



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Alderson Kevin Haass, Chair*

*Alderson Martin J. Weigel, Vice-Chair*

*Aldersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt*

Monday, July 17, 2017

6:03 PM

City Hall Art Gallery

#### REGULAR MEETING (draft minutes)

#### A. CALL TO ORDER

*Chair Haass called the meeting to order at 6:03 p.m.*

#### B. ROLL CALL

**Present** 3 - Ald. Haass, Ald. May, and Ald. Roadt

**Excused** 2 - Ald. Weigel, and Ald. Czaplewski

#### Others Attending

*Ald. Reinke; Mike Lewis, Director of DPW/Engineering; Sally Nusslock, Health Commissioner; Mary Sue Opperman, Health Dept.; Chris Botsch, Deputy Police Chief; Peggy Steeno, Director of Finance; Jason Williams, City Assessor; David Young and Greg Keifer, DPW-Electrical; Cindy Rausch, Citizen/City Employee; Rebecca Grill, City Administrator; and Jeanette Wardinski, Recording Secretary.*

#### C. APPROVAL OF MINUTES

[2017-0406](#)

Minutes (draft) for Special Meeting June 6, 2017; Recess Meetings June 6, 2017, June 20, 2017, and July 11, 2017.

**A motion was made by Ald. Roadt, seconded by Ald. May, that this matter was Approved.  
The motion carried by the following vote:**

**Aye:** 3 - Ald. Haass, Ald. May, and Ald. Roadt

**No:** 0

#### D. NEW AND PREVIOUS MATTERS

##### Held Items

- [O-2016-0063](#) An Ordinance to amend Salary Ordinance No. O-2015-0057 establishing the salaries of certain employees in the Health Department for 2016 (Public Health Nurse III).

**Sponsors:** Administration & Finance Committee

**This matter was Recommended to be Placed on File on a Block Vote**

2. [R-2016-0176](#) Resolution authorizing the Finance Department to pay a \$3,000 lump sum payout to non-represented Fire Department employees.

Sponsors: Administration & Finance Committee

**This matter was Recommended to be Placed on File on a Block Vote**

3. [2016-0317](#) Communications Committee Status Report and Update.

**This matter was Recommended to be Placed on File on a Block Vote**

#### Passed The Block Vote

**A motion was made by Ald. Roadt, seconded by Ald. May, to approve all the actions on the preceding items on a Block Vote. The motion carried by the following vote:**

**Aye:** 3 - Ald. Haass, Ald. May, and Ald. Roadt

**No:** 0

#### E. MATTERS FOR DISCUSSION/ACTION

1. [2017-0439](#) Additional discussion regarding continuation of grandfathered residency program.

*Chair Haass asked Ms. Grill for her comments. Ms. Grill mentioned that this matter was previously discussed with the Committee and told at that time that in 2014 the residency policy was repealed as a result of a state law change (not a result of Act 10). That City policy contained a clause about grandfathered employees who live outside the city and that their resident pay exemption ends once they move. So, even though the policy was repealed, the City continued to pay the resident rate to these employees and it shouldn't have been paid. The Committee had directed to discontinue the payment to employees as it should have been stopped in 2014 when the residency policy was repealed. A request to reconsider this decision was made. It was noted that 2 public health nurses and 1 police officer are affected by this decision. Ald. May said he didn't think we would want to go back and ask for repayment, but he doesn't think it's fair to other employees to continue the payment. Chair Haass asked Ms. Opperman (one of the public health nurses affected) to speak about her situation. She explained her understanding about receiving the residency pay and mentioned her status as a 30 year employee in the same job and has never moved. She feels it's unfair to now have to take a 2% pay cut after working as long as she has for the City. Ms. Nusslock, Health Commissioner, added comments about the oversight; the budget impact to the Health Dept. is minimal, \$2500/year for her 2 employees to remain at their current pay rate. Discussion ensued about the results of the Classification/Compensation Study related to the public health nurse position. Ald. Haass spoke to the error with the history of the issue, but we are not asking for repayment. He thinks the City is being reasonable in that respect. Ms. Nusslock also spoke about the contract language because these people are union employees. Ms. Grill said she spoke with the City Attorney about this and he feels we should not be paying them the resident pay. Deputy Police Chief Botsch also mentioned the complications with the police employee because he is also in the union. Ald. May said he would like to hold this matter so we can get input from all Committee members. Ald. Reinke wondered if the matter could be discussed with the Committee of the Whole when it meets in the near future. Chair Haass thinks the issue is properly before this Committee now, but he would like to hear from the Council President if he wants that to occur. For now, this matter will be held*

*for further discussion with all Administration & Finance Committee members.*

**This matter was Discussed and Held for further discussion.**

## F. ASSESSOR REPORT

1. [2017-0440](#) Overview of the Assessment Process and Practices.

*Chair Haass asked City Assessor Jason Williams to address the Committee on this topic. Mr. Williams thought this would be a good opportunity to provide an overview of the assessment process and practices in light of the changes to the City Assessor's Office going forward. Mr. Williams spent a considerable amount of time with his presentation, noting that it meets the Strategic Goal for Citizen Engagement in regards to creating a "City 101 Academy" to deepen citizen and stakeholder knowledge on various city services, such as the assessment process. From the history of assessing, pillars of assessment, and types of appraisal to what assessors do and types of assessment cycles, he concluded with a brief discussion on the shortage of assessors and appraisers and how it affects the assessment industry. The Committee thanked Mr. Williams for his thorough presentation, and Ald. May thought it would be beneficial to have a short video piece prepared with the content of his presentation for public and employee viewing. Ald. Reinke asked about commercial assessments and what recourse those businesses have if they feel their assessment is inaccurate. Mr. Williams said the business should first talk with the Assessor's Office about it, but there is also a statutory process available for objection and appeal.*

**This matter was Discussed and Placed on File.**

## G. FINANCE DIRECTOR REPORT

1. [2017-0441](#) Update on the open Purchasing Position.

*Finance Director Peggy Steeno commented that a Purchasing position has been open for quite some time, and a previous communication from Ms. Moen late last year addressed the status of the position and the additional analysis needed before a decision is made on how to fill this need. Ms. Steeno said there has been a significant transition in staff from 2016 to now, and the remaining Senior Buyer Robert Barwick is doing a wonderful job maintaining the operations with the staffing situation. Additionally, the DPW inventory process is also being studied and how it impacts staffing. She advised that another six month time frame is needed to continue the analysis before a determination is made on whether there is a need to hire, and staff will report back in that time frame.*

**This matter was Discussed and Placed on File.**

2. [2017-0442](#) Update on transitioning Public Works to Novatime.

*Ms. Steeno reported that with the exception of Police and Fire and Public Works, all departments are now using Novatime for time reporting. Work continues on getting Public Works up and running and they have done a great job working on this. At the same time, we are looking at updating the work order system, which also impacts Public Works. She also mentioned the time reporting change going from 6 minute to quarter hour increment reporting and that this has been communicated to all employees. In conclusion, she stated that we are on track with getting this going for Public Works.*

**This matter was Discussed and Placed on File.**

3. [2017-0443](#) Walk Through of the Budget Calendar.

*Ms. Steeno referred to the budget planning calendar and commented that the budgeting process has been underway for a few weeks already. They are doing the bulk of work at this point through the payroll system. The Capital Improvement Committee is working hard on the capital plan and we have tough decisions ahead. At the State level, she is not aware of anything going on that will impact the City's budget. She noted the budget will be ready for Council review by the end of September. In the meantime, updates will be provided to the Committee during the process.*

**This matter was Discussed and Placed on File.**

## H. CITY ADMINISTRATOR REPORT

1. [2017-0444](#) Strategic Plan Update.

*Ms. Grill provided an update on strategic planning work. In relation to Goal #1 Image/Branding, we are looking to sign a contract with a marketing firm in the next few weeks, and this will be funded with tourism monies. She gave examples of what types of things have been going on related to this goal, including events, capital improvement plan, code inspectors, Service Delivery Action (SDA) Team, etc. Next, she addressed Strategic Goal #5 Excellence in Government and provided a handout on Core Values and Competencies. She spent time reviewing the contents of the handout and the two strategic actions of Innovation and Excellence/Performance Standards and High Quality Workforce. The SDA Team has been working on these efforts and their resulting list of City Core Values are itemized with the acronym SCORE, as presented in this report, and then the resulting Core Competencies, which are the "how" employees do the "what." Ald. Haass suggested that the word "integrity" should be included in the Core Competencies--the "do what's right even when no one is watching." In conclusion, Ms. Grill discussed the next steps and that the SDA Team will continue its work in this regard.*

**This matter was Discussed and Held for further discussion.**

2. [2017-0445](#) Recruitment options for hard-to-recruit-for positions.

*Ms. Grill reported that staff met last week regarding the Electrical Mechanic positions and to brainstorm and discuss different ideas on how to recruit for these hard-to-recruit-for positions (which now include electrician and public health nurse positions). She presented several ideas the group is discussing, including using a minimum salary recruitment level (start recruitment at a different salary level), sign-on bonus, tuition payment program, etc. Ald. May suggested listing the annual salary with job announcements, not just the hourly rate. He commented that some of these ideas may cost less than continuing to try full recruitments, and Ald. Haass agreed with this thought. Ald. May suggested offering employees a referral bonus, or what about grooming a candidate interested in the position and putting them at the starting pay range and help pay for school tuition. Ms. Grill said along those lines, another idea is approaching tech schools and working out an internship program to create job interest. Staff present were also invited to offer comments. Mr. Kiefer, a city electrician, commented about the potential that with offering higher starting salaries, new employees would be making more than those who have been on staff for a number of years. Additional discussion ensued with other staff members offering comments. DPW Director Mike Lewis said staff needs to know that the Committee is interested in*

*these ideas before we spend a lot of time trying these types of things. The Committee expressed its willingness to consider these ideas, and Ms. Grill said she will report back with these suggestions and other ideas for review and consideration.*

*Later during the meeting, Ald. May asked that an item be included on the Committee's next meeting agenda reporting on positions that are open and haven't been filled for a number of years. Ms. Grill said this information should be available at the end of the month, and she will ensure this matter is scheduled for the next Committee meeting.*

**This matter was Discussed and Placed on File.**

3. [2017-0446](#)

Employee Benefit Committee update, and discussion relating to Benefit Plan Design (“BPD”) language and benefits.

*Ms. Grill explained that through the Classification/Compensation Study, City Policy 1413 created the Employee Benefit Committee (EBC) and was tasked with looking at employee benefits and time off plans. She reported that a first-time, informational meeting of the EBC was held today. Ms. Grill also commented that an issue has surfaced regarding the City's Benefit Plan Design (BPD) related to transgender language and benefits. She said the EEOC has put out guidelines about sex discrimination, and we need to review our health plans re this language dealing with gender reassignment. Anthem has been removing restrictions on transgender, and she spoke with the City Attorney about whether we are required to include this group. She inquired whether the Committee wants to follow what Anthem is doing by removing exclusions on this coverage, which means Anthem's policy is to pay for the procedure. Ald. Haass thought we should do what Anthem is doing; they are the experts. Discussion ensued on the coverage and what is considered medically-necessary surgery. Ms. Grill said this is a policy decision as to what benefit level the Committee allows: full or partial coverage or exclude it totally. She can check with Anthem if we are able to include the language "if it is medically necessary." Ald. Haass said we can have that language, and if a doctor says it is necessary, then it's covered. Ald. May suggested this may be an issue that we want input from all ten alderpersons, and he made the following motion:*

*Ald. May moved to refer the transgender language and benefit issue to the Committee of the Whole as a discussion item. The motion was seconded by Ald. Roadt and it passed unanimously.*

*Ms. Grill was directed to follow up and make sure this matter is on the next Committee of the Whole meeting agenda.*

**This matter was Discussed and Held for further discussion.**

## I. ADJOURNMENT

*A motion was made by Ald. Roadt, seconded by Ald. May, that the meeting be adjourned at 7:45 .m. The motion carried unanimously.*