



AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, JANUARY 7, 2019 – 3:00 PM
ADMINISTRATION CENTER - ROOM A-209 (CA CONFERENCE)
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

1. CALL TO ORDER

Roll Call

2. PROPER NOTICE

3. PUBLIC COMMENTS, CORRESPONDENCE, COMMUNICATIONS

4. APPROVAL OF MINUTES

a. December 3, 2018

5. ACTION ITEMS

a. Resolution: Initial Resolution Authorizing the Issuance of Not to Exceed \$4,000,000
General Obligation Promissory Notes

6. DISCUSSION ITEMS

- a. 2019 Project Planning Documentation
- b. Schedule of County Board Meetings

7. COMMITTEE REPORTS

8. CLOSED SESSION

*Pursuant to Section 19.85(1)(c) of the Wis. Stats. relating to Considering Employment,
Promotion, Compensation or Performance Evaluation Data of a Public Employee: County
Administrator Annual Review*

9. OPEN SESSION

10. ADJOURNMENT

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

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

Executive Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: January 7, 2019
DEPARTMENT: County Clerk
DIRECTOR: Julie Winkelhorst
PREPARER: Julie Winkelhorst

Agenda Summary December 3, 2018

http://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_12032018-2458

RESOLUTION NO. (ID # 5329)

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, Ozaukee County, Wisconsin (the "County"), is in need of an amount not to exceed \$4,000,000 for public purposes, including financing radio projects; and

WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes for such purposes pursuant to Chapter 67 of the Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Ozaukee County Board of Supervisors that the County borrow an amount not to exceed \$4,000,000 by issuing its general obligation promissory notes for public purposes, including financing radio projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

Dated at Port Washington, Wisconsin, this 16th day of January 2019.

SUMMARY: Resolution approving the issuance of \$4,000,000 in general obligation promissory notes.

VOTE REQUIRED: Three-quarters of Members Elect

EXECUTIVE COMMITTEE:

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	January 7, 2019
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Initial Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes

BACKGROUND INFORMATION: This is a resolution authorizing the issuance of \$4,000,000 of general obligation debt to fund the second phase of the radio upgrade project.

ANALYSIS: The project has \$3,800,000 in expenses remaining under the contract. The Finance Committee recently approved a change order of \$117,000 to fund the purchase of dual band radios for the Ozaukee Fire Service. The remaining funds will be held in contingency pending completion of the project. If not required to complete the project the \$83,000 in funds may be used to fund a portion of the debt payment or a similar project.

FISCAL IMPACT: The 2019 budget assumes a payment of \$200,000, the totally payment will increase to approximately \$480,000 over the 10 years of the note.

FUNDING SOURCE: County debt levy

RECOMMENDED MOTION: Staff respectfully requests that the Executive Committee approve the initial resolution the issuance of \$4,000,000 in general obligation promissory notes.

EXECUTIVE COMMITTEE

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 7, 2019
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary 2019 Project Planning Documentation

BACKGROUND INFORMATION: Attached is project documentation for the 2019 Project Planning process for review by the committee. The worksheets have been developed and tested by budget staff.

ATTACHMENTS:

- Project Planning - Business Case Information (PDF)
- Project Scorecard (PDF)
- Project Quartile Analysis (PDF)

PROJECT RESERVE INFORMATION SHEET

Project Name:

Requested By:

Project Owner:

Desired Start Date:

PROJECT NARRATIVE – Define the Current State

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

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

Define any past actions used to address the problem:

PROJECT RECOMMENDATION – Define the suggested course of action

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

Define how project will address problem:

Detail alternatives:

Alternative 1

Alternative 2

Alternative 3

Do Nothing

Make a recommendation:

Describe the projects impact on quality of life:

Describe the projects impact on health and safety:

PROJECT COSTING – Detail project costs

Provide a narrative of project costs:

Describe how the project impacts the department operations using business objectives:

BUDGETARY IMPACT

Description	Cost/Saving	Estimate
Item #1	Cost	\$0.00
Software Installation	Cost	\$0.00
Staff Using Improved Business Process	Saving	\$0.00
YEAR ONE IMPACT	TOTAL	

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

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

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

Attachment: Project Scorecard (5330 : 2019 Project Planning Documentation)

