

## CITY OF WAUWATOSA

MEMORIAL CIVIC CENTER  
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### BUDGET & FINANCE COMMITTEE MEETING

Tuesday, June 29, 2004  
Committee Room #2

PRESENT: Aids. Bruderle-Baran, Casey, Herzog, Jenkins, Maher, McCarthy,  
Stepaniak – 7

EXCUSED: Ald. Grimm

ALSO PRESENT: T. Wontorek, City Admin.; A. Kesner, City Atty.; B. Aldana, Asst. City Atty.; R.  
Braier, Finance Dir.; Capt. J. Reit, Police; Chief D. Redman, Fire; W. Kappel, Pub.  
Works Dir.; J. Wojcehowicz, Water Supt.

Ald. Bruderle-Baran as Chair called the meeting to order at 8:37 p.m.

#### **Update and revisions to ordinance Chapter 13.04 of the Code, Water Rates and Rules**

Mr. Wojcehowicz said they would like to update and revise a number of city ordinances contained in Chapter 13.04 Water Rates and Rules. A number of existing city ordinances related to the utility are out of date and obsolete because of changes in fee structures, acceptable plumbing specifications, job titles and/or obsolete language. The existing fee structure does not reflect the current Wisconsin Public Service Commission's (PSC) approved rate structure for the utility. In some cases, the terminology needs to be updated and a few of the ordinances are not applicable to today's daily operations. He said the proposed changes are designed to enhance the utility's income potential and reflect consistency with the PSC's approved rate structure used by the city to set fees for their product and the services the city provides. There will be no fiscal impact to the city's tax roll. He recommended accepting the new, repealed and recreated ordinance provisions as presented to bring city ordinances Chapter 13.04, Water Rates and Rules up to today's standards.

Mr. Kesner added that the only work rule changes reflected are how metering is done for private customers. The main focus is to clarify the rate structures.

Moved by Ald. Jenkins, seconded by Ald. McCarthy to recommend  
sending the updated and revised city ordinances, Chapter 13.04, Water  
Rates and Rules to the Common Council for introduction – 7

#### **Award of professional services contract to Ruckert-Mielke for design work on the N. 64<sup>th</sup> Street reservoir overflow**

Mr. Wojcehowicz said the city has been in violation of the overflow discharge since 1996. The utility was ordered to take corrective measures to the overflow at the N. 64<sup>th</sup> Street reservoir by the Wisconsin Department of Natural Resources (DNR). The existing overflow is directly connected to a storm sewer and there exists a possibility for cross-contamination of the public water supply. The city's engineering staff prefers to hire a qualified experienced structural engineer to design the specifications for the new overflow. He said the engineering firm of Ruckert-Mielke submitted the lowest priced proposal for the base scope of the project. The total impact to the water department budget, including construction fees and reimbursable would be approximately \$9,976. The utility has budgeted \$50,000 to correct the overflow deficiencies. There is no impact to the city tax roll for this work. He recommended awarding the professional services contract to Ruckert-Mielke.

Ald. Stepaniak asked why there was an eight year delay in correcting a situation that would involve cross-connection contamination. Mr. Wojcehowicz responded that eight years ago they would have had to go door to door to obtain easements from the residents. Since that time, the utility has found another way to solve the problem without the need for easements.

Moved by Ald. Stepaniak, seconded by Ald. McCarthy to recommend approval of the award of professional services contract to Ruekert-Mielke for design work on the N. 64<sup>th</sup> Street overflow --

Mr. Wojcehowicz said that the \$50,000 budgeted is meant for the design and construction of the project. There is no structural engineer on staff so they felt it was best to outsource. He added that the \$50,000 will cover all the costs.

Vote on the motion was Ayes: 7

### **New 3-year agreement with Citation Management for the processing and collection of parking citations**

Capt. Reit said in 2001 the city and the police department entered into an agreement with Professional Account Management (since renamed Citation Management) for processing parking citations. The agreement was for a 3 year term with two 1 year automatic renewals. The initial 3 year term has expired. The police department has renegotiated an agreement with enhancements beneficial to the city. The proposed 3 year agreement includes the following: 1) the processing fee increased from \$3.47 to \$3.57 per citation; 2) collection fees will drop from 40% to 32%; 3) Citation Management will pay the city's "lease to own" fees and all maintenance and training for 8 new Auto Cite hand held computerized citation writers; 4) Citation Management will provide internet hosting for on-line citation payments at no charge to the city; and 5) Citation Management will develop and provide to the city at no charge, an installment payment plan module as requested by Judge Baker. There is no negative fiscal impact to this agreement. The city saves the cost of the equipment and benefits from the decrease in the collection rate. The 8% reduction in the collection rate will outweigh the \$.10 increase in the processing fee. Internet and installment payments will generate additional compliance. He recommended approval of a new 3 year agreement and approval of a related equipment "lease to own" agreement without soliciting competitive bids.

Ald. Stepaniak expressed concern that the cost of the agreement was unclear. He requested more information on the internet hosting and installment payment plan module.

Moved by Ald. Stepaniak, seconded by Ald. Casey to hold this item for a report back from the City Administrator on the cost of the agreement and the on-line citation payment service and installment plan --

Ald. Casey and Ald. Maher agreed with Ald. Stepaniak that it would be good to get more information on the agreement.

Vote on the motion was Ayes: 5, Noes: 2 (Herzog, McCarthy)

### **Contract extension with the YMCA for programming at Hart Park Senior Center**

Mr. Kappel showed a portion of a film created by the members of the senior center at Hart Park. The film illustrates the activities offered by the senior center. He said the film will be shown on Wauwatosa Channel 25. He noted Rusty Tym's camera work, narration and editing. He also noted the contributions of the other committee members: Carol Anderson, Rolf Hoffmann, Edith Hoffmann, Rosemary Baumann, Janet Weimar, Carol Wehrley, Sharon Nowak-Tym and Betty Joan Vaughn. He said there are between 800 and 900 active

members of the senior center. He recommended extending the agreement for programming at the Hart Park Senior Center through December 31, 2005.

Mary Johnson 13120 Wrayburn Road, Elm Grove, said the senior center is thrilled to be at Hart Park. They started out at the end of September, 2000 offering about 114 classes per month and they now have about 220 class offerings per month.

Moved by Ald. Jenkins, seconded by Ald. McCarthy to recommend approval to extend the contract with the YMCA for programming of Hart Park Senior Center until December 31, 2005 --

Mr. Kappel said the city is agreeing to a contract, but the funding is coming from a different area source. The park board will be working on a new Request for Proposals (RFP) after December 31, 2005 to see if there is any competition in the market for programming. He said the fees generate less than 5% of the revenue.

Vote on the motion was Ayes: 7

**Application for 50-50 matching grant from Wisconsin Department of Natural Resources (WDNR) Urban Forestry grant program**

Mr. Kappel said they have already submitted an intent to apply to the DNR. This helps the DNR to calculate how many applicants they will have and how much money to allocate. If the DNR does not grant permission, the department will not complete the actual application. The total grant amount is \$25,000. If the full grant is awarded, the city's share would also be \$25,000. Utilizing the Urban Forestry Grant Program is a cost effective method of updating the computerized tree inventory completed in 2000. They would like to add data gathering palm pilots in order to keep the data current.

Ald. Herzog expressed concern that \$50,000 was a lot of money to spend just to do an inventory on trees. Especially when the last inventory was done in 2000. He said having the tree inventory information available electronically does not seem to be a priority in light of other projects that need to be done in the city.

Mr. Kappel said the electronic data would give the parks and forestry department the opportunity to create a Geographic Information Systems (GIS) data base. He admitted that it could be a lower priority than other projects; however, the parks and forestry department also has the responsibility to maintain the urban forest. He said they would have enough time to work on getting further information for the committee.

Moved by Ald. McCarthy, seconded by Ald. Casey to hold this item for further information --

Ald. Stepaniak asked if the city's \$25,000 contribution could be in-kind. Mr. Kappel responded that according to the experience of the Parks and Forestry Superintendent in 2000, the department would be better served using department staff and plugging in any holes with summer interns. He said one of the questions would be does the department lay out \$25,000 in cash to receive \$25,000 or does the department use staff hours to equal that amount.

Ald. Casey said if the city has a choice between doing a tree inventory and more tree pruning, it would be more important to do more pruning.

Ald. Bruderle-Baran suggested that the parks and forestry budget could be heard early in the budget meetings. She would like to see what the total budget package for the parks and forestry department would look like.

Vote on the motion was Ayes: 7

**Change of Purpose for use of Sundry Contractual Services money in the Street Lighting Account from emergency use to system maintenance**

Mr. Kappel said a line item in the street maintenance budget reads that the department can hire an outside contractor if there is an emergency. There have been monies totaling \$14,400 designated for “emergencies” within the Sundry Contractual Services line item in the Street Lighting Operating Budget. It is difficult to rationalize what exactly a street light emergency would be except a live line laying in the street. Instead of restricting the use of these funds to “emergencies”, they would like to make the monies available at the discretion of the Public Works Director and his staff for the day-to-day operation and maintenance needs of the street light system when a situation arises to justify the use. There have been enumerable light pole knock downs mostly due to one vehicle accidents. Staff has been working on Saturdays to re-erect the poles. With these funds they can give some staff people some time off by hiring outside contractors. He recommended changing the purpose of funds denoted for use in an emergency to be used at the discretion of the Public Works Director and his staff for the operation and maintenance of the city street lighting system.

Ald. Bruderle-Baran asked if insurance claims would cover part of the cost of hiring outside contractors. Mr. Kappel answered that insurance claims will cover part of this cost.

Moved by Ald. Jenkins, seconded by Ald. Herzog to recommend approval of the Change of Purpose from emergency use to system maintenance in the Sundry Contractual Services line item in the Street Lighting Account – 7

**Change of Purpose in the General Purpose Equipment Purchases Account from the purchase of 2 6-inch pumps to the purchase of one 8-inch compressor assisted dry prime pump**

Mr. Kappel explained that a dry prime pump is one that doesn’t need to be primed in order to get it running. These pumps assist the department in reducing basement flooding when flaws in the sanitary sewer system cause the system to exceed capacity. A secondary use of these pumps is to drain the wells of the automated by-pass pumps and by-pass to another sanitary location rather than by-pass into water ways that lead into Lake Michigan. On several occasions this spring after heavy rainfalls, the wells of the automated pumps have filled with excess water. Rather than discharge this water to the nearest storm sewer, the department has been pumping the wet wells back into the sanitary system at locations in close proximity to the existing automated pumps. This procedure has prevented a non-permitted by-pass of our sanitary system. This is called a Sanitary Sewer Overflow (SSO) and is a violation of the city’s WPDES permit. The City Engineer has been looking at potential ways of strategically locating portable pumps to reduce the likelihood of the city having an SSO. The department needs to purchase both a 12 inch and an 8 inch pump. The department already has three 6 inch pumps that were purchased in 1999. The department will try to budget in a 12 inch pump for next year.

Mr. Kappel said the money in the 2004 equipment budget for two additional 6 inch pumps was \$45,500. The cost of an 8 inch pump is estimated to be \$45,000. No additional budgetary allocation would be necessary. He recommended the Change of Purpose to the General Purpose Equipment Purchase Account to purchase one 8 inch pump.

Moved by Ald. McCarthy, seconded by Ald. Stepaniak to recommend approval of the Change of Purpose in the General Purpose Equipment Account from the purchase of two 6 inch pumps to one 8 inch pump compressor assisted dry prime pump – 7

**Amendment to the consolidated fee schedule for administration of epinephrine**

Chief Redman said the current fee schedule includes \$100 for BLS administration of epinephrine through a device called an EPI-PEN. This fee reflects significant cost to replace unused devices when their useful date

expires. The department has conducted training and changed the method of administering epinephrine to subcutaneous injection. The cost of supplies is now minimal, but continuing this practice requires additional training costs. A change in fee structure will more closely reflect the actual cost of the procedure. There is no overall fiscal impact. He recommended amending the consolidated fee structure to delete EPI-PEN administration at \$100 and to add Epinephrine administration at \$20 effective July 1, 2004.

Moved by Ald. Casey, seconded by Ald. Maher to recommend approval of the amendment to the consolidated fee schedule for the administration of epinephrine – 7

**Vouchers**

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
M. Pearson	\$48.54	Police – 5/24-5/29/04 – MATC DAAT Instructor Course Part II
J. Plass, D. Stachowiak	\$2,056.47	Compt. – 6/2-6/5/04 – St. Louis, MO GEMS User Training
A. Eldredge	\$136.37	Health – 6/8-6/9/04 – Madison Seminar
D. Moldenhauer	\$95.00	Police – 5/17/04 – Appleton Officer Survival Training – Bullet Proof Mind
D. Davidson, D. Moldenhauer T. Sharpee, M. Schultz	\$2,500.00	Police – 5/10-5/14/04 – Green Bay Simunitions Scenario Supervisor Training
J. Cindric	\$303.44	Police – 5/26-5/28/04 – La Crosse Attorney General’s Law Enforcement Conf.
K. Verbanac, M. Sobieski	\$150.00	Water – 4/20/04 – Pewaukee WWA Seminar
J. Schwab	\$75.00	Building – 5/12-5/14/04 – Waukesha Seminar
T. Brenzel	\$27.00	Police – 6/14-6/16/04 – Milwaukee Conspiracy Investigations
L. Kavelaris Seminar	\$240.70	Police – 5/9-5/12/04 – Oshkosh
T. Wontorek	\$459.52	Admin. – 6/16-6/18/04 – Wisconsin Dells WCMA Annual Meeting
J. Dubinski	\$538.51	Police – 5/24-5/29/04 – Buffalo, MN Computer Training – Investigations

Moved by Ald. McCarthy, seconded by Ald. Casey that the vouchers be allowed and paid – 7

**Payment of consultant for preparation of a master plan and design guidelines for the economic development parcel on the Milwaukee County Grounds**

Ms. Welch said that on March 4, 2003, the Common Council authorized staff to issue a Request for Qualifications for the development of a master plan and design guidelines for an approximately 65 acre site located on the northeast quadrant of the Milwaukee County Grounds. The first step was developing the master plan and design guidelines for this site. Once completed, that document will be used to guide potential developers in their responses to a Request for Proposals (RFP) issued by Milwaukee County to develop the site. The amount in the contract for the project is \$38,600. Milwaukee County has committed \$15,000 to the project. The remaining \$23,600 was allocated from the County Grounds account, which currently has \$50,000 in funds available for projects related to the County Grounds. In addition, members of the Common Council requested additional meetings and services that were beyond the stipulated items in the contract. Beyond the stipulated one presentation, the consultants were asked to attend a Community Development meeting and a Common Council meeting. They were also asked to provide additional materials to respond to various questions. These presentations included bringing members of the Conservation Design Forum from their offices in northern Illinois, a representative from Earth Tech and members from Kubala Warshatko Architects. The total for the additional services, meetings and materials is \$4,611.88. This amount covers additional meetings requested by the city. Any additional expenses incurred by Milwaukee County during their approval process will be paid by Milwaukee County. These funds would be coming out of the original \$50,000 from the county grounds account and will be covered. She recommended that the consultants be paid for the work they have done.

Moved by Ald. Maher, seconded by Ald. McCarthy to recommend approval of the payment to the consultants for the preparation of a master plan and design guidelines for the Milwaukee County Grounds – 7

**Reallocation of Community Development Block Grant (CDBG) funds for a proposed inflow and infiltration (I&I) improvement project**

Ms. Welch said they are proposing an Inflow and Infiltration (I&I) improvement project involving the re-lining of a sanitary sewer lines including, but not limited to the area east of N. 100<sup>th</sup> Street, north of Capitol Drive, south of Congress Street and west of the city limits. This area is a designated Community Development Block Grant (CDBG) area of the city eligible for CDBG projects. The purpose of the project is to further limit the inundation of storm water runoff into the sanitary sewer lines and thus reducing the amount of storm water entering the MMSD sewer system and further reduce the probability of sewer back-ups in residential basements.

Ms. Welch said the proposed project will require a reallocation of \$350,000 from previously unallocated block grant funds. The unallocated funds result from a combination of previous CDBG approved projects being completed under their original funding levels; the cancellation of previous CDBG approved projects, and surplus or unallocated CDBG funds.

Ald. Bruderle-Baran asked if there was a system in place to keep track of unallocated CDBG funds in the future. Ms. Welch replied that the proper procedure to follow is to take any unallocated money and move it into a contingency fund. Ald. Bruderle-Baran said this is a major amount of money that the city is allocating. It would be better to have a number of alternatives and options where the funding could be used.

Moved by Ald. Herzog, seconded by Ald. McCarthy to recommend approval of the reallocation of CDBG funds for a proposed Inflow and Infiltration (I&I) improvement project – 7

## **Development agreement and related land transactions for GE Healthcare IT global headquarters**

Mr. Kesner said GE Healthcare IT has decided to locate its global headquarters in the Research Park. This headquarters selection was made in response to a development proposal by Irgens Development Partners, a Wauwatosa company, who has developed a number of other projects at the Research Park and elsewhere in southeastern Wisconsin. An integral part of this proposal was a package of financial incentives, funded by Tax Incremental Finance District (TIF) #2, in an amount totaling approximately \$27.6 million. These incentives consisted of a \$15 million development grant, a \$10 million second mortgage loan, and a \$2.6 million land purchase, which is subsequently to be leased to the developer via a ground lease. The city staff has worked hard to put this agreement together.

Ald. Jenkins said that most of his constituents have been adamant about having no direct motor vehicle access to Wisconsin Avenue. Mr. Kesner said that there will be indirect access which means that a person traveling to the GE Healthcare complex will have to take roads other than Wisconsin Avenue to get there.

Ald. Casey noted the need for access for emergency vehicles. Mr. Kesner said that the fire department is comfortable with the fire access around the location and the access to fire hydrants. Ald. Casey asked if the city as the landlord is primarily focused on the land transaction. Mr. Kesner responded that the city will be the landlord of the land, not the buildings on the land. He went on to answer the committee members' questions about some of the terms used in the agreement document.

Ald. Stepaniak asked about the construction of the parking structure. Mr. Kesner replied that the city needs to create structured parking to make the project work. Once the parking ramp is built, GE Healthcare will take over the operational maintenance responsibilities in the future. They will have an obligation to maintain the quality of the structure in order to maintain the value of the building.

Moved by Ald. Casey, seconded by Ald. Stepaniak to recommend approval of the development agreement and related land transactions with GE Healthcare IT global headquarters – 7

## **2005 Budget update**

Moved by Stepaniak, seconded by Ald. Maher to convene into closed session per Wis. Stat. 19.85(1)(e): Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session, and may reconvene into open session – 7

The committee convened into closed session at 9:47 p.m.

The meeting adjourned at 10:45 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

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