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## MEMO

TO: Alderperson Ruetten and Committee Members  
FROM: Jaynellen J. Holloway, P.E.  
DATE: June 6, 2022  
RE: Finance Committee Agenda Narrative for June 16, 2022

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### Agenda Items:

- Review and take possible action: Budget Amendment for Utility Accommodation Permit Review

### BACKGROUND

Review and take possible action: Budget Amendment for Utility Accommodation Permit Review: City policy allows Engineering to charge back review fees to utilities for plan reviews. The City is contracted with Short Elliot Hendrickson Inc. (S E H) to perform document review of telecommunication companies that lease their equipment on City towers/water towers, small cell communication locations, and fiber optic distribution systems. Recently AT&T has submitted a utility accommodation permit to place six (6) small cell communication poles within the City's right-of-way and has paid the review fees as part of the applications. These fees have been placed in the Permits account #01-43-51-49 Occupy the Street/Sidewalk Permits. Engineering needs to pay S E H for their review of these applications. Those fees traditionally are taken from Engineering account #01-54-10-44 Engineering Review Fees. Engineering is seeking approval of a budget amendment to increase the Occupy the Street revenue account by \$6,000 and increase the Engineering Review Fees expense account by \$6,000 to cover the review expenses. A draft resolution is attached for your use.

### Attachments:

Review and take possible action: Budget Amendment for Utility Accommodation Permit Review:

- Draft Resolution



**RESOLUTION TO  
APPROVE BUDGET AMENDMENT TO COVER S E H  
TELECOMMUNICATION REVIEW FEES OF \$6,000**

**SPONSOR: ALDERPERSON RUETTEN, ACTING CHAIR  
FROM: FINANCE COMMITTEE**

**WHEREAS**, City policy allows for outside assistance for the utility plan review and the plan review fees to be charged back to the utility; and,

**WHEREAS**, the utility has paid those fees upfront and those fees have been placed in Permits Occupy Street/Sidewalk Permits revenue account #01-43-51-49; and,

**WHEREAS**, the account used to pay the outside firm hired to perform the utility plan review, Short Elliot Hendrickson Inc. (S E H), is Engineering Review Fees expense account #01-54-10-44; and,

**WHEREAS**, a budget amendment is needed to balance the expenditure; and,

**WHEREAS**, Engineering staff has presented this need to the Finance Committee and they approve the budget amendment.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE  
CITY OF WATERTOWN, WISCONSIN:**

That the proper City Officials be and are hereby authorized to approve the budget amendment to allow sufficient funds to be made available to pay Short Elliot Hendrickson Inc. (S E H), for their utility plan review. That the budget amount of Permits Occupy Street/Sidewalk Permits (revenue account #01-43-51-49) be increased in the amount of \$6,000 and that the budget amount of Engineering Review Fees (expense account #01-54-10-44) be increased in the amount of \$6,000 for the 2022 budget year.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED June 21, 2022

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CITY CLERK

APPROVED June 21, 2022

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MAYOR