



Wauwatosa, WI

Financial Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, March 12, 2024

7:30 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. Community Development Authority (CDA) annual report [24-0370](#)
 2. Consideration of a State/Municipal Agreement with the Wisconsin Department of Transportation for the repaving of Glenview Ave (STH 181) between Blue Mound Road and south city limits (CIP 1123) [24-0192](#)
 3. Request to modify the consolidated fee schedule to include rental fees for use of storage units at Hart Park Stadium [24-0291](#)
 4. Request from the City Engineer for the approval of an amendment to the professional services agreement with raSmith related to the 109th and Potter utilities and paving utility project (CIP Project 5022) [24-0332](#)
 5. Consideration of a professional services agreement with the engineering consulting firm raSmith for design services for the Year 2025 Paving Program, Watertown Plank Road and 115th Street Pavement Project (CIP Project 1025) [24-0359](#)
 6. Presentation of Police Recruitment and Retention Task Force (RRTF) 2023 Report and 2024 Proposal and request for a Level Three fund transfer for the purpose of funding additional recruitment and retention efforts [24-0362](#)
 7. Consideration of 2023 Operating Budget carryovers [24-0017](#)
 8. Update on the City of Wauwatosa's spending of American Rescue Plan Act funds and consideration of a re-allocation decision framework [24-0367](#)
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9. Consideration of settlement of claim for Maureen Muth Johnsen**[24-0366](#)**

The Committee may move to convene into closed session for this item pursuant to Wis. Stat. §19.85 (1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee may reconvene into open session to consider the balance of the agenda.

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.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 24-0370

Agenda Date: 3/12/2024

Agenda #: 1.

Community Development Authority (CDA) annual report

An aerial photograph of a city street grid, viewed from a high angle. The image is overlaid with a semi-transparent teal color. The streets form a complex pattern of lines and intersections, with some circular features like roundabouts or parks visible. The overall tone is a muted green/teal.

Community Development Authority 2023 Update

Background & Functions

- The CDA membership includes five (5) citizen members with development backgrounds including finance, real estate, law, and for-profit and not-for-profit lending and two (2) aldermanic representatives.
 - Sue Eick
 - Mark Hammond
 - Terry Klippel, Chair
 - Linda Mikkalson
 - Ald. Joe Phillips
 - Ald. Joel Tilleson
 - Al Wick
- In 2011, the city combined the existing Redevelopment Authority and Housing Authority into a new Community Development Authority (CDA) to:
 - transact business and exercise any of the powers granted to it where there exists within the city a need for blight elimination, slum clearance and urban renewal programs and projects
 - act as a development agent on behalf of the city for matters related to redevelopment and housing

Background & Functions

- Additionally, the CDA:
 - Conducts required public hearings and takes action on the creation and operation of TIDs
 - Exercises the responsibilities of the City's Community Development Block Grant (CDBG) Business Loan Funds
 - Reviews and approves small business development assistance (sign, façade & code compliance forgivable loans)
 - Manages the Redevelopment Reserve Fund to facilitate new development projects and the Housing Fund (75% affordable) to construct new housing developments in the City

Accomplishments

Over the past year, the CDA:

- In cooperation with WRLFC, continued to promote financial incentives through a joint marketing piece
- Approved seven (7) sign, three (3) façade improvement, and six (6) code compliance forgivable loans
- Approved a CDBG revolving loan for Mochi Ring at 7488 W State Street



Accomplishments

- Approved a resolution establishing the creation of TID #15 and the project plan to enable the redevelopment of the former Boston Store property at Mayfair Mall
- Negotiated accepted offers to purchase the properties at:
 - 7746 Menomonee River Parkway for a residential townhome redevelopment
 - 6630 W North Avenue for a new small business, Idyll Coffee



Accomplishments



- As the Housing Authority, the CDA oversees the City-run Housing Rehabilitation Program. In 2023, the CDA modified the previously approved Housing Policies & Procedures Manual, that guides the administration of the Program, to accommodate emergency repairs. To date, seven (7) housing rehab projects have been completed and eight (8) applications are in process.

Goals – Future Plans



- Consider acquisitions of blighted properties and/or catalytic sites utilizing redevelopment reserve funds
- Market all CDA owned sites for redevelopment that meets City Strategic Plan goals
- Facilitate redevelopment of the former Boston Store at Mayfair Mall
- Oversee redevelopment of the Blanchard Street parking lot
- Develop a framework and plan for the expenditure of CDA housing funds



Staff Report

File #: 24-0192

Agenda Date: 3/12/2024

Agenda #: 2.

Consideration of a State/Municipal Agreement with the Wisconsin Department of Transportation for the repaving of Glenview Ave (STH 181) between Blue Mound Road and south city limits (CIP 1123)

Submitted by:

Bill Wehrley, City Engineer

Department

Public Works - Engineering Division

A. Issue

Approve a State Municipal Agreement (SMA) with the Wisconsin Department of Transportation (WisDOT) for City costs associated with the repaving of Glenview Ave (STH 181) between Blue Mound Road and south city limits (CIP 1123).

B. Background/Options

The DOT will be repaving portions of Blue Mound Road (USH 18) and Glenview Avenue (STH 181) in 2028 or 2029. Last year we approved an SMA with WisDOT for the Blue Mound Road portion of this project (Common Council Resolution Res-23-16). The DOT has separated out the repaving of Glenview Avenue into its own project. As such, attached is a separate SMA for Glenview Avenue repaving.

As this is a connecting highway there will be significant State and/or Federal dollars to offset much of the construction cost. Portions of this project are within the City of Milwaukee.

Design is anticipated to take several years and construction is anticipated to occur in 2028 or 2029 subject to future DOT schedule changes.

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 Glenview Avenue project is \$1,860,000. The cost for the City-funded paving items is estimated at \$91,100. Funding for our share of the project design was included in the 2023 Capital Improvements Plan (CIP project 1123). Funding for our share of construction will be included in the 2028 or

2029 CIP. Final costs will be determined by final design and bid prices.

E. Recommendation

Authorize staff to execute the attached SMA.



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

Date: November 29, 2023
 I.D.:2165-03-00/20/70
 Road Name: GLENVIEW, 84TH (STH 181)
 Title: C WAUWATOSA/MILWAUKEE GLENVIEW
 84TH
 Limits: HONEY CREEK-0.1 MILE S BLUEMOUND
 RD
 County: Milwaukee
 Roadway Length: 0.4 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 a 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).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Wauwatosa Funds	% *	Milwaukee Funds	% *
Preliminary Engineering: Plan Development	\$ 250,000	\$ 187,500	75%	\$ 31,250	12.5%	\$ 31,250	12.5%
Real Estate Acquisition: Acquisition	\$ 60,000	\$ 60,000	100%	\$ -	0%	\$ -	0%
Compensable Utilities	\$ -	\$ -	0%	\$ -	100%	\$ -	100%
Construction: Participating	\$ 650,000	\$ 650,000	100%	\$ -	0%	\$ -	0%
paving items (incl. parking)	\$ 850,000	\$ 752,250	88.5%	\$ 34,850	4.1%	\$ 62,900	7.4%
Non-Participating	\$ 50,000	\$ -	0%	\$ 25,000	100%	\$ 25,000	100%

Total Cost Distribution \$ 1,860,000 \$ 1,649,750 \$ 91,100 \$ 119,150

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, 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 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 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 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 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% Municipal (Wauwatosa) & 12.5% Municipal (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 compensable utilities required for standard roadway construction, 100% Municipal.
 - (d) Funding for construction of standard roadway items – 100% State.
 - (e) 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, 11.5% of the overall paving costs were determined to be parking related. These parking costs are apportioned to the City of Milwaukee (7.4%) and the City of Wauwatosa (4.1%) based on the amount of parking within each municipality.
 - (f) 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 #: 24-0291

Agenda Date: 3/12/2024

Agenda #: 3.

Request to modify the consolidated fee schedule to include rental fees for use of storage units at Hart Park Stadium

Submitted by:

Alex Krutsch - Parks and Forestry Superintendent

Department:

Public Works

A. Issue

The addition of fees to the consolidated fee schedule for the rental of Hart Park Stadium storage units so that the units may be rented to stadium user groups.

B. Background/Options

In 2023 six individual storage units were constructed underneath the home (west) side bleachers of Hart Park Stadium. Of the six units, four are 585 square foot in size and two are 706 square foot. These units are intended to create an option for the user groups of Hart Park Stadium to securely store equipment and other materials associated with hosting their events. Staff feels that it is appropriate to charge monthly rent for the use of the storage units on a first-come first-served basis. This is similar to fees charged for the use of other park facilities. The revenue will help off-set maintenance costs of the units and the stadium complex as a whole. Staff is recommending rental fees of \$100/month and \$120/month for the 585 square foot units and 706 square foot units respectively. The monthly rental fees will be waived if a particular user group spends greater than \$20,000 in the preceding year renting athletic facilities at Hart Park.

C. Strategic Plan (Area of Focus)

Priority 5: Quality of Life

D. Fiscal Impact

Adding rental fees for the Hart Park Stadium storage units to the consolidated fee schedule will allow for the collection of rent associated with their usage, thereby increasing park revenue.

E. Recommendation

Staff recommends that a monthly rental fee for the use of storage units at Hart Park Stadium be added to the consolidated fee schedule in the amount of \$100/month and \$120/month for the 585 square foot units and 706 square foot units respectively.



Staff Report

File #: 24-0332

Agenda Date: 3/12/2024

Agenda #: 4.

Request from the City Engineer for the approval of an amendment to the professional services agreement with raSmith related to the 109th and Potter utilities and paving utility project (CIP Project 5022)

Submitted by:

Bill Wehrley, City Engineer

Department:

Public Works, Engineering Division

A. Issue

Approve an amendment to the professional services agreement with raSmith related to the 109th and Potter utilities and paving project (CIP Project 5022).

B. Background/Options

In December of 2022, we entered into a professional services agreement with raSmith for design services related to the 109th and Potter project (Common Council Resolution R-22-215). During the course of design, we requested raSmith to perform additional services related to the project beyond the initial anticipated scope. Those additional items are listed below:

- Hydroexcavating - subconsultant - \$20,000
- Additional Sanitary Sewer Relay Design - \$15,000
- Update plans for alternate Storm Sewer Pipe - \$5,000
- Design Oak Leaf Trail Connection - \$10,000
- Easement Coordination for Potter Road Multi-Use Path - \$15,000
- Additional Road Reconstruction and Traffic Calming - \$22,000
- Various Miscellaneous Items - \$13,000

C. Strategic Plan (Area of Focus)

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

Priority 3: Infrastructure, Goals 1 and 2, Optimize infrastructure to handle 100-year weather events. Ensure the City's infrastructure supports public health through multimodal transportation and recreational opportunities.

D. Fiscal Impact

The original agreement amount was \$325,000. The additional scope items come to \$100,000 for a total revised contract of \$425,000. The budget for consultant design is \$474,600.

E. Recommendation

Authorize staff to amend the professional services agreement with raSmith for a revised total contract amount of \$425,000.



Staff Report

File #: 24-0359

Agenda Date: 3/12/2024

Agenda #: 5.

Consideration of a professional services agreement with the engineering consulting firm raSmith for design services for the Year 2025 Paving Program, Watertown Plank Road and 115th Street Pavement Project (CIP Project 1025)

Submitted by:

Bill Wehrley, City Engineer

Department:

Public Works - Engineering Division

A. Issue

Engineering is requesting approval of a professional services agreement with the engineering consulting firm of raSmith for design services for the Year 2025 Paving Program, Watertown Plank Road and 115th Street Pavement Project (CIP Project 1025).

B. Background/Options

The 2023-2027 CIP included \$350,000 for outside design services for Project 1025. Due to staff shortages, the design of the project was delayed until 2024.

Proposals were solicited from three engineering consulting firms. The proposals were evaluated and each engineering firm was deemed to be qualified to complete the design work. Proposed fees received from the three firms ranged from approximately \$326,000 to \$367,000. We are recommending award to raSmith as their proposed fees were the lowest.

Construction is currently scheduled for 2025.

C. Strategic Plan (Area of Focus)

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

Priority 3: Infrastructure, Goal 1- Optimize infrastructure to handle 100-year weather events.

Priority 3: Infrastructure, Goal 2 - Ensure the City's infrastructure supports public health through multi-modal transportation and recreation opportunities.

D. Fiscal Impact

The 2023-2027 CIP included \$350,000 for outside design services. raSmith's proposal had the lowest fees

estimated at approximately \$326,000. In addition to this amount, we are recommending to include an allowance for additional out of scope tasks identified during design, if authorized, for a total award of up to \$350,000. This award amount is still the lowest of the three proposals received.

E. Recommendation

Authorize staff to enter into a professional services agreement with raSmith for design services for the Year 2025 Paving Program, Watertown Plank Road and 115th Street Pavement Project (CIP Project 1025), for an amount up to \$350,000.



Wauwatosa Police Department

Inter-Departmental Memo

DATE: 3/4/24

TO: Financial Affairs Committee

FROM: Capt. Luke Vetter, HR Dir. Beth Mbow, Finance Dir. John Ruggini

SUBJECT: Police Recruitment and Retention Task Force (RRTF)
2023 Report & 2024 Proposal

ATTACHED: none

Background

In November of 2021 the Police Command Staff and HR Director proposed to Council the need for special funding to stand up a recruitment and retention task force for the challenges to maintain our Police staffing. As of this date, the department currently has 11 sworn vacancies (3/4/24). This number has been stubbornly persistent, but would be a much worse picture without the RRTF's efforts that have been funded by the City for the last 3-1/2 years.

The RRTF is made up of members from the Police, HR and Communications Departments. Regular assistance is also provided by the Finance and IT Departments. The main goals of the RRTF are clear: retain the current Officers we now have, and attract diverse candidates to our agency.

RRTF Accounting Summary

RRTF spending for 2023 was divided into five main categories

1. Bonuses:
 - a. Signing bonuses for NEW hires
 - b. Referral bonuses for current employees
2. Housing costs for Appleton's summer Police Academy
3. Recruitment events
4. Marketing & media social media
5. Additional equipment to train new recruits

Summary of 2023 RRTF Efforts

- 15 Officers were hired in 2023 (13 were hired in 2022)
 - 12 separated in 2023 (12 separated in 2022)
- Positive balance of \$17,706.76 remains in the RRTF fund after paying future bonus obligations

Wauwatosa Police Department

Inter-Departmental Memo

We are very thankful for the flexibility and resources the Council has provided the RRTF. We anticipate there still could be as many as 8-10 vacancies out of a total of 110 authorized sworn positions by Dec. 31, 2024. Future resignations and retirements will drive the need to continue RRTF efforts for the next several years. Forecasting shows that our ability to get to full staffing is years away.

2024 PROPOSAL

We are proposing a level 3 transfer to fund RRTF efforts into 2024. The proposals again fall into similar categories and totals an estimated \$53,600.00.

1. Referral bonus for employees who attract a candidate who is hired as an Officer
2. Housing costs for Appleton's summer police academy
3. Recruitment events
4. Targeted marketing and social media ads
5. Equipment to train new recruits
6. Additional training for our Officers and Supervisors

To accommodate the initiatives described above, the total budget will need to be increased \$35,893.24 from \$230,425 to \$266,318.24. Similar to last year, this will be funded through police department salary savings and the Reserve for Contingencies if salary savings are insufficient. Approval of a level three fund transfer by the Common Council is also required for the equipment upgrades, marketing initiatives, and training funds.

On behalf of the entire RRTF team, we thank you for your continued support and for considering this proposal for our on-going hiring challenges.

Respectfully and for the RRTF team,

Capt. Luke Vetter, HR Dir. Beth Mbow, Finance Dir. John Ruggini



Staff Report

File #: 24-0017

Agenda Date: 3/12/2024

Agenda #: 7.

Consideration of 2023 Operating Budget carryovers

Submitted by:

John Ruggini

Department:

Finance

A. Issue

Carryover requests represent one of the final annual budgetary processes as unused but committed funds are transferred from the 2023 Budget to the 2024 Budget. As these funds would have alternatively positively impacted the end of the year surplus/deficit, approval of a carryover requests represents an important decision.

B. Background/Options

A carryover is a budgetary mechanism by which spending authority is transferred from one fiscal year to the next. This is most often necessary where a project budgeted for in one fiscal year (2023) is not completed so that remaining committed but unspent funds associated with the project are transferred to the following fiscal year (2024). This is accomplished by amending the 2024 expenditure budget to reflect approved carryovers. For the General Fund, in order to maintain a balanced budget, the unspent 2023 funds that are carried over are deposited in the fund balance as an "assigned" fund balance and reflected as a revenue in the subsequent year's budget. As a result, carryovers can have an impact on the unassigned fund balance if a greater amount is carried over as compared to the prior fiscal year as funds are then shifted from the unassigned to the assigned fund balance, all other things being equal.

Departments submitted carryover requests in early January. Following Finance Department review, final recommendations are presented below by fund and in detail in Attachment A. Funds that were already encumbered on a purchase order or are designated as non-lapsing in the budget resolution are automatically approved for carryover and not included in these charts.

Recommended Carryover Amounts by Fund

FUND#	FUND	AMOUNT
10	GENERAL FUND	437,700
21	FLEET	14,535
24	INFO SYSTEMS	0
31	COM. DEV. AUTHORITY	18,000
34	PARKS	2,450
50	WATER	76,440
51	SANITARY	230,250
52	STORM	207,750

The General Fund carryover is \$5,392 more than the amount carried over last year. As a result, the unassigned fund balance would decrease by this difference if that were the only change as more funds are needed to be set aside for subsequent year expenditures.

The attached tables describe each carryover. Year-end forecasts assumed funds for projects already in progress would be spent by year-end. Therefore, approving these carryovers does not worsen the forecast. Denying the carryover would only create an unbudgeted 2024 expense in the cases where a project is already begun and the City has a contractual commitment.

However, carryovers for uncommitted funds do have the effect of reducing the eventual year-end surplus. Staff give careful consideration to these carryovers and only recommend those that have a beneficial impact on City operations or services.

C. Strategic Plan (Area of Focus)

NA

D. Fiscal Impact

See discussion above.

E. Recommendation

I recommend that 2024 Budget be amended to reflect the carryovers as presented in Attachment A. These figures are intended to be not-to-exceed amounts and may change as final 2023 bills are paid and are contingent upon year-end results.

FUND	Department	Amount Recommended	Reason	Comments/Contact Person
10	EXAMPLE: Finance		Not all employees desks and chairs have been updated	
10	HR	\$10,500.00	Funds for employee development and CERTUS staffing study at Police	
10	HR	\$0.00	Funds to be used to implement Carlson Dettmann compensation study	Funds encumbered - no need for carryover
10	Fire	\$10,640.00	To help pay for paramedic school.	
10	Fire	\$15,000.00	Possible replacement of new HVAC unit at Station 53. We are in the process of evaluating whether to repair or replace the unit. So far we have quotes around \$15,000.	
10	Fire	\$6,720.00	Should be revolving account - Emergency Management	
10	Roadway Maintenance	\$250.00	6 additional iPads purchased for DPW in December 2023, which require \$250/year for service fees. 1 new iPad allocated for snow removal.	
10	Traffic Control	\$7,500.00	Purchase of signage materials to replace street signs on Watertown Plank Road to conform with City signage standards (pricing per Quote by TAPCO)	
10	Traffic Control	\$1,400.00	Purchase of signage materials to replace street signs on Watertown Plank Road to conform with City signage standards (pricing per Quote by TAPCO)	
10	Electrical	\$5,300.00	Purchase of 30 Leotek LED Roadway Luminaire lamps (pricing per Quote by Visual Impact).	
10	Solid Waste	\$2,800.00	Purchase of 96 Gallon carts (\$56.25/ea). Quote provided by Toter. Shipping estimate additional \$1,800.	
10	Solid Waste	\$250.00	6 additional iPads purchased for DPW in December 2023, which require \$250/year for service fees. 1 new iPad allocated for additional refuse collection support.	
10	Solid Waste	\$2,500.00	Purchase of 96 Gallon carts (\$56.25/ea). Quote provided by Toter. Shipping estimate additional \$1,800.	
10	Solid Waste	\$2,200.00	JSA Environmental has proposed plan modifications to the current landfill operation monitoring that will reduce the groundwater sampling frequency for the future. The cost for these moditifacation is \$2,200, which includes additional site visits and meetings.	
10	Forestry	\$24,000.00	Carry over balance of small cell revenue not utilized in 2023. Funds to be used in 2024 towards completion of Root Commons improvements.	
10	Forestry	\$10,200.00	Small Cell revenue automatically carried over	
10	Engineering	\$2,000.00	Mass mailings regarding sewer laterals not sent out due to staffing and workload	
10	Engineering	\$10,500.00	Mass mailings regarding sewer laterals not sent out due to staffing and workload	
10	Engineering	\$2,000.00	Memberships lapsed, we will have several new FTE's in 2024	
10	Engineering	\$200.00	Safety equipment for new hires	
10	Engineering	\$8,000.00	Mass mailings regarding sewer laterals not sent out due to staffing and workload	
10	Engineering	\$10,000.00	Purchase remaining office furniture for Eng office move and for new FTEs in 2024	
10	Engineering	\$25,000.00	Contingency funding for non-capital consultant assistance	
10	Engineering	\$48,000.00	Document management to possibly IT	Transfer to IT

FUND	Department	Amount Recommended	Reason	Comments/Contact Person
10	Engineering	\$40,000.00	Additional consulting services due to vacancies	
10	Undistribted Payroll	\$71,710.00	0.5% of eligible wages for performance pay	
10	Undistribted Payroll	\$5,490.00	0.5% of eligible wages for performance pay - FICA	
10	Undistribted Payroll	\$7,170.00	0.5% of eligible wages for performance pay - WRS	
10	Police	\$5,000.00	Multiple 2023 courses were postponed until 2024 due to staffing issues and vendor cancellations.	
10	Police	\$2,300.00	JE to allocate these funds was not completed until January 2024.	
10	Police	\$3,000.00	Narcan received through a grant in 2023 so budgeted funds were not utilized, but supply will expire in 2024.	
10	Police	\$2,500.00	A new DOT process for parking ticket suspensions was implemented in late 2023, but procedures began January 2024. There is a backlog due to the process changes.	
10	Police	\$600.00	Drug hood disposal was started, but not completed in 2023.	
10	Police	\$7,300.00	JE to allocate these funds was not completed until January 2024.	
10	Police Reserves	\$2,630.00	Issue with Baycom key fob order postponed the receipt until 2024.	
10	ASSESSOR	\$5,000.00	We have an upcoming City Wide revaluation and it's important for assessment staff to prepare and developing their knowledge base	
10	ASSESSOR	\$4,300.00	We continue to have a need to hire an intern to convert hardcopy sketches to digital format in our assessment software. It is a statu	
10	ASSESSOR	\$1,440.00	We continue to have a need to hire an intern to convert hardcopy sketches to digital format in our assessment software. It is a statu	
10	Elections	\$35,000.00	Regular wages to be carried over for election	
10	Elections	\$33,000.00	Poll worker wages to be carried over for election	
10	Finance	\$6,300.00	2024 Teambuilding Activites - off site event and DISC communication assessment	
12	Fire	\$0.00	RTF Ballistics Equipment. We are hoping to calaberate with the Police Department to purchase some equipment to upfit the new Bearcat with Fire Department RTF equipment.	capital carryovers
12	Fire	\$0.00	St 51 Conference Room Water Damage Repairs. Repairs have been made but room is still leaking. We are currently working with a contractors to figure out what further repairs are needed to stop leaking	capital carryovers
14	Fire	\$0.00	Should be revolving account - EMT ACT 102 account	non-lapsing
14	Fire	\$0.00	Should be revolving account - Tower FTC Maintenance	non-lapsing
14	Fire	\$0.00	Should be revolving account - Donations	non-lapsing
21	Fleet	\$14,535.00	Vehicle build not completed for 2023 budget using PO 22200132 recommend carring funds over into 2024 for any change orders,equipment supply chain increases or added surcharges.	

FUND	Department	Amount Recommended	Reason	Comments/Contact Person
24	Information Systems	-\$48,000.00	Transfer from GF for document management	
24	Information Systems	\$48,000.00	Transfer from GF for document management	
31	CDA	\$18,000.00	to cover CDA forgivable loans that were approved in 2023 but were not encumbered in 2023.	
34	Parks	\$2,450.00	Purchase of new and updated way-finding signage for Hart Park (pricing per Quote by Innovative Signs)	
50	Water	\$76,440.00	Carry over budget for lead lateral replacements	
51	Sanitary Sewer	\$250.00	6 additional iPads purchased for DPW in December 2023, which require \$250/year for service fees. 1 new iPad allocated for back-ups.	
51	Sanitary Sewer	\$180,000.00	Sanitary sewer televising for Schoonmaker Creek watershed in East Tosa.	
51	Sanitary Sewer	\$50,000.00	Sewer evaluations not completed due to staff workload	
52	Storm Sewer	\$26,000.00	Green infrastructure reimbursement received from MMSD for planting and maintenance of area on 100th ST.	
52	Storm Sewer	\$26,000.00	Green infrastructure reimbursement received from MMSD for planting and maintenance of area on 100th ST.	Need to defer 2023 revenue
52	Storm Sewer	\$750.00	6 additional iPads purchased for DPW in December 2023, which require \$250/year for service fees. 3 new iPads allocated for leaf collection.	
52	Storm Sewer	\$130,000.00	Storm sewer televising for Schoonmaker Creek watershed in East Tosa.	
52		\$25,000.00	Storm Sewer bacteria identification equipment and consulting	



Staff Report

File #: 24-0367

Agenda Date: 3/12/2024

Agenda #: 8.

Update on the City of Wauwatosa's spending of American Rescue Plan Act funds and consideration of a re-allocation decision framework

Submitted by:

John Ruggini

Department:

Finance Department

A. Issue

In 2021 the Congress passed the American Rescue Plan Act (ARPA) that included funds for state and local governments to mitigate the impact of the pandemic. On March 15, 2022 the Common Council approved the allocation of \$24,663,875 in funds that the City received. Funds must be obligated by 12/31/24 and spent by 12/31/26.

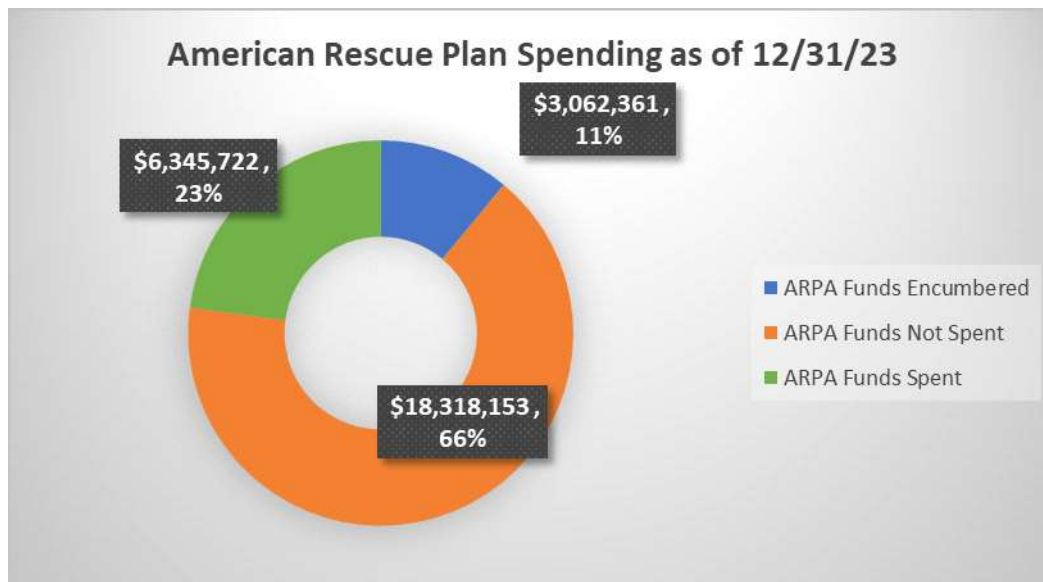
B. Background/Options

Wauwatosa received a total of \$24,663,875 in American Rescue Plan Act (ARPA) funds which are intended to support the efforts of local governments in their response to and recovery from the COVID-19 pandemic. The City implemented a robust public engagement process that included internal stakeholder engagement and extensive external engagement with community meetings, interviews, and online feedback opportunities. The Common Council allocated \$24,663,875 in ARPA funds among seven program areas including:

- COVID response
- General Government/Administration
- Equity
- Infrastructure
- Mental Health
- Parks
- Small Business Support & Development

For more information on the funded projects, please see www.wauwatosa.net/ARPA

The City is required to file quarterly reports with the Department of Treasury on the status of its spending of ARPA funds. As of December 31, 2023, 23% of the funds had been spent and an additional 11% were encumbered as depicted in the graph below.



With the pending obligation deadline approaching at the end of this year, departments updated their cash flow projections and provided detailed information on how they planned to obligate funds by year's end.

Based on these cash flow projections, we're projecting that 70% of the funds will be spent by the end of this year. There is the potential for surplus in a few areas, but given that \$9.8 million of infrastructure projects will be bid out in the next 6 months, we are not recommending any decisions be made yet for reallocating funds in the event the infrastructure projects exceed budget. We do recommend the following framework in priority order for addressing any surplus funds:

1. Address any shortfalls among infrastructure projects
2. Reallocate funds to new projects within the same program area where possible. This could mean partnering with a non-profit agency as these agreements are considered obligations.
3. As there is no way to obligate the contingency or budget stabilization funds, use these funds to increase general fund balance by allocating them to incurred public safety expenses in 2024.

Specific decisions related to these priorities will require Council approval but having the framework in place will help staff develop contingency plans. It is anticipated that reallocation decisions would be presented to Council in July.

C. Strategic Plan (Area of Focus)

Economic Development, Infrastructure, Housing, Quality of Life

D. Fiscal Impact

None

E. Recommendation

Staff recommends the committee adopt the reallocation prioritization framework.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 24-0366

Agenda Date: 3/12/2024

Agenda #: 9.

Consideration of settlement of claim for Maureen Muth Johnsen

The Committee may move to convene into closed session for this item pursuant to Wis. Stat. §19.85 (1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee may reconvene into open session to consider the balance of the agenda.