



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Vincent Vitale, Chair*

*Aldersperson Kevin Haass, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Michael P. May, Cathleen M. Probst*

Monday, September 21, 2015

5:30 PM

City Hall - Council Chambers

#### SPECIAL MEETING (draft minutes)

#### A. CALL TO ORDER

*Chair Vitale called the meeting to order at 5:30 p.m.*

#### B. ROLL CALL

**Present** 4 - Ald. Vitale, Ald. Haass, Ald. May, and Ald. Probst

**Excused** 1 - Ald. Lajsic

#### Others Attending

*Rebecca N. Grill, City Administrator; Mark Wyss, Finance Director/Comptroller/City Treasurer; Audrey Key, HR Director; Sheryl Kuhary, Assistant City Attorney; Chief Steve Bane, Kurt Zellman, Jay Scharfenberg, Fire Department; Jane Barwick, Principal HR Analyst; Kris Moen, Finance Supervisor; Jeanette Wardinski, Administrative Assistant.*

#### C. APPROVAL OF MINUTES

1. [2015-0684](#) Minutes (draft) June 22, 2015, July 7, 2015, August 4, 2015, September 1, 2015, September 15, 2015.

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

**Aye:** 4 - Ald. Vitale, Ald. Haass, Ald. May, and Ald. Probst

**No:** 0

#### D. CLOSED SESSION

*At 5:30 p.m., Chairperson Vitale stated it was the intention of the Committee to vote on a motion to convene in closed session to discuss collective bargaining matters with the Fire Fighters Union and the Police Union, and to take such further action as may be necessary and appropriate with respect to such matter.*

*A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(e) and (g), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to deliberate or negotiate the purchase of public properties and the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session; and to confer with legal counsel for the governing 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.*

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

**Aye:** 4 - Ald. Vitale, Ald. Haass, Ald. May, and Ald. Probst

**No:** 0

*Chief Negotiator Audrey Key, Assistant City Attorney Sheryl Kuhary, and Fire Chief Steve Bane and other negotiating team members were present and first discussed the Fire Fighter Union bargaining process. Ms. Key provided an update on status of negotiations, and Chief Bane provided additional comments concerning the negotiations. Considerable and lengthy discussion ensued. Many questions/comments were made by Committee members to which staff responded.*

*A five minute break was taken at 7:55 p.m. When all parties were again present, additional minor discussion ensued on the Fire Fighter negotiations. A final consensus was arrived at by the Committee, and direction was provided to staff on how to proceed.*

*Next, Ms. Key commented on the commencement of Police Union negotiations. An initial presentation by the management team was provided and the Committee was asked to provide parameters for these upcoming negotiations. Discussion ensued, and staff responded to questions about this bargaining process. Direction was provided by the Committee on how to proceed with these negotiations, and staff concurred with the direction and parameters provided.*

*Upon conclusion of the closed session at approximately 8:38 p.m., the Administration & Finance Committee reconvened in open session at said time and place to consider its public agenda, including motions to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.*

## **E. ALDERPERSONS' REPORT**

### **1. Recent Events Attended.**

None.

### **2. Awards/Commendations.**

None.

### **3. Upcoming Events.**

None.

## **F. FINANCE DIRECTOR REPORT**

### **1. Expenditure Restraint Program Limits.**

*Chair Vitale asked Mr. Wyss to comment on this topic. Mr. Wyss informed the Committee that the ERP limit this year only allows a .36% increase in budget expenditures, which amounts to a total general fund budget increase of \$205,000. If the City exceeds the \$205,000, we will see a dollar-for-dollar reduction in our ERP revenue. So, for every dollar our general fund goes up, our expenditure restraint is reduce by a dollar. He said the initial budget requests that came in resulted in a \$1.5*

million increase in expenditures. He clarified this by saying that the budget team told departments to put all their capital needs in, but of course, this will be reviewed and reductions will have to be made. Also, this number did not include salary increases. It will definitely be a challenge to put together a budget under the ERP limit, and we don't want to risk the ERP payment if we don't have to. Further discussion about how the ERP works ensued. The Committee thanked Mr. Wyss for this update.

## **2. Progress Report on 2016 Budget.**

Chair Vitale asked Mr. Wyss for his report on the 2016 budget. Mr. Wyss commented that we did not get many recommendations for changes with the first round of department budget meetings. He said we did have a few suggestions but nothing that had any savings. However, it is a positive first step with our new budgeting direction. There was some discussion about when the budget needs to be officially introduced to Council and a request to have an interactive budget document on line, which Mr. Wyss said they are working on. The Committee thanked him for this update.

## **G. CITY ADMINISTRATOR REPORT**

### **1. Section 6055 Internal Revenue Code - Affordable Care Act Reporting Requirements/Third Party Assistance.**

City Administrator Rebecca Grill passed out an information sheet on the ACA Reporting Requirements. As a self-insured provider, we are required to report to the IRS who we are providing health insurance to, including an employee's dependents. She explained how an outside company would collect the data from our insurance company and handle all the reporting requirements on our behalf. Ms. Grill said she is sharing this information with the Committee to be sure they understand what the issue is all about and so we are prepared to move forward on this matter in time for 2016 reporting. Mr. Wyss mentioned that SOVOS is the largest provider of this service in the country and is a very reputable company. Ms. Grill said it is questionable whether they will continue to work with the City to reintroduce a contract with them. Because it is unlikely that will happen, she is looking at another option and is meeting with that company later this week. Ald. Haass wants to be sure that the City Attorney will review any contract that is presented, and Ms. Grill said that will occur. Staff assured the Committee that in one way, shape, or form this will get done. The Committee concurred with moving forward and working with either SOVOS or another company to provide the service.

### **2. Progress Report on Lean Training.**

Chair Vitale asked Ms. Grill for her report on lean training. Ms. Grill reported that a group of 30 employees involved in this process has just finished the second work session and the next one is coming up in October. Everything is going well, and she further explained the process and plans for the future. She hopes that at the end of this process, the groups will present their projects to Council. Mr. Wyss added that the WCTC training instructor is keeping it simple and focused. It's all about learning the process rather than ground breaking projects. The Committee appreciated the update.

### **3. Update on Strategic Planning.**

Ms. Grill reported that earlier this summer we did an RFP for this service and only had one response. She is going to redo the RFP in the hopes to get some new proposals. She would like to have this in place in time for priority-based budgeting.

## H. ADJOURNMENT

A motion was made by Ald. Probst, seconded by Ald. Haass, that the meeting be adjourned at 9:02 p.m. The motion carried unanimously.