



Wauwatosa, WI

Financial Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, September 10, 2024

6:30 PM

Committee Room #1 and Zoom:
<https://servetosa.zoom.us/j/81144274572>,
Meeting ID: 811 4427 4572

Regular Meeting

HYBRID MEETING INFORMATION

Members of the public may observe and participate in the meeting in-person or via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

FINANCIAL AFFAIRS COMMITTEE ITEMS

1. Consideration of request from the City Engineer for approval of State Municipal Agreements with the Wisconsin Department of Transportation for the Mayfair Road repaving project between Walnut Road and Burleigh Street [24-1183](#)
2. Consideration of request from the City Engineer for Amendment Number 1 of the State Municipal Agreement with the Wisconsin Department of Transportation for the Blue Mound Road repaving project between 106th Street and 66th Street (CIP Project 1123) [24-1200](#)
3. Consideration of request from Engineering Division to approve City cost share under CIP #1124 for the Walnut Road Union Pacific Underpass FRA Railroad Crossing Elimination (RCE) Program Track 2-Project Development Grant [24-1227](#)
4. Overview of updates to 2025 Budget template [24-0974](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.



Staff Report

File #: 24-1183

Agenda Date: 9/10/2024

Agenda #: 1.

Consideration of request from the City Engineer for approval of State Municipal Agreements with the Wisconsin Department of Transportation for the Mayfair Road repaving project between Walnut Road and Burleigh Street

Submitted by:

Bill Wehrley, City Engineer

Department

Engineering Division

A. Issue

Approval of State Municipal Agreements (SMA) with the Wisconsin Department of Transportation (DOT) for City costs associated with the Mayfair Road repaving from Walnut Road to Burleigh Street.

B. Background/Options

The DOT will be repaving Mayfair Road from Watertown Plank Road to Burleigh Street in 2029 or 2030. As part of the project, we asked the DOT to add sidewalks along the east side of Mayfair Road where a gap in the sidewalk exists between North Avenue and Burleigh St. The DOT agreed to these requests provided that the City pay a portion of the sidewalk constructions costs and be responsible for maintenance of the sidewalk.

At this time, construction is anticipated to occur in 2029 or 2030, depending on DOT scheduling.

The attached SMAs codify our responsibilities for construction costs and future maintenance responsibilities.

C. Strategic Plan (Area of Focus)

Priority 2: Public Safety Goal 2, Proactively address pedestrian, bicycle, and vehicle safety.

Priority 3: Infrastructure, Goal 2, Ensure the City's infrastructure supports public health through multimodal transportation and recreational opportunities.

D. Fiscal Impact

The total estimated cost of the entire paving project is \$8,940,000. The DOT is paying for approximately 70% of the new sidewalk costs. The city share of the sidewalk is preliminarily estimated to be \$183,415. Funding for our share of the project is included in our Capital Improvements Plan (CIP project 1115). This number will be updated as the DOT proceeds with design. Final costs will be determined by final design and bid prices.

E. Recommendation

Authorize execution of the attached State/Municipal Agreements for Construction and Maintenance obligations.



**STATE/MUNICIPAL
MAINTENANCE
AGREEMENT**

Date: June 24, 2024
ID: 2030-22-70
Road Name: STH 100
Limits: W WALNUT RD TO W BURLEIGH ST
County: MILWAUKEE

The signatory **City of Wauwatosa**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect this agreement to include the associated maintenance responsibilities hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 84.07(1) of the Statutes. Wisconsin statutes, Wisconsin Administrative Code, and State policy serve as the defining documents for State Highway maintenance responsibilities.

DESCRIPTION OF FACILITY:

Facility description upon completion of State project – As determined by project ID 2030-22-70

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [1] – [4]); is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State, delivery to the Municipality and upon fully executed signature of associated, applicable State Municipal Financial Agreement for project 2030-22-70. The initiation and signature of the agreement will be subject to all the applicable federal and state regulations. No term or provision of neither the State/Municipal Maintenance Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Maintenance Agreement.

| | |
|--|---|
| Signatures certify the content has not been altered by the municipality. Signed for and in behalf of the City of Wauwatosa (please sign in blue ink) | |
| Name (print) Dennis R McBride | Title Mayor |
| Signature | Date |
| Name (print) Steven A. Braatz, Jr. | Title City Clerk |
| Signature | Date |
| Name (print) John Ruggini | Title: Finance Director |
| Signature | Date |
| Approved as to form and execution | |
| Name (print) Alan Kesner | Title City Attorney |
| Signature | Date |
| Signed for and on behalf of the State (please sign in blue ink) | |
| Name Brian Roper | Title WisDOT SE Region Maintenance Chief |
| Signature | Date |

TERMS AND CONDITIONS:

1. In order to guarantee the Municipality’s foregoing agreements to maintain the facility to State standards, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold General Transportation Aids or monies otherwise due and payable by the State to the municipality, as determined by the State, for any maintenance the State must perform to the facility should the Municipality fail to comply with the agreement.
2. The State will not install any additional items, not necessitated for the safe and efficient flow of traffic, to a state highway facility without the Municipality agreeing to maintain those items. The State is responsible for maintaining the through travel way of any given highway facility under the State’s jurisdiction including:
 - (a) The energy, operation, repair and replacement of traffic signals and associated street lighting required for the signalized intersections within the limits of this agreement for:
 1. Signalized intersections – STH 100 and W. Walnut Rd, W. North Ave, Meinecke Ave, Mayfair Mall Entrance, W. Center St, & W. Burleigh St.
 - (b) Signing and pavement marking necessitated for the safe and efficient flow of traffic except those items listed in #3.
 - (c) Permitting authority of utilities and access control on all State Trunk, US and Interstate Highways.
3. The Municipality shall at its own cost and expense maintain all portions within the specified limits of this

agreement that lie within its jurisdiction for such maintenance through statutory requirements in a manner satisfactory to the State and shall make ample provision for such maintenance each year to include:

- (a) Maintain all items outside, and under, the travel way to include, but not limited to, curb and gutter, drainage facilities and sidewalks.
- (b) Remove snow and ice from sidewalks.
- (c) Implement a street sweeping program to help prevent the accumulation of dirt, sand, leaves, paper, or other clogging debris.
- (d) Maintain the storm sewer system to provide a free flow condition throughout the life of the facility including, but not limited to, annual inspection of inlets, catch basins, manholes, pipe; annual cleaning and removal of blockages, replace broken or malfunctioning castings, grates, grit covers, risers, covers and frames; repair top slabs along with bottom and walls of basins. Routine mortar repairs such as tuck pointing and plastering to the inlets, catch basins, and manholes.
- (e) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the street lighting system.
 - i. The Municipality shall obtain a permit from the State.
 - ii. The Municipality shall accept responsibility for locating utilities for Digger’s Hotline.
 - iii. If at any time the Municipality should choose to turn off or remove street lighting, in part or in whole, funded with federal/state dollars, the State will determine potential conflicts and approve/disapprove such request. If removal is approved by the State, the Municipality will reimburse to the State an amount determined by Federal and State coordination.
- (f) Maintain clear right-of-way of all encroachments.
- (g) Maintain crosswalk pavement markings at unsignalized intersections and mid-block crossings in accordance with the signing and marking agreement if completed as part of this project.
- (h) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, wayfinding signs, etc.) in accordance with the signing and marking agreement if completed as part of this project.
- (i) Maintain and accept responsibility for the following as applicable to this agreement:
 - 1. Curb & gutter: surface repair
 - 2. Grass: mowing, repair tire ruts in turf, weed control, litter removal.
 - 3. Other (Utilities – Water or Sanitary)

4. The Municipality, within the specified limits, agrees to:

- (a) Prohibit angle parking.
- (b) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
- (c) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.

5. The Municipality will coordinate with the State to obtain any necessary Work on Right-of-Way Permits for maintenance performed on or within the state highway facility or state right-of-way.

6. This agreement does not remove the current municipal maintenance responsibility.

7. The State or Municipality may request an amendment to this agreement to include specific features later

requested by the Municipality throughout the design process.

8. Upon completion of construction project, 2030-22-70 the Municipality will assume all afore mentioned maintenance responsibilities.



**STATE/MUNICIPAL FINANCIAL
AGREEMENT FOR A STATE- LET
HIGHWAY PROJECT**

Date: June 24, 2024
 I.D.: 2030-22-00/20/21/70
 Road Name: STH 100
 Title: C WAUWATOSA MAYFAIR RD
 Limits: W WALNUT RD TO W BURLEIGH ST
 County: Milwaukee
 Roadway Length: 1.7 miles

The signatory **City of Wauwatosa**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan). Items to be 100% locally funded could include, but may not be limited to, adjustment of water service boxes, gate valves, and manholes; adjustment of sanitary sewer manholes, placing of new sanitary manhole seals and covers, decorative elements

TABLE 1: SUMMARY OF COSTS

| Phase | Total Est. Cost | Federal/State Funds | % | Municipal Funds | % * |
|----------------------------------|-----------------|---------------------|-------|-----------------|-------|
| Preliminary Engineering: | | | | | |
| Plan Development | \$ 765,000 | \$ 765,000 | 100% | \$ - | 0% |
| Real Estate Acquisition: | | | | | |
| Acquisition - Participating (20) | \$ 225,000 | \$ 225,000 | 100% | \$ - | 0% |
| Acquisition - Sidewalk (21) | \$ 225,000 | \$ 158,625 | 70.5% | \$ 66,375 | 29.5% |
| Compensable Utilities | \$ - | \$ - | 0% | \$ - | 100% |
| Construction: | | | | | |
| Participating | \$ 7,388,000 | \$ 7,388,000 | 100% | \$ - | 0% |
| Sidewalk | \$ 312,000 | \$ 219,960 | 70.5% | \$ 92,040 | 29.5% |
| Non-Participating | \$ 25,000 | \$ - | 0% | \$ 25,000 | 100% |

Total Cost Distribution \$ **8,940,000** \$ **8,756,585** \$ **183,415**

1 Estimates include construction engineering

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [2] – [4]); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, upon fully executed signature of applicable State Municipal Maintenance Agreement and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the

State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

| | |
|--|--|
| Signatures certify the content has not been altered by the municipality. Signed for and in behalf of the City of Wauwatosa (please sign in blue ink) | |
| Name (print) Dennis R McBride | Title Mayor |
| Signature | Date |
| Name (print) Steven A. Braatz, Jr. | Title City Clerk |
| Signature | Date |
| Name (print) John Ruggini | Title: Finance Director |
| Signature | Date |
| Approved as to form and execution | |
| Name (print) Alan Kesner | Title City Attorney |
| Signature | Date |
| Signed for and on behalf of the State (please sign in blue ink) | |
| Name Tony Barth | Title WisDOT SE Region Planning Chief |
| Signature | Date |

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.

- (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
 6. The work will be administered by the State and may include items not eligible for federal/state participation.
 7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 8. Basis for local participation:

- (a) Funding for preliminary engineering 100% State
- (b) Funding for real estate required for standard roadway construction, 100% State.
- (c) Funding for real estate required for sidewalk construction 70.5% State 29.5% Municipal.
- (d) Funding for compensable utilities required for standard roadway construction, 100% Municipal.
- (e) Funding for construction of standard roadway items – 100% State.
- (f) Funding for new sidewalk, 70.5% State 29.5% Municipality. Sidewalk cost share is made up of an 80% State 20% Municipal split for standard 5' walk and 100% Municipal for the additional 1' requested to provide a 6' width.
- (g) Funding for non-participating items 100% Municipality.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.



Staff Report

File #: 24-1200

Agenda Date: 9/10/2024

Agenda #: 2.

Consideration of request from the City Engineer for Amendment Number 1 of the State Municipal Agreement with the Wisconsin Department of Transportation for the Blue Mound Road repaving project between 106th Street and 66th Street (CIP Project 1123)

Submitted by:

Bill Wehrley, City Engineer

Department

Engineering Division

A. Issue

Approve an amendment to the State Municipal Agreement (SMA) we have with the Wisconsin Department of Transportation (DOT) for City costs associated with the Blue Mound Road repaving project from 106th Street to 66th Street

B. Background/Options

In February of 2023, we entered into an SMA with the Wisconsin DOT to repave Blue Mound Road from 106th Street to 66th Street (Common Council R-23-16). Since the approval of that agreement, the DOT has updated their construction cost estimate to include our share of a multi-use trail along Blue Mound Road between Mayfair Road and 97th Street and some maintenance of the Blue Mound bridge over Honey Creek. Cost of both of these items will be split between Wauwatosa and the City of Milwaukee.

Construction of this project is anticipated to occur in either 2028 or 2029, depending upon DOT schedules. The revised SMA is attached.

C. Strategic Plan (Area of Focus)

Priority 2: Public Safety Goal 2, Proactively address pedestrian, bicycle, and vehicle safety.

Priority 3: Infrastructure, Goal 2, Ensure the City's infrastructure supports public health through multimodal transportation and recreational opportunities.

D. Fiscal Impact

The total revised estimated cost of the project is \$8,894,500. Of that amount, the city share is estimated to be \$452,795. Funding for our share of the additional costs of project will be included the proposed 2025-2029 Capital Improvements Plan (CIP project 1123). Final costs will be determined by final design and bid prices.

E. Recommendation

Authorize staff to execute Amendment Number 1 of the State Municipal Agreement with the DOT for the Blue Mound Road repaving project between 106th Street and 66th Street.



**1st REVISION
STATE/MUNICIPAL FINANCIAL
AGREEMENT FOR A STATE- LET
HIGHWAY PROJECT**

This agreement supercedes the agreements signed by the Municipality on February 8 &9, 2023 and signed by DOT on February 10 2023.

Revised Date: March 20, 2024
Date: October 25, 2022
I.D.:2200-10-01/21/71
Road Name: BLUEMOUND RD (USH 18)
Title: C WAUWATOSA/MILWAUKEE,
BLUEMOUND RD
Limits: N 106TH ST TO N 66TH ST
County: Milwaukee
Roadway Length: 1.75 miles

The signatory **City of Wauwatosa**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement of connecting highway

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan). Items to be 100% locally funded could include, but may not be limited to, adjustment of water service boxes, gate valves, and manholes; adjustment of sanitary sewer manholes, placing of new sanitary manhole seals and covers, decorative elements.

TABLE 1: SUMMARY OF COSTS

| Phase | Total Est. Cost | Federal/State Funds | % | Wauwatosa Funds | % * | Milwaukee Funds | % * |
|--|---------------------|---------------------|-------|-------------------|-------|-------------------|-------|
| Preliminary Engineering: Plan Development | \$ 860,000 | \$ 645,000 | 75% | \$ 107,500 | 12.5% | \$ 107,500 | 12.5% |
| Real Estate Acquisition: Acquisition | \$ 100,000 | \$ 100,000 | 100% | \$ - | 0% | \$ - | 0% |
| Compensable Utilities | \$ - | \$ - | 0% | \$ - | 100% | \$ - | 100% |
| Construction: Participating | \$ 5,396,000 | \$ 5,396,000 | 100% | \$ - | 0% | \$ - | 0% |
| B40-998 Maintenance | \$ 315,000 | \$ - | 0.0% | \$ 157,500 | 50.0% | \$ 157,500 | 50.0% |
| Paving Items (incl Parking) | \$ 1,987,000 | \$ 1,845,923 | 92.9% | \$ 69,545 | 3.5% | \$ 71,532 | 3.6% |
| Shared use path | \$ 226,500 | \$ - | 0.0% | \$ 113,250 | 50.0% | \$ 113,250 | 50.0% |
| Non-Participating | \$ 10,000 | \$ - | 0% | \$ 5,000 | 100% | \$ 5,000 | 100% |
| Total Cost Distribution | \$ 8,894,500 | \$ 7,986,923 | | \$ 452,795 | | \$ 454,782 | |

1 Estimates include construction engineering

* Local cost share included for both Milwaukee and Wauwatosa because the planned improvement project impacts the roadway in both communities.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [2] – [4]); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

| | | | |
|--|-----------------------|--------|--|
| Signed for and in behalf of the City of Wauwatosa (please sign in blue ink) | | | |
| Name (print) | Dennis McBride | Title | Mayor |
| Signature | | Date | |
| Name (print) | Steven A. Braatz, Jr. | Title | City Clerk |
| Signature | | Date | |
| Name (print) | John Ruggini | Title: | Finance Director |
| Signature | | Date | |
| Approved as to form and execution | | | |
| Name (print) | Alan Kesner | Title | City Attorney |
| Signature | | Date | |
| Signed for and in behalf of the State (please sign in blue ink) | | | |
| Name | Tony Barth | Title | WisDOT SE Region Planning Chief |
| Signature | | Date | |

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.

2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Central File: Planning\Project Agreement\Milwaukee County Page 2 of 4 ID 2200-10-01/71 – SE Region

Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:

- (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (i) Conditioning, if required, and maintenance of detour routes.
 - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of

costs.

5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
8. Basis for local participation:
 - (a) Funding for preliminary engineering for a connecting highway 75% State 12.5% Wauwatosa, 12.5% Milwaukee based on the Department's policy for connecting highways
 - (b) Funding for real estate required for standard roadway construction, 100% State
 - (c) Funding for construction of standard roadway items – 100% State.
 - (d) Funding for B-40-998 100% Municipal. Bridge maintenance is not warranted per BOS, bridge is Municipal owned (CH route), bridge funding is shared 50% City of Milwaukee, 50% City of Wauwatosa based on the municipal boundary at the center of the roadway.
 - (e) Funding for shared use path 100% Municipal shared 50% City of Milwaukee 50% City of Wauwatosa. Real estate needed for this path is 100% Municipal responsibility.
 - (f) Funding for parking lanes 100% Municipal. Parking costs are included with paving costs, with parking lanes calculated as a percentage of parking area compared to the total area of pavement. For this project 7.1% of the overall paving costs were determined to be parking related. These parking costs are apportioned to the City of Wauwatosa 3.5% and the City of Milwaukee 3.6% based on the amount of parking within each city.
 - (g) Funding for non-participating items 100% Municipality.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.



Staff Report

File #: 24-1227

Agenda Date: 9/10/2024

Agenda #: 4.

Consideration of request from Engineering Division to approve City cost share under CIP #1124 for the Walnut Road Union Pacific Underpass FRA Railroad Crossing Elimination (RCE) Program Track 2-Project Development Grant

Submitted by:

Michael May, PE, PTOE, RSP1

Department:

Department of Public Works - Engineering Division

A. Issue

Approve City cost share for grant application

B. Background/Options

The grade separation and extension of Walnut Road will provide safer and more efficient pedestrian, bicycle, and vehicle access between amenities along Mayfair Road (State Highway 100), the Department of Public Works (DPW), and the neighborhoods and employment areas west and south of DPW.

The DPW-Engineering Division is applying for a grant of approximately \$1,250,000 to study the grade separation and extension of Walnut Road. If the grant application is successful, 80% (\$1,000,000) of the project cost would be paid for by the Federal Rail Administration. The grant would require a cost share of \$250,000 (20%) from the City of Wauwatosa.

Our \$250,000 cost share would use non-program funds (no other grant money will be used for the cost share). By approving this cost share, the City will demonstrate its commitment to the project for which we seek the grant.

C. Strategic Plan (Area of Focus)

NA

D. Fiscal Impact

\$250,000, representing the City's 20% cost share, will be reserved for the Walnut Road Union Pacific Underpass FRA Railroad Crossing Elimination (RCE) Program Track 2-Project Development Grant. These funds will be provided by Tax Increment District 13 which as of the end of 2025 is estimated to have sufficient cash on hand. As of the end of 2024 it will have \$141,470. If there is a shortfall, fund balance from the Capital Projects Fund will be supplement TIF 13. It has an Assigned Fund Balance available for other purposes of \$8,914,702 which is 137% of the fund balance policy.

E. Recommendation

Approve \$250,000 from the Capital Projects Fund balance for the Walnut Road Union Pacific Underpass FRA Railroad Crossing Elimination (RCE) Program Track 2-Project Development Grant.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 24-0974

Agenda Date: 9/10/2024

Agenda #: 4.

Overview of updates to 2025 Budget template

Submitted by:

John Ruggini
Ashlyn Weber

Department:

Finance and Communications Department

A. Issue

The Communications Department led an effort to redesign the City's budget narrative as part of the 2025 Budget. In preparation for the release of the 2025 Budget, the Committee is being provided an overview of the new template.

B. Background/Options

Communication and Finance staff will review the attached narrative with the Committee. The Health Department 2025 Budget Request is attached as an example for illustration purposes only. Executive Budget decisions have not yet been finalized.

C. Fiscal Impact

For informational purposes only

D. Recommendation

For informational purposes only

HEALTH DEPARTMENT



BUDGET SNAPSHOT

| | 2024 | 2025 | Change |
|----------|--------------|--------------|--------------|
| Exp | \$ 2,448,842 | \$ 1,936,080 | \$ (512,762) |
| Rev | \$ 1,055,327 | \$ 321,123 | \$ (734,204) |
| Net Cost | \$ 1,393,515 | \$ 1,614,957 | \$ 221,442 |
| FTE's | 18.50 | 19.50 | 1.00 |

MAJOR CHANGES

CORE RESPONSIBILITIES

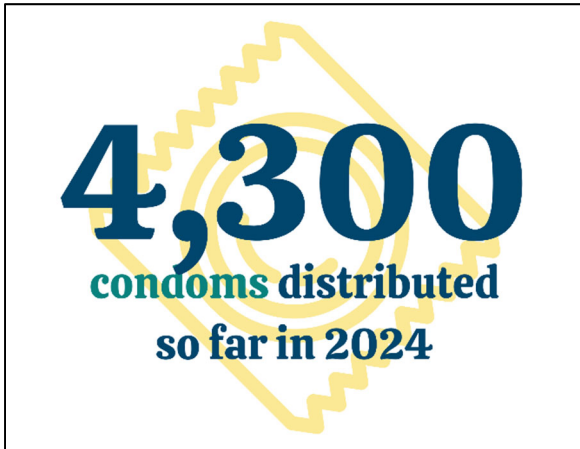
- **Public health nursing:** communicable disease mitigation, immunization administration and surveillance, chronic disease prevention & education, maternal-child health promotion, and reproductive health
- **Environmental health:** nuisances, human health hazards, rabies, code enforcement, and establishment regulation, licensing, and inspection
- **Emergency preparedness:** planning, mitigation, and response related to public health emergencies, including communicable disease outbreaks, pandemics, severe weather, and natural disasters
- **Community health:** mental health, substance use and harm reduction, older adults, housing, community health assessment, and community health improvement plan
- **Operations:** workforce development, quality improvement, grant management, strategic communications plan, strategic health equity plan

PERFORMANCE MEASURES

873%

By utilizing short-form videos, the Health Department achieved an 873% increase in reach on our social media platforms in 2023.

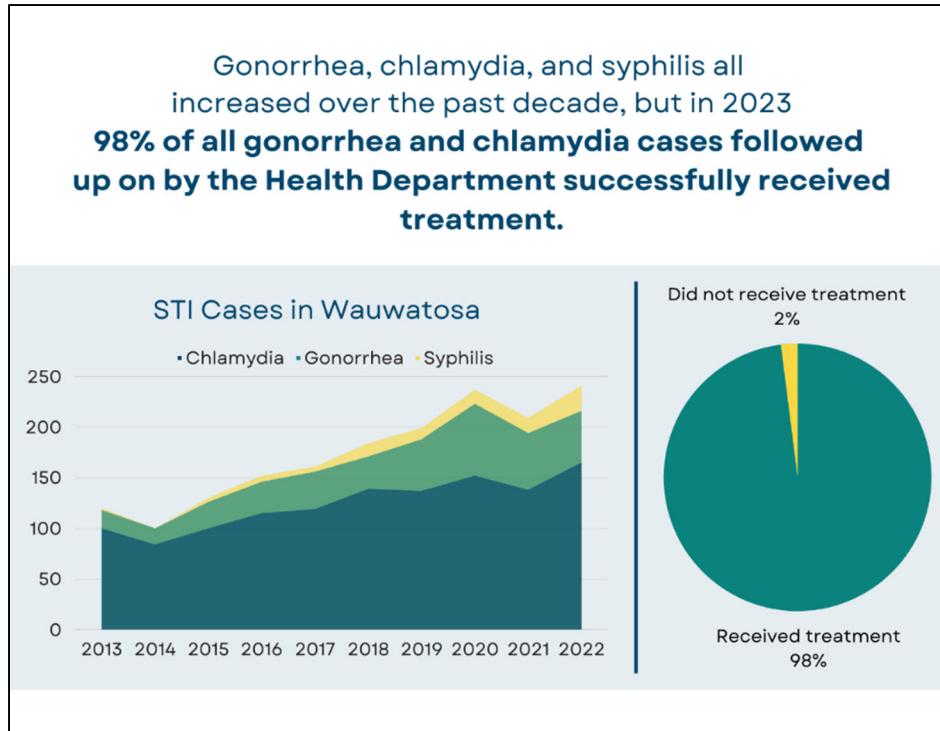
In 2023, the Health Department began using short-form video content to improve our social media outreach. Because of this, we saw an 873% increase in our reach. Across Facebook and Instagram, the Health Department has 4,740 total followers. So far, in 2024, our content has reached over 300,000 non-followers.



So far in 2024, the Health Department has distributed over 4,300 condoms. Earlier this year, we received 10,000 free condoms from the Department of Health Services and Trojan Condoms to distribute to our community.



Since the beginning of our substance use program in September 2022, we have distributed over 1,000 overdose prevention kits, which include Narcan, medication disposal kits, fentanyl and xylazine test strips, and other resources. In 2024, we have trained almost 300 people on how to use Narcan and prevent a fatal overdose.



In 2024, case numbers for gonorrhea and chlamydia are similar to 2023, but we have seen a decrease in syphilis cases. Of the positive gonorrhea and chlamydia cases in 2024, 95% successfully received treatment.

NEXT YEAR'S GOALS

- Explore alternative funding sources to sustain existing ARPA-funded positions and potentially expand programs and services.
- Continue to improve our department's ability to do health equity work by providing regular training and discussion opportunities on topics such as bias, cultural competency, inclusive policies, and community-led engagement.
- Use data to increase our understanding of health disparities in Wauwatosa to prioritize and focus our efforts. This process will utilize our new electronic health record system, GIS, program evaluation, and qualitative and quantitative data collection, including focus groups, surveys, and key informant interviews.
- Build on our communications strategy to improve health education and understanding of local public health by expanding outreach through multiple platforms and growing relationships with media and other community partners.
- Partner closely with the Board of Health and other City Commissions and Committees to advocate for public health, driving systemic improvements that enhance community well-being, foster better public health outcomes, and empower individuals and the entire community to live healthier lives.



BUDGETARY CHANGES

BUDGET CHANGE DESCRIPTION (CURRENT YEAR BUDGETARY REESTIMATE \$0.00)

NEW FEES (NEXT YEAR BUDGETARY CHANGE \$5,000.00)

The Health Department added new fees for establishments operating without a license. The fees range from \$80-\$749, depending on the type of establishment. These fees align with the fees outlined in state statute and administrative codes. Estimated revenue from these fees is \$3,000.

We also added a new fee for vaccine administration to include both residents and non-residents. Estimated revenue from the vaccine administration fee is \$2,000.

BUDGET SUMMARY TABLE

| Public Health Dept #410 | | | | | |
|----------------------------|---------------------------|------------------|----------------------|------------------|-------------------------------|
| Expenditures | | | | | |
| 2023 Actual | 2024 Adopted Budget | 2024 Revised | Name | 2025 Budget | 2025 / 2024 % of Change |
| 1,089,280 | 1,073,185 | 1,073,185 | Wages | 1,231,982 | 14.8% |
| 488 | - | - | Overtime | - | 0.0% |
| 417,367 | 424,423 | 424,423 | Benefits | 415,461 | -2.1% |
| 6,349 | 2,160 | 2,160 | Other Compensation | 2,880 | 33.3% |
| 83,563 | 32,280 | 33,141 | Operating Expenses | 32,280 | 0.0% |
| 34,884 | 1,100 | 1,600 | Services | 900 | -18.2% |
| 5,168 | - | - | Utilities | - | 0.0% |
| 135,153 | 159,388 | 159,388 | Internal Charges | 146,379 | -8.2% |
| 721 | 756,306 | 773,106 | Other Expenses | 106,198 | -86.0% |
| 1,772,974 | 2,448,842 | 2,467,003 | TOTAL | 1,936,080 | -20.9% |
| Revenues | | | | | |
| 2023 Actual | 2024 Adopted Budget | 2024 Revised | Name | 2025 Budget | % of Change |
| 376,204 | 831,872 | 846,872 | InterGovernment | 97,668 | -88.3% |
| 156,454 | 155,900 | 155,900 | Licenses and Permits | 155,900 | 0.0% |
| 13,218 | 67,555 | 67,555 | Public Charges | 67,555 | 0.0% |
| 545,875 | 1,055,327 | 1,070,327 | TOTAL | 321,123 | -69.6% |
| Net Cost | | | | | |
| 1,227,098 | 1,393,515 | 1,396,676 | TOTAL | 1,614,957 | 15.9% |



PERSONNEL SCHEDULES

| Health | | | | |
|---|--------------|---------------------|--------------|----------------|
| Position Description | 2024 FTE | 2025 Base Positions | 2025 FTE | 2024-25 Change |
| Administrative Support Specialist | 1.00 | 1 | 1.00 | - |
| Administrative Support Specialist 2 (grant) | 0.80 | 1 | 0.80 | - |
| Intern | 0.10 | 1 | 0.10 | - |
| Health Officer | 1.00 | 1 | 1.00 | - |
| Nursing Manager | 1.00 | 1 | 1.00 | - |
| Public Health Manager | 1.00 | 1 | 1.00 | - |
| Public Health Nurse1 | 4.60 | 5 | 4.60 | - |
| Public Health Social Worker | 1.00 | 1 | 1.00 | - |
| Public Health Specialist | 2.00 | 2 | 2.00 | - |
| Public Health Strategist | 1.00 | 1 | 1.00 | - |
| Environmental Health Specialist | 2.00 | 2 | 2.00 | - |
| School Social Worker - ARPA Funded | 2.00 | 2 | 2.00 | - |
| Public Health Specialist - ARPA Funded | - | 1 | 1.00 | 1.00 |
| Substance Use Specialist - ARPA Funded | 1.00 | 1 | 1.00 | - |
| TOTAL | 18.50 | 21.00 | 19.50 | 1.00 |