



CITY OF WAUWATOSA
BUDGET AND FINANCE COMMITTEE
MINUTES • FEBRUARY 24, 2015

Regular Meeting**Committee Room #2****7:00 PM**

7725 West North Avenue, Wauwatosa, WI 53213

BUDGET AND FINANCE COMMITTEE ITEMS

Attendee Name	Title	Status	Arrived
James Moldenhauer	Alderman	Present	
Jeffrey Roznowski	Alderman	Present	
John Dubinski	Alderman	Present	
Gregory Walz-Chojnacki	Alderman	Present	
Dennis McBride	Alderman	Present	
Joel Tilleson	Alderman	Present	
Jason Wilke	Alderman	Present	
Jason Kofroth	Alderman	Present	
Alan Kesner	City Attorney	Present	
Paulette Enders	Development Director	Present	
John Ruggini	Finance Director	Present	

Reserve for Contingencies

1. Memo from the Principal Planner requesting approval of a design contract extension for the 69th Street Center

Mr. Ruggini, Finance Director, stated that SmithGroup JJR was hired late last year to redesign the 69th Street Center. The contract that was awarded was under \$25,000, thus not requiring Council approval.

The consultant fulfilled their contractual responsibilities, however, there needs to be an extension due to concerns expressed by the Steering Committee at the final meeting. The proposed extension will be for time and materials and is for a not to exceed amount of \$16,800. The services included in this extension are: a design charrette scheduled for March 2nd; pre-charrette work; preparation of final drawings with an opinion of probable costs; and attendance at a Council Committee meeting. The meeting scheduled for Monday is before the scheduled Council meeting Tuesday, therefore, it will not have Council approval prior to the Monday meeting. It was felt that it would be approved by the Council if it was recommended by the Budget and Finance Committee.

Atty. Kesner stated that the contractor was made aware that if it is not approved on Tuesday, they may not be paid for Monday night's work.

Ald Moldenhauer commented that the firm that was selected is well regarded and the initial quote estimate had an error in the amount.

Ms. Enders, Development Director, stated that the City contractor went through the entire contract and it was ready to be submitted to Community Development but there was not consensus from the Steering Committee on the final design. The Steering Committee went from reviewing four options to two, and then to one option; still not receiving consensus from the Alderpersons in the district for approval. It was decided that there would be a meeting scheduled with the Steering Committee and the consultant to discuss the final plan and not leave the meeting until there was a consensus.

Ald. Wilke is concerned that the consultant was hired to work with the Steering Committee to develop a plan at a set price and they are coming back for additional monies. Ald. Moldenhauer stated that some of the proposals that were initially presented were costly. The Steering Committee asked for many items and the designs presented themselves with a high cost. The consultants were asked to redesign plans and come back to the Steering Committee with new plans that everyone could agree on. Ald. Tilleson indicated that the designers tried to accommodate all suggestions presented to them. The next meeting scheduled for Monday is to make a final decision on the plan.

Ald. Moldenhauer stated that the purpose is to create a gathering area to meet adult needs and children's needs and have variability of what is in this area as well as taking into account features such as parking, lighting, green space, a neighborhood identifier, etc.

Ald. Tilleson commented that since the last meeting, the consultant has been having one-on-one talks with individuals involved in the Steering Committee to capture people that have not been speaking up about desired features. The revisions will incorporate these ideas and the consultant will present a plan for discussion on Monday. The Steering Committee will make a final decision at the Monday meeting.

Ald. Roznowski asked who the other members of the Steering Committee are. Ald. Tilleson responded that there are members from East Tosa Alliance, TETNA, a representative for senior citizens, a representative for persons with disabilities, Mayor Ehley, Mr. Wehrley from the Engineering Department, Ms. Enders, Ms Szudy from the Planning Department. Ms. Enders also stated that the businesses and neighbors close to this project have been invited such as Rocket Baby, Bel Aire, the theater, and Cranky AI's. The U-Turn is representing the businesses.

Moved by Ald. Moldenhauer, seconded by Ald. Tilleson to recommend to Council approval of the contract extension in order to proceed with additional services to complete the design of the 69th Street Center based on time and materials for a not to exceed cost of \$16,800.
Ayes: 6 Nos: 2

RESULT:	RECOMMENDED FOR APPROVAL [6 TO 2]	Next: 3/3/2015 7:30 PM
TO:	Common Council	
MOVER:	James Moldenhauer, Alderman	
SECONDER:	Joel Tilleson, Alderman	
AYES:	Moldenhauer, Dubinski, Walz-Chojnacki, Tilleson, Wilke, Kofroth	
NAYS:	Roznowski, McBride	

2. Memo from the Asst. City Attorney forwarding proposed changes to Title 6 to remove specific late fee amounts for license applications

Atty. Kesner stated that in previous years the Council has amended the city's ordinances to remove the specific fee amounts and referenced the consolidated fee schedule. This structure allows administrative changes to the filing fees as needed but dispenses with the need to change the ordinance upon a change in the specific fee amount. Recently, the City Clerk's office recognized that specific late fees were not removed from the ordinances and asked that they be replaced with the consolidated fee schedule reference.

Moved by Ald. McBride, seconded by Ald. Wilke to recommend approval to Council an amendment with the overall ordinance scheme and to permit the Clerk's office to collect the current fee amounts as posted in the consolidated fee schedule. Ayes: 8

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS] Next: 3/3/2015 7:30 PM
TO:	Common Council
MOVER:	Dennis McBride, Alderman
SECONDER:	Jason Wilke, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

3. Request from Community Development Authority (CDA) to transfer Community Development Block Grant (CDBG) assets and liabilities from the Wauwatosa Revolving Loan Fund Corporation (WRLFC) to the CDA

Mr. Ruggini stated that the City would like to streamline the development process. As part of the process, there was discussion to consolidate the City's financial assistance programs. Currently, the Community Development Authority (CDA) administers federal Community Development Block Grant (CDBG) funds and the Wauwatosa Revolving Loan Fund Corporation (WRLF) administers both federal CDBG and non-federal funds. The Economic Development Advisory Committee (EDAC) felt that moving all the CDBG funding to the CDA would more clearly delineate which type of assistance each organization was offering and avoid multiple parties performing the same workload, therefore meetings were held with the EDAC, CDA and WRLF. The CDA and WRLF agreed that this would allow for better positioning of those funds moving forward.

Present in favor: Kevin Sjoström, 2578 N. 82nd Street, Wauwatosa, WI
 Robert Jakes, 270 N. 115th Street, Wauwatosa, WI

Mr. Sjoström, legal counsel for the Revolving Loan Fund, stated that assuming that there will be a request from Council to the loan fund directors to transfer CDBG assets, this is the form that the request should take because the directors of the Revolving Loan Fund will have to act as fiduciaries. The purpose should be the same as the Revolving Loan Fund purposes.

Atty. Kesner commented that this is consistent with what was recommended in the Horton Report and this will allow the process to work more smoothly. This does not stop the Revolving Loan Fund, this is not the only funds that they have.

Moved by Ald. McBride, seconded by Ald. Roznowski to recommend approval to Council of a transference of all CDBG assets and liabilities from the WRLF to the CDA with the following conditions:

- The CDBG funds being transferred to the CDA are the City's funds which may be reimbursed to or may revert to the City under certain circumstances
- The turnover of the CDBG funds is accompanied by an explanation that the City intends to use the assets for the purposes set forth in WRLF's articles of incorporation and in the 2008 CDBG agreement
- The CDBG money as allocated by the CDA be consistent with the purposes expressed in the WRLF's articles of incorporation which are consistent with the Federal regulations to further the economic development of the City of Wauwatosa by improving existing businesses and business neighborhoods in the City of Wauwatosa; increase the number of individual businesses within the City of Wauwatosa; and increase jobs and job opportunities within the City of Wauwatosa.

Ayes: 8

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]	Next: 3/3/2015 7:30 PM
TO:	Common Council	
MOVER:	Dennis McBride, Alderman	
SECONDER:	Jeffrey Roznowski, Alderman	
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth	

4. Vouchers

Ald. Moldenhauer commented that there were 12 officers attending the same training and wanted to consider whether it would be more cost effective to bring someone in-house for training in which these many individuals would attend. Atty. Kesner stated that with law enforcement officers, there is a requirement that they attend specialized training sessions. Mr. Ruggini also stated that some of the conference are grant funded.

Mr. Ruggini commented that the process for the Budget and Finance Committee receiving vouchers for approval on a six month review will occur by the end of March, 2015. There was difficulty in designing the electronic routing of the form.

Ald. Kofroth asked about the procedure of approval for who attends a conference. He would like to see who attends the conference, whether or not they should be going to these conferences, what is allocated for conferences. Ald. McBride would also like to know which are grant funded. Mr. Ruggini will follow-up with this.

Moved by Ald. Tilleson, seconded by Ald. Dubinski to pay vouchers as presented. Ayes: 8

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joel Tilleson, Alderman
SECONDER:	John Dubinski, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

Future Budget and Finance Committee Items

- Five-year forecast update
- Sale of TIF 6 community development bonds
- Update on Governor's biennial budget
- Streetscape Selection Committee consultant recommendation
- Staff recommendation on building condition assessment (3/10/15)
- 2014 year-end results

Carla A. Ledesma, CMC, City Clerk