



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, June 24, 2013

6:00 PM

City Hall Room 128

REGULAR MEETING

DRAFT COPY

A. CALL TO ORDER

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

B. ROLL CALL

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

Others Attending

Alderspersons Czaplowski and Reinke; Paul M. Ziehler, City Administrative Officer; Audrey Key, HR Manager; Mark Wyss, Manager of Finance.

C. APPROVAL OF MINUTES

A motion was made by Ald. Lajsic, seconded by Ald. Vitale, to approve the Regular Meeting minutes of March 25, 2013, and Recess Meeting minutes of April 2, 2013, April 16, 2013, May 7, 2013, May 21, 2013, June 4, 2013, and June 18, 2013. The motion carried by the following vote:

Votes: Aye: 5 - Ald. Sengstock, Ald. Vitale, Ald. Lajsic, Ald. May and Ald. Probst
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 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. Probst, seconded by Ald. Vitale, to convene in closed session at 6:00 p.m.. The motion carried by the following vote:

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

Mr. Ziehler opened discussion by stating that staff would discuss parameters for upcoming negotiations with the Police Union. HR Manger, Audrey Key, and Finance Manager, Mark

Wyss, addressed various issues pertaining to negotiations. Discussion ensued with questions/comments from Committee Members which staff responded to. Staff was provided direction on how to proceed with negotiations.

Upon conclusion of the closed session, at approximately 6:30 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

Held Items

1. [2013-0269](#) West Allis Professional Police Association communication regarding opening of contract negotiations.
Mr. Ziehler noted that this matter will continue to be held pending conclusion of negotiations with the Police Union.
Held

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

1. Discussion/Action on Items by Alderpersons.

Ald. Czaplewski asked that "benchmarking" be put on a future Administration & Finance Committee agenda. Ald. Lajsic reminded staff that "time reporting systems" should also be on a future Committee agenda. Staff acknowledged these requests.

2. Discussion/Action on Items by City Administrative Officer.

- a. Follow Up Discussion on Matters Previously Discussed in Committee:
 - 1.) Vehicle Driving: Mileage Reimbursement vs. Auto Availability (Retained Vehicles and/or Rentals).
Mr. Gene Baietto, Purchasing Manager, was present to discuss this issue with the Committee. He discussed the cost differences and potential savings benefits of using City vehicles or rentals vs. mileage reimbursement. Other considerations are insurance issues, logistics, policy flexibility on a case-by-case basis. Discussion ensued, and staff responded to questions/comments from Committee Members. Mr. Ziehler said a draft policy will be prepared based on direction from the Committee this evening and will be presented at a future meeting for further discussion. The Committee concurred.
 - 2.) Debt and Cash Financing for Capital Equipment, Facility, and Infrastructure Projects.
Mr. Ziehler provided information concerning the issue of debt vs. cash financing. He noted that the City is already more than balanced with its financing methods, and this is a philosophical decision based on current or future debt obligations. We already do cash financing for police, fire, and public works vehicles, all departments' equipment needs, balance sheet accounts for almost all building and facilities, and our enterprise funds. He also mentioned the recent resolution adopted by Council on levy limit exemption for road construction. He would not recommend pursuing this matter without consideration of a state levy exemption. Further discussion ensued with input from Committee members and staff responses. The Committee generally agreed that the City has done almost as much as it can in

this regard and indicated to staff that no additional work on this subject needs to be done at this time.

3.) Short-Term and Long-Term Disability Programs and Alternatives.

Mr. Ziehler reviewed the old disability plans vs. new plans put in place in 1997, including the incentives/disincentives of the current plan. He mentioned the Northwestern Mutual Life proposal and discussed the employee vs. employer costs. He stated that the City goal should be to not have added benefits or costs. He said the current plan is working well, and if changes were made, they could only be done for nonunion personnel; the police and fire personnel would be impacted only through negotiations. He noted that changes only for one group of employees would create two classes of employees. Further discussion ensued, and staff was asked to report back with cost specifics at a future meeting.

4.) Research Results and Recommendations Regarding Energy/Sustainability Coordinator (also Innovation Officer).

Mr. Ziehler presented research results regarding the Energy/Sustainability Coordinator (E/S Coord.) (and potentially an Innovation Officer). He reviewed the results based on what the City of Milwaukee is doing in this area. Some key items of interest include that there is some grant and private monies for projects, but most funding is gone, especially for administration and staff; Milwaukee is going to the general fund for this funding, and they have some funding from their Water Utility (energy savings and reduce usage); emphasis is on city buildings and systems and long-term accomplishments. Mr. Ziehler also mentioned other organizations' programs, like NLC sustainability programs, MMSD neighborhood outreach and green infrastructure, Wis. Partners for Clean Air, Wis. League of Women Voters, the Wis. Fuel Choice Program, UWM Center for Climate Research, E/3 Action for Manufacturing, and Wis. Small Business Help Program.

Mr. Ziehler noted that the City has taken steps in the past to reduce Public Works' energy consumption (street lighting changeover, building system improvements, etc.). Also, some other departments have tried to do special projects in this regard, but staff time is limited in what can be done with all other duties and responsibilities. To make dramatic and substantial improvements in this area, a full-time, dedicated individual is needed. Mr. Ziehler recommended that the City move forward with an Energy Sustainability Coordinator with Innovative Officer duties included. A plan with goals and objectives and a job description can be prepared as a next step before proceeding.

Other thoughts about this whole topic include adding Innovation Officer duties to an E/S Coordinator position, the position should pay for itself on an annual basis, and requiring annual reporting on results. Another approach would be to hire consultants to do this work. However, Mr. Ziehler commented that to get complete "buy-in" of this City function and to fully integrate it into all City operations, an internal staff person would be much more efficient and successful. Further discussion ensued, but no action/direction was approved by the Committee.

3. Other.

None.

G. ADJOURNMENT

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