



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Meeting Minutes

Administration & Finance Committee

Aldersperson Kevin Haass, Chair

Aldersperson Martin J. Weigel, Vice-Chair

Alderspersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt

Monday, October 9, 2017

6:02 PM

City Hall Room 128

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

Chair Haass called the meeting to order at 6:02 p.m.

B. ROLL CALL

Present 4 - Ald. Haass, Ald. Weigel, Ald. May, and Ald. Roadt

Excused 1 - Ald. Czaplewski

Others Attending

Mayor Devine; Rebecca Grill, City Administrator; Peggy Steeno, Finance Director; Police Chief Patrick Mitchell; Sally Nusslock, Health Commissioner; Monica Schultz, City Clerk; Dave Wepking, Assistant Director of Public Works; Tony Warkoczewski, Interim Assistant IT Director; Jeanette Wardinski, Recording Secretary.

C. APPROVAL OF MINUTES

1. [2017-0653](#) Minutes (draft) for Regular Meeting September 11, 2017 and Recess Meetings September 19, 2017 and October 3, 2017.

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

Aye: 4 - Ald. Haass, Ald. Weigel, Ald. May, and Ald. Roadt

No: 0

D. NEW AND PREVIOUS MATTERS

1. [2017-0100](#) Communication from the West Allis Civil Service Commission regarding the abolishment of the Civil Service System and Commission.

A motion was made by Ald. May, seconded by Ald. Roadt, that this matter was Recommended to be Placed on File. The motion carried by the following vote:

Aye: 4 - Ald. Haass, Ald. Weigel, Ald. May, and Ald. Roadt

No: 0

E. MATTERS FOR DISCUSSION/ACTION

1. [2017-0652](#) Discussion and consideration/approval of Waiver of Insurance requirements for Branding and Marketing Contract with Savage Solutions, LLC.

City Administrator Rebecca Grill reminded the Committee this matter of waiver of insurance requirements for the branding/marketing contract with Savage Solutions (Savage) was discussed at the Committee's last recess meeting, and staff was directed to check with our insurance company, CVMIC, if they provide coverage. During her conversation with CVMIC Representative Tom Mann, he said CVMIC does not offer this insurance and he was not aware of any municipal lawsuits over his 30 years with the company. If the city got the insurance, it would not cover injunctive relief, and CVMIC itself didn't get this type of insurance when they changed their logo. Ms. Grill also mentioned that the owner of Savage has assured the city they will have done the research to ensure we would not be using or be even close to using someone else's logo. Additionally, the city would get a trademark on whatever we end up with. In light of these findings, she is asking for the waiver of insurance. Committee members offered comments on moving forward and that we would have the opportunity to review the results and be able to google search before anything is approved. The insurance is not providing us much of anything anyway and they didn't view this as being a critical issue and is a relatively minor risk of doing business. Chair Haass asked and received the Committee's consensus to not get the insurance.

This matter was Discussed and Consensus Given

D. NEW AND PREVIOUS MATTERS

3. [2017-0628](#) 2018 City of West Allis Mayor's Recommended Budget.

Chair Haass introduced this item, and Mayor Devine was present to open discussion on the budget presentation. Mayor Devine commented that it is still a challenge and we struggle with providing services that our citizens expect. We have folded the strategic goals into the budget process; and referring to the Vision Statement, he said our goal is to make the city the place people want to live, send their children to school, and do business. He said details will be presented in the budget overview by Ms. Grill and Ms. Steeno.

Ms. Grill explained that by aid of their PowerPoint presentation, she and Ms. Steeno are presenting a high level overview of the budget and action plan. Printed copies of the presentation were provided and this item is also attached to the legislative file.

*(Click this link for PowerPoint presentation:
<http://www.westalliswi.gov/DocumentCenter/View/9608>)*

Ms. Grill began by commenting that different initiatives in the budget are aligned with the strategic goals. During the budget process they focused on Review, Realign, Re-Allocate. New this year in the budget are business plans for each department, a first step in performance measurement and service prioritization. She gave an overview of Budget Highlights, reviewed census statistical data and the snapshot of per capita spending. Ms. Steeno proceeded to review

historical/background information from which we base some of our budget decisions. She spent time explaining the state budget impacts on local budgets and our budget specifically. We are waiting for final ERP numbers from the State and hope to have them by the end of October. She also reviewed the expected funding for general transportation aids, local road improvement program, payment for municipal services, and impact on budget due to substantial changes to personal property tax program. She felt it was important that we keep talking to our legislators about what is important to us. Ms. Grill then reviewed the continued constraints/challenges to the City and overviewed the personnel costs, including OPEB liability, and breakdown of personnel by function. Ms. Steeno continued with review of budget expenditures summary for all general funds, while pointing out that although the general fund is important, we have many other funds that make up the total city budget. Since the 2017 assessed value has not been received yet from the Wisconsin DOR, the current estimate uses the current 2017 levy amount with the past year (2016) assessed value. With these numbers, the estimated impact on a \$150,000 home is approximately \$32-\$35 of increased taxes. Last, she reviewed the utility budget and rates, noting these are other fees our taxpayers pay in addition to property taxes.

In summary, the following was highlighted and next steps include:

- * non-tax levy general fund revenue increased by \$298,705 or 1.2%
- * total net levy increase is \$813,807 or 1.96% (lower than the 2.64% increase in 2017)
- * staffing levels for authorized positions have been reduced by 3.75 positions (mainly due to Assessor Office changes)
- * current estimate for ERP is \$1.2 million, up from \$760,000 in 2017
- * calculate tax rate and utility rates when ERP and Assessed Values, etc. information is received
- * finalize capital improvement program (CIP) by end of October
- * follow-up Committee meeting on October 30 (solidify CIP and discuss any budget changes that may be needed)
- * budget public hearing scheduled for Nov. 7 and budget approval for Nov. 21

Questions? Not at this time. Ald. May said he has a number of questions, and he wants to work with individual departments first before bringing up for discussion.

This matter was Held

2. [2017-0603](#)

Communication from City Administrator transmitting the 2018 Capital Improvement Program for consideration and inclusion in the 2018 City of West Allis Budget.

Chair Haass introduced this matter and asked for staff presentation. Ms. Steeno noted that the draft Capital Improvement Program (CIP) presented this evening is the same included in the budget with just a few minor corrections. The intent of the CIP is inclusion of the capital needs of the city. Not all funding sources have been identified and staff is looking for guidance from the Committee on this. The work before the newly-formed CIP Committee was not easy this year, and they reviewed well over 50 requests with a significant level of detail, and decided to

separate projects by how they would be funded. For the first time working on a comprehensive plan, she thought it went pretty well. Ms. Steeno went on to discuss an increase in the streets program, which hasn't been done in a long time, and if we are going to do this, need to understand the need to increase our bonding. Ald. Weigel said he is not a fan of increasing our borrowing, but if interest rates remain low or potentially go lower, now is the time to do it. He thinks it's appropriate to borrow for the big, long-term projects with benefits for the next 20-30 years. Ald. May addressed the \$1.1M for the six (6) block National Ave. streetscape; it seems like a lot of money for a small area. He offered suggestions for saving money with less expensive features, e.g., light poles, business sponsorship for benches, bike lane scale back, etc. Ms. Steeno said this project is planned for 2018 and several features are already committed, so if there are changes, they need to be addressed very soon. Ald. May said he is ok with doing the project outside the charter ordinance borrowing, but he would like more details on the project. The Committee decided to meet at 6 p.m. prior to the October 17 Council meeting to discuss the CIP and National Ave. streetscape in more detail.

Ms. Steeno went on to review those street related projects not included in street program borrowing but are dealt with through capital accumulation reserves or some that don't have a funding source identified. She questioned if there's anything in the plan that we should not even be trying to do or fund. Ald. May asked for further focus/discussion on the bike plans, alley lights, additional street light upgrades. There was discussion about carryovers and how they relate to the CIP, and Ms. Steeno we can use some of this money for these projects. She further stated that carryovers have to be part of "city" priorities vs. "department" priorities. Extensive discussion ensued on borrowing, carryovers, utility bill inclusions, projects underfunded or no funding identified, etc. We are faced with tough decisions on what we do and where we focus our resources. There are things that fit under borrowing and things that don't, and can they be part of the budget. Ms. Steeno also commented that we budget full staffing but that is not the actual case. There is a concern about this type of budgeting and doing it differently. She again talked about less departmental and more city reserves. Lengthy discussion ensued.

In conclusion, Ms. Grill suggested that staff provide recommendations on funding for those projects that don't have a funding source, but we also need to hear from the Committee on the extent of projects to be included in the CIP.

Chair Haass closed discussion at this time noting that it will continue on Tuesday, October 17, at 6 p.m. prior to the Council meeting.

This matter was Held

F. CLOSED SESSION

At 7:30 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to interview Anthony Warkoczewski as candidate for the IT Director position, to deliberate the proposed appointment of Anthony Warkoczewski for the IT Director position, and to take such further action as may be necessary and appropriate with respect to such matters.

A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), (e), and (f), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; 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 consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

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

Aye: 4 - Ald. Haass, Ald. Weigel, Ald. May, and Ald. Roadt

No: 0

Interview of IT Director candidate was conducted. The Committee then commenced deliberations of the proposed appointment of Tony Warkoczewski as IT Director. It was the unanimous consensus of the Committee to recommend confirmation contingent upon his successful passing/completion of the reference check and drug screen to be conducted by the Human Resources Department.

Upon conclusion of the closed session at approximately 8:15 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.

D. NEW AND PREVIOUS MATTERS

4. [2017-0636](#) Communication from City Administrator recommending the appointment of Mr. Anthony Warkoczewski for the position of IT Director.

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

Aye: 4 - Ald. Haass, Ald. Weigel, Ald. May, and Ald. Roadt

No: 0

G. ADJOURNMENT

A motion was made by Ald. Weigel, seconded by Ald. May, that the meeting be adjourned at 8:15 p.m. The motion carried unanimously.