

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, October 9, 2007

Committee Room #2

PRESENT: Alds. Becker, Ewerdt, Grimm, Hanson, Maher, Purins, Stepaniak – 7

EXCUSED: Ald. Krol

ALSO PRESENT: A. Kesner, City Atty.; B. Aldana, Asst. City Atty./Personnel Dir.; R. Braier, Finance Dir.; Fire Chief D. Redman; W. Kappel, Pub. Works Dir.

Ald. Stepaniak as Chair called the meeting to order at 8:13 p.m.

2008 Village Business Improvement District budget and work plan

Chris Leffler, President, Village Business Improvement District (BID), 644 Honey Creek Parkway, reported that the BID is working on a number of capital improvements. These include the continuing wayfinding project and the new web site that was launched last year. They have taken the web site to a new level this year. He noted that they have an interim executive director, Kathy Ehley. She has done a tremendous job of organizing the district. They are focusing on the broader picture and have held some strategic planning sessions. They have increased communication with the neighborhood and the police and fire departments. He noted that the street improvements have taken a lot of time. The Root Commons project is coming along by Drews. They have been working with UW Milwaukee on planning in the village focusing on architectural elements, streetscaping and wayfinding. They are also forming a new committee that allows them to do some aesthetic and architectural review. The newspaper hotel project will give a distinct look to the village. He referred to the business plan contained in the work plan documents the committee received. He also noted organizational changes including the following: 1) he believed that the BID board members appointed by the mayor don't need to be confirmed by the Common Council; 2) the by-laws call for up to 3 community members as members of the BID Board; 3) the BID board may remove by a majority vote any member that has 2 unexcused absences during the year; and 4) the board should have a president and a vice-president.

Russ Drover, 7530 W. State Street, asked that his petition which was signed by a number of people with businesses in the BID be included in the record. He noted that the petition listed a number of complaints including any changes in the role of executive director, concerns about Root Commons Park, special assessments and extra assessments for projects like Root Commons Park, assessing village property owners for advertising, the boundaries of the village area and the scope of the BID Board objectives. He also felt there were no voting rights for property owners in the BID.

Ald. Stepaniak asked if Mr. Drover's concerns had been considered by the BID Board. Mr. Leffler responded that Mr. Drover's concerns have been presented to the board in a number of ways. If there were a clear list they would be easier to address. He noted that the BID Board meetings are posted and open to the public. They are doing what they can to respond.

Ald. Purins observed that the Village BID is an independent, quasi governmental agency with the ability to set boundaries for the district and set policies on how they do business. They are also able to charge BID members for services. Mr. Drover's petition seems to be a minority report in opposition. It is not clear that the Budget & Finance Committee has any oversight concerning the BID or that they should get involved in the BID's business model. He encouraged BID members to give due process.

Moved by Ald. Becker, seconded by Ald. Hanson to recommend approval of the Village Business Improvement District 2008 Budget and Work Plan --

Ald. Maher commended the BID for all they have done. He asked about revenues aside from the assessments. Mr. Leffler responded that they don't think it will be a problem to get to \$5,600 in revenue for next year.

Kent Ehley, Member of the BID Board, 7437 Kenwood Avenue, noted that they are redoing the budget to show revenues in relation to expenditures. Ald. Maher asked if they took money from the reserve. Mr. Ehley responded that the reserve amount has gone down because they used the money to balance the budget; however, the amount still in the reserve is getting a higher interest rate. The reserve is approximately \$50,000. Ald. Maher was concerned that administration accounts for half of the budget. Mr. Ehley responded that this is not unusual for a budget for this type of civic group.

Ald. Grimm asked if the BID Board had seen the petition and discussed it. Mr. Leffler replied that they have had discussions on funding for Root Commons Park as well as options and ideas. They also discussed all the points on Mr. Drover's petition.

Ald. Grimm asked if the BID Board intended to expand the borders of the BID. Mr. Leffler responded that they would not do that in this calendar year; however, as things develop on State Street those businesses may want to be part of the BID. The bulk of their next meeting will be a discussion on where the BID wants to head in the future as well as discussing the advantages of the web site. Mr. Leffler stressed that the 2008 Budget and Work Plan has been reviewed and approved by the BID Board.

Vote on the motion was Ayes: 7

State contract for underground storage tank inspection

Chief Redman reported that the fire department has been doing underground flammable liquid storage tank inspections through a contract with the state. His department provides the inspectors and the state reimburses the city. The reimbursements have decreased from \$30,000 to approximately \$9,000. The program requires training as certified tank inspectors. The fire department inspectors maintain certifications and safe conditions. There are currently 3 certified inspectors on the Fire Prevention staff. The original contract was for 2 years and has now been opened up to renew on an annual basis.

Ald. Stepaniak observed that Chief Redman was asking for the authority to execute extensions each year for 3 years.

Moved by Ald. Grimm, seconded by Ald. Ewerdt to recommend approval for the fire department to execute extensions to the State contract for underground storage tank inspection each year for the next 3 one-year periods contingent upon no significant changes impacting estimated revenues or the ability to conduct inspections --

Ald. Maher asked if \$9,000 annually was sufficient to cover the city's costs for providing the service. Chief Redman replied that the number of tanks being inspected has dropped and so there is a drop in revenue.

Vote on the motion was Ayes: 7

Contract with Advanced Data Processing, Inc. for EMS billing and collection services and to implement an electronic patient care record system

Chief Redman introduced Rick Fossier, 14087 Triple Crown Drive Alpharetta, GA, and Laurel Pukanski, 2411 N. 115th Wauwatosa with Advanced Data Processing Inc. Chief Redman referred to his memo saying that the intent of this process is to allow any area fire department to utilize the billing and patient care record system while maintaining consistency in reporting to the Milwaukee County Emergency Medical Service (MCEMS) and the Wisconsin WARDS data systems. The Electronic Patient Records (EPCR) system uses tablet style computers for entering data and wireless network cards for transmitting data to the hospitals, on-line doctors, and the billing center. The wireless network currently requires private provider connections. In the future they may be able to utilize the water department wireless network with cost savings from the private network fees. The proposed change in billing service is not related to the quality of service currently provided by National EMS Billing. The only reason for making a change is to implement EPCR capability. National EMS does not have the capability to provide EPCR service so they did not submit a proposal for the Request for Proposals (RFP) sent out by the V.A.L.U.E. purchasing group.

Chief Redman noted that he met with Mr. Fossier to talk about alternatives to full program implementation and putting electronic devices in all of the response units. This would allow the fire officer to go back to the station and enter data when there is a patient that has been taken to the hospital by personal vehicle. The estimated actual new cost of the program is \$26,500. The billing service cost goes from \$60,000 to \$106,590 and the expenditure account goes up by that amount. To cover that, they will increase their revenue by \$20,000 from paramedic services, \$20,000 from EMT services and the Milwaukee County paramedic payment goes up by \$6,590 in re-estimated revenues. Sundry Contractual Services in 2008 will be increased by \$46,590. There will be approximately \$20,000 in actual new revenue. The net effect on the overall budget is zero because the revenue and expenses are increased by \$46,590.

Mr. Fossier commented that the Wauwatosa purchasing manager was chair of the multi-jurisdictional V.A.L.U.E. purchasing group. Their company's proposal was based on all the numbers in the area. He noted that the demographics in Wauwatosa are significantly better than Milwaukee. Their experience has been that with their resources, the demographics will give them the ability to collect more revenue.

Ms. Pukanski stressed that linking electronic patient care software with the billing company is very cost effective. Milwaukee County has embraced the technology and is moving forward with electronic data capture. Chief Redman added that it was highly beneficial for the City of Milwaukee to go through the V.A.L.U.E. group for the purchase. They will also be able to cut printing by 2/3 when Milwaukee leaves the system.

There was a discussion about the number of units to start with. Chief Redman agreed that starting with the lower number of 5 units instead of 10 was a good approach. The system can be expanded later if necessary.

Moved by Ald. Purins, seconded by Ald. Hanson to recommend approval
– 7 of the contract with Advanced Data Processing, Inc. for EMS billing and collection services and to implement electronic patient care record software with 2008 revised revenue estimates offsetting the additional operating cost of \$46,590

Acceptance of donation

Mr. Kappel reported that the Friends of Hart Park Group is forming a 501C3. He recommended channeling donations through them, but their group is not up and running yet. Meanwhile, he has received a check for \$300 from the Glenview Heights Neighborhood Association. The Finance Director has set up a non-lapsing account for costs associated with the expansion of Hart Park. The Friends of Hart Park will

eventually take over management of the funds. Mr. Braier added that the city will have the Friends of Hart Park follow city regulations for this account.

Moved by Ald. Hanson, seconded by Ald. Ewerdt to recommend approval to accept the \$300 donation from the Glenview Heights Neighborhood Association and to create non-lapsing revenue and expenditure accounts for future donations of this type – 7

Funding for consulting services in the Assessor’s Office

Mr. Miner noted that in August a resolution was passed to provide \$50,000 to be used to pay for professional services consulting contracts for 2 people. At the time there were no amounts designated to either consultant. It was his understanding per the Finance Director that he needed Common Council approval for any contract over \$25,000.

Moved by Ald. Maher, seconded by Ald. Becker to recommend approval for the City Assessor to use \$50,000 in previously approved funding for consulting services as needed and to waive the bidding process – 7

Vouchers

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
R. Gruebling	\$549.30	Treas. – 8/22-8/24/07 – Minocqua WI Treasurer’s Assoc. Fall Conf.
3 Arborists	\$60.00	Forestry – 9/13/07 – Milwaukee Tree Risk Assessment and Emerald Ash Borer Seminar
T. Gelhar	\$3,768.83	Health – Fall Semester – UW Milwaukee Public Health Admin. Courses
J. Hevey, P. Nook, M. Carberry	\$30.00	Fire – 9/19/07 – Delafield WI Arson Insurance Council (WAIC) Annual meeting
M. Anton, S. Erke	\$36.00	Fire – 9/18-9/19/07 – WCTC ICS 300 Level FEMA Course
A. Kesner	\$951.57	Attorney – 9/16-9/19/07 – Parker McCay Archonix Case
W. Tarman-Ramcheck	\$674.40	Pub. Works – 9/15-9/24/07 – Denver, CO National Recycling Coalition Congress
W. Kappel	\$2,023.14	Engin. – 9/6-9/12/07 – San Antonio, TX APWA Delegate Conf. & International Cong.
J. Stohler	\$140.65	Consortium – 9/19-9/20/07 – Stevens Point Program Coordinators Meeting – Sept.
R. Tuff	\$452.88	Assessor – 9/19-9/21/07 – Appleton 2007 Municipal Assessor’s Institute

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
R. Aho	\$118.94	Assessor – 9/12/07 – Madison Assessor Certification Test
R. Lenski	\$261.68	Assessor – 9/19-9/21/07 – Appleton 2007 Municipal Assessor’s Institute
S. Miner	\$191.36	Assessor – 9/18-9/21/07 – Appleton League of Municipalities Conf.
K. Gierach	\$308.66	Police – 9/17-9/20/07 – Appleton Reid Interview and Interrogation Class
K. Zielinski	\$36.00	Police – 9/17-9/21/07 – Milwaukee 2007 National Tactical Officer’s Assoc. Conf.
J. Lewandowski	\$47.70	Police – 9/24-9/28/07 – Pewaukee Emergency Driving Instructor Course
S. Schoofs	\$27.99	Police – 9/17-9/19/07 – WCTC In-Service Training
K. Gierach	\$41.34	Police – 9/24-9/28/07 – Pewaukee Emergency Driving Instructor Course
M. Romeis	\$27.64	Police – 9/17-9/19/07 – WCTC In-Service Training
J. Cindric	\$259.00	Police – 9/4-9/7/07 – Green Lake Mid-Wisconsin Law Enforcement Symp.
T. Gelhar	\$462.55	Health – 9/25-9/27/07 – La Crosse National Environmental Health Assoc. 2007 Regional Conf.

Moved by Ald. Becker, seconded by Ald. Grimm that the vouchers be allowed and paid – 7

Tax exemption matters

Moved by Ald. Purins, seconded by Ald. Hanson to convene into closed session per Wis. Stat. 19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and may reconvene into open session – 7

The committee convened into closed session at 9:20 p.m.

The meeting adjourned at 10:34 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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