



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Meeting Minutes

Administration & Finance Committee

Aldersperson James W. Sengstock, Chair

Aldersperson Vincent Vitale, Vice-Chair

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

Monday, October 22, 2012

6:00 PM

City Hall Room 128

SPECIAL MEETING

A. CALL TO ORDER

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

B. ROLL CALL

Present: 4 - Ald. Sengstock, Ald. Vitale, Ald. Lajsic and Ald. May

Excused: 1 - Ald. Probst

Others Attending

Alderspersons Barczak, Czaplewski, Roadt, Reinke; Paul M. Ziehler, City Administrative Officer; Scott Post, City Attorney; Sheryl Kuhary, Assistant City Attorney; Audrey Key, HR Manager; Jane Barwick, Principal HR Analyst; Kris Moen, Acting Finance Manager; Steve Hook, Fire Chief; Marty King, Assistant Fire Chief; Mike Lewis, Director of Public Works/City Engineer; Joe Burtch, Assistant City Engineer; Tom Harmatys, Assistant Director of Public Works; Bruce Danowski, Sanitation & Street Superintendent; Doug Bartels, Bldg & Sign Maintenance/Inventory Superintendent; Terry Meincke, Electrical Maintenance Superintendent; Dan Schwebke, Water System Superintendent; Dave Wepking, Senior Sanitation Supervisor; Jeanette Wardinski, Administrative Assistant.

C. APPROVAL OF MINUTES

A motion was made by Ald. Vitale, seconded by Ald. May, to approve the Regular meeting minutes of September 10, 2012, and Recess meeting minutes of September 18, 2012, October 2, 2012, and October 16, 2012. The motion carried by the following vote:

Votes: Aye: 4 - Ald. Sengstock, Ald. Vitale, Ald. Lajsic and Ald. May

No: 0

D. CLOSED SESSION

At 6:00 p.m., Chairperson Sengstock 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 to take such further action as may be necessary and appropriate with respect to such matter.

A closed session for the above purpose 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. Lajsic, seconded by Ald. May, to convene in closed session at 6:00 p.m. The motion carried by the following vote:

Votes: Aye: 4 - Ald. Sengstock, Ald. Vitale, Ald. Lajsic and Ald. May
No: 0

Mr. Ziehler explained that staff is present to provide an update on negotiations with the Fire Fighters Union. Ms. Key, along with Ms. Kuhary and Mr. Post, were present to discuss the status of negotiations. The last time they were before the Committee was in May of this year, and the main issue in dispute concerns health insurance language. Staff explained the issue, responding to several questions/comments from Committee members. After considerable discussion, direction was provided by the Committee to staff on how to proceed on this remaining issue.

Upon conclusion of the closed session, at approximately 6:27 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.

Ald. Probst arrived to meeting at this time.

Present: 5 - Ald. Sengstock, Ald. Vitale, Ald. Lajsic, Ald. May and Ald. Probst
Excused: 0

E. NEW AND PREVIOUS MATTERS

1. [2012-0440](#) Communication from City Administrative Officer regarding update on the 7106 W. National Avenue property.

Chair Sengstock asked Mr. Ziehler to comment. Mr. Ziehler reported that this property was privately sold and is being renovated; therefore, this matter is closed as far as a City acquisition is concerned.

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

Votes: Aye: 5 - Ald. Sengstock, Ald. Vitale, Ald. Lajsic, Ald. May and Ald. Probst
No: 0

2. [2012-0552](#) 2013 City of West Allis Mayor's Recommended Budget.

Chair Sengstock asked Mr. Ziehler to provide a summary and highlights of the 2013 Mayor's Recommended Budget. Mr. Ziehler commented that the budget needs to be approved by the Council at its November 20 meeting. The formal public hearing on the budget is set for the November 5 Council meeting. He then proceeded to provide an overview of the budget and respond to any questions/comments from the Committee during the review. Mr. Ziehler began by referring to the Mayor's letter at the front of the blue section of the budget, noting that the City tax rate is increasing by \$.06, from \$9.75 to \$9.81. Based on a property assessed at \$150,000, the cost increase in dollars to the property owner is \$9.00 (a .62% increase).

Next, the Summary Highlights of the budget were reviewed. Mr. Ziehler pointed out the significant reductions and increases in revenue. Two revenue items included in this recommended budget will need to be introduced to Council for approval--one is an increase in overnight parking permits revenue, which will result in a fee increase yet to be approved, and the other is a new revenue item, an Accident Crash Fee, also a fee yet to be approved. Mr. Ziehler then referred to the approximately 19 changes in 10 departmental budgets which resulted in a net expenditure reduction totaling \$514,300. He pointed out four items in particular:

1. Attorney - a \$27,500 decrease from salary & wages related to deletion of a .5 FTE Real Estate position. The work will now be contracted out by departments and charged to project costs.

2. *Bldg Inspections & Neighborhood Services - the addition of \$25,000 in salary & wages for a new FT Neighborhood Enhancement Facilitator to work April through October (.5 FTE) for proactive neighborhood cleanup and improvements.*

3. *Engineering - the addition of \$50,000 in salary & wages for a new Energy/Sustainability Coordinator (1.0 FTE), for energy savings and sustainability/greening implementations.*

4. *Community Relations/Promotions - the addition of \$25,000 for a promotion, marketing, and branding program to proactively build the image of the City; we will hire a consultant to do this work.*

Ald. Probst asked about one of the Police expenditure items related to a \$14,600 increase in the crossing guard contract. Mr. Ziehler explained that during the Mayoral budget review process, it was decided to add this amount for crossing guards based on the history of this expense and the fact that the Police Department underbudgeted for this expenditure. Mr. Ziehler then noted that pages iv and v of this Summary Highlight provide a table detailing by department what changes were made in each Department and the service effect/impact. He noted that this information can also be found in the detail pages of the budget but is presented in this table format for a clearer and easier means of understanding these budget changes. He also explained the accounting mechanism we have now used for a third year in regard to the transfer of \$300,000 from three departments' capital equipment replacement accounts into the Capital Accumulation Holding Account and how these "non-savings" offset a \$300,000 unrealized revenue item (Reserves Applied).

In summary, Mr. Ziehler pointed out that general fund revenues decreased by \$195,776 or .85%, and the general fund expenditures increased \$543,150 or approximately .98%. Staffing levels for authorized positions increased by 5.75 FTE's to almost 520, three of which were the rebudgeting of fire fighter positions. Finally, the 2013 Recommended Budget package of the overall revenue increase and the overall expenditure increase resulted in a General Fund operating levy decrease of approximately \$61,074 or .17% (General, Health Insurance, and Parking).

Mr. Ziehler then reviewed the remaining content of the blue summary section of the budget, noting that the white section, the detail department budgets, supports this summary section. During this discussion, several specific items were highlighted and explained in detail. Ald. Vitale questioned the increase in the Police Dept. budget. Mr. Ziehler explained that the Police Dept. budget is actually decreasing from 2012 and the increase Ald. Vitale refers to relates to fringes in the Dept. and how that affects the total cost of operations.

Chair Sengstock then asked about the time frame for further review of the budget. Mr. Ziehler said the budget public hearing will be held at the 11/5/12 Council meeting, a Committee meeting is regularly scheduled for 11/12/12 for further discussion on the budget, if needed, and final budget approval is set for the 11/20/12 Council meeting. He will be happy to answer the Committee's budget questions, Alderpersons are welcome to contact individual departments to get answers to their questions, or departments can be scheduled to appear at a Committee meeting, whatever works best for the Committee. Chair Sengstock encouraged Committee members to individually contact the appropriate staff person for answers to questions they may have.

Mr. Ziehler also mentioned that at this time, we don't have any information on the status of most of the other taxing authorities. It looks like the School District budget is going down 6%, and they make up 1/3 of the total levy as does the City, which it appears we'll basically be flat. Ald. May asked about levy limit management and wondered if a 3-5 year forecast was available. Mr. Ziehler said we used to prepare this forecast but it isn't very meaningful because of law changes and not knowing what the State will do budget-wise, and there was

never much interest or use for it. But, if there is interest in this forecast tool again, staff can prepare the report. Ald. Lajsic commented that we also have the capital improvement program which provides long-range planning for future capital purchases. He agreed that we should do the levy forecast but only for a few years, he doesn't feel going out the 5 years would be very helpful. Mr. Ziehler asked if the report should be based on reality or need and the Committee indicated both.

There being no further questions/discussion this evening, the budget will be held pending further review.

Held

3. [2012-0479](#)

Communication from Transition Team relative to Implementation of WI Act 10 (2011 Budget Repair Bill) and WI Act 32 (2011-13 Biennial Budget Bill).

Chair Sengstock asked Mr. Ziehler to introduce this item. Mr. Ziehler said as a follow up to the issues the Committee heard about at the last meeting, Ms. Key and staff has prepared a spreadsheet which lays out the issue and various parties' position for each. Ms. Key passed out copies of this document and began by discussing the first item listed.

1. *Premium Pay at double time after 12 hours/day.* The previous contractual practice was only for PW and Eng/Tech/Aides Assoc (ETAA), which allowed for double time after 12 hours/day. The Transition Team (TT) has recommended a compromise between what was once contractual and the actual law. The double time remains for holidays and Sundays but is removed after 12 hours/day. No consensus was reached at the last meeting. Ald. Lajsic said his greatest concern is about snowplowing operations and emergency issues. He approves keeping the status quo on premium pay especially in this regard. Ald. May agrees with the TT that time and one-half is sufficient for overtime and is still better than straight time. Aids. Vitale, Sengstock, and Probst all agree with the status quo per Ald. Lajsic's comments. Ms. Key explained that by agreeing with this continuation of previous contractual practice, benefits are expanded; it becomes applicable to all employees, except Police and Fire. Further discussion ensued. The consensus on this issue was 4 - 1 (with Ald. May saying no) that the previous contractual practice of double time after 12 hours/day will be maintained.

At this point in the meeting, it was agreed by the Committee that discussion on the ten spreadsheet items would continue through the first four items and the remainder discussed at the next meeting.

2. *Driving after 12 or 16 hours.* The TT's position is that current policy adopted in 2003 limits driving after 12 or 16 hours per risk/liability/driver fatigue/etc. issues; it is standard/mandated for all CDL drivers not in public service, unless an emergency is declared. The issue is that the longer driving time has been allowed contrary to the policy. Ald. Lajsic said that snowplowing is the major issue on this topic. Ald. May thinks it's up to management to manage the time of employees. Discussion ensued with input from Mr. Danowski on the last five years experience with accidents, etc. Some Committee members expressed their concern about the length of employees' working/driving time and management recognizing when employees are removed from service when safety, etc. becomes an issue. Mr. Lewis spoke to the fact that Public Works is managing employees' time in this manner and they want to continue to be able to do that. After further discussion, the consensus was 5 - 0 that the policy will be rewritten based on past practice, and it will be the prime responsibility of Public Works management to manage the policy consistent with the risk and safety concerns expressed.

3. *Declaration of an Emergency.* The TT had updated the policy to state the Mayor or designee declares an emergency. The Questioning Party (QP) maintains it should be declared by the Public Works (PW) Director, not the Mayor. At the last meeting, a majority of Committee Members were in agreement with the QP's position. The Committee this evening

again confirmed that position, and the consensus was 5 - 0 that the PW Director will declare an emergency.

4. Premium Pay at time and 1/2 after 40 hours/week. The QP has asked to maintain the previous contractual practice of time and 1/2 after 8 hours/day. The TT recommended a compromise between what was once contractual and the actual law. At the last meeting, a majority of Committee Members were in agreement to continue the premium pay after 8 hours/day. Chair Sengstock asked for a position this evening, and the consensus was 5 - 0 that the Committee confirmed its agreement with this same position.

All other remaining matters will be held for further discussion at the next Committee meeting.

Held

F. OTHER MATTERS TO COME BEFORE THE COMMITTEE FOR DISCUSSION/ACTION

1. Discussion/Action on Items by Alderpersons.

None.

2. Discussion/Action on Items by City Administrative Officer

None.

3. Other.

None.

G. ADJOURNMENT

A motion was made by Ald. May, seconded by Ald. Vitale, to adjourn the meeting at 8:00 p.m. The motion carried unanimously.