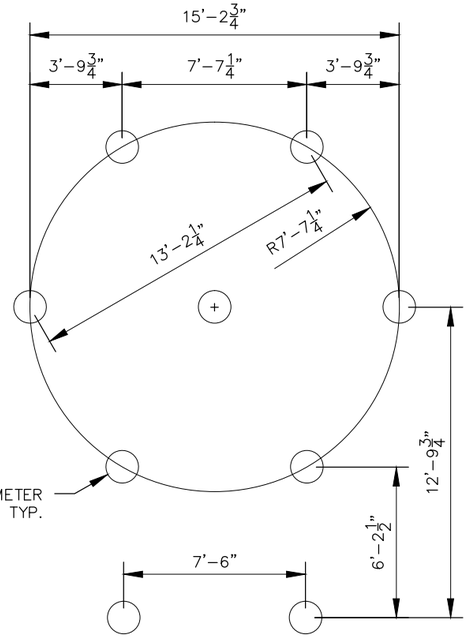
FLOOR FRAMING
NTS



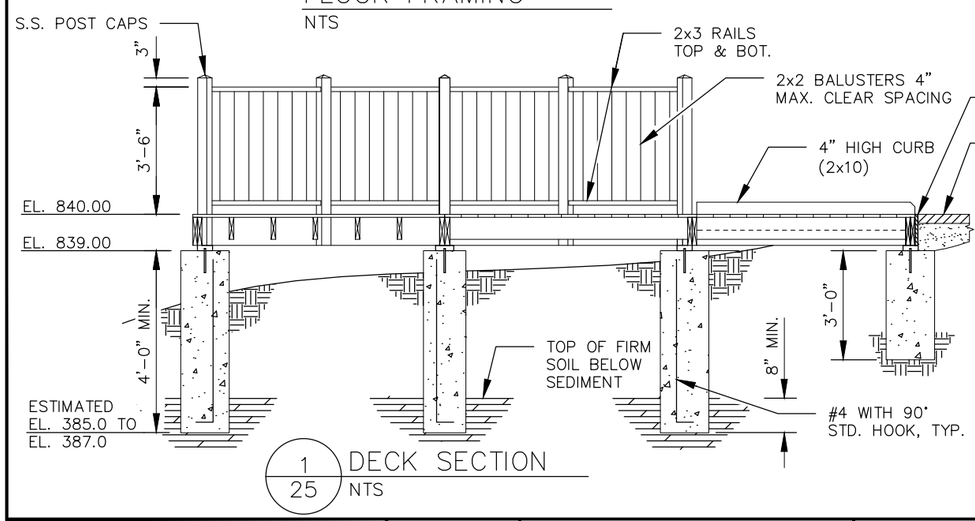
2 / 25 RAIL POST DETAIL
NTS (5 LOCATIONS)



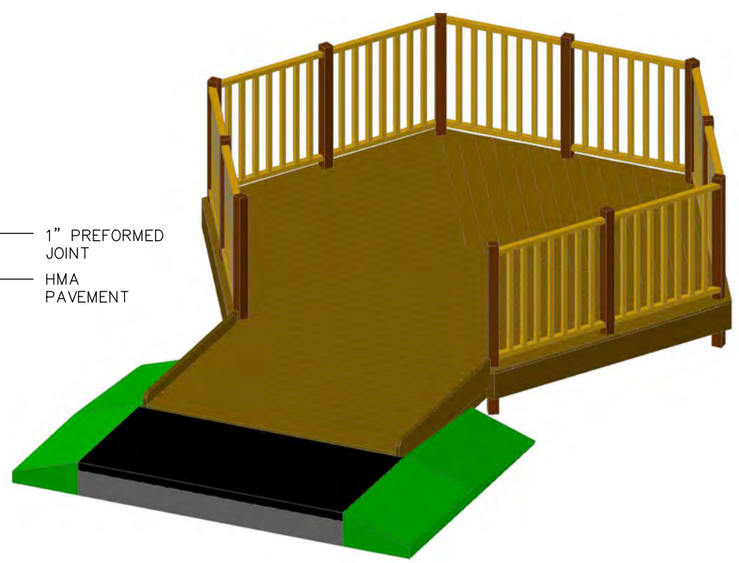
DECKING LAYOUT & RAILINGS
NTS



FOUNDATION LAYOUT
NTS



1 / 25 DECK SECTION
NTS



ISOMETRIC
NTS

GENERAL NOTES

1. ALL DETAILS AND SECTIONS SHOWN ON THE DRAWINGS ARE TYPICAL AND SHALL BE USED WHEREVER A SIMILAR CONDITION OCCURS UNLESS NOTED OTHERWISE.
1. DESIGN LOADS:
   FLOOR LOADS:
   DEAD LOAD: ACTUAL WEIGHT
   UNIFORM LIVE LOAD: 100 PSF
2. MINIMUM REQUIRED NET BEARING CAPACITY IS: 3000 PSF.
3. CHAMFER ALL EXPOSED EDGES OF CONCRETE 3/4 INCH.
4. ALL LUMBER SHALL BE PRESSURE TREATED ACCORDING TO ACQ AND SOUTHERN PINE GRADE #2 OR BETTER.
5. POSTS AND RAMP FRAMING SHALL BE TREATED FOR PERMANENT GROUND CONTACT.
6. FASTENERS SHALL BE TYPE 304 OR TYPE 316 STAINLESS STEEL. CONNECTION PLATES SHALL BE HOT DIPPED GALVANIZED.
7. FASTEN FRAMING IN ACCORDANCE TO THE 2009 INTERNATIONAL BUILDING UNLESS OTHERWISE INDICATED.
8. SECURE FRAMING TO CONCRETE FOUNDATIONS WITH HOT–DIPPED GALVANIZED POST BASES AND CONNECTORS.
9. PLACE HORIZONTAL MEMBERS AND RAFTERS WITH NATURAL CROWN UP.
10. APPLY PRESERVATIVE TO SITE SAWN CUT ENDS.

NO.	BY	DATE	REVISION DESCRIPTION

SMM DRAWN | SMM DESIGNED | SMM APPROVED | 5/10/12 DATE

Clark Dietz ENGINEERS

Ozaukee County Planning & Parks Department
Newburg Dam Removal
Newburg, Wisconsin

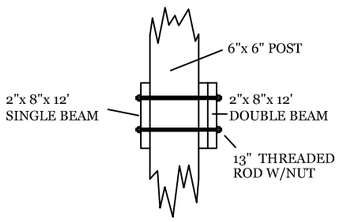
inter·fluve
3602 Atwood Avenue Suite 3
Madison, WI 53714
608.441.0342
www.interfluve.com

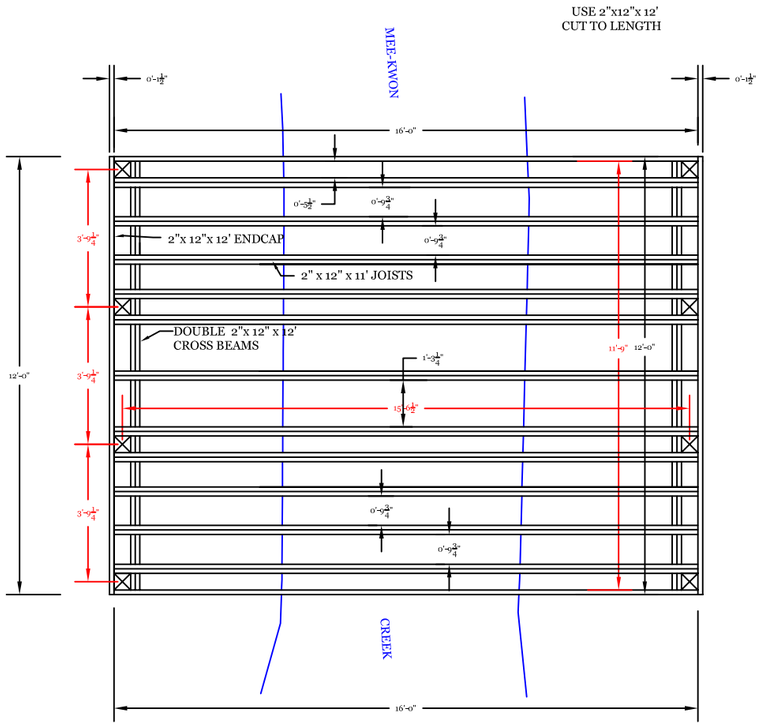
Observation Deck

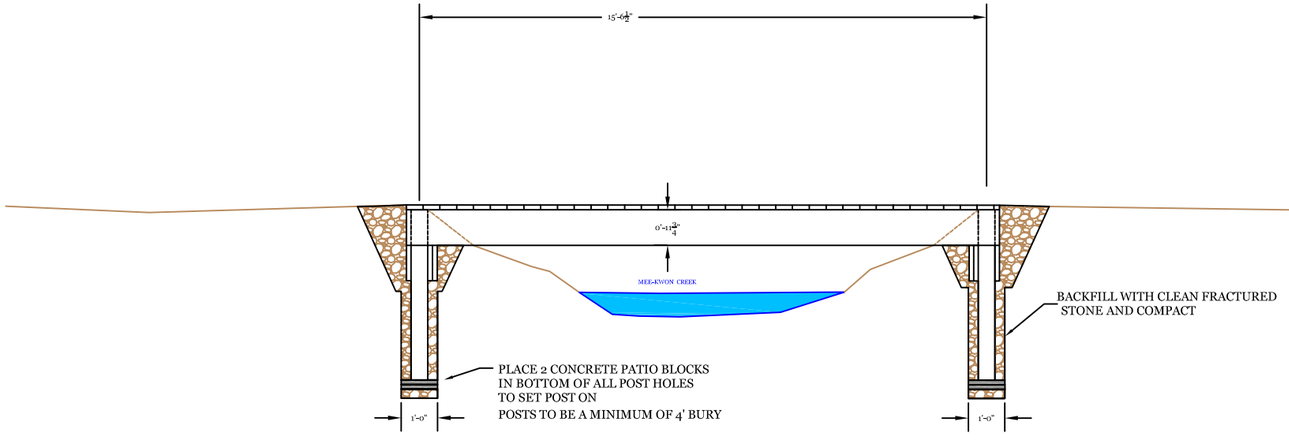
SHEET 25 OF 26

Attachment: Parks 2 attachment (1) (Recommendation of Executive Committee Project Submittals to the County Board)

WISCONSIN







LUMBER LIST

AMOUNT	SIZE	DESCRIPTION	REMARKS
36	2" x 6" x 12'	DECKBOARDS	
8	6" x 6" x 6'	POSTS	
24	2" x 12" x 16'	JOISTS	
4	2" x 12" x 12'	CROSS BEAMS	
4	2" x 12" x 12'	END CAPS	INCLUDES CLOSING DECK AT ENDS
8	1/2" x 13"	THREADED RODS	
8	1/2" x 12"	CARRIAGE BOLTS WITH WASHERS	
16	2" THICK	PATIO BLOCKS	PLACE IN BOTTOM OF POST HOLES

NOTE: ALL LUMBER TO BE PRESERVATIVE TREATED PER 507.2.2.6 OF THE STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.

NOTE: ALL DECK AND JOIST CONNECTIONS WILL BE 3" COATED DECK SCREWS

PROVIDE A MINIMUM OF 2 SCREWS PER DECK BOARD AT EACH JOIST, APPROXIMATELY 3" APART (THAT ASSUMES 2 X 6 DECK BOARDS)

REV.	DESCRIPTION	BY	DATE

JOB NAME: MEE-KWON CREEK BRIDGE
LOCATION: SB96
CITY OF MEQUON, WISCONSIN

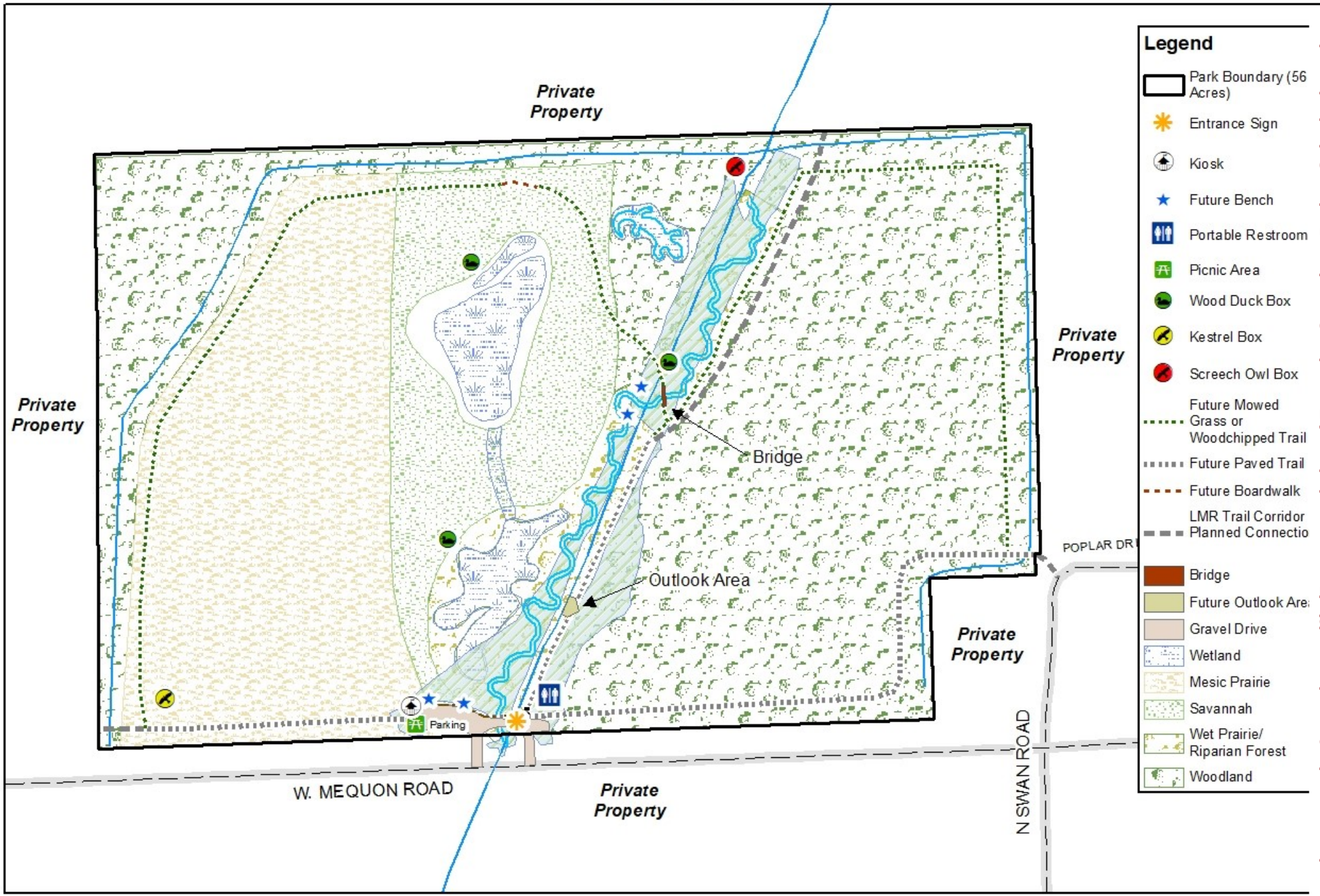
DRAWN BY: TJD | CHECKED BY: RRD
SCALE: 1" = 2'
DATE: 12 September 2013
JOB NUMBER | SHEET

DESCRIPTION:

Attachment: Parks 2 attachment (1) (Recommendation of Executive Committee Project Submittals to the County Board)

Little Menomonee River Fish and Wildlife Preserve County Park

9104 W Mequon Road, Mequon, WI



0 375 750 Feet

N

Ozaukee County Parks Reservations:

Map Produced By: Ozaukee County Planning ar

Attachment: parks 2 attachment (2) (Recommendation of Executive Committee Project Submittals to the

PROJECT FEASIBILITY ANALYSIS

Project Name: Little Menomonee River Fish and Wildlife Preserve Public Access

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$25,000	N/A
Grant	$40,000	WDNR Stewardship
TOTAL	**$65,000**	

Project Score: Value and Efficiency (220/400) Modernization and Service (200/400)

Project Purpose Summary (from department):

Little Menomonee River Fish and Wildlife Preserve was acquired by the County in 2019 from MMSD, and has undergone extensive river corridor restoration, wetland restoration, and invasive species management. The site is currently undeveloped. The next phase of development needs involves public access amenities. To foster future public enjoyment and education, passive-use recreational amenities are needed and currently represent a gap in service.

Proposal Considerations, Risks, and Identified Issues:

This project scored very high in percentage of budget and budget impact due to the project being primarily funded through the WDNR stewardship grant. On the other hand, this project did not score well for urgency or health & safety. For modernization, quality of life, project purpose and customer satisfaction, all four categories were scored as average giving this project a total score of 420.

Staff Recommendation:

Staff does not recommend funding the Little Menomonee River Fish and Wildlife Preserve Public Access parcel through the capital project fund at this time.

Attachment: Feasibility and Analysis Parks 2_Little Menominee (Recommendation of Executive Committee Project Submittals to the County

Project Reserve Information Sheet	
Project Name:	Parks Division - Aluminum Trailers
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$35,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$35,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Total project costs for 3 aluminum trailers are approximately $35,000 (~$16,666 each) per recent 2023 quotes from vendors.

Attachment: Parks 4 Capital Project Request Form_Parks Trailer 1.12.24 (Recommendation of Executive Committee Project Submittals to the

Project Narrative - Define the Current State

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

The Parks Division currently has 2 steel frame wood deck utility trailers that need significant repairs due to rusting of the frame, wheel wells, and rotting of the wood decking. Each trailer can only hold one utility golf cart, which is not efficient. This project would include purchase of 3 new aluminum trailers that can haul multiple utility carts. In addition, aluminum trailers have a much longer usable life span and less need for ongoing maintenance. The new trailers would include all aluminum rails, decks, and ramps. This project is a priority for 2024.

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

The Parks Division currently has 2 steel frame wood deck utility trailers that need significant repairs due to rusting of the frame, wheel wells, and rotting of the wood decking. Each trailer can only hold one utility golf cart, which is not efficient as staff requires multiple trips to haul more than one utility golf cart. This project would include purchase of new aluminum trailers that can haul multiple utility carts. In addition, aluminum trailers have a much longer usable life span and less need for ongoing maintenance. The new trailers would include all aluminum rails, decks, and ramps.

Project Recommendation - Define the Suggested Course of Action

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

This project would include purchase of three new aluminum trailers that can haul multiple utility carts, which will be much more efficient. In addition, aluminum trailers have a much longer usable life span and less need for ongoing maintenance. The new trailers will include all aluminum rails, decks, and ramps. Fully repairing the existing trailer to ensure adequate safety is not a feasible option due to the level of deterioration.

Describe how the project addresses Department objectives or countywide strategy:

This project will help Department staff improve the quality of the Park System and natural areas. This project is also consistent with the POSP and County Strategic Plan (III. Enhance Quality of Life Assets). It also improves safety while transporting golf carts, mowers and other equipment.

Attachment: Parks 4 Capital Project Request Form_Parks Trailer 1.12.24 (Recommendation of Executive Committee Project Submittals to the

Describe the project's impact on quality of life:
The new aluminum trailers will improve Department staff safety through use of reliable and safe equipment.
Describe the project's impact on health and safety:
The new aluminum trailers will improve Department staff safety through use of reliable and safe equipment.
Describe how the project impacts department operations using business objectives:
This project would include purchase of three new aluminum trailers that can haul multiple utility carts, mowers or other equipment, which will be much more efficient and involve less redundant vehicle trips (e.g. mileage). Trailer purchases would be completed in 2024.

Attachment: Parks 4 Capital Project Request Form_Parks Trailer 1.12.24 (Recommendation of Executive Committee Project Submittals to the

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Parks 4 Capital Project Request Form_Parks Trailer 1.12.24 (Recommendation of Executive Committee Project Submittals to the

Attachment: parks 4 attachment (Recommendation of Executive Committee Project Submittals to the

PROJECT FEASIBILITY ANALYSIS

Project Name: Parks Division - Aluminum Trailers

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$35,000	N/A
TOTAL	**$35,000**	

Project Score: Value and Efficiency (300/400) Modernization and Service (170/400)

Project Purpose Summary (from department):

The Parks Division currently has 2 steel frame wood deck utility trailers that need significant repairs due to rusting of the frame, wheel wells, and rotting of the wood decking. Each trailer can only hold one utility golf cart, which is not efficient. This project would include purchase of 3 new aluminum trailers that can haul multiple utility carts. In addition, aluminum trailers have a much longer usable life span and less need for ongoing maintenance. The new trailers would include all aluminum rails, decks, and ramps. This project is a priority for 2024.

Proposal Considerations, Risks, and Identified Issues:

This project received high scores for budget impact, percent of budget, and urgency but was not scored well in the health and safety scoring section. As for the modernization, project purpose and customer satisfaction it was scored relatively average while also receiving a low quality of life score. This project received a total score of 470.

Staff Recommendation:

Staff does not recommend funding Aluminum trailers through the capital project fund at this time

Attachment: Feasibility and Analysis Parks 4_Aluminum Trailers (Recommendation of Executive Committee Project Submittals to the County

Project Reserve Information Sheet	
Project Name:	Virmond County Park Caretakers House Roof & Siding Replacem
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$70,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$70,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Estimated project costs (per 2023 quotes and input from P&P Department staff) include $60,000 for the Virmond County Park Caretakers house roof replacement (~$30,000) metal roof) and siding replacement (~$40,000). Project elements include removal and disposal of existing shingles, replacement of rotten wood as needed, replace rotted wood soffit, replace all gutter apron and drip edge, install 6ft ice and water shield on evens, 3ft on valleys and all roof penetrations and synthetic underlayment on remainder of roof, replace w-valley (color to match), bath vents and pipe flashing, install new standing seam metal roof, replace chimney flashing, replace siding and replace window trim. This project is a priority for 2024. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Attachment: Parks 5 Capital Project Request Form_Virmond Roof and Siding Replacement 1.12.24 (Recommendation of Executive Committee

Project Narrative - Define the Current State

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

The Virmond County Park Caretaker's house roof and siding needs a full replacement. The aging materials have potential for leaks, potentially damaging County (including new housing upgrades) and private property (Caretaker personal property).This project is a priority for 2024. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

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

Non-functioning roofs and siding directly impact the house structure and the ability to adequately and safely house the full time Park Caretaker. Roof and siding patching or repairs is not feasible due to likely widespread rot of the roof deck, soffit and fascia, non-functioning gutters and downspouts, siding, window trim, and possible inadequate venting (not to current code). Roof replacements are also consistent with the recently replaced metal roofs on the Waubedonia County Park, Shady Lane, and Mee-Kwon County Park caretakers / Parks Superintendent residences.

Project Recommendation - Define the Suggested Course of Action

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

The project costs are estimated based on a recent proposal. Project elements include removal and disposal of existing shingles, replacement of rotten wood as needed, replace rotted wood soffit, replace all gutter apron and drip edge, install 6ft ice and water shield on evens, 3ft on valleys and all roof penetrations and synthetic underlayment on remainder of roof, replace w-valley (color to match), bath vents and pipe flashing, install new standing seam metal roof, replace chimney flashing, siding, and trim. Replacement will alleviate ongoing repair costs, structure damage and potential costs for damaged equipment and/or personal property.

Describe how the project addresses Department objectives or countywide strategy:

Consistent with the County Park and Open Space Plan and Ozaukee County Strategic Plan (III. Enhance Quality of Life Assets). The Department has an obligation to provide a safe, comfortable residence for its Caretaker (requirement and benefit of employment), and the structures are vulnerable to major damage from leaks.

Describe the project's impact on quality of life:
A replacement roof and siding will ensure the Caretakers house and personal and County property is protected and safe from the elements. The Department has an obligation (requirement of employment and benefit to employee) to provide a safe, comfortable residence. This deficiency may impact employee morale and retention (new Caretaker (2023) asked about the condition upon accepting the position). In addition, the structure is vulnerable to major damage from rot and leaks.
Describe the project's impact on health and safety:
A replacement roof and siding will ensure the Caretakers house and personal and County property is protected and safe from the elements. The Department has an obligation (requirement of employment and benefit to employee) to provide a safe, comfortable residence. This deficiency may impact employee morale and retention (new Caretaker (2023) asked about the condition upon accepting the position). In addition, the structure is vulnerable to major damage from rot and leaks. Also, the existing siding is expected to contain asbestos. The Department will either fully remove the existing siding or placing new siding over the existing.
Describe how the project impacts department operations using business objectives:
A replacement roof and siding will remove the need for ongoing maintenance, protect the building structures, and protect personal and County property. Cost effective due to lifespan costs as a new metal roof and new siding is expected to have a 30-50 year lifespan.

Attachment: Parks 5 Capital Project Request Form_Virmond Roof and Siding Replacement 1.12.24 (Recommendation of Executive Committee

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Parks 5 Capital Project Request Form_Virmond Roof and Siding Replacement 1.12.24 (Recommendation of Executive Committee

Attachment: parks 5 attachment (1) (Recommendation of Executive Committee Project Submittals to the County Board)

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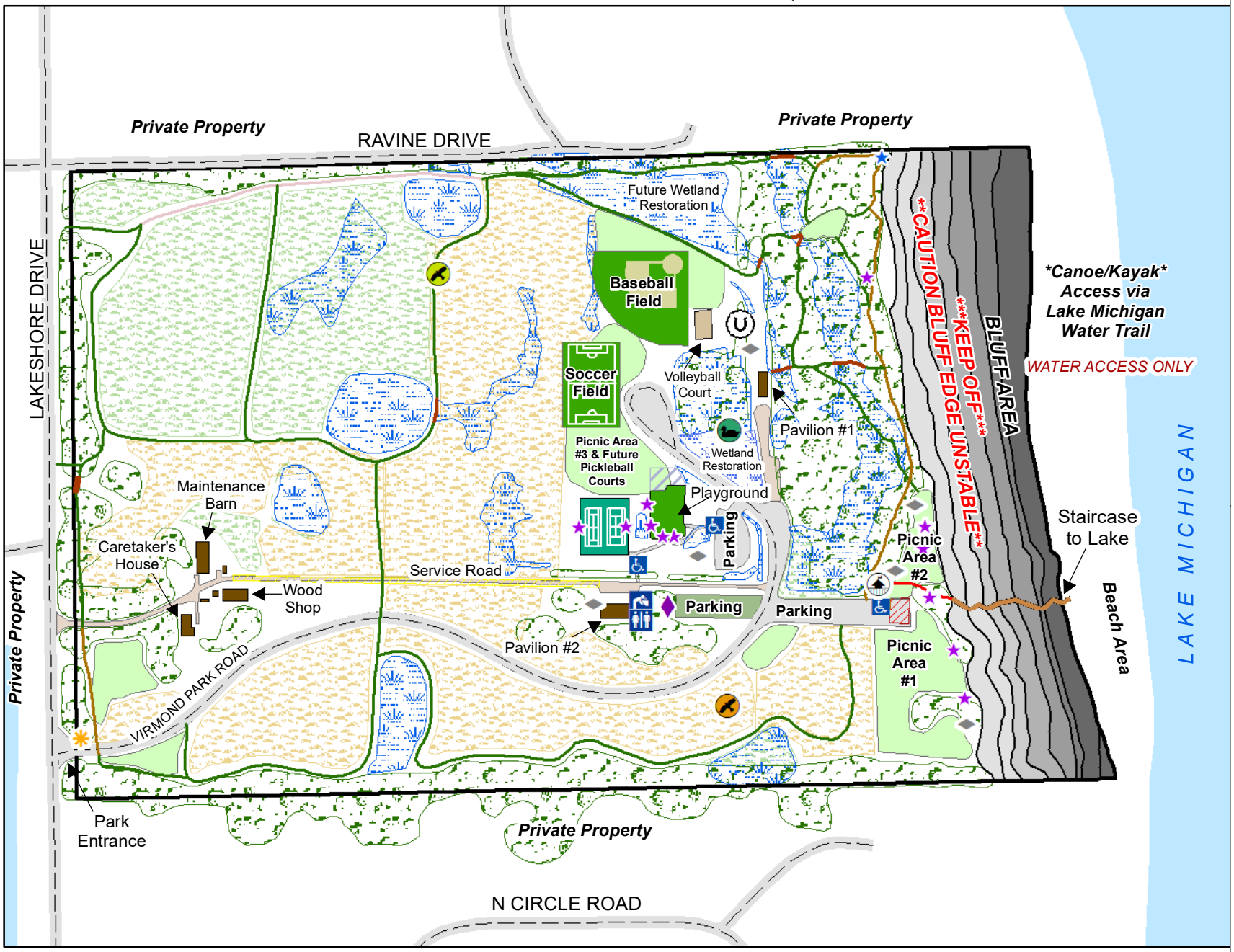
Virmond County Park

10606 N Lake Shore Drive, Mequon, WI 53092



Legend

7.b.bq

- Park Boundary (63
- Entrance Sign
- Kiosk
- Bench
- Future Bench
- Restrooms
- Drinking Fountain
- Seasonal Beer Garden
- Grill
- Chimney Swift Tower
- Kestrel Box
- Wood Duck Box
- Boardwalk
- Gravel Trail
- Mowed Grass Trail
- Woodchipped Trail
- Brick Pathway
- Bridge
- Lake Michigan Staircase
- Baseball_Field_Lines
- Structure
- Asphalt Pavement
- Gravel Drive
- Recreation
- Tennis/Pickleball Court
- Volleyball Court
- Open Lawn
- Future Playground Expan
- Future Horseshoe Pits
- Service Road
- Overflow Grass Parking
- Emergency Parking Only
- Wetland
- Grassland
- Prairie
- W

Attachment: parks 5 attachment (2) (Recommendation of Executive Committee Project Submittals to the

0 125 250 500 Feet

N

Ozaukee County Parks Reservations:

Map Produced By:
Ozaukee County Planning and Parks Department
11/21/2023

PROJECT FEASIBILITY ANALYSIS

Project Name: Virmond County Park Caretakers House Roof & Siding Replacement

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$70,000	N/A
TOTAL	**$70,000**	

Project Score: Value and Efficiency (330/400) Modernization and Service (250/400)

Project Purpose Summary (from department):

The Virmond County Park Caretaker's house roof and siding needs a full replacement. The aging materials have potential for leaks, potentially damaging County (including new housing upgrades) and private property (Caretaker personal property).This project is a priority for 2024. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants

Proposal Considerations, Risks, and Identified Issues:

This project received high scores for budget impact, percent of budget and urgency but scored average for health & safety. For Modernization, project purpose and customer satisfaction this project was graded highly and received a relatively low grade for quality of life. This project received a total score of 580 making it the 5th highest graded project of 2024.

Staff Recommendation:

Staff does not recommend funding the Virmond County Park Caretakers House Roof & Siding Replacement through the capital project fund at this time.

Attachment: Feasibility and Analysis Parks 5 (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Covered Bridge Park – West Parcel Public Access
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☑ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$52,500	N/A
Greater Cedarburg Fc	$10,000	Applied For
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$62,500	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Total project costs to improve public access at Covered Bridge Park are approximately $62,500 per 2023 Ozaukee County Highway Department estimates, which would come from this request. Parking lot construction would be completed by the Highway Department and would include site grading and construction and paving of a small parking lot (10-15 spaces) for the new park addition (4.84 acres) on the west side of Covered Bridge Road. The P&P Department has submitted a full grant application to the Greater Cedarburg Foundation (upon invite) for $10,000 to assist with project activities including construction of the parking lot and pedestrian trails, invasive species management and native tree planting (completed by youth conservation corps and Department staff). Project reserve funding is required for critical grant match.

Attachment: Parks 7 Capital Project Request Form_Covered Bridge West Parcel Public Access 1.12.24 (Recommendation of Executive

Project Narrative - Define the Current State

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

There is no parking access on the new 4.84 acre parcel. To reach this area, staff and visitors need to park in the existing lots on the east side of Covered Bridge Road and cross the road, which is dangerous due to high vehicular speeds and limited visibility on the road. Parking on the west side of Covered Bridge Road was envisioned when the County added this parcel to Covered Bridge County Park. In addition, there is no formal public access within the new parcel or to Cedar Creek. Project activities would be initiated in 2024.

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

Covered Bridge County Park is a highly visited park in the Ozaukee County Park System, with approximately 36,127 total visits between 1/1/23 and 12/31/23 with a daily average of 195 visits (though accurate counting is limited by the open access of the park). The park is a stop for many annual large events such as Tour De Cure (over 100 riders), Wisconsin Women Cycling (50-100 riders), and Tour de Belle Vin Ride (50-100 riders). Also, the Park is a routine stop for private bus tours (OCTC). Covered Bridge Park is a draw throughout the Midwest with additional tours guided by the Ozaukee County Historical Society. There is no parking or formal access to the west park parcel or Cedar Creek within the west parcel. Parking needs have increased with the opening of the new bathroom pavilion. This project will improve the quality of Department service and improve the visitors experience to this regional Park.

Project Recommendation - Define the Suggested Course of Action

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

Parking lot construction activities would be completed by the Highway Department and would include grading, construction and paving of a parking lot on the west park parcel that would accommodate approximately 10-15 cars. Clearing and grubbing of the project area has already been completed by Department staff with the support of conservation corps groups. Other large tree removals occurred in summer 2022 by Department staff (ash and other large tree removals). Project elements also include construction of pedestrian trails, invasive species management and native tree planting (completed by youth conservation corps and Department staff).

Describe how the project addresses Department objectives or countywide strategy:

Public access improvements at the west park parcel would align with general goals for the park in the Ozaukee County Park and Open Space Plan (p. 95) and passive-use recreational goals included in Resolution 17-62 (designation of the western parcel as an official addition to Covered Bridge County Park), and is consistent with the new building and asphalt overlay on the south entrance to the park.

Attachment: Parks 7 Capital Project Request Form_Covered Bridge West Parcel Public Access 1.12.24 (Recommendation of Executive

Describe the project's impact on quality of life:
This project would improve visitor experience for visitors of Covered Bridge Park, a highly visited site in the Park System with approximately 36,127 total visits between 1/1/23 and 12/31/23 with a daily average of 195 visits. Parking demands have increased with the completion and opening of the new bathroom pavilion at the park. There is also no formal trail system within the west parcel or to Cedar Creek, and project activities will formalize a trail system to improve visitor experience and safety.
Describe the project's impact on health and safety:
There is no parking or current formal access on the new 4.84 acre parcel. To reach this area, staff and visitors need to park in the existing lots on the east side of Covered Bridge Road and cross the road, which is dangerous due to high vehicular speeds and limited visibility on the road. It is also particularly inefficient and dangerous for Parks Division staff to carry supplies and equipment across the road for park projects and maintenance. There is also no formal trail system within the west parcel or to Cedar Creek, and project activities will formalize a trail system to improve visitor experience and safety.
Describe how the project impacts department operations using business objectives:
This project would improve visitor experience for visitors of Covered Bridge Park, a highly visited site in the Park System with approximately 36,127 total visits between 1/1/23 and 12/31/23 with a daily average of 195 visits. It would also improve safety and efficiencies for staff to access this parcel for park projects and maintenance. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Attachment: Parks 7 Capital Project Request Form_Covered Bridge West Parcel Public Access 1.12.24 (Recommendation of Executive

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer Service	How does the impact improve customer service internally and externally
Investment in Innovation	What is innovative about the approach
Reduce Errors	How will the project reduce errors in work
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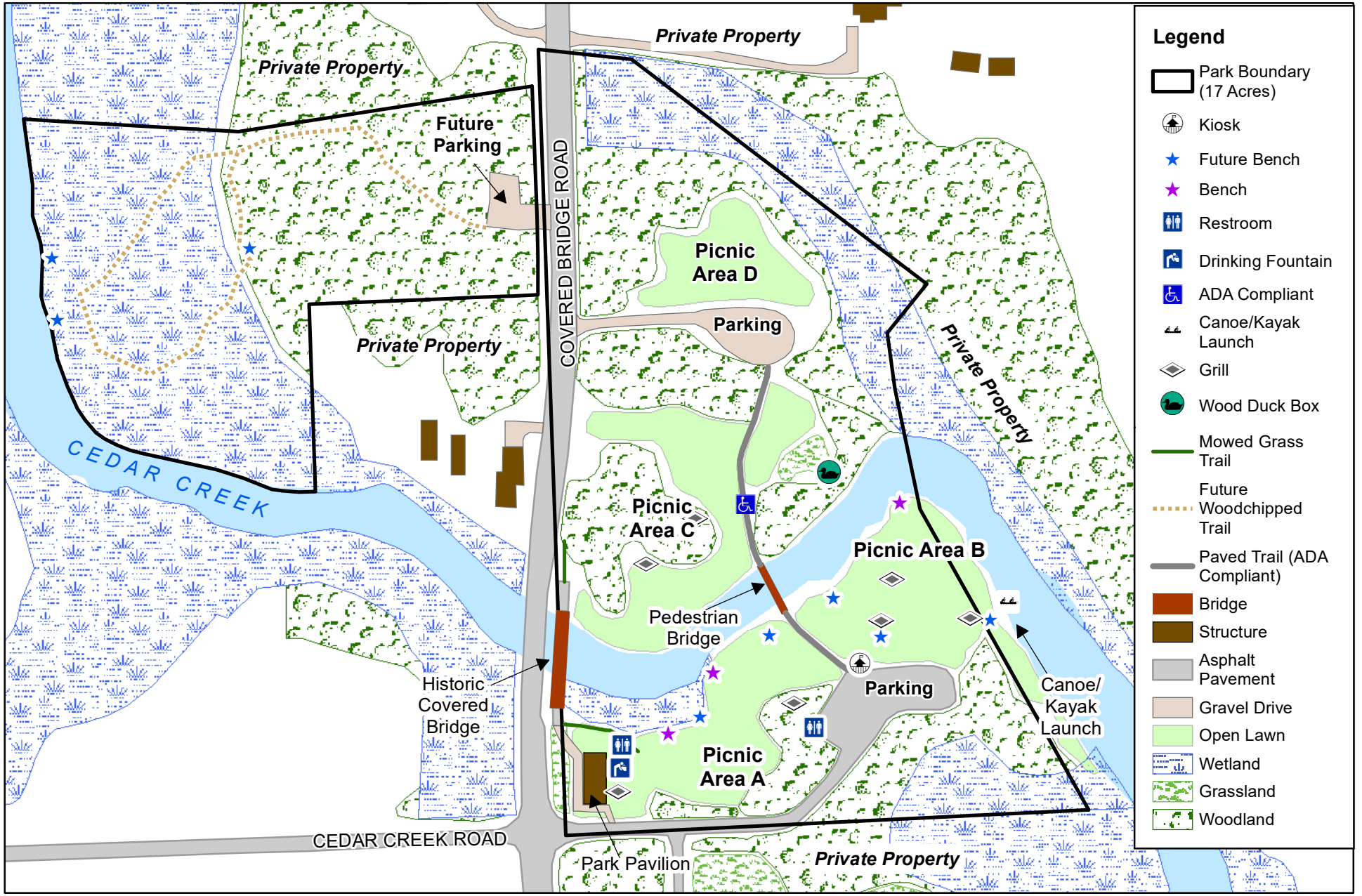
Improve Community Outreach	Define impacts on community partnerships
Improve Staff Skills	How will the project improve the analytical or technical skills of staff
Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

Attachment: Parks 7 Capital Project Request Form_Covered Bridge West Parcel Public Access 1.12.24 (Recommendation of Executive

Covered Bridge County Park

1700 Covered Bridge Road, Cedarburg, WI 53012



OZAUKEE COUNTY PLANNING AND PARKS

PARKS, RECREATION, AND CULTURE DIVISION

0 125 250 500 Feet

N

Ozaukee County Parks Reservations:

Map Produced By:
Ozaukee County Planning and Parks Department

Attachment: parks 7 attachment (Recommendation of Executive Committee Project Submittals to the

PROJECT FEASIBILITY ANALYSIS

Project Name: Covered Bridge Park – West Parcel Public Access

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$52,500	N/A
Grant	$10,000	Greater Cedarburg Foundation
TOTAL	**$62,500**	

Project Score: Value and Efficiency (300/400) Modernization and Service (240/400)

Project Purpose Summary (from department):

There is no parking access on the new 4.84 acre parcel. To reach this area, staff and visitors need to park in the existing lots on the east side of Covered Bridge Road and cross the road, which is dangerous due to high vehicular speeds and limited visibility on the road. Parking on the west side of Covered Bridge Road was envisioned when the County added this parcel to Covered Bridge County Park. In addition, there is no formal public access within the new parcel or to Cedar Creek. Project activities would be initiated in 2024.

Proposal Considerations, Risks, and Identified Issues:

This project received high scores for the percentage of budget and budget impact but received average scores for health & safety and urgency. This project received average scores for all modernization categories of project purpose, quality of life, customer satisfaction and modernization giving it a total score of 540.

Staff Recommendation:

Staff does not recommend funding Covered Bridge Park – West Parcel Public Access through the capital project fund at this time.

Attachment: Feasibility and Analysis Parks 7 (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Parks Division - Hawthorne Hills County Park Paving
Requested By:	Andrew Struck
Project Owner:	Planning and Parks Department
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
2024 Project Fund	$81,000	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$81,000	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

Total project costs are approximately $81,000 per a 2023 Ozaukee County Highway Department estimate, which would come from this request. Repaving would be completed by the Highway Department and activities include excavation, grading, paving, and shouldering. This project is required for 2024.

Attachment: Parks 8 Capital Project Request Form_Hawthorne Hills Paving 1.12.24 (Recommendation of Executive Committee Project

Project Narrative - Define the Current State

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

This project would pave the remaining park road and parking areas below the crest of the hill and also patch areas on the driveway / parking at HH Peters Youth Camp. The current roadway cannot be plowed in the winter due to the steep hill. Paving this portion would allow for winter plowing and year-round park access. The Highway Department will be contracted to do the work. In addition, paving is required to ensure safe access to the new parking lot within the project area for Sugar Maple Nature School (SMNS) use per the approved SMNS agreement.

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

The remaining park road and parking areas are gravel, which can get wet/muddy. Visitors have complained about the surface conditions and inability to access all areas of the park during the winter when the current road cannot be plowed. The current roadway cannot be plowed in the winter due to the steep hill. Paving this portion would allow for winter plowing and year-round park access. In addition, paving is required for use of the new maintenance building, as the employee / work entrance is located on the north side of the building. This area will need to be continually plowed along with the road for use of the building and outside work areas during the winter months. In addition, paving is required to ensure safe access to the new parking lot within the project area for Sugar Maple Nature School (SMNS) use per the approved SMNS agreement. This project is required for 2024.

Project Recommendation - Define the Suggested Course of Action

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

Repaving would be completed by the Highway Department and activities include excavation, grading, paving, shouldering, and patching. Project activities would occur in conjunction with conjunction of campsite and school area development and completion of the Multi-Purpose Building project. This request is consistent with the CIP award for the Hawthorne Hills Park Multi-Purpose Building project. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants.

Describe how the project addresses Department objectives or countywide strategy:

Paving remaining portions of Hawthorne Hills County Park is recommended in the Ozaukee County Park and Open Space Plan (p. 95), and this project represents CIP project 115-01, beginning in 2014. This project is also consistent with the Ozaukee County Strategic Plan (III. Enhance Quality of Life Assets, P. 12). This request is also consistent with the CIP award for the Hawthorne Hills Park Multi-Purpose Building project.

Attachment: Parks 8 Capital Project Request Form_Hawthorne Hills Paving 1.12.24 (Recommendation of Executive Committee Project

Describe the project's impact on quality of life:
This project would improve visitor experience for visitors of Hawthorne Hills County Park, including year-round access.
Describe the project's impact on health and safety:
Poor parking and road conditions do not provide a quality level of service to park users and poses a potential issue for emergency (e.g. fire and police) response. Water has ponded/froze in potholed sections, causing unsafe conditions. Visitors have complained about the lack of winter access due to unplowed roads.
Describe how the project impacts department operations using business objectives:
Paving the park road and park areas would reduce required, ongoing maintenance. Paving this portion would allow for winter plowing and year-round park access. In addition, paving is required for use of the new maintenance building, as the employee / work entrance is located on the north side of the building. This area will need to be continually plowed along with the road for access and use of the building and outside work areas during the winter months.

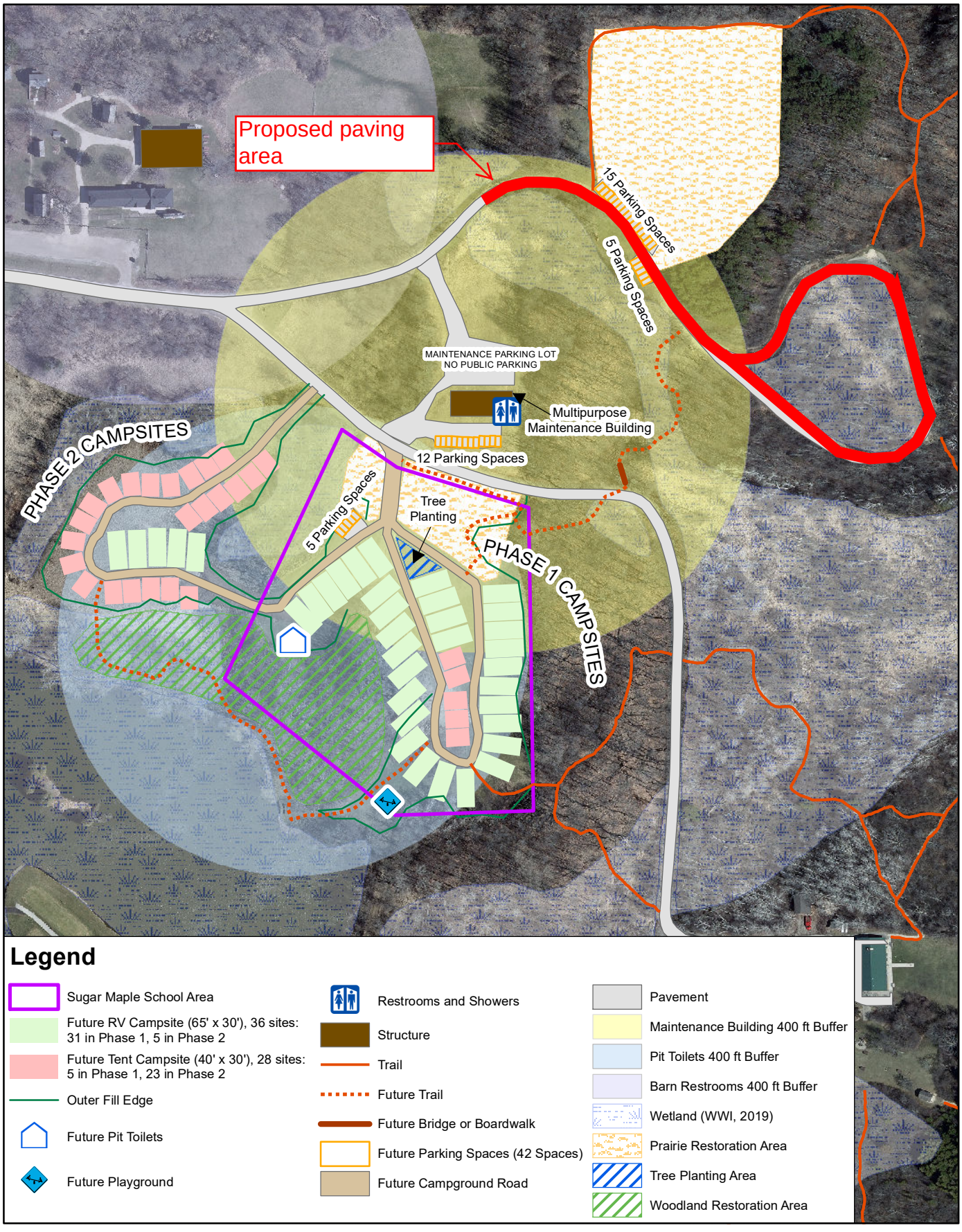
Attachment: Parks 8 Capital Project Request Form_Hawthorne Hills Paving 1.12.24 (Recommendation of Executive Committee Project

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: Parks 8 Capital Project Request Form_Hawthorne Hills Paving 1.12.24 (Recommendation of Executive Committee Project

Hawthorne Hills Park: Proposed Paving Area Per 2024 Project Fund Request



Ozaukee County Pl
January, 2024

Attachment: parks 8 attachment (2) (Recommendation of Executive Committee Project Submittals to the County Board)

PROJECT FEASIBILITY ANALYSIS

Project Name: Parks Division - Hawthorne Hills County Park Paving

Project Manager: Andrew Struck

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	$81,000	N/A
TOTAL	**$81,000**	

Project Score: Value and Efficiency (220/400) Modernization and Service (180/400)

Project Purpose Summary (from department):

This project would pave the remaining park road and parking areas below the crest of the hill and also patch areas on the driveway / parking at HH Peters Youth Camp. The current roadway cannot be plowed in the winter due to the steep hill. Paving this portion would allow for winter plowing and year-round park access. The Highway Department will be contracted to do the work. In addition, paving is required to ensure safe access to the new parking lot within the project area for Sugar Maple Nature School (SMNS) use per the approved SMNS agreement.

Proposal Considerations, Risks, and Identified Issues:

This project received relatively high scores for budget impact and percent of budget but received low scores for health & safety as well as urgency. For modernization, project purpose, quality of life and customer satisfaction this project received below average grades giving it a total score of 400.

Staff Recommendation:

Staff does not recommend funding the Hawthorne Hills county park paving through the capital project fund at this time.

Attachment: Feasibility and Analysis Parks 8 (Recommendation of Executive Committee Project Submittals to the County Board)

Project Reserve Information Sheet	
Project Name:	Human Services Electronic Health Record Database
Requested By:	Human Services Department
Project Owner:	Liza Drake
Start Date:	2024

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑ Project Fund	☐ Grants	☐ Dept. Reserve	Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	$184,845.00	N/A
Project Fund	$115,506.79	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$300,051.79	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

The Human Services Department needs to fully implement a new Electronic Health Record by 2025. The Department has reviewed three separate EHR options and decided on a product by Netsmart called myEvolv. There is a one-time software and implementation fee (Professional Services - myEvolv Electronic Health Record - Hosting Setup, Full Data Conversion, OrderConnect ePrescribing with EPCS, CareConnect State Reporting, and CareConnect Labs) of $184,845.00.

The yearly subscription fee is an additional $115,506.79. We are asking for assistance with paying the subscription fee for the first year only.

Attachment: HS 1 EHR Capital Project Request Form (Recommendation of Executive Committee Project Submittals to the County Board)

Project Narrative - Define the Current State

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

Human Service's current Electronic Health Record (EHR) database, WebHarmony, is no longer supported by the vendor, WellSky starting in January 2024.

WebHarmony lacks several critical features that the new proposed program would include such as intuitive billing and insurance verification; a patient portal with integrated telehealth, scheduling and health records release capabilities; and the ability for clients to electronically sign forms.

The features associated with a new EHR database would drastically improve the overall customer experience, increase security and cut down on the time employees would need to spend updating records.

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

A new EHR database would greatly increase efficiencies within the Department.

Most notably for customers, a patient portal would allow for seamless scheduling, virtual appointments, convenient and secure messaging, ability to request and receive health records securely on-line and the ability to electronically sign forms.

On the Department side, the process of checking client's insurance would become automated, billing would all be housed within the software, cutting down on time spent importing and exporting data.

The new EHR would have an integrated calendar for scheduling, rather than to leave the EHR to check an Outlook calendar, add the appointment to an Outlook calendar, and add the appointment to the EHR, the provider's schedule would be loaded directly into the program, and both the scheduler and provider would see appointment availability from within the software.

The ability to use the patient portal to collect yearly consent and billing information would save significant labor and cost since the forms would not need to be printed, mailed, and manually scanned in.

Project Recommendation - Define the Suggested Course of Action

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

With our current vendor no longer supporting our EHR, all maintenance and troubleshooting must be done in-house. Limited by outdated technical infrastructure with software that was implemented in 2007, the Department spends significant time finding patchwork fixes in an attempt to provide the best possible solutions for customers and staff.

All information in the current EHR must be backed up and transferred to the new program, reports and billing must be set up, and staff must be trained on the new software. Teaming with Netsmart, who has a large presence in Wisconsin, will allow Ozaukee County to smoothly and efficiently transition.

Describe how the project addresses department objectives or countywide strategy:

Over the last year, a major goal for Human Service's strategic plan has been to maximize the potential of our EHR. We have taken our current software to its limit, and with the vendor no longer supporting the software, it is an opportune time to make a change.

The company that developed the proposed EHR, Netsmart, works with nearly half of the counties Human Services Departments in Wisconsin, as well as with programs within our state government. Working with Netsmart will open new doors to collaborating with other counties and the state.

Attachment: HS 1 EHR Capital Project Request Form (Recommendation of Executive Committee Project Submittals to the County Board)

Describe the project's impact on quality of life:

Customers will find great convenience in the patient portal which will make scheduling, communication, records accessibility and virtual appointments significantly easier.

Staff will appreciate the EHR being a 'one spot stop' for patient services, providing a more streamlined an efficient process for creating, storing and viewing records and billing. The time and labor savings will free up ability to see more clients and better serve the citizens of Ozaukee County which would increase the Department's revenue.

Describe the project's impact on health and safety:

The ability to more efficiently store and access client records will allow for better communication with clients and their network of care providers.

A more efficient and intuitive EHR will decrease staff burnout and increase job and life satisfaction, leading to a more engaged employee base.

Describe how the project impacts department operations using business objectives:

Transitioning to a new EHR will allow for better service of clients through a more streamlined and efficient manner of record keeping and coordination of care.

Interdepartmental communication will improve as the new EHR will allow for better coordination for clients that are increasingly enrolled in multiple services throughout the Department. Communication with external providers will also improve as upgrades found in the new system allow for better storage and sharing of necessary information.

Increased efficiency in billing will result in more timely payments from insurance companies, and the ability to see additional clients.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Attachment: HS 1 EHR Capital Project Request Form (Recommendation of Executive Committee Project Submittals to the County Board)

Attachment: Feasibility and Analysis HS 1_Health Records (Recommendation of Executive Committee Project Submittals to the County Board)

PROJECT FEASIBILITY ANALYSIS

Project Name: Human Services Electronic Health Record Database

Project Manager: Liza Drake

Project Budget Estimate: $300,051.79

Source	Amount	Grant Info
2024 Capital Project Fund	$300,051.79	N/A
TOTAL	**$300,051.79**	

Project Score: Value and Efficiency (190/400) Modernization and Service (290/400)

Project Purpose Summary (from department):

Human Service's current Electronic Health Record (EHR) database, WebHarmony, is no longer supported by the vendor, WellSky starting in January 2024. WebHarmony lacks several critical features that the new proposed program would include such as intuitive billing and insurance verification; a patient portal with integrated telehealth, scheduling and health records release capabilities; and the ability for clients to electronically sign forms.The features associated with a new EHR database would drastically improve the overall customer experience, increase security and cut down on the time employees would need to spend updating records.

Proposal Considerations, Risks, and Identified Issues:

This project scored lower in relative terms due to its impact on budget, and low impact on health an safety. Revisit at a later date.

Staff Recommendation:

Not recommended at this time.

Project Reserve Information Sheet	
Project Name:	Admin Center Auditorium Hybrid Meeting Renovation
Requested By:	Human Services Department
Project Owner:	Liza Drake/Mike Cosgrove
Start Date:	Dependent on project approval

Project Costing - Detail Project Costs

Funding Source (Please Check All that Apply):

☑	Project Fund	☐	Grants	☐	Dept. Reserve		Other

List All Funding Sources Selected:

Source	Amount	Grant Information
Project Fund	33,500	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	$33,500	

Offsetting Revenue or Savings (If Applicable):

Source	Amount
TOTAL	

Provide a narrative of project costs:

In order to better serve the citizens of Ozaukee County, and to make meetings more productive and inclusive, it would be greatly beneficial to upgrade the hybrid meeting capabilities in the Administration Center auditorium.

Here is a breakdown of the cost associated with the upgrade:
*Audio system consisting of DSP, 6 ceiling beam forming microphones, 6 ceiling speakers : $15,000
*Wireless Conferencing System: $3,000
*PTZ Camera:$1,000
*Room Scheduler: $1,500
*7000 Lumens Projector, 137" diagonal projection screen, Wall Rack, HDMI extension: $13,000

Attachment: HS 2 Capital Project Request Form Auditorium (Recommendation of Executive Committee Project Submittals to the County Board)

Project Narrative - Define the Current State

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

Upgrading the hybrid meeting capabilities of the auditorium would allow for more productive and transparent hybrid meetings. Citizens, board and committee members or employees wishing to attend or view a meeting remotely would have a more immersive experience, being able to more clearly see and hear and interact with those in attendance in-person, and in-person participants would likewise be able to more clearly hear, see and interact with people attending the meeting remotely.

This would allow for a more engaged citizenship as they would be able to more easily participate in meetings.

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

All aspects of county government would be able to provide a higher level of service to those citizens, contractors or employees that would attend any sort of hybrid meeting by allowing a more interactive and robust meeting platform.

More participation means a more engaged citizenry and employee base.

Project Recommendation - Define the Suggested Course of Action

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

In addition to a more robust and interactive meeting experience, the upgraded system could be used to provide continuing education/professional development options where county employees are in-person while the instructor/subject matter expert is remote - opening the door for a wider variety of more cost effective employee development.

Groups such as 4H, Ozaukee Economic Development and the UW Extension and their customers would also benefit, allowing more attendees, as well as the ability to have speakers address an in-person audience from a remote location.

Describe how the project addresses department objectives or countywide strategy:

A new system would help to engage citizens that would like to attend meetings but are not able to due to time, health or physical factors.

It would also allow for streamlining meetings, allowing for more scheduling options and better participation and interaction between remote and in-person attendees.

This system upgrade would also help with employee engagement, allowing employees the flexibility of hybrid meetings that are more fruitful due to the ability to see and hear in-person participants more easily.

Attachment: HS 2 Capital Project Request Form Auditorium (Recommendation of Executive Committee Project Submittals to the County Board)

Describe the project's impact on quality of life:
Quality of life would be improved by making meetings more flexible and more engaging for all attendees, both in-person and virtual. Individuals with physical and health limitations would be able to more easily attend and participate in meetings or conferences.
Describe the project's impact on health and safety:
A more robust hybrid meeting system would allow for meetings to be safely conducted regardless of any health or physical accessibility concerns for participants.
Describe how the project impacts department operations using business objectives:
An upgraded hybrid meeting system would serve citizens of Ozaukee County by allowing a more engaging experience. It would also allow citizens that have health or physical concerns to more actively participate in county business allowing for more transparency and creating a more engaged citizenry. Our ability to partner and confer with other county, state or federal agencies, as well as the ability to provide a greater array of continuing education or professional development would improve as groups could gather in-person in the auditorium and meet with participants from anywhere with no travel or travel expenses required.

Attachment: HS 2 Capital Project Request Form Auditorium (Recommendation of Executive Committee Project Submittals to the County Board)

Attachment: HS 2 Capital Project Request Form Auditorium (Recommendation of Executive Committee Project Submittals to the County Board)

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
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Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

PROJECT FEASIBILITY ANALYSIS

Project Name: Admin Center Auditorium Hybrid Meeting Renovation

Project Manager: Liza Drake / Mike Cosgrove

Project Budget Estimate: $33,500

Source	Amount	Grant Info
2024 Capital Project Fund	$33,500	N/A
TOTAL	**$33,500**	

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

Project Purpose Summary (from department):

Upgrading the hybrid meeting capabilities of the auditorium would allow for more productive and transparent hybrid meetings. Citizens, board and committee members or employees wishing to attend or view a meeting remotely would have a more immersive experience, being able to more clearly see and hear and interact with those in attendance in-person, and in-person participants would likewise be able to more clearly hear, see and interact with people attending the meeting remotely.

Proposal Considerations, Risks, and Identified Issues:

Project to be revisited at a later date. Potential to fund it in future from IT budget as it has a countywide impact.

Staff Recommendation:

Not recommended at this time.

Attachment: Feasibility and Analysis HS 2_Auditorium (Recommendation of Executive Committee Project Submittals to the County Board)