



CITY OF WAUWATOSA
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BUDGET & FINANCE COMMITTEE MEETING

Tuesday, November 29, 2011

Committee Room #2

PRESENT: Alds. Walsh, Ewerdt, Wilson, Causier, Donegan, Berdan, McBride (8:12 p.m.) – 7

EXCUSED: Ald. Hanson

ALSO PRESENT: J. Archambo, City Administrator; B. Aldana, HR Dir./Asst. City Atty.; J. Ruggini, Finance Dir.; J. Wojcehowicz, Water Superintendent; B. Porter, Public Works Director

Ald. Walsh as chair called the meeting to order at 8:05 p.m.

Professional services for engineering design proposal related to 2013 water main improvements associated with Wisconsin Department of Transportation projects

The committee reviewed a memo from the Public Works Director regarding professional services for engineering design proposal related to 2013 water main improvements associated with Wisconsin Department of Transportation projects.

The Utility requests approval to enter into an agreement for professional services. In the past the City of Wauwatosa's Engineering Department staff has developed water main replacement construction plans and specifications for water utility capital projects. Outside professional services were needed for this project. GRAEF, USA received Common Council approval to provide engineering services to the water utility.

In 2013, the Department of Transportation intends to pave numerous areas in the city. The Water Utility plans to replace water mains that were installed in 1923, 1928, and 1039 prior to street paving. Because of the scope of the project the Utility needs outside engineering services to design water main replacements, water main alterations and fire hydrants relocations to accommodate the DOT future paving plans.

Mr. Wojcehowicz explained that since GRAEF is currently working with the DOT and has proven to be reliable, that the RFP for this project be waived. The Water Superintendent said once the scope of the project is fine-tuned the fee schedule would be adjusted accordingly.

Moved by Ald. Ewerdt, seconded by Ald. Donegan
to recommend approval the authorization to enter into a
contract with GRAEF, USA for water main engineering
design in the estimated cost ranges from \$55,200 to \$85,400
for the 2013 projects -

Ald. Walsh commented that in this circumstance he felt it make good business sense and common sense to go along with the recommendation by the Water Superintendent.

Vote on the motion - Ayes: 7

Monthly public construction project report

Mr. Porter reviewed the contract tracking report which will be provided on a monthly basis showing the status of our contracts. He noted that the department will have weekly meetings and this report would be updated accordingly.

Mr. Porter said at the project meetings they will discuss the projects status, what is working well and what needs to be changed. Changes will be highlighted month to month.

Mr. Archambo reminded the committee that the department has less control when outside entities are involved and it is a good possibility that the contracted projects may not always go as planned.

The only significant change to the report this month is the refuse collection vehicles delivery date.

Third quarter General fund projections

The committee reviewed a memo from the Finance Director regarding the status of the General Fund budget performance.

Mr. Ruggini discussed the analysis results. He noted that overall the projection of the year-end fund balance has remained relatively constant with a projected \$1.9 million surplus which would result in a draw-down on reserves of \$272,000.

It is recommended by the Government Finance Officers Association's to keep the General Fund balance at two months of budgeted expenditures or 16.7%. If the City draws-down on the surplus the fund balance would be reduced to 14.6%, which is still a healthy balance.

Ald. Walsh thanked the Finance Director for the information and felt it was very educational.

Budget transfer request from the Comptroller's budget to the Treasurer's budget

The committee reviewed a memo from the Finance Director regarding funding required to purchase an additional impact printer for tax collection purposes.

Mr. Ruggini noted that while preparing for tax collections it was discovered that that an impact printer used for validating checks and tax receipts needed to be replaced at a cost of \$310. Two additional scanners which are used for automatically reading tax bills are also needed and there are insufficient funds in the Treasurer's budget for all of these items.

Surplus funds are available in the Comptroller's budget in the other expenses line item. Mr. Ruggini requested a fund transfer in the amount of \$310.00 which requires Council approval since it is a transfer between departments.

Mr. Ruggini suggested a revision be made to the fund transfer policy. He felt it would allow for department heads more flexibility in transferring between departments.

Moved by Ald. Donegan, seconded by Ald. Wilson
to recommend approval of the fund transfer in the amount
of \$310.00 from the Comptroller's budget to the Treasurer's
budget to purchase an impact printer – Ayes: 7

Update on Covenant financing and Department of Revenue charge-backs

The committee reviewed a memo from the Finance Director regarding the approval from the Department of Revenue for the City's requested charge-backs due to the Covenant tax refund settlement.

Mr. Ruggini advised that the City has heard from the Department of Revenue and they have approved the charge-backs from the Covenant settlement. The only significant change in the original figures was between the City and the School District. This is due to the fact that only recently has the City become a smaller portion of the overall tax bill and the School district has become a larger portion. Since the City is issuing debt on behalf of the school district as well, the change has no impact on the amount of debt.

Mr. Ruggini said it is imperative that the \$4.3 million in debt financing replenish the general fund cash quickly. Preparations have begun for a negotiated bond sale which is scheduled for December 6, 2011. Mr. Ruggini advised that the sale will be a negotiated sale of taxable bonds. Based on conversation with the financial advisor it was felt the City will get an excellent rate. There will be a special Budget & Finance meeting before council on December 6th to approve the terms of the bond sale.

Mr. Ruggini also advised that a formal document is being drawn up between the City and the Wauwatosa School District for the repayment of the debt the City is incurring on behalf of the School District. The loan will become due in 2016. There will be a callback option in 2015 when the TIF District #2 closes if there aren't the anticipated funds.

Holiday refuse collection schedule

The committee reviewed a memo from the Management Analyst regarding holiday refuse collection. The Mayor and City Administrator have requested that staff evaluate the process by which the City collects refuse over Christmas and the New Year's holiday.

During the Christmas and New Year holidays, the aesthetics of the City is negatively affected by the fact that refuse is collected twice over the three-week period. Based on analysis, changes are being implemented to the refuse collection. The refuse collectors are volunteering to work on their holidays for holiday pay plus time and a half, in order to collect garbage on normally scheduled days. Once the routes are completed on these days, they will be able to leave. This alternative schedule offers the least amount of confusion for the residents because their garbage collection would not be affected by the holidays.

Mr. Porter explained that because Christmas and New Years fall on Sundays and with the City's holiday schedule it would be confusing to residents when the garbage would be picked up and carts would be sitting out all the time. The Public Works Director felt that this was a good option as they couldn't plan a double garbage pick-up day in the event of snowfall or there would be no trucks to plow.

The garbage collectors were asked to work on their holiday and they agreed in order to sustain the regularly scheduled routes. Eight employees will work the additional days being paid time and a half.

The revised collection schedule will cost approximately \$11,219 in overtime and fringe benefit costs. Funds are available due to the number of vacancies the City had in 2011. The City is moving forward with implementation and will distribute notices to the residents of the schedule change.

The committee discussed whether this schedule would confuse the residents even more since they holiday schedule has already been announced. The City will get the information out as quickly as possible regarding

the new holiday schedule. There will be the normal garbage pick-up during Christmas and New Year's holiday.

Ald. Ewerdt felt with the change so late it would make it even more confusion due to time line of letting the residents know. He also was concerned about the cost with the tight budget.

Moved by Ald. Walsh, seconded by Ald. Donegan
to concur with implementing the new pick-up
schedule for Christmas and New Year's 2011 - Ayes: 6 Noes: 1(Ewerdt)

CAMA Software System

The committee reviewed a memo from the City Assessor regarding selection of a firm to design, supply, install and configure a complete turnkey computer assisted mass appraisal (CAMA) software system.

As discussed at the October 25th meeting the CAMA software purchased in 2008 was never installed. Both parties walked away from the contract.

An RFP was issued in September after working with other municipalities to select the vendor that best meets the City's needs. Mr. Miner said proposals were received and they viewed demonstrations from several vendors. Mr. Miner, as well as assessors from four other municipalities, recommends Vision Government Solutions.

The budget has \$110,000 for this project and those funds are being held in an Information Technology account. Additional funds will be necessary in the amount of \$13,307. As part of a consortium purchase the City will be able to have the price reduced and be eligible for further reductions in the future. It is estimated that the reduced cost would be \$123,307, with a potential of a \$16,293 reduction, bringing the final total to \$107,014. Mr. Miner recommended that the additional funds come from the Information Technology Department's retained earnings account.

Mr. Miner updated the committee on the formation of the consortium consisting of four municipalities working together to purchase this software. This allowed the group to save funds and to share trainings. Further price reductions will be seen with additional communities joining the effort.

Reductions are given based on the number of parcels in the group. Another discount will be given when additional parcels are included in the project.

Moved by Ald. McBride, seconded by Ald. Ewerdt
to recommend approval authorizing the purchase of CAMA
software from Vision Government Solutions. An additional
\$13,307 in funds will come from the Information Technology
Department's retained earnings account –

The City Assessor answered a question that the proposed schedule for implementation is to sign contracts at the start of 2012. It should take about eight months to get up and running. The department is planning on utilizing the new system by the end of 2012. The data conversion will be done by the vendor. It was hoped that the new system would be ready for the citywide assessment in 2013. If not, the old system would be utilized as it is important that the assessment take place in 2013.

Vote on the motion – Ayes: 7

Vouchers

Name	Dept.	Reason and location	Date	Amount
Amy Crawford	Comptroller	MSGovern User Conference - Anaheim, CA	11/11 - 11/18/11	1,866.01
Leslie Bubolz	Municipal Court	Court Clerk seminar - Elkhart Lake	10/19 - 10/21/11	276.55
Jim Case	Fire	Hot Topics in EMS Conference - WI Dells	11/13 - 11/15/11	515.53
David Cefalu	Police	Law Enforcement Intelligence - Basic NCTC - Franklin	11/14 - 11/16/11	27.00
Patrick Kaine	Police	2011 Fall Police In-Service Training - WCTC - Pewaukee	11/14 - 11/16/11	104.97
Sgt. Gary Gabrish	Police	2011 Fall Police In-Service Training - WCTC - Pewaukee	11/17 - 11/19/11	105.19
Carla Ledesma	City Clerk	Metro Municipal Clerks Association Meeting	11/17/11	40.50
Paula Roberson	Police	ICAC - Arrest & Prosecute Sex Predators - Franklin	11/2/2011	9.00
Kelly Zielinski	Police	Law Enforcement Intelligence - Basic NCTC - Franklin	11/14 - 11/16/11	26.75
Sgt. Brian Zalewski	Police	Law Enforcement Officers Killed Assaulted - Oak Creek	11/17/2011	6.04
Chief Barry Weber	Police	International Assoc. Chiefs of Police Conference - Chicago	10/22 - 10/26/11	459.14

Moved by Ald. Berdan, seconded by Ald. Causier
that the vouchers be allowed and paid. Ayes: 6 Present: 1(Donegan)

The meeting adjourned at 9:17 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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