



**CITY OF WAUWATOSA**  
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## **BUDGET & FINANCE COMMITTEE MEETING**

Tuesday, June 30, 2009  
Committee Room #2

PRESENT: Alds. Ewerdt, Donegan, Organ, Krol, Jay, Walsh, Wilke (8:05), Jay (8:05) – 7

EXCUSED: Ald. Berdan

ALSO PRESENT: J. Archambo, City Admin.; W. Kappel, Dir. of Public Works; R. Braier, Finance Dir.;  
Chief B. Weber, Police Dept.; J. Bembenek, Purchasing Manager

Ald. Ewerdt as Chair called the meeting to order at 8:01 p.m.

### **Request for transfer from contingency fund for court reporter expenses associated with the Board of Review**

The committee reviewed a memo from the City Clerk regarding a request for transfer from the Contingency Fund in the amount of \$1,100 to pay court reporter expenses associated with the Board of Review.

Ms. Ledesma reported that when the 2009 budget was put together it appeared that 2009 would be a quiet year for Board of Review and only \$200 was put into the budget for this. There were more commercial properties brought to the Board of Review than was expected. Ms. Ledesma said that court reporters are used for large commercial property cases and said there are still two more commercial cases to be heard.

Moved by Ald. Walsh, seconded by Ald. Donegan  
to recommend approval of a transfer from the  
Reserve for Contingency fund in the amount of  
\$1,100 to pay for current and forthcoming court  
reporter expenses – Ayes: 7

### **Water and Tax bill processing**

The committee reviewed a memo from the Purchasing Manager regarding the award of a contract for the processing of Real Estate Tax bills and monthly water bills for a multi-year contract. Council approval is needed for any multi-year contract and/or award to other than the lower bidder.

Mr. Bembenek said that they received four bids. A.B. Data is our current vendor and they declined to bid. Postal Presort was very unresponsive. Mr. Bembenek said that there is a concern that they would not be able to do the necessary programming in the short timeframe we have. Mailcom Consulting is the vendor being recommended. The advantage with them is that when the website is redeveloped they hope to have online capabilities for statements and payment and Mailcom will be able to handle this.

Mr. Bembenek said the biggest difference between Statement Co., LLC and Mailcom Consulting is in the processing of the real estate tax bill which is \$1200. Mr. Bembenek said he thinks this is money well spent

Ald. Walsh asked what our current costs are. Mr. Bembenek reported that our current contract is slightly more expensive than what we will be paying. We will be saving approximately \$500.00.

Mr. Bembenek said that Mailcom has given the city five years of good service previously. With our current vendor it took a year for the printing to be done properly.

Moved by Ald. Donegan, seconded by Ald. Krol  
to recommend approval of the request that a contract be  
awarded to Mailcom Consulting for a period of 46 months,  
with a provision to renew thereafter for two additional one  
year periods upon mutual consent – Ayes: 7

### **Contingency funding for purchase of 1,000 tons of road salt**

The committee reviewed a memo from the Director of Public Works requesting contingency funding for the purchase of 1000 tons of road salt. Mr. Kappel reported that there has been a 42% increase in the price of road salt from last year. In order to ensure an adequate supply for the 2009-10 snow season the department ordered 1000 tons of early fill which will give them 1700 tons of salt at the public works yard.

Mr. Kappel said the department order for 2009-2010 was 1000 tons of early fill, a guaranteed seasonal fill of 4000 tons and a reserve of 1% of the two or a total of 750 tons. Mr. Kappel said he is comfortable asking for this amount. He said if they were to run short of salt prior to the holidays, they could go ahead and borrow from the 2010 budget if need be.

Mr. Kappel discussed the spreadsheet given to the committee showing seasonal salt usage from October through December for the previous two years. Mr. Kappel noted that the reduced salting policy started in January 2008. This has shown a reduction of 50 tons average in operations.

The committee asked if there has been an increase in accidents since the reduced salting policy was instituted. Mr. Kappel said he feels comfortable as they are not seeing an increase of accidents because of this policy. Mr. Kappel noted that the reduced salting policy is not enforced until after the holidays when more traffic is on the roads. He said this gives driver's the chance to get their winter driving habits under control. Chief Weber said he couldn't find any significant increase of accidents on residential streets due to the policy.

Moved by Ald. Donegan, seconded by Ald. Organ  
to recommend approval the request for contingency  
funding for 1000 tons of early fill road salt in the amount  
of \$54,000 – Ayes: 7

### **Conference and travel report**

The committee reviewed a memo from the City Administrator as requested by the committee pertaining to the individual departmental conference and travel budgets.

Mr. Archambo said this is by no means a detailed report. It is a summary of materials presented by each department to give a sense of types of training. The first category is mandated which is required by state law. The second category is for certification maintenance. Those two categories are not necessarily discernible. The last column is a discretionary column for operational issues.

Mr. Archambo said the police officers are mandated to take various training, though there is discretion as to what type. Mr. Archambo said this does not include memberships to organizations or any internal software or safety trainings that are done in house.

Chief Weber commented that under the certification column for the police department are a variety of trainings which include fire arms, self defense, taser training, homicide investigations, and sexual assault. CVMIC has

said that the biggest liability to the city is the lack of trainings and they do a lot of them. He said the standard training in the police academy is 500 hours and then there is five months of training while riding with another officer.

Ald. Walsh commented that maybe it is the conferences instead of the trainings that are questionable. He said maybe there is not another option.

The committee questioned whether there is an opportunity to only send one individual, or to use online training. Mr. Archambo said that this is a fair question that could be addressed with the upcoming budget cycle.

It was noted that some associations are consolidating and combining their conferences because of economics. Some have offered a monetary credit incentive to help offset the costs.

The committee thanked the City Administrator for this information and said it was helpful to see the category breakdown. Ald. Jay asked whether the travel/expense report could be modified by adding a check box for the three different categories.

### Vouchers

<b>Name</b>	<b>Dept.</b>	<b>Reason and location</b>	<b>Date</b>	<b>Amount</b>
Lisa Schwochert	Police	Field Training Program for Dispatchers - West Allis	04/07 - 04/09/09	294.89
Katie Glisch	Police	Field Training Program for Dispatchers - West Allis	04/07 - 04/09/09	293.00
Andy Budde	Health	WI Acidifield Canned Foods Training for Small Businesses - Waukesha	5/21/09	100.46
Dean Redman	Fire	Congressional Fire Services Institute Seminars & Dinner with WI Delegation - Washington, DC	03/31 - 04/03/09	453.30
Randy Michelz	Public Works	Credential Renewal		201.50
Ellen Krueger	Health	Swine Flu program - West Bend	6/4/09	37.38
Barry Weber	Police	2009 WI Police Executive Group Training Conference - Minnesuing Acres, Lake Nebagamon, WI	06/14 - 06/17/09	52.31
Chris Verbanac	Parks	Excel class	6/12/09	75.00
Brian Uhan	Parks	CDL training	5/8/09	85.00
Tara Bleche	Forestry	Pesticide training	5/24/09	45.00
Jack Morrison	Police	Midwest Association of Technical Accident Investigators - WI Dells	06/09 - 06/11/09	509.25
Ryan Cepican	Police	Midwest Association of Technical Accident Investigators - WI Dells	06/09 - 06/11/09	311.25
Ryan Cepican	Police	Midwest Tactical Officers Association Training Seminar - Camp Douglas	05/26 - 05/29/09	64.79

Moved by Ald. Walsh, seconded by Ald. Organ  
that the vouchers be allowed and paid – Ayes: 7

The meeting adjourned at 8:46 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

mks