

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, July 26, 2005
Committee Room #2

PRESENT: Alds. Bruderle-Baran, Casey, Grimm, Herzog, Jenkins, Maher, Purins, Stepaniak – 8

ALSO PRESENT: T. Wontorek, City Admin.; R. Braier, Finance Dir.; Chief D. Redman, Fire; Asst. Chief J. Hevey, Fire; L. Nielsen, Pub. Health Nurse Supv.; J. Wojcehowicz, Water Supt.

Ald. Bruderle-Baran as Chair called the meeting to order at 8:10 p.m.

Purchase of additional computer equipment for the Milwaukee/Waukesha County Consortium for Public Health Emergency Preparedness

Ms. Nielsen said the three items they are requesting for purchase are all a part of emergency preparedness for the bioterrorism consortium. The purchases are as follows: 1) 25 regular and 5 laptop computers that will update and standardize the technology used by 15 jurisdictions; 2) a proposed consortium website to provide community education and information; and 3) authorization for up to \$150,000 for education and workforce development. All costs for the computer equipment and website will be funded through the bioterrorism consortium grant.

Ms. Nielsen said the consortium had carryover funds in excess of \$140,000 from 2004. Some of the purchases will come out of the carryover funds. The cost for the purchase of computer and technology equipment is approximately \$41,250. They chose Northwoods Software, the city's current vendor, for their proposed package including a dynamic website without hidden costs and the possibility of future expansion of the site. Their services are quoted at \$10,000. The funding was budgeted under 2005 grant funds. They chose New Horizons for the workforce development of consortium personnel because they offer both class room and online training. This vendor has had positive evaluations from consortium personnel. The quote from New Horizons was approximately \$23,780. She recommended approval of the purchases.

Moved by Ald Casey, seconded by Ald. Jenkins. to recommend approval of the purchase of the following: 1) updated technology; 2) a website to provide community education, information and education; and 3) workforce development for the Milwaukee/Waukesha County Consortium for Public Emergency Preparedness – 8

Letter of Intent and proposal for potential funding from the 2006 Wisconsin Partnership Fund for a Healthy Future to augment public health programming

Ms. Nielsen said the health department would like to seek additional public health program funding. They conducted a community assessment in 2003 and based on their findings, they have identified a communitywide need to focus on adequate nutrition and increased physical activity. The Health and Preventive Services grant used by the department in the past for health programming has been targeted for elimination in the state budget. They would like to involve community partners with the Wauwatosa health department taking the leadership role. The grants would cover a part time or full time coordinator's wages and benefits, a Fit City website, program supplies, contractual services and equipment. The grant is for \$150,000 per year for a three year cycle. In 2005, approximately 15% of the applications were funded. She recommended submitting a Letter of Intent and proposal this fall for potential 2006 WI Partnership Funds to augment public health programming.

Moved by Ald. Stepaniak, seconded by Ald Grimm to recommend approval for the health department to submit a Letter of Intent and proposal for potential 2006 WI Partnership Funds – 8

Award of contract for professional services to conduct a site study for fire station #1

Chief Redman said the 2005 budget includes a \$25,000 item for hiring a consultant to do a fire station site study. The purchasing department sent out Requests for Proposals (RFPs) and received 6 responses. Their final decision to award the contract to Zimmerman Design Group (ZDG) was based on a much lower billing schedule than the other firms. The ZDG proposal also had a lower base fee which allows for greater flexibility to make adjustments during the project and fully meet the city's needs. The lower base fee is possible because ZDG has considerable experience from doing a space needs analysis for fire station #1 in 1998. Staff are confident that the total cost will not exceed the budgeted amount.

Ald. Stepaniak clarified that ZDG will be reviewing sites at this time not designing a building. Chief Redman said ZDG will produce a footprint and an updated space analysis. The total square footage will not vary between sites, but the layout of the building would. ZDG will give an analysis of the pros and cons of the sites under consideration. They have also interviewed ZDG with regard to market analysis. He said they could produce a product by November, but it would be more feasible to present the report to the committee towards the end of the year. He recommended awarding a professional service contract to conduct a fire station site study and conceptual design to Zimmerman Design Group for a fee not to exceed \$25,000 including reimbursable expenses.

Moved by Ald. Herzog, seconded by Ald. Purins to recommend approval for the award of contract to Zimmerman Design Group in an amount not to exceed \$25,000 including reimbursable expenses --

Ald. Grimm said that the current location of fire station #1 has the best access to the Harmonie Bridge and the village area. He was not sure that building on another site would be a good thing. If the new station was built in a residential area there would be too much noise. Chief Redman said the current building would be too small to house the size of future fire trucks.

Vote on the motion was Ayes: 7, Noes: 1 (Grimm)

Grant application to the Office of Domestic Preparedness/Office of Justice Assistance for security hardening and response

Chief Redman said there are a few hundred sites around the country designated as qualified sites eligible for a special Buffer Zone Protection Plan (BZPP) designed to harden target occupancies against terrorist attack and to prepare emergency responders to handle major incidents. The total request for \$29,034 will include radiological monitoring equipment and a remote search and rescue surveillance camera. There are no matching funds required. The equipment purchased will be carried in the new technical rescue vehicle currently on order under a Federal Emergency Management Agency (FEMA) grant. The funding from this grant will enhance the city's ability to respond and handle major incidents involving search and rescue or radiological contamination.

Chief Redman said they would be applying for \$21,000 for the city and \$18,034 for the qualified site for a total grant amount of \$29,034. He recommended applying for an Office of Domestic Preparedness/Office of Justice Assistance grant for specialized rescue and response equipment.

Moved by Ald. Maher, seconded by Ald. Herzog to recommend approval to apply for an Office of Domestic Preparedness/Office of Justice Assistance grant for specialized rescue and response equipment in the amount of \$29,034 --

Ald. Casey noted that the equipment stored on the technical rescue vehicle will be available for city emergencies as well.

Vote on the motion was, Ayes: 8

Payment for work preformed by American Sewer Services

Mr. Wojcehowicz said the water utility utilized the service of American Sewer Services in 2003 and 2004 for additional construction related activities. Because of miscommunication between staff, a lack of documentation of construction change orders and unencumbered appropriate bond funding, the utility is now seeking Common Council approval for payment of the bill. Delays in the contractor’s billing process also compound the circumstances. He requested authorization to pay American Sewer Services in full with money from the water utility’s surplus funds.

Mr. Wontorek indicated that there was miscommunication and lack of adherence to procedure. He was looking into clarifying the procedures and making corrections.

Ald. Stepaniak asked if contractors are required to bill the city within a certain amount of time of completion of the project. Mr. Wojcehowicz said it was his understanding that the administration of the contract would be handled through the engineering department. Mr. Braier said he was not aware of any timeline for billing; however, there is a timeline for paying bills. He added that there is a standard format for all public works contracts. Ald. Stepaniak suggested that incorporating a timeline for billing be reviewed as a standard contract policy. The work has been performed; it should be billed and paid in a timely manner.

Moved by Ald. Casey, seconded by Ald Herzog to recommend approval for payment in full to American Sewer Services in the amount of \$65,574.72 paid from the water utility’s surplus funds account --

Ald. Herzog said the invoices have to get to the city right away. Mr. Wojcehowicz said it took about six months to locate the invoice. They were billed for time and material. He thought the bill was reasonable. He said they went through the engineering department because they needed an inspector for the different projects. He personally viewed some of the work that was done. Mr. Wontorek said the documentation will be verified.

Ald. Maher asked if the surplus fund was fiscally sound. Mr. Wojcehowicz said they have delayed some projects and he put the estimated surplus at over \$2 million. Mr. Braier said the amount of this bill represents approximately 2.5% of the surplus. Ald. Maher said he had some heightened budgetary concerns when there is a situation like this.

Ald. Bruderle-Baran asked if the hours that were submitted were the hours needed to complete the project. She encouraged Administration to put some time limits on these types of contracts. Mr. Wontorek said they need to start documentation at the time the commitment is made.

Vote on the motion was Ayes: 8

Vouchers

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
M. Dahlen	\$475.27	Info. Syst. – 6/21-6/23/03 – Philadelphia, PA Crystal Report XI Training
K. Walbrant & 9 Arborists	\$480.00	Forestry – 7/14/05 – Appleton WI Arborist Assoc. Summer Meeting

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
L. Wozny	\$450.00	Water – 5/17-5/19/05 – Brown Deer Badger Meter Customer Product Training
L. Nielsen	\$68.20	Health – 6/30/05 – Madison Developing Nutrition Policy in Your Comm.
S. Javoroski	\$28.74	Health – 6/30/05 – Madison Developing Nutrition Policy in Your Comm.
M. Swanson	\$68.20	Health – 6/30/05 – Madison Developing Nutrition Policy in Your Comm.
C. Anderson	\$28.74	Health – 6/30/05 – Madison Developing Nutrition Policy in Your Comm.
J. Yauck	\$234.52	Police – 7/17-7/22/05 – Appleton Responding to Missing and Abducted Children
F. Carsky	\$277.44	Police – 7/17-7/22/05 – Appleton Responding to Missing and Abducted Children
J. Mastrocola	\$280.00	Police – 4/28-4/29/05 – West Bend Chemical Munitions Instructor Re-certification
S. Kirby	\$280.00	Police – 4/28-4/29/05 – West Bend Chemical Munitions Instructor Re-certification
T. Sharpee	\$60.00	Police – 5/3/05 – Milwaukee Labor & Employment Law Symposium
D. Leone	\$60.00	Police – 5/3/05 – Milwaukee Labor & Employment Law Symposium
J. Reit	\$60.00	Police – 5/3/05 – Milwaukee Labor & Employment Law Symposium
D. Braun	\$128.23	Police – 7/17-7/21/05 – Appleton School Resource Officer Leadership Program

Moved by Ald. Casey, seconded by Ald. Herzog that the vouchers be allowed and paid – 8

The meeting adjourned at 8:40 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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