



# 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*

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Monday, November 10, 2014

6:00 PM

City Hall Room 128

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#### REGULAR MEETING

#### A. CALL TO ORDER

*Chair Vitale called the meeting to order at 6:00 p.m.*

#### B. ROLL CALL

**Present** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

#### Others Attending

*Mayor Devine; Aids Czaplowski, Reinke, Roadt; Diane Brandt, WA/WM Chamber of Commerce; Scott Post, City Attorney; Audrey Key, HR Director; Ted Atkinson, Director of BINS; Steve Bane, Fire Chief; Sally Nusslock, Health Commissioner; John Stibal, Director of Development; Mark Wyss, Finance Director/Comptroller/City Treasurer; Kris Moen, Finance Supervisor; Ed Lisinski, Assistant Director of BINS; Jim Jandovitz, IT/Communications Director; and Jeanette Wardinski, Administrative Assistant.*

#### C. APPROVAL OF MINUTES

1. [2014-0704](#) Minutes (draft) October 27, 2014.

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

**D. CLOSED SESSION**

*At 6:01 p.m., Chairperson Vitale stated it was the intention of the Committee to vote on a motion to convene in closed session to discuss and take action relative to the Development Agreement with Toldt Development, Inc.; to plan the interview process for the City Administrator 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)(e), (f), 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; 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; 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. Vitale, seconded by Ald. Haass, that this matter was Approved. The motion carried by the following vote:**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

Chair Vitale asked staff to address the Committee concerning the Toldt Development matter. Director of Development John Stibal and City Attorney Scott Post were present to discuss this item. Mr. Stibal provided background on the development project and Mr. Post addressed the settlement negotiations. Staff responded to questions from the Committee. After brief discussion, Committee consensus was given to proceed with the settlement proposal as presented by staff.

Next, HR Director Audrey Key updated the Committee on preparation of questions for the CA interview to be held on Wednesday, November 12. The Committee reviewed suggested interview questions, made additional selections, and directed staff to put everything in order for the interview. Ms. Key then provided a final overview of the interview process and addressed questions, comments from the Committee.

*Upon conclusion of the closed session, at approximately 6:21 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. NEW AND PREVIOUS MATTERS**

1. [2014-0663](#) 2015 City of West Allis Mayor's Recommended Budget.

Chair Vitale said that Ald. May requested IT Director Jim Jandovitz to appear during budget discussions. Considerable and lengthy discussion took place based on Ald. May's request for the status of IT projects and goals for the Department. Mr. Jandovitz passed out copies of his 2014 Annual Report and list of projects and spent some time explaining how he sets his priorities and how IT staff handles City department requests for services. He pointed out that many times activities are interrupted due to viruses that must be addressed immediately or power outages which affect City servers. Current projects include electronic time cards, the business process management system, GPS installations, and general maintenance of software. Ald. Lajsic said he thinks the IT Department needs direction, and he offered further comments about workload, setting priorities, and providing the resources to IT to get projects accomplished. He feels once the new CA is in place and the City strategic planning process gets underway, then we can determine what the needs are and be able to provide further direction to Mr. Jandovitz.

Ald. May said he would like to see the business process management system as a 2015 goal for IT to accomplish by the end of the year. We need to see timelines for getting this and other projects done, and he would like Mr. Jandovitz to prioritize his list of projects with the business process listed first. Mayor Devine commented that we focus so much on what services we provide our residents that we neglect ourselves, so he feels it is important to provide the resources that IT needs to accomplish the goals. Further discussion ensued around the idea of outside help for IT, such as an outside consultant or analyst, temporary employees, or additional staff. Ald. Czaplewski said he thinks we need this type of IT analyst position more than a sustainability coordinator. In conclusion, the Committee asked Mr. Jandovitz to come back with a timeline of what needs to be done and what can be accomplished by the end of 2015.

Next, Mr. Wyss presented a report on Ald. Lajsic's question at the October 27, 2014 Committee meeting about the health fund. He provided three handouts pertaining to the issue: projected savings for instituting the BHCG network, 2008-2013 claims history, and HC Trends survey results. He noted that the City has experienced beneficial results from instituting the BHCG network in 2013. Further discussion ensued about the health fund and how it's funded. Ald. Lajsic said as he understands it, the \$800,000 was actual cost avoidance not cost savings, and because we had lots of retirements and those retirees remain on the City's health plan, costs are higher; Mr. Wyss said both comments are correct. He concluded by stating that it is an ongoing quest to try and contain health costs.

Ald. May then referred to the decrease in State Fair Park funding and asked if we are being reimbursed for police services we provide. Mr. Wyss explained how the City receives payment for municipal services as it relates to State buildings in the City. He mentioned the separate payment for crowd control costs, which has been discontinued, and that we use to get a payment in lieu of taxes. Current State Fair Park administration has taken the position that most of these payments do not need to be made and this reduction is reflected in the budget. The City doesn't have much recourse on payment for our police services provided to the Fair Park.

At this point in the budget discussion, a motion was made by Ald. Lajsic to approve the budget, seconded by Ald. Haass. Before a vote was taken, further discussion ensued.

Ald. May mentioned that this budget still maintains a Sustainability Coordinator (SC) position. He does not think the title matches what we want to do, that it's an ill-defined position and we need the ability to use the monies budgeted for the position elsewhere. He thinks the work should be done by a consulting firm rather than having a city position. If we hire a consulting firm, we get the experience of the whole firm, and by hiring for the position, we are losing the benefit of allocating the money elsewhere, e.g., for the business management process. For this reason, he would propose using the monies for the position to create a lean/sustainability fund to hire a consultant to do the work. Ald. Lajsic said he has reservations about Ald. May's proposal. He's not sure that \$100,000 would buy us much consulting time from a firm, and he thinks we should leave the door open about hiring for the position. He would like to get input from the new CA, who also has lean management experience. He would suggest leaving the money where it is for now and at a future date decide what to do. Ald. Vitale wondered why our Department Heads can't address the work and offer ideas for saving money vs. hiring for the position. He feels we have excellent staff that can handle this type of work. Ald. Lajsic agrees that we have great staff, but they don't have the knowledge or expertise on everything. Further, this isn't just about sustainability but also about lean and operations analysis on how we do things. The position as established now has two focuses--lean government and sustainability, and he suggests that we focus more on the lean/operations analysis than sustainability/energy savings. We need a broad approach for the lean process and benchmarking, but we aren't doing this and we need to start. Mayor Devine said he shares Ald. Lajsic's hesitancy and also thinks we need input from the CA, plus he doesn't think our people have the time to do the work; everyone is stretched pretty thin. We first need to define the work rather than hire a consultant to do ill-defined work. Ald. Czaplewski said he thinks we need to take the \$100,000 and put it in a separate account to do the business management process work we want IT working on. Ald. Lajsic said many lean changes are not done in the IT Department, but following the path that work/projects, etc. take through departments. Discussion continued on

this matter. Ald. May agreed with Ald. Czaplewski about using a separate account funded by the SC position monies to hire an analyst for IT to get moving on the business management process. He made the following motion:

Ald. May moved to put the Sustainability Coordinator position funding into a segregated account in order to go after the business management process initiatives for 2015. The motion was seconded by Ald. Vitale, and it passed 3 - 2, with Alderpersons Haass and Lajsic voting no.

Lastly, Mr. Wyss provided a handout on the proposed changes to health benefit levels for the 3/1/15 plan year that are built into the assumptions of the budget. He wants to be sure the Committee understands what these changes are and that by approving the budget, these health plan changes will also be instituted and supported by the budget. The Committee spent a few minutes reviewing the proposed changes, which include an in-network deductible, a specialty provider copay, an increase to the ER copay, and prescription drug controls. Ald. Lajsic said he didn't completely understand some of the drug controls outlined and would like further information on them, especially the speciality meds. HR Director Audrey Key suggested that this be removed and handled as a separate item for Committee approval. The Committee concurred with this approach, and Mr. Wyss noted that the health insurance changes are then confirmed without the drug controls.

There being no further discussion on the budget, a vote was then taken on the previously made motion to approve the budget. Ald. Vitale said the motion also includes approval for passage of the implementing appropriations ordinance. The Committee concurred.

**A motion was made by Ald. Lajsic, seconded by Ald. Haass, that this matter was Recommended for Approval. The motion carried by the following vote:**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

2. [O-2014-0075](#) Ordinance appropriating the necessary funds for the operation and administration of the City of West Allis for calendar year 2015.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Lajsic, seconded by Ald. Haass, that this matter was Recommended for Passage. The motion carried by the following vote:**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

## **F. ALDERPERSONS REPORT**

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

*None.*

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

*None.*

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

*Ald. Probst reminded everyone that Veteran's Day is Tuesday, November 11, and a short ceremony will be held at Vets' Park at 11:00 a.m. All are invited to attend.*

## **G. ADJOURNMENT**

**A motion was made by Ald. Haass, seconded by Ald. Probst, that the meeting be adjourned at 7:26 p.m. The motion carried unanimously.**