

OFFICIAL NOTICE AND AGENDA OF A FINANCE COMMITTEE MEETING

Notice is hereby given that a regularly scheduled public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

Date and Time: Tuesday, October 3, 2023, at 7:30 pm

Location: North Conference Room, 2000 North Calhoun Road, Brookfield WI

Members: Alderman Dave Christianson (Chair), Alderman Bob Reddin, Alderman Jason Anderson, Alderman Mike Hallquist, Alderman Scott Berg, Alderman Jerry Mellone, Alderman Kathryn Wilson

(Number of Members needed to meet quorum requirements: 4)

1. Roll Call
2. Announcements
 - a. A special Finance Committee meeting to review the proposed 2024 budget is scheduled for 6:30 pm on Thursday, October 12, 2023.
 - b. The next regularly scheduled Finance Committee meeting is Tuesday, October 17, 2023.
3. Approval of Minutes
 - a. Minutes of the September 19, 2023, regular Finance Committee meeting.

Documents:

[Finance Committee Minutes-091923.pdf](#)

4. Unfinished Business
5. New Business
 - a. Vouchers exceeding \$50,000 requiring immediate action.

Documents:

[Finance Committee Agenda Item 5a.pdf](#)

- b. Resolution approving 2023 Computer Replacement Fund budget amendment requested by the Director of Finance and Administration: appropriate \$145,981 to account 25121264-601000 for purposes of funding technology purchases originally included in the 2022 budget but not completed until 2023.

Documents:

[Finance Committee Agenda Item 5b.pdf](#)

- c. Resolution approving 2023 Vehicle/Equipment Replacement Fund budget amendment requested by the Police Chief and Director of Finance and Administration: appropriate \$94,000 to account 25011562-611000 for purposes of acquiring and equipping prisoner transport van initially included in the 2022 budget.

Documents:

[Finance Committee Agenda Item 5c.pdf](#)

- d. Resolution approving request of the Police department to purchase replacement squad vehicle from Ewald Automotive Group (2024 budget item).

Documents:

[Finance Committee Agenda Item 5d.pdf](#)

- e. Finance Committee only item – 2024 budget review meeting format.

Documents:

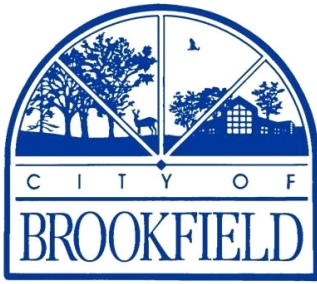
[Finance Committee Agenda Item 5e.pdf](#)

6. Adjournment

Robert W. Scott - Finance Department - Director of Finance and Administration

Under the Americans with Disabilities Act, the City of Brookfield will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Brookfield's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Brookfield, should contact the office of the City Clerk at 262-782-9650 or at 2000 North Calhoun Road as soon as possible but no later than 48 hours before the scheduled event.

Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.



MINUTES OF AN OFFICIAL MEETING

Regular Meeting of: Finance Committee

Date and Time: Tuesday, September 19, 2023, at 7:30 pm

Location: North Conference Room, 2000 North Calhoun Road, Brookfield WI

Members Present: Alderman Dave Christianson (Chair), Alderman Bob Reddin, Alderman Jason Anderson, Alderman Mike Hallquist, Alderman Scott Berg, Alderman Jerry Mellone, Alderman Kathryn Wilson

Others Present: Director of Finance and Administration Robert Scott, Police Chief Jim Adlam and Alderman Chris Blackburn

Members Absent/Excused:

9/19/2023 - Minutes

1. Roll Call

Alderman Dave Christianson noted a quorum was present and called the Finance Committee meeting to order at 7:30 pm.

2. Announcements

- a. The next regularly scheduled Finance Committee meeting is Tuesday, October 3, 2023.

3. Approval of Minutes

- a. Minutes of the September 5, 2023, regular Finance Committee meeting.

Motion by Alderman Bob Reddin, second by Alderman Jason Anderson to approve the minutes of the September 5, 2023, regular Finance Committee meeting. Motion carried 7-0.

4. Unfinished Business

5. New Business

- a. Vouchers exceeding \$50,000 requiring immediate action.

Motion by Alderman Mike Hallquist, second by Alderman Jerry Mellone to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 7-0.

- b. Resolution awarding the contract for auditing services for the City's 2023-27 financial statements to Baker Tilly US, LLP.

Motion by Alderman Bob Reddin, second by Alderman Kathryn Wilson to approve the resolution awarding the contract for auditing services for the City's 2023-27 financial

statements to Baker Tilly US, LLP. Motion carried 7-0.

- c. Resolution approving Police Taser purchase agreement with Axon Enterprise, Inc.

Motion by Alderman Jerry Mellone, second by Alderman Jason Anderson to approve the resolution approving Police Taser purchase agreement with Axon Enterprise, Inc. Motion carried 7-0.

- d. Resolution regarding claim of AT&T regarding incident at 13400 Bishops Lane.

Motion by Aldermen Kathryn Wilson, second by Alderman Mike Hallquist, to approve the resolution denying claim of AT&T regarding incident at 13400 Bishops Lane. Motion carried 7-0.

- 6. Adjournment

Motion by Alderman Bob Reddin, second by Alderman Jason Anderson to adjourn the meeting at 7:43 pm. Motion carried 7-0.

Respectfully submitted: Robert W. Scott - Finance Department - Director of Finance and Administration

VOUCHERS EXCEEDING \$50,000 REQUIRING IMMEDIATE ACTION
October 3, 2023

WILLIAM/REID DIV OF GASVODA & ASSOCIATES TWO NEW BIOSOLIDS STORAGE MIXING PUMPS	\$ 72,550.00
BADGER TRUCK EQUIPMENT TANDEM PATROL TRUCK WITH DUMP, SPREADER & STROBES	111,605.00
AUGUST WINTER & SONS INC PAY 4 - DIGESTER MIXING, GAS HANDLING, INSP & FINAL CLARIFIER REHAB	166,867.50
 TOTAL VOUCHERS	 <u>\$ 351,022.50</u>

Resolution for the City of Brookfield, Wisconsin

Resolution Number:

Resolution Title: Resolution approving 2023 Computer Replacement Fund budget amendment requested by the Director of Finance and Administration: appropriate \$145,981 to account 25121264-601000 for purposes of funding technology purchases originally included in the 2022 budget but not completed until 2023

WHEREAS, the Common Council previously provided budgetary appropriations in 2022 to acquire certain technology equipment and related services, including city-wide workstation replacement, replacement of uninterruptable power supply, and a city-wide document management system; and

WHEREAS, the purchases were not completed in 2022 due to vendor and supply delays, as well as the need to plan for proper implementation of the document management system, and the previously allocated funding needs to be re-appropriated for the 2023 fiscal year to complete the projects, and

WHEREAS, the Finance Committee considered the request to re-appropriate the monies from the Computer Replacement fund at its meeting held on October 3, 2023 and recommends approval thereof.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield that the following budget amendment for 2023, to provide funding from the Computer Replacement Fund for purposes of completing technology purchases originally budgeted in 2022, is hereby approved.

Increase expenditures:

Computer replacement	25121264-601000	\$145,981
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BE IT FURTHER RESOLVED that this resolution be published on the City website within 15 days of adoption as prescribed under Wis. Statutes section 65.90(5)(a).

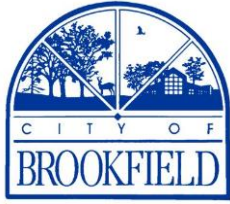
Adopted this 3rd day of October, 2023.

Approved:

Attested:

Mayor Steven V. Ponto

City Clerk Michelle Luedtke



Memorandum / Staff Report:

To: Finance Committee
From: Robert Scott, Director of Finance and Administration
Cc: Mayor and Common Council
Date: September 22, 2023
Regarding: Budget amendment – Computer Replacement Fund

As staff was working to complete the 2024 executive budget, it was noted that certain expenditures in the Computer Replacement fund originally budgeted in 2022 were not completed and required re-appropriation of the funds in 2022. This action should have been presented for the Committee and Council to consider earlier in 2023 (similar to budget amendments previously approved for the Vehicle Replacement fund), and staff apologizes for the oversight.

The 2022 project carryovers are as follows:

Complete city-wide workstation replacement	\$ 21,961
Uninterruptable power supply replacement	49,999
City-wide document management system	<u>74,021</u>
Total	<u>\$145,981</u>

As these monies were unspent in 2022, the budgeted amounts lapsed to the Computer Replacement fund balance. Re-appropriating the monies does not increase the amounts previously approved for expenditure by the Committee or Council.

A resolution amending the 2023 Computer Replacement fund budget to re-appropriate the funds for the 2022 purchases is attached for your consideration, and staff respectfully requests the Committee's approval and recommendation to the Council.

Resolution for the City of Brookfield, Wisconsin

Resolution Number:

Resolution Title: Resolution approving 2023 Vehicle/Equipment Replacement Fund budget amendment requested by the Police Chief and Director of Finance and Administration: appropriate \$94,000 to account 25011562-611000 for purposes of acquiring and equipping prisoner transport van initially included in the 2022 budget

WHEREAS, the Common Council previously provided budgetary appropriations in 2022 to acquire and equip a van for the Police department to transport prisoners to the Waukesha County Jail or other applicable locations in a safe and secure manner for both subjects and police officers; and

WHEREAS, the van purchase was not completed in 2022 due to manufacturer delays, including cancellation of the order for the vehicle, and

WHEREAS, the manufacturer has notified the Police department that the desired vehicle could be built and delivered in 2023, which would require re-appropriation of the funds budgeted in 2022, and

WHEREAS, the Finance Committee considered the request to re-appropriate the monies from the Vehicle/Equipment Replacement fund at its meeting held on October 3, 2023 and recommends approval thereof.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield that the following budget amendment for 2023, to provide funding from the Vehicle/Equipment Replacement Fund for purposes of completing the Police prisoner transport van purchase originally budgeted in 2022, is hereby approved.

Increase expenditures:

Police vehicle replacement	25011562-611000	\$94,000
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BE IT FURTHER RESOLVED that this resolution be published on the City website within 15 days of adoption as prescribed under Wis. Statutes section 65.90(5)(a).

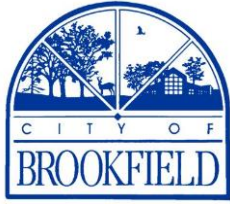
Adopted this 3rd day of October, 2023.

Approved:

Attested:

Mayor Steven V. Ponto

City Clerk Michelle Luedtke



Memorandum / Staff Report:

To: Finance Committee
From: Robert Scott, Director of Finance and Administration
Cc: Mayor and Common Council
Date: September 22, 2023
Regarding: Budget amendment – Vehicle/Equipment Replacement Fund

As noted in the accompanying memo from the Police Chief, the prisoner transport van that was initially approved as part of the 2022 budget was never received as the manufacturer cancelled the order. As the budgeted monies were unspent in 2022, the budgeted amounts lapsed to the Vehicle/Equipment Replacement fund balance.

As noted by the Chief, the manufacturer has notified the City that the vehicle will be available this year. As such, the monies previously budgeted need to be reallocated. Re-appropriating the monies does not increase the amounts previously approved for expenditure by the Committee or Council.

A resolution amending the 2023 Vehicle/Equipment Replacement fund budget to re-appropriate the funds for the prisoner transport van purchase is attached for your consideration, and staff respectfully requests the Committee's approval and recommendation to the Council.



POLICE DEPARTMENT
2100 North Calhoun Road
Brookfield, Wisconsin 53005-5054
(262) 787-3566 Fax (262) 782-8757



James P. Adlam, Chief of Police

MEMORANDUM

TO: Alderman David Christianson, Chairman
and Members of the Finance Committee

FROM: Chief James P. Adlam

DATE: September 18, 2023

RE: Procurement Request for Fleet Replacement

In 2021, the department submitted a procurement request for a transport van. At that time, our agency identified a need for a dedicated vehicle that would allow the department to convey violent/combative individuals in a manner that would be safe and secure for both the subject and our officers. We currently rely on neighboring jurisdictions to provide that service. In 2021, we requested \$36,034 for the Ford Transit 250 Van and \$44,321.13 for the set-up as well as all the transport inserts and equipment. Due to various issues, Ford cancelled the build of the vehicle. Ford required that we reorder this vehicle at a higher price. We were recently notified by Ford that a VIN was assigned, and the vehicle could be built and delivered by the end of 2023. We are submitting for reapproval of the funds set aside in 2022. The updated cost for the Ford Transit 250 Van is \$49,240. The cost for set-up and the transport inserts are going to remain roughly the same at \$45,000. The total request for this vehicle is \$94,240.

In addition, we are requesting the approval to preorder one vehicle that is included as a request for 2024 and is included in the 2024 executive budget that you will soon be considering. We would not receive this vehicle until 2024. If we order it now, we will save a few thousand dollars in anticipated increased costs. We budgeted \$48,500 for this vehicle in 2024. The cost is now estimated to increase more than we budgeted. We can order a vehicle through the State bid now for \$46,823 and not receive it until the first quarter of 2024.

At this time, we must state our intention to purchase so vendors can begin the process of ordering from the manufacturers. As in the past, vendors were selected through the State bidding process. I am requesting your reapproval of the transport van budget authority and purchase and approval to preorder one 2024 vehicle from the Ewald Automotive Group in Oconomowoc, Wisconsin.

JPA/kw

cc: Robert Scott, Director of Finance and Administration

Resolution for the City of Brookfield, Wisconsin

Resolution Number:

Resolution Title: Resolution approving request of the Police department to purchase replacement squad vehicle from Ewald Automotive Group (2024 budget item)

WHEREAS, the Police department has requesting funds in the proposed 2024 budget for the purchase of replacement squad vehicles, including a vehicle to replace the current vehicle assigned to the Police Chief; and

WHEREAS, due to supply chain and other issues, the expected cost of the vehicle if not ordered until 2024 is expected to be higher than current pricing, and it would behoove the City to pre-order this vehicle at this time to avoid the price increase; and

WHEREAS, the Police department recommends and requests the authority to order the replacement vehicle from Ewald Automotive Group under state contract pricing; and

WHEREAS, the Finance Committee has reviewed and recommends approval of the request of the Police department to place the order for the purchase of the replacement vehicle from Ewald Automotive Group for a total of \$46,823, with funding anticipated to be provided in the 2024 City budget.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield that the request of the Police department to order the replacement Chief vehicle from Ewald Automotive Group be approved.

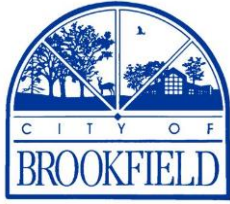
Adopted this 3rd day of October, 2023.

Approved:

Attested:

Mayor Steven V. Ponto

City Clerk Michelle Luedtke



Memorandum / Staff Report:

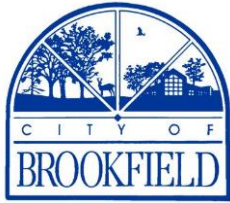
To: Finance Committee
From: Robert Scott, Director of Finance and Administration
Cc: Mayor and Common Council
Date: September 22, 2023
Regarding: Police department request to preorder 2024 vehicle purchase

As noted in the memo from the Police Chief that accompanies the agenda item relative to the budget amendment for the prisoner transport van purchase, the Police department is requesting authority to pre-order an anticipated 2024 vehicle purchase to avoid a price increase that I expected to occur if the vehicle is not ordered until after the first of the year.

This vehicle is included in the Vehicle/Equipment Replacement fund budget in the proposed 2024 executive budget, and although it would be ordered now, the City will not be expected to take delivery and expend the monies until calendar year 2024.

Although the Committee has yet to review the 2024 executive budget, the City has preordered vehicles in prior years to save money from expected price increases. If the funds for the purchase were not ultimately approved in the Council's budget, the order for this vehicle would be cancelled.

A resolution authorizing the preorder of the vehicle included in the 2024 budget is attached for your consideration, and staff respectfully requests the Committee's approval and recommendation to the Council.



MEMORANDUM / STAFF REPORT:

To: FINANCE COMMITTEE
From: ROBERT SCOTT, DIRECTOR OF FINANCE AND ADMINISTRATION
CC: MAYOR AND COMMON COUNCIL
Date: OCTOBER 4, 2023
Topic: Special Finance Committee meeting – 2024 budget review

For the October 12 special Finance committee meeting, we intend to use the following protocol for the meeting that was used for the 2022 and 2023 budget reviews. The meeting would begin with brief opening comments and an overview of the budget from Mayor Ponto and the Director of Finance and Administration. Following those remarks, the Committee will review department budgets. All of the department heads are scheduled to attend the meeting, and they will provide a brief overview of the budgetary programs under their purview, followed by questions from the Committee. The order of the department presentations will follow the order of the departments as included in the executive budget document, with the exception of Human Resources and Finance, which will be reviewed following all the other departments.

At the conclusion of department reviews, staff will be prepared to address any additional questions from the Committee, and any amendments or suggested changes can be offered at that time. The meeting agenda includes an item to recommend the executive budget as presented (or as amended) to the Common Council if the Committee has completed its work. Otherwise, an additional meeting has been scheduled for October 19.

Staff requests the Committee's affirmation of the above noted process and input as to any modifications.