



CITY OF WAWATOSA
BUDGET AND FINANCE COMMITTEE
MINUTES • DECEMBER 9, 2014

Regular Meeting
Committee Room #2
7:00 PM

7725 West North Avenue, Wauwatosa, WI 53213

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	

BUDGET AND FINANCE COMMITTEE ITEMS

1. Reserve for Contingencies
2. Memo from Police Captain Sharpee providing update on decrease in parking revenue

Captain Sharpee explained the factors behind the decrease in parking revenue, stating that one Parking Specialist position was eliminated due to budgetary constraints. The position was replaced with a part time Community Service Officer (CSO), but due to the nature of the position there tends to have high turnover. Captain Sharpee added that the department has been short between four and seven officers all year, making parking enforcement difficult and finally, training of new Police Officers has also caused overnight parking enforcement to suffer. Moving forward Captain Sharpee anticipates less turnover in 2015 and this will help with parking enforcement initiatives on all shifts; he is also working with Human Resources to hire a lead CSO to allow for quicker training and lend more stability to the CSO program.

Mr. Ruggini added that while there is a revenue loss, it is offset by the salary surplus.

Ald. Tilleson said he was disappointed that this important revenue is not being received due to a lack of enforcement.

Ald. Kofroth asked why budget projections are set at numbers never reached.

Mr. Ruggini stated that the department has been aggressive towards reaching these revenues, and Captain Sharpee was correct that when they eliminated the Parking Specialist position it caused a larger decrease in revenues than anticipated.

Captain Sharpee added that the CSO will be going to nightshift for parking enforcement and that move should increase revenue.

Ald. Moldenhauer asked what percentage of parking revenue the City actually collects.

Captain Sharpee said he was not certain the percentage collected but 12% of the revenues received goes to the outsourcing company used for collection of these fines.

Mr. Ruggini added that the City does use tax intercept to collect unpaid fines.

Ald. Wilke asked why obvious parking violations are not always ticketed.

Captain Sharpee responded that he cannot comment on any specific situations and that it is at the discretion of the Officer and that zero tolerance cannot be used in every situation. His Officers are trained to fix bad behavior, and are not 100% focused on revenue.

Ald. Dubinski thanked the Captain for the good work while being short staffed this entire year. He added that he believes that the department is doing the best they can and he supports the department

RESULT:	INFORMATION ONLY
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3. Memo from Police Captain Sharpee and Fire Chief Ugaste requesting an intergovernmental agreement with Milwaukee County permitting access to the Milwaukee County Public Safety Radio System

Captain Sharpee explained that the City has had the current radio system agreement with Milwaukee County since 1999. The system has been very reliable and has allowed a solid shared communication system with agencies in Milwaukee County. The new agreement with Milwaukee County will improve the ability of both the Police and Fire Departments to provide effective and consistent service to the residents of the City of Wauwatosa.

Fire Chief Ugaste agrees with Captain Sharpee and added that they have worked hard to get this system upgrade.

Ald. Moldenhauer said he agrees that this new system is needed as technology is constantly changing and this upgrade will allow for better communication methods.

Ald. Kofroth agreed that the new technology is needed to better serve the community and he asked if the County is allowed to raise the user fees after 2020.

Mr. Ruggini explained that the fees could not be raised above the Consumer Price Index.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]
MOVER:	James Moldenhauer, Alderman
SECONDER:	Dennis McBride, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

4. Memo from the Assistant Finance Director providing an update on the award of a service agreement for merchant services to Clear Pay Financial Solutions

Mr. Summerfield stated that the City has been with the current merchant service provider since the 1990's and the service from this provider has not been satisfactory. The Finance Department reached out to other departments within the City that currently use the system and it was determined that there was a need for better service and support as well as better data breach compliance. Because the current provider was not willing to make changes without entering into a four-year contract, information was gathered from other merchant service providers, and it was determined that Clear Pay was the best fit for the City. Clear Pay has the best local support, flexibility and competitive rates and also provides data breach coverage.

Ald. Kofroth asked if there will be any termination fees from the current provider.

Mr. Summerfield stated that the agreement with the current provider is on a month to month basis and the City just needs to give a 90 day notice to quit. He concluded that no action is required as this is a service agreement not a contract.

RESULT:	INFORMATION ONLY
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5. Economic Development Investment Guidelines

Mr. Kesner reviewed the changes that the committee recommended in the last meeting.

A discussion ensued as to whether it had been determined in the last meeting that the document would be called a policy or guidelines. Mr. Kesner stated that in review of the notes taken at the meeting and conferring with City Administrator Archambo, they determined that the word guidelines was what the committee decided on as the document was still in flux and the word policy was too limited.

Ald. Tilleson stated that he thought this would go to Community Development before it was sent to Council for adoption.

Mr. Kesner said that the document had gone to Community Development as well as other economic development entities and all recommendations were included in the corrected document the committee is reviewing tonight.

Moved by Ald. McBride, seconded by Ald. Moldenhauer to approve the Economic Development Investment Guidelines with the name change to Economic Development Investment Policy.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]
MOVER:	Dennis McBride, Alderman
SECONDER:	James Moldenhauer, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

6. Memo from the Finance Director requesting amendments to the 2015-2019 Capital Budget

Mr. Ruggini explained that staff had identified several changes they would like incorporated into the document prior to its approval by the Common Council on December 16, 2014. He discussed the changes including:

- \$150,000 added pursuant to the Committee discussion for raised multi-use paths under the railroad bridge on Burleigh Street to project 7003 in 2019 with the source of funding coming from TIF 7.
- \$175,000 plus design and overhead added to project 1105 - Center Street Bridge in 2015; \$250,000 plus design and overhead to project 1107 - North Avenue in 2017 and \$250,000 plus design and overhead to project 1016 - 2016 paving program in 2016. These changes are needed because the City is responsible for street lighting associated with 4 paving projects that will be led by the Department of Transportation.
- \$1,834,294 moved into project 1100 - Milwaukee Avenue from bonds as a revenue source to surplus to reflect the fact that it was bonded in 2014.
- \$140,964 reduced from project 1104 - Bike/Ped Plan and increase the General Fund Transfer by the same in 2015 to reflect action that the Budget Committee took to increase cash funding of capital projects.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]
MOVER:	Joel Tilleson, Alderman
SECONDER:	Jason Kofroth, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

7. Memo from the Director of Public Works regarding Committee Review of Safe Routes to School Grant for McKinley School

Mr. Porter reviewed the status report on the current McKinley Safe Route to School Grant. He said the grant was received in 2013 with stringent federal guidelines. Due to a loss of the staff member who was certified to handle federal grants, and the time it took to find and train a replacement, the project could not be completed in time for the beginning of this school year or even by the time the ground would freeze. Staff is now moving forward as quickly as possible and Mr. Porter will issue bi-monthly reports on the progress. Staff continues to get the improvements installed as quickly as possible given the federal requirements that must be followed to continue to receive funding and Mr. Porter apologized for the delay.

Ald. Roznowski asked that Mr. Porter continue to supply the committee with updates and to track all funding sources including grants.

Ald. Tilleson voiced his support for Mr. Porter and the work of the entire department and thanked him for the information.

RESULT:	INFORMATION ONLY
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8. Request by the Director of Public Works for a resolution authorizing staff to petition the Office of the Railroad Commissioner for the State of Wisconsin regarding the 74th Street pedestrian crossing

Mr. Porter spoke on the need to move this project forward and the next step in the process is for the Common Council to approve a resolution specifically stating that the City wants the crossing installed and is willing to pay for the installation. The resolution will be sent to both the Office of the Commissioner of Railroads and to the Canadian Pacific Railroad. This process takes four months, followed by the remaining months of 2015 for design, allowing for installation in 2016.

Ald. McBride stated that this process needs to be moved forward as the need for the crossing is great and it will work in nicely with the plan for renovating State Street.

Ald. Wilke asked that the City request landscaping be done in this area as well as fencing.

City Attorney Kesner stated that since it is railroad owned property, he can make the request but ultimately it is the railroad's decision as to whether they want landscaping in the area.

Ald. Moldenhauer said that in general railroads do not want landscaping near the tracks as it can pose a fire hazard.

Ald. Walz-Chojnacki agreed with Ald. McBride that this project needs to be done because of safety concerns and asked that N. 68th Street be addressed for the same reason.

Mr. Kesner said that the Railroad Commission is concerned with safety and continuously reviews crossings; there is always a chance that the City could be ordered to put fencing up all along the railroad tracks without any allowed pedestrian crossings.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]
MOVER:	Dennis McBride, Alderman
SECONDER:	John Dubinski, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

9. Memo from the Director of Public Works regarding change orders and contracting procedures

Mr. Porter reviewed the processes for public construction contracts and how change orders are generated. He spoke about the two categories of bids, maintenance contracts and public contracts. He then reviewed what change orders are and how they occur, stating that there are three basic reasons for change orders; they include change in quantity of work performed, change in contract scope and unanticipated occurrences. Mr. Porter said that in reality, most projects have unforeseeable circumstances and a change order is usually the best method to keep the project from shutting down. He concluded by stating that he hoped this information was helpful and no action was necessary.

RESULT:	INFORMATION ONLY
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10. Vouchers

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]
MOVER:	Joel Tilleson, Alderman
SECONDER:	Gregory Walz-Chojnacki, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

Carla A. Ledesma, CMC, City Clerk