



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@westalliswi.gov
www.westalliswi.gov

December 27, 2012

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 West Greenfield Avenue
West Allis WI 53214

Dear Mayor Devine and Common Council Members:

This letter transmits the request from Sally Nusslock, Health Commissioner, to transfer a portion of the Health Department's 2012 unspent salary dollars to fund certain items to continue the update improvements and renovations to the Health Department building. It is estimated that there will be a balance of approximately \$200,000 remaining in the salary account at the end of the year. This balance is primarily due to having two full-time positions open for the entire year. It also is a result, to a lesser extent, because of some salaries being changed to grants.

With the approval of the \$36,050 transfer request, there still will be approximately \$164,000 returned to the General Fund. In addition, there is another approximately \$100,000 of related fringe benefit costs that was not spent and therefore saved. Such recommended building improvement costs would not otherwise be able to be funded because of State spending and levy limits.

Your approval of this request is recommended. If you have any questions, or need further information or clarification, please feel free to contact Sally or me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Paul M. Ziehler".

Paul M. Ziehler,
City Administrative Officer
Clerk/Treasurer

PMZ:jfw

Attachment

cc: Sally Nusslock
Mark Wyss

To: Paul Ziehler, City Administrative Officer
 From: Sally Nusslock, Health Commissioner
 Date: December 18, 2012
 RE: Request to Use Unspent 2012 Salary Dollars



Public Health
 Prevent. Promote. Protect.
 West Allis Health Department

Paul,
 Per our conversation this morning, I am requesting a budget transfer of unspent 2012 salary dollars to fund needed items for the West Allis Health Department. Diane and I have compiled a list of the things we need to continue making updates and improvements around the building. If the transfer is approved I would also ask permission to carry these funds over into 2013 for implementation.

Description of Priority Items	Cost Estimate
Paint stall dividers in the women's restroom (Paint, temporary dividers, labor) Men's restroom was completed Fall 2012.	\$250.00
Replace carpet in Library, Board Room, Health Ed office, Dental Hygienist office and CHS office. Carpet is 17 years old and is showing excessive wear in traffic paths and in some places is beginning to unravel.	\$5400.00
Paint Nursing, Clinic, Library, Board Room, Health Ed. office, hallways & Dental office	\$1400.00
Replace ceiling tiles and lighting lens covers in Library, Board Room, Health Ed office, Dental Hygienist office, main office, hallways and nursing. The ceiling tiles are original to the building and are stained and deteriorating. The new tiles will also provide noise damping. Lens covers will improve lighting and reduce glare and eye strain.	\$6900.00
CHS Director's office - remove current desk and replace with work station that is the correct height for computer work. Remove desk and convert Asst. Director office to small conference room (Add table & chairs)	\$3600.00
CHS Office - Remove current desks and replace with workspaces that are correct height for computer work. (18 workstations)	\$16000.00
Health Ed and Dental Hygienists office. Remove current desks and replace with work stations that are the correct height for computer work	\$2500.00
Total	\$36,050.00

Thank you for considering this request.
 Please contact me if you have questions or need additional information.