



Finance Committee Agenda

January 5, 2016
6:00 p.m.

FINANCE COMMITTEE AGENDA

1. Call to order
2. Approval of the Minutes of the Finance Committee Meeting held December 1, 2015 - [Finance Minutes 12-01-2015](#)
3. Discussion and Action Items:
 - Draft Capital Improvements Fund Budget for 2016 - [2016 Draft CIP Budget 12-28-2015](#)
 - Purchasing Policy - [Purchasing Policy City of St Francis Draft 12-29-2015](#)
 - Write off of Accounts Receivable - [Memo Format - AR Write-Off](#)
 - City of Oak Creek – Dispatch Invoice for 3rd and 4th Quarter – 2015 - [3rd & 4th Qtrr bill](#)
 - Budget Amendment – Court Clerk - [Mayor Memo to Finance Dec. 30, 2015](#)
 - a. Information verification of funding proposal from Mayor for Court Clerk full time position
 - b. Additional information and discussion on uncollected court fines
4. Correspondence:
 - 12/10/215 from City Engineer re: Robert White Property - [letter to finance re white property](#)
5. Unfinished Business:
6. Adjourn

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 4 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300. The meeting room is wheelchair accessible from the east and west entrances.

NOTE: There is a potential that a quorum of the Common Council may be present.

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD
DECEMBER 1, 2015**

Present: Alderpersons McSweeney, Bostedt and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Health Administrator Scott, City Engineer Dejewski, Library Director Krahn, Chief Lockwood, Chief Dietrich, City Attorney Alexy, Alderwoman Fliss, Alderman Wattawa, Alderman Brickner, Judge Hemmer, Mayor St. Marie-Carls and interested citizens

Chairman McSweeney called the meeting to order at 5:31 p.m.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to place on file the minutes of the Finance Committee meeting held November 17, 2015. Motion carried.

Draft of the Capital Improvements Project Budget – 2016

City Administrator Rhode informed the Committee that the CIP Budget has not been updated since the last meeting, and then asked if the Committee had any questions. He also stated that he hasn't sat down and reviewed the requests with the Department Heads as of yet. The budget is still in progress and is not ready to be voted on, but discussed.

Alderwoman Bostedt asked if the Fire Department needed to have the ATV that is in the request. She felt that there wasn't a need as the areas it would be used for (the trail system) can be accessed by WE Energy trucks so fire equipment would be able to drive on it. Alderman Klug agreed and felt that during this tight budget time, an ATV is more of a luxury, not a need.

Alderman Klug questioned the money designated for the public parking lot on Crawford Avenue. He asked if all engineering for 2016 was going to be done in house, would the \$25,000 earmarked in the CIP budget need to be there. City Engineer Dejewski responded that the funds for engineering could be removed.

The general consensus of the Committee was that the Department Heads should further spread the requests out over a couple more years to save some money. City Administrator Rhode will work with the Department Heads to have them prioritize their requests.

Mayor's Finance Committee Requests

Mayor St. Marie-Carls presented several requests for consideration by the Finance Committee for the CIP budget:

1. Financial Systems Study – She stated that this would be an independent study to clear up the environmental control section of the audit. She hasn't done a scope of the service, but if the City used GFOA it could be done for approximately \$10,000.

Alderman Klug felt it was a bad year to ask for \$10,000 and questioned if the study would be worth it. Alderwoman Bostedt stated that the Committee should get more information from the auditors about what we could do before spending money on an outside study. Chairman McSweeney said that this will

be addressed at future meetings. Mayor St. Marie-Carls said that she would do more research and come back to the Committee. She felt that the City still needs to be good stewards of the taxpayers money.

2. Asphalt Sidewalk Repair – Mayor St. Marie-Carls is requesting \$40,000 to be added to the CIP budget to properly repair sidewalks that have asphalt temporary repairs.

She felt it was a serious issue for liability and risk. City Engineer Dejewski stated that in the past the City has used grant monies to properly fix sidewalks and that the asphalt is just a temporary fix. Chairman McSweeney that this has been discussed at the Board of Public Works and that grants have been used for this in the past.

3. Purchase of “Read Only” Software – This would allow for all Department Heads and Elected Officials to have access to the City’s fund accounting software so they could better track budgets and predict needs and trends. The estimate for the software is \$5,000.

Chairman McSweeney stated that Department Heads and the Finance Committee get a monthly printout of the General Fund so he didn’t see the need for the additional software expense.

4. Purchase of Software – Compliance Issues – Would allow all departments to merge work plans on code violations and nuisance issues for utmost efficiency on fine issues and clearing up complaints and collecting moneys. The maximum cost would be \$15,000.

Alderwoman Bostedt suggested having a demonstration of this type of software at an upcoming Finance Committee meeting. This would allow Department Heads as well as the Committee to see how it would improve the processes of the City.

Purchasing Policy

City Administrator Rhode stated that the policy has been reviewed by the Department Heads and the City Attorney. The Sale of City Property policy is also included as part of the Purchasing Policy.

Discussion was held on having a policy for any vendors the City pays over \$5,000 annually – such as professional services – and that those are reviewed on a semi-annual basis. City Administrator Rhode felt that it could be added to the Purchasing Policy as an annual list of professional services and consultants paid over \$10,000 per year.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to recommend approval of the Purchasing Policy as amended to include the listing of Professional Services and Consultants. Motion carried.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to adjourn. Motion carried.

Time: 6:40 p.m.

City of St. Francis
Capital Improvement Program
2016
Projects by Category and Department

Department

Category	2014	2015	2016	2017	2018	2019	2020	Total
Library Equipment: 40-6009-001								
<u>General Equipment</u>								\$0
Six Public PCs	\$0	\$6,000	\$6,000		\$5,000	\$5,000	\$6,000	\$28,000
Four Public PCs	\$4,000			\$4,000				\$8,000
Three Staff PCs	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$21,000
Category Sub-Total	\$7,000	\$9,000	\$9,000	\$7,000	\$8,000	\$8,000	\$9,000	\$57,000
Library Building and Grounds:								
<u>General Equipment</u>								
Partial Library Roof Replacement								\$0
Elevator Repair								\$0
Clerestory Roof/ Windows		\$139,000						\$139,000
Entryway Flooring		\$5,000						\$5,000
Lighting			\$3,000					\$3,000
Carpeting			\$10,000	\$10,000				\$20,000
Sprinkler System			\$7,000					
Window Replacements			\$2,000	\$2,000	\$2,000	\$2,000		\$8,000
Furnace/Air Conditioning				\$10,000	\$10,000	\$10,000		\$30,000
Library Parking Lot Repair	\$10,000	\$10,000	\$10,000					\$30,000
Category Sub-Total	\$10,000	\$154,000	\$32,000	\$22,000	\$12,000	\$12,000		\$242,000
Library Department Total:	\$17,000	\$163,000	\$41,000	\$29,000	\$20,000	\$20,000		\$290,000
Funding Source								
CIP Levy	-10,000	-\$10,000	-\$10,000					
Library Funding	-17,000		31,000					
Balance 12/31/14	25,352	\$25,352	35,352					

Department

Category	2014	2015	2016	2017	2018	2019	Total
Fire Department 40-6007-406							
<u>General Equipment</u>							
Replace Ambulance 1							\$0
Replace Ambulance 2	\$75,000						\$75,000
Replace Utility Vehicle (pick -up)	\$40,000		\$0	\$40,000			\$80,000
Replacement Engine 1				\$500,000			\$500,000
Hand Tools/Operational Purchases	\$1,000	\$5,000					\$6,000
I Pad (Inspections)(Technology)		\$3,000	\$5,000				\$8,000
Defibrillators							\$0
Replacement Power Cot							\$0
RDC Craft							\$0
Future Equipment Replacement	\$50,000	\$50,000	\$50,000	\$50,000			\$200,000
Radio Purchase	\$10,000	\$15,000	\$15,000	\$10,000			\$50,000
Emergency Lighting							\$0
Hose replacement	\$5,000	\$5,000	\$5,000	\$5,000			\$20,000
Radio Fees/flashng/ Communications	\$15,000	\$25,000	\$5,000	\$5,000			\$50,000
Purchase VHF Radio Car 12							\$0
EMS Tablet Truck 1							\$0
Water Rescue equipment							\$0
Complete rope Rescue equipment							\$0
UTV Vehicle w/trailer		\$15,000	\$0	\$15,000			\$30,000
Extriction Equipment			\$45,000				\$45,000
Category Sub-Total	\$196,000	\$118,000	\$125,000	\$625,000			\$1,064,000
Fire Department Total:	\$196,000	\$118,000	\$125,000	\$625,000			\$1,064,000
Funding Source							
6007-406 Fire Cap Outlay	\$0						
CIP Levy	-\$90,000	-\$80,000	-\$80,000				
6007-406 Balance 12/31/14	-\$181,953	-\$194,862	(\$69,000)				
*Fire is working on a grant for the UTV							
Category	2014	2015	2016	2017			Total

General Office/Admin 40-6008-202									
Technology Equipment									
Camera/photoshop				\$1,000					\$1,000
Upgrade Tracks ACA/Fixed Assets		\$10,000		\$5,000					\$15,000
									\$0
Office/Admin Department Total:		\$10,000	\$0	\$6,000					\$16,000
Funding Source									
CIP Levy		-\$15,000	\$0	-\$15,000					
6008-202 General Office Tech.		\$0							
Balance 12/31/14		\$31,965	\$31,294	30,988					
Engineering/ DPW Department 40-6007-602									
General Equipment									
Dump/Plow Truck with wing									\$0
Plow Wing Retrofit									\$0
Paint Striper									\$0
Trailer for Mower		\$1,200							\$1,200
Radio Upgrade									\$0
Box Scraper			\$2,000						\$2,000
Bobcat Toolcat Replacement for Skidsteer		\$60,000							\$60,000
Flail Mower									\$0
Loader 28 replacement				\$120,000					\$120,000
Truck 9 replacement				\$25,000					\$25,000
Cargo Van 2 replacement					\$25,000				\$25,000
Tractor 10 replacement (flail mower attachments)					\$45,000				\$45,000
Superintendent Pick-up Truck			\$30,000						\$30,000
brush chipper 35 replacement						\$50,000			\$50,000
Backhoe 12 replacement				\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Category Sub-Total		\$61,200		\$175,000	\$55,000	\$75,000	\$80,000	\$30,000	\$415,000
Funding Source									
CIP Levy		\$0	\$0	-\$20,000					
6007-602 Highway Equipment Fund		-\$63,200		\$155,000					
Balance 12/31/14		\$405,325	\$298,000	134,000					
Engineering vehicle/equipment: 40-6007-706									
General Equipment									
Engineering Computer									\$0
Survey Equipment-Total Station and Data Collector			\$10,000	\$5,000					\$15,000
Category Sub-Total		\$0	\$10,000	\$5,000					\$15,000
Funding Source									
6007-706 Engineering Vehicle/Equipment		\$0		10000					
6007-706 Balance 12/31/14		\$76,886	\$43,943	33,943					
Highway Garage: 40-6008-550									
General Equipment									
Upgrade garage lighting				\$10,000	\$10,000				\$20,000
Replace vehicle lift					\$5,000				\$5,000
New roof for garage					\$35,000	\$35,000			\$70,000
New roof pole barn						\$20,000	\$20,000		\$40,000
New fuel pumps			\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Upgrade computer system								\$5,000	\$5,000
Total				\$40,000	\$80,000	\$85,000	\$50,000	\$35,000	\$290,000
Funding Source									
40-6008-550 Highway Garage				\$40,000					
40-6008-550 Balance 12/31/14				\$77,000					
Parks: 40-6007-708									
General Equipment									
Replace Windows									\$0
Upgrade Electrical			\$2,000						\$2,000
Upgrade Restrooms - plumbing and ADA		\$20,000							\$20,000
Ceiling Fan in pavilion			\$0						\$0
band shell maintenance - back room floor			23,000.00						23,000.00
band shell maintenance - stage ceiling				15,000.00					15,000.00
new refridgerator for park renters				700.00					700.00
horseshoe pit maintenance				2,000.00					2,000.00
repairs to 4th of July garage				7,000.00					7,000.00

Ahmedi from Cora to Tripoli					\$400,000				\$400,000
Sidewalk Replacement Program					\$40,000				\$40,000
less reimbursment/grant					-\$40,000				-\$40,000
									\$0
Category Sub-Total		\$1,511,827	\$2,190,000	\$975,000	\$1,580,000				\$6,256,827
DPW Department Total:		\$1,573,027		\$1,155,000					\$2,728,027
Funding Source				\$1,000,000					
6007-603 Special Assessment/Road Project		-\$1,511,827	-\$2,190,000	\$1,155,000					
6007-603 Balance 12/31/14		\$350,000	\$501,643	\$2,098,128					
Department									
Category		2014	2015	2016	2017	2018	2019		Total
Police Department 40-6007-707									
Safety Equipment									\$0
									\$0
Body Armor		\$5,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$23,000
K-9 Unit		\$20,000					\$3,000	\$3,000	\$26,000
K-9 Vehicle			\$15,000		\$15,000		\$3,000	\$3,000	\$36,000
Equipment			\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
Vest									\$0
Weaponry		\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$33,000
Category Sub-Total		\$28,000	\$24,500	\$9,500	\$24,500	\$9,500	\$15,500	\$15,500	\$127,000
* That PD is working on fundraising for K-9 Vehicle									
Police Vehicles 40-6007-707									
Squad Car									\$0
Transport Van									\$0
Chevy Tahoe-Patrol		\$30,000	\$30,000	\$30,000	\$35,000	\$35,000	\$38,000	\$38,000	\$236,000
Dodge Charger-Patrol		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$35,000	\$215,000
Category Sub-Total		\$60,000	\$60,000	\$60,000	\$65,000	\$65,000	\$68,000		\$378,000
Police Technology 40-6007-707									
Computers-Laptops- In House		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$70,000
Records Management- Authentication		\$10,000	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000
Laser Radar Units		\$3,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$2,000	\$13,000
Dispatch - Phone Upgrades		\$25,000							\$25,000
Automated License Plate Reader			\$5,000	\$10,000	\$5,000	\$5,000	\$10,000	\$5,000	\$40,000
Portable and Squad Radios				\$15,000	\$10,000				\$25,000
Tablets - Laptops		\$6,000			\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
Car-Video			\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$1,000	\$76,000
Body Cameras			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$1,000	\$26,000
TraCS Server			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$6,000
Live Scan				\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	\$9,000
Tasers			\$3,000	\$1,000	\$1,000	\$2,000	\$2,000	\$3,000	\$12,000
Category Sub-Total		\$54,500	\$60,500	\$69,500	\$65,500	\$56,500	\$61,500		\$368,000
Police Department Total:		\$142,500	\$145,000	\$139,000	\$155,000	\$131,000	\$145,000		\$857,500
Funding Source									
CIP Levy		-\$75,000	-\$75,000	-\$75,000					
6007-707 Police Outlay		-\$32,778							
Balance 12/31/14		\$108,273	\$119,097	\$55,097					
Beautification Program 6007-920									
City Wide Beautification		\$0		\$10,000					\$10,000
Category Sub-Total		\$0		\$10,000					\$10,000
CIP Levy		-\$20,000	-\$5,379	-\$10,000					
Balance 12/31/14		-\$2,565	-\$11,581	-\$1,581					
Revaluation 40-6008-860									
City Wide Revaluation Project				\$100,000					\$100,000
Category Sub-Total			\$0	\$100,000					\$100,000
Funding Source									
CIP Levy		\$0	\$0	-\$25,000					
Balance		\$0		-\$75,000					
Smart Growth Plan									
Item									
Update 2003 Smart Growth Plan		\$5,000	\$5,000						\$10,000
		\$5,000	\$5,000	\$0					\$10,000
Smart Growth Plan (New Account)		\$10,000	\$10,000	\$0					\$20,000
Funding Source									
CIP Levy		-\$5,379	\$0						-\$5,379

Balance 12/31/14		\$0	\$10,379						\$10,379
4235 S. Nicholson Ave (Old City Hall)									
<u>Item</u>									
Decommissioning of Old Building			\$35,000	\$0					\$35,000
*This project is a TIF # 5 Project									
4235 S. Nicholson (Old City Hall)			\$35,000						\$35,000
Funding Source									
CIP Levy									
Balance 12/31/14			-\$35,000	\$0					
Balance 12/31/14			\$0						
Municipal Court									
TIPSS Support Fees & Quote			\$10,453	\$8,000					\$18,453
eTime			\$1,200						\$1,200
Cost of Transfer of Court Data			\$5,000						\$5,000
Category Sub-Total			\$16,653	\$8,000					\$24,653
Municipal Court Total:			\$16,653	\$8,000					\$24,653
Funding Source									
CIP Levy									
Category		2014	2015	2016					Total
Total Project Costs		#VALUE!		\$1,698,700					#VALUE!
CIP Tax Levy		\$230,379	-\$230,379	-\$253,000					
CIP Tax Levy Used		-\$230,379	-\$230,379	253,000					
Funds from Existing Capital Project Accounts				-\$1,445,700					
* Second Draft of the CIP process for 2016 12-28-2015									



Capital Improvement Fund Project Descriptions

<u>Project Name and Funding Source</u>	<u>Project Description</u>
<p>Library Equipment: 6 Public PC's 3 Staff PC's</p> <p>Library Building and Grounds Lighting</p> <p>Parking Lot Repair</p>	<p>The Library has 22 public internet computers that have a lifespan (warranty) of 4 years. They are currently being replaced on a 6-6-6-4 cycle. There are 12 staff computers, which should be replaced on a 3-3-3-3 cycle, or as needed due to software/database requirements. The total cost for PC, software and installation is approximately \$1,000/computer. PCs that are replaced are used to replace old public catalog stations or are recycled.</p> <p>There is insufficient lighting in the rear of the library and in the parking area to provide for a secure building and the safety of patrons and staff leaving the building at night. We plan to add additional lighting to the rear of the building and, possibly, add a light pole to the far corner of the parking lot when the parking lot is redone.</p> <p>The City Engineer has pursued Block Grants for this project. In 2013 and 2014, the City allocated \$20,000 and \$5,000 respectively for this project. Total cost of project was originally estimated to be \$40,000. We are still waiting to hear on both the grant money and the City's decision regarding the spaces across the street. Staff have been utilizing the vacant municipal lot across the street, which has alleviated the crowding issue, but eventually the number of parking spaces for the library will need to be addressed.</p>
<p>Window Replacements</p> <p>Sprinkler System</p> <p>Carpeting</p>	<p>All of the windows in the original part of the building are beyond their expected lifespan. (80+ windows) According to the contractor who did the clerestory project, we would only need to replace the glass in the windows as the thermopanels fail. The framing on most of the windows appears to be fine at the moment.</p> <p>The sprinkler system in the newer section of the building is an anti-freeze system, which is soon going to be obsolete. We want to replace that part of the fire protection system with an air or water system, which will save the library in maintenance costs. Eventually, it will be difficult to get service on the anti-freeze system.</p> <p>There are loose carpet segments throughout the building, causing tripping hazards. Main traffic areas - hallways and stairs - are worn and need to be replaced. In some of the carpeted areas, repair/replacement requires moving bookstacks.</p>
<p><u>Project Name and Funding Source</u> Fire Department: 40-6007-406</p>	<p><u>Project Description</u></p>

lpad	Over the last 5 years the city has spent over \$11,000 to maintain the ePCR (electric patient care reports) system. Technology has changed and this along with new software can be done on I Pads (Droid). We would like to move forward with this change and at the same time repurpose the CF-19 (Toughbooks) into the 2 engines and truck for the purpose of CAD available through the new dispatching changes.
Replacement of Utility 1	This is a 1993 pick-up truck (32654). It was stored outside for years at the old site and has aged. The vehicle is used for transportation of personnel and special equipment to and from fire scenes, transportation for out of city education, training and errands, to pick up hose and equipment in need of maintenance and cleaning after an incident, and to pull the Survive Alive House. Now that it is stored inside it will be filled with special teams' equipment such as life vests, rope, cold water suits, RDC etc. It was requested to be replaced in 2014 but was deferred to 2016.
Future equipment purchases	Our engines will be 25 and 20 years old respectfully. We continue to put money into them for normal maintenance, but the assessment from our contracted maintenance company (who has not stake in replacement) stated they are both mechanically obsolete. This means that getting parts is difficult. We need to continue to put money aside for replacement. It is my belief that a new engine will cost in the area of \$500,000.
Radio upgrades/purchases	With the new changes in communication, radio systems and technology we have replaced a few radios each year, these funds will be used to support the continued replace program.
Hose replacement	NFPA provides a guide to years of service and our systematic replacement results in replacing those that fail the annual hose test.
Radio Fees/Flashing/Communications	Remaining on the Milwaukee County Radio system will at this time requiring a flashing, new templating and eventually some new Fees (Still up in the air). This item will gets us to the next level and joined with new purchase will set us up for the future.
Hand Tools	Each year firefighting hand tools are broken beyond repair. This account would fund the purchases of replacement items.
Extrication Equipment	Our extrication equipment is over twenty (20) years old (the life expectancy is 15) and it was purchased as a demo. We have had numerous repairs. We would like to replace and three tools and the associated extras.
UTV Vehicle w/Trailer	With the introduction of our new trails, some that will not support a full size vehicle, and the mile and one half of lake front that we have protected over the years this four wheel drive piece of equipment will allow for access at all times of the season. It is envisioned to be equipped with firefighting equipment and the ability to use as an extrication vehicle for those injured. We have worked closely with a company that has a used vehicle that they are willing to sell at a reduced price. This vehicle new with the additional equipment will easily sell between \$20,000 and \$25,000. We are currently negotiating with the company for a minimal cost.
<u>Project Name and Funding Source</u> Highway Equipment: 40-6007-602	<u>Project Description</u>

Box Scraper	<p>Currently the Highway Department has a grader which is utilized for grading the few remaining gravel shoulders in the City (Lake Drive and Brust). Gravel alleys are typically done by back-dragging with a loader since they do not get the same washout as a gravel shoulder does. The grader is from 1968. Because the majority of gravel shoulders has been reduced significantly in the past 7 years, the Highway Department believes that the grading can be done with a pull behind box scraper. The box scraper attaches to the tractor/flail mower and is dragged behind. Back-dragging with the loader on long stretches of roadway like Lake Drive will not work well or efficiently.</p>
Superintendent Truck	<p>The Highway Superintendent truck is used every day. It is out in all weather and is usually the first to respond to calls and complaints. Currently, the Superintendent utilizes one pick-up truck in the summer and a different one in the winter (the summer one has no front-wheel drive). Both are rusting out. This one truck would replace both of those. This truck would also be outfitted with a adjustable plow so the Superintendent could immediately address issues if he comes upon them.</p>
FUTURE YEAR REQUESTS - HIGHWAY	
Flail Mower	<p>The flail mower is from 1975. It is operational but parts are becoming difficult to obtain. The City does have lands that would need a flail mower to mow. The mower would also be used with the box grader for shoulder work. It also has a power auger to dig larger holes.</p>
Cargo Van	<p>The cargo van is from 1999. It is used daily from mid-April to mid-October to trailer the lawn mowing equipment. The van is mostly used by the college labor and often there are 4 laborers in the van. The van is also used to transport the voting equipment which cannot get wet and other items.</p>
<u>Project Name and Funding Source</u>	<u>Project Description</u>
Engineering vehicle/equipment: 40-6007-706	
Future Requests-Engineering	
Survey Equipment - Total Station	<p>A Total Station is a piece of survey equipment that allows the collection of data through a laser and computer compared to the transit, and linker rod. It is more efficient since the rod has a prism on it which bounces the laser from the transit back and collects the locations and elevations automatically. This type of collection creates an efficiency because it takes less time for the crew to collect the data.</p>

Survey Equipment - Data Collector	The data collector is an additional piece of equipment that works with the total station. It collects the data onto to a computer which can be then downloaded into spreadsheets and into AutoCAD which increases the accuracy and speed at which drawings can be generated.
Project Name and Funding Source	Project Description
Parks: 40-6007-706	
Upgrade Electrical	The electrical needs to be changed to accommodate the revised operations of the Arts Council.
Band Shell Maintenance	The band shell needs maintenance. The gutters, soffit, and fascia all need replacing. The roof need some repairs at the joint between the 2 roofs. The sub-floor in the area behind the stage needs to be replaced. The ceiling of the stage needs to be reviewed and painted. An inspection will be done to ascertain the extent of the maintenance and will be programmed in accordingly. The focus in 2014 would be the items specifically listed here. The Park Commission is requesting \$40,000 of additional funding to facilitate the maintenance.
Horseshoe Pit Upgrade	The 4th of July and St. Francis Days both have horseshoe tournaments. The pits need to be excavated and new frames installed in several of the pits.
Project Name and Funding Source	Project Description
Iowa from Norwich to St. Francis Avenue Road Reconstruction, Design update and construction inspection	Iowa was in poor condition in 2005 and is still in poor condition today. The project had been brought forward and rejected in 2005. The minimum the City must wait prior to bringing a project back is 5 years. It has been 8 years. The road has not gotten any better. Since their road had been designed before, there is an update to the design that will be done partially in house with any CAD work being done by the original designer. It is recommended that the construction inspection be performed by the design firm.
Kansas from Layton to Whitnall Road Reconstruction, Design update and construction inspection	Kansas is a "never been done street" that was under consideration for 2015. It deteriorated over the winter of 2012-2013 significantly and has been moved to 2014.
Barland Avenue Resurfacing - Crawford to Koenig Road Resurfacing	Barland Avenue is a short section of roadway between Crawford and Koenig. It had been proposed for 2012 but with the 2 other major projects in 2012, it needed to be moved back to 2013. The PASER rating is 3. It is proposed for resurfacing.
Sidewalk Replacement Program Phase 1 Sidewalk Replacement	This is the City's annual sidewalk program. It is funded through block grant funds. The City pays the contractor first and is reimbursed by the County. The areas being considered in 2013 are Bombay, Elizabeth by Pennsylvania, Pennsylvania from Elizabeth to Bolivar, Howard from 794 to KK, Denton and Bolivar from Pennsylvania to Nicholson, Delaware from Bolivar to Whittaker.
Sidewalk Replacement Program Phase 2	

Sidewalk Replacement	This is an additional project to replace the extremely deteriorated sidewalk in front of the Marion Center. The Transit system improved their bus stop on Lake Drive and at that time it was noted that the sidewalk was severely deteriorated. Also, there is sidewalk on the corner of Elizabeth and Brook Place at Deer Creek that floods and ices every winter. This section will also be replaced for proper drainage.
Watermain Trench Repair Watermain Trench Repair	Every other year, the City lets a contract to repair all the trenches left from repairs made from watermain breaks. 2014 is the year for this contract. The City pays the contractor and then gets reimbursed from Milwaukee Water Works.
Trail System on former We Energies Property Gravel/Wood Chip Trail System	A trail system on the former We Energies land has been discussed. In light of the issue with loose dogs and trespassing in Trestle Creek, the City will create a trail system to guide people utilizing the area away from the private property and into the open spaces. Parts if the trail will be asphalt, parts will be compacted gravel, and parts may be compacted wood chips. Anything done will comply with ADA regulations.
Project Name and Funding Source Police Vehicles 40-6007-707	Project Description
Dodge Charger	<p>Police Vehicles: We have a good balance of sedan and 4x4 vehicles in the fleet. With the addition of the Nojoshing trail it will be even more important to maintain 4x4 Tahoes to be able to repond to the off road area for emergency situations and proactive patrols. The patrol squads are used 24/7 and each year on average we put 30,000 miles on each vehicle. With this in mind it is important to replace the vehicles every 3 years to keep maintainance costs to a minimum.</p> <p>Body Armour: Planned -yearly replacement every five years. Contractual obligation with state grant money paying for half the total amount.</p> <p>Weaponry: Our current rifles are nearing 10 years of service. It is important to keep fully functioning weapons, and to plan for future replacement. These monies will be for planned future replacements.</p> <p>Technology: IT Department recommends planning for upgrades in computers in the deparment to keep current with operating system upgrades and software changes. We also need to keep our operating systems current to be able to impliment the most current security requirments established by the FBI and State of WI. The State and FBI are accessed for criminal history and other investigative information.</p>
Chevy Tahoe-Patrol	
Police Department 40-6007-707	
Body Armor	
Weaponry	
Police Department 40-6007-707	
Computers- Laptops - In House	
Records Management- Authentication Laser Radar Units	Record authentication -Federal Requirement (1) hand held Laser Radar Unit to replace(1) existing unit. Milwaukee County is in the process of upgrading the entire 800 mghz radio system from analog to a digital system. This creates the need to replace analog radios to digital capable radios. Currently we have the need to replace 5 mobile radios. The monies budgeted will also be used for re-templating the current radios when needed.
Radio Equipment replacement	
Project Name and Funding Source Municipal Court 40-6007-707	

<p>TiPSS Support Fees eTime</p> <p>Court Data Transfer</p>	<p>Quote Invoices attached for services</p> <p>For Court to run license plates to check if valid and to run defendants to see if drivers license is valid or if there are any warrants out for them. (to establish efficiency and self-sufficiency of the court). \$100/month</p> <p>This is the potential cost to transfer over the court data(to be discussed with Mike Williams)</p>
<p><u>Project Name and Funding Source</u></p> <p>City Clerks Office</p>	<p><u>Project Description</u></p>
<p>Software Update</p>	<p>The City is looking to update two minor systems, one of which would make Tax records and other property documents live on our website. The other minor upgrade would be to take our Time Keeping Software to the next level by implementing web-based technology.</p>

CITY OF ST. FRANCIS PURCHASING POLICY

PURPOSE

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of St. Francis, to provide guidance and procedures to be followed for the procurement of goods and services for all departments, and to provide safeguards for maintaining a procurement system of quality and integrity which is deserved by City taxpayers.

OBJECTIVES

The objectives of the City's purchasing policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance;
2. To provide adequate controls over City expenditures and financial commitments with proper documentation;
3. To obtain quality goods required by City Departments and;
4. To provide a standardized system of purchasing for use by all City departments.

APPLICATION

This policy applies to all procurements of supplies, services, and construction, entered into by the City of St. Francis after the effective date of this Policy. It shall apply to all expenditures of public funds by a City employee for City purchasing irrespective of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this Policy shall prevent any City employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

VENDOR DISCOUNTS

It is the policy of the City to take advantage of available vendor/trade discounts and government pricing when the available discount provides the lowest cost for the same quality.

NON-BUDGETED ITEMS

All requested expenditures should be provided for in the current budget. However, purchases that have not been provided for in the current budget will require City Council approval, and Council action will be taken to provide corresponding budget transfers. The Department Head should notify the committee Chairperson of their reporting committee and/ City Administrator provide written documentation regarding the expenditure. The Committee will than make a recommendation and provide the information to the Council at their next meeting to review the request and make necessary transfers.

EMERGENCY PURCHASES OF NON-BUDGETED ITEMS

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To stay an immediate threat to the health or safety of the public and employees.

For emergency purchases of non-budgeted items or services, the appropriate Department Head shall make every effort to obtain three quotes for the item. The purchase shall be approved by the City Administrator prior to ordering the item. In the City Administrator's absence the purchase shall be approved by the Mayor prior to ordering the item.

LOCAL MERCHANTS

Taking price, quality, performance and service into account, the City will give reasonable consideration to local merchants.

EMPLOYEE CONFLICT OF INTEREST

It shall be unethical for any City employee to participate directly or indirectly in procurement contract if the City employee knows that:

1. The City employee or any member of the City employee's immediate family has a financial interest pertaining to the procurement contract; or
2. any other person, business, or organization with whom the City employee or any member of the City employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

POLICY

The provisions of Wis. Statute 62.15 take precedence over any portion of this policy that may conflict. Public construction over \$25,000 shall be publicly bid.

RESPONSIBILITY OF THE TREASURER

1. Ensure funds are available for purchases pursuant to the budget.
2. Ensure the account is accurate in amount and a proper charge against the treasury.
3. Ensure the goods or services were duly authorized by the designated responsible party.
4. Provide a report of all expenditures to the Finance committee monthly.
5. Review Purchase Orders for accuracy and completeness before presentation to the City Administrator.

PURCHASING PROCEDURE

Purchases made by the City of St. Francis are grouped under the following categories:

1. Purchases up to \$1,000.00
2. Purchases over \$1,000.00 to \$10,000.00
3. Purchases of \$10,000 or more not covered by section 62.15 or Wis. Statutes.
4. Public Construction over \$25,000.00

1. Purchases up to \$1,000.00. If the estimated price of an item is \$1,000 or less and is budgeted, the appropriate Department Head is authorized to purchase said item. A payment voucher must be attached to the invoice and turned into the City Treasurer. The City Treasurer will review the invoice for proper account coding and authorization before payment is made.
2. Purchases over \$1,000 but less than \$10,000. A Purchase order is required. For the purchase of a budgeted item involving an estimated expenditure of more than \$1,000 and less than \$10,000, the appropriate Department Head must make every effort to solicit enough quotes in order to receive at least three. If the lowest quote is not recommended by the Department Head, a report must be submitted to the City Administrator stating the reasons for the recommendation. The quotes shall be presented to the City Administrator for approval prior to ordering the item.
3. Purchases of \$10,000 or more not covered by section 62.15 or Wis. Statutes. Every effort must be made to send out enough bids or quotation requests in order to receive a minimum of three. Bids and quotations shall be opened and examined and a report shall be made to the appropriate Council Committee concerning the bids or quotations received. The report shall contain a recommendation concerning the bid to be accepted or rejected. If a bid other than the lowest bid or quotation is recommended, the report shall state the reasons for such a recommendation, which shall be forwarded to the City Council. Any project receiving only one bid shall be rebid unless it is approved by a three-fourths (3/4) vote of the Council. The City has the right to reject any and all quotes and/or bids.
4. Public Construction over \$25,000. All public construction in which the estimated cost exceeds \$15,000 shall be let by contract to the lowest responsible bidders. The bidding process shall incorporate the requirements in Section 62.15 and 66.0901 Wisconsin Statutes. Any project receiving only one bid shall be rebid unless it is approved by a three-fourths vote of the Council. The City has the right to reject any and all quotes and/or bids.

5. Professional Contract Agreements

The City of St. Francis has the following Professional contract agreements for services which are not subject to any statutory bidding process, but from time to time at the direction of the Finance Committee or City Council shall be reviewed and/or put out for a RFP or bidding process. The following is a listing of current agreements:

Service	Firm	Formal Contract	Term
Auditing	Baker Tilley	Yes	2016
Banking Services	Associated Bank	Yes	2015-2017
City Assessor	Associated Appraisal	Yes	2010-2015
City Attorney	AMMRLSC	Yes	No Term

IT Services	WilNet	Yes	No Term
Financial Planning	Ehlers & Associates	No	No Term
Medical Insurance Broker	Associated Financial Group	Yes	2016
Property Insurance / WC Broker	Ansay & Associates	Yes	April 2017
Fire Plan/System Review	Malik and Associates	Yes	No Term
City Sanitarian	South Shore Consortium	Yes	2016

EMPLOYEE REIMBURSEMENTS

An employee reimbursement form with the corresponding receipts attached, and appropriate Department Head authorization will be presented to the City Treasurer approval. The City Treasurer will verify the appropriate budget account numbers and amounts prior to payment being made.

SALE OF CITY OWNED PROPERTY

Real Estate. The Common Council shall have authority to ultimately determine the sale price and other terms of sale including whether the property should be advertised to the public for sale and/or sold through a licensed real estate broker. The City Administrator shall be authorized to act as the City's representative for purposed of negotiating the sale of such property. The Mayor and City Clerk shall be authorized to execute any and all documents necessary to transact such sale with prior approval by the Common Council. Any State Statue which outlines how a municipality needs to sell specific land would take president over this policy.

Personal Property. All municipally owned personal property which no longer serves any useful purpose in any of the City departments may be deemed surplus. Surplus property shall be sold by sealed bid after public notice. A Class 2 public notice shall be published in the official City newspaper indicating the property to be sold and other terms of sale. Bids for such property shall be sealed and delivered to the City Clerk's office by the date and time indicated in said notice. The City shall reserve the right to accept or reject any or all bids for such property. The Mayor and City Clerk shall be authorized to execute any and all documents necessary to transact such sale with prior approval by the Common Council.



MEMO

TO: Finance Committee
FROM: City Clerk/Treasurer Uecker
RE: Accounts Receivable
CC: File

Attached you will find a list of Accounts Receivable that is outstanding for the City of St. Francis. Amounts are older than 7 years and I am respectfully requesting the Finance Committee to write off the balance in the amount of \$15,610.38 per the recommendation of the auditor.

In previous years, this amount have already been expensed and are currently sitting in the Liability Account for Allow for Doubtful Expense. It will not reflect in the current 2015 Budget – it won't affect income, revenue or expense accounts.

City of St. Francis
 Non-System A/R Listing
 12/31/2010

NO.	DATE	AMOUNT
4645		\$566.81
4651		\$80.00
4655		\$10.00
4658	9/10/2003	\$120.00
4663	9/17/2003	\$10.00
4671	10/22/2003	\$1,710.00
4673	10/29/2003	\$36.00
4675	12/2/2003	\$40.00
4678	12/11/2003	\$308.15
	12/31/2003	(\$0.01)
		<hr/>
		\$2,880.95
4682		\$456.55
4683		\$20.00
4686		\$120.00
NSF	1/21/2004	\$14.95
4687	2/2/2004	\$25.00
4689		\$25.00
4690		\$25.00
4691		\$25.00
4692		\$25.00
4693	2/5/2004	\$6,614.33
4695	2/25/2004	\$30.00
NSF	2/6/2004	\$0.20
NSF	2/10/2004	\$40.00
1496	3/1/2004	\$17.00
4699	3/8/2004	\$800.00
4702		\$226.72
4703	3/12/2004	\$20.00
4704		\$20.00
4706	3/19/2004	\$30.00
4707	3/25/2004	\$10.00
4708	4/2/2004	\$200.00
4711	4/29/2004	\$2,854.60
4712		\$10.00
4713		\$10.00
4715		\$20.00
4717		\$20.00
4718	5/3/2004	\$30.00
4720	5/26/2004	\$10.00
4721		\$40.00
4722		\$40.00
4724	6/9/2004	\$40.00
4725		\$40.00
4727		\$0.08
4728		\$20.00
4729		\$40.00
4730		\$20.00
4736		\$40.00
NSF	8/31/2004	\$90.00
4743	9/3/2004	\$20.00
4746		\$20.00
4747		\$40.00
4751		\$40.00
4752		\$40.00
4753		\$20.00
4754		\$40.00
4760	10/22/2004	\$28.00
4763		\$20.00
4765		\$40.00
4767		\$252.00
NSF	12/23/2004	\$100.00
		<hr/>
		\$12,729.43

Total

\$15,610.38



OAKCREEK
— WISCONSIN —

City of Oak Creek
8040 S. 6th Street
Oak Creek, WI 53154
Phone (414) 768-6514

INVOICE

Invoice Date: 12/11/2015
Invoice #: 1500000875
Invoice Amt: 117,505.00
Customer #: SFRANCIS
Due Date: Upon Receipt

CITY OF ST. FRANCIS
3400 E. HOWARD AVE
ST. FRANCIS, WI 53235

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1.000	ADMIN FEE	5.00	5.00
1.000	3RD QUARTER CONTRACT PAYM	58,750.00	58,750.00
1.000	4TH QUARTER CONTRACT PAYM	58,750.00	58,750.00

Total Invoice:	117,505.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	117,505.00

Remit to:

City of Oak Creek - Treasurer

8040 S. 6th Street
Oak Creek, WI 53154
Phone (414) 768-6514

INVOICE

Invoice Date: 12/11/2015
Invoice #: 1500000875
Invoice Amt: 117,505.00
Customer #: SFRANCIS
Due Date: Upon Receipt

CITY OF ST. FRANCIS
3400 E. HOWARD AVE
ST. FRANCIS, WI 53235



CoryAnn St. Marie-Carls, Mayor, City of St. Francis
3400 E. Howard Ave. St. Francis, WI 53235 • (414) 399-0797 • Mayor@stfranwi.org



12/30/2015

Memo:

To: Finance Committee, Citizens and Council

From: Mayor St. Marie-Carls

Re: Court Clerk – further discussion on verification of Budget Amendment from December 15th

The budget amendment I proposed to find the funds for the full time Court Clerk was presented on December 15th. Alderwoman Bostedt questioned verification of the proposed fund shifts needed for the budget amendment.

THIS UPDATE BELOW HAS THE EMAIL I SENT TO ALDERWOMAN BOSTEDT:

Also for the meeting on January 5th – Judge Hemmer will bring forward for the Committee information on UNCOLLECTED FINES, that need to be worked on. Further supporting the need for a full time clerk to deal with the work load.

EMAIL:

From: Mayor St. Marie- Carls

To: Alderwoman Bostedt, December 17th, 2015

Subject: Referral to Finance, Court Clerk

Sue,

I appreciate your suggestion of a referral to Finance on the Court Clerk position. Will you make this referral or should I? No doubt we are at risk of lost revenues and mistakes as well as other citizen service issues if we don't keep working on this. I will investigate further with other Mayor's, but we have unpaid fines that could be worked on with more time that would offset expenses. The 16% cuts proposed are real and doable.

You had major questions as far as account deduction verification. What are you thinking you need here? I am willing to help. How about including my explanation below.

16% savings can be made from our Legal account with City Attorney Office hours added and a better management of our HR attorney costs(which are excessive- the hourly wage always over 200 or more).

As far as Telephone cost they have been on the rise and with the new voice over IP phones and WiFi in the building why do we have to spend 40dollars a month on data for many lines? We need an audit of the bills, which anyone can do. Anne had to manually estimate the lines we pay for when I asked. So how many lines we pay for or who has data? Estimated 36/lines and WiFi hot spots etc. I am certain a detailed review would reveal a savings of at least 16%. We also need to evaluate the use of these cell charges and if they are absolutely necessary. If they are essential to operations then we should have guidelines and policies for use that the Council and Committees should be aware of. Public Works/ City Engineer manages these lines your Committee could review this.

CoryAnn St. Marie-Carls, Mayor, City of St. Francis
3400 E. Howard Ave. St. Francis, WI 53235 • (414) 399-0797 • Mayor@stfranwi.org

To: Finance Committee, Citizens and Council from Mayor- December 30th – Page 2

As far as Associated Appraisal, with the reevaluation records that are much improved, work will be more efficient. We should be able to cut down on hours provided by 16%.

Not to mention, with continued tracking on these accounts budget transfers can be made when needed for emergencies with substantiation. Other municipalities do line item transfers to balance during the year...accounts are not allowed to simply...go over budget.

In addition we need to ask for account transfers for the Council's information all year long. Example: Money for Todd Willis CDBG code compliance funded work has run out and he is being paid from the Public Works part time budget. Can you put this item on the Public Works agenda? Where is the money coming from, who is not getting hours to compensate for Todd's hours. He should be paid from TIF since most of his work is Economic Development?

Also we should find out what our 2016 funding for CDBG is to plan. Have you talked about this at Public Works?

Let me know if you have questions or need more information.

Thanks
Mayor CoryAnn



City of St. Francis

Melinda K. Dejewski, PE, City Engineer/Director of Public Works

December 10, 2015

Honorable Finance Committee
City of St. Francis

Subject: Property Owned by Mr. Robert White on E. Layton Avenue

Gentlepersons:

Mr. White had contacted the City to bring to our attention some tall weeds on a City-owned property adjacent to his property on Layton Avenue. When the City crew went to cut the City property, they also cut Mr. White's property believing that it was the City's property. Mr. White contacted the City to inform us of the mistake. After attempting to find a resolution with Mr. White, it has become evident that the issue cannot be resolved to his satisfaction with City forces. Mr. White has provided a cost estimate of \$3681.28 to replace the mature bushes that were mistakenly cut down. We have found the value of the four pavement edge markers which were reported to have been removed during the cutting to be \$50 for all four. Mr. White has agreed to a financial solution of the issue. We are recommending that the City pay Mr. White the value of these items totaling \$3731.28 to resolve the issue.

Respectfully submitted,

Melinda K. Dejewski, P.E.
City Engineer/Director of Public Works