



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

Monday, October 27, 2014

6:00 PM

City Hall Room 128

SPECIAL MEETING - DRAFT

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; Ald. Czaplewski; Mark Wyss, Finance Director/Comptroller/City Treasurer; Kris Moen, Finance Supervisor; Audrey Key, HR Director; Jane Barwick, Principal HR Analyst; Sheryl Kuhary, Assistant City Attorney; Steve Bane, Fire Chief; Jim Jandovitz, HR Director; Mark Sura, Joel Meier, Fire Dept.; Jeanette Wardinski, Administrative Assistant.

C. APPROVAL OF MINUTES

1. **2014-0688** Minutes (draft) September 8, 2014, September 16, 2014, October 7, 2014, and October 21, 2014.

A motion was made by Ald. Lajsic, 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. NEW AND PREVIOUS MATTERS

1. **2014-0663** 2015 City of West Allis Mayor's Recommended Budget.

Chair Vitale noted that Mayor Devine and Finance Dept. staff were present for the budget presentation. Mayor Devine opened discussion by explaining that during their budget deliberations, they focused on a few key elements. These included being cognizant of the community's ability to pay, realizing the average income in West Allis compared to neighboring communities, being aware of our capital maintenance costs, incorporating a 2% pay raise for employees to be offset with an increase in the health insurance premium contribution, and trying to control the levy increase vs. ability to pay. He then asked Finance Director Mark Wyss to provide a budget overview with the aid of a powerpoint presentation.

Mr. Wyss began the budget presentation by first noting that of the seven Recommended Budget objectives, the two main ones were taxpayer ability to pay and building a budget toward sustainability. He went on to review demographic information, comparing West Allis to nine neighboring communities in average household income and median home value. It was noted that our taxes as a percentage of income are among the highest. Regarding personnel costs, 86% of our budget is wage and fringe benefit expenses. He addressed the wage and benefit changes proposed, which include an increase in the employee health insurance premium share payment and instituting health plan design changes for all employees. These will be offset to a certain extent with a reduction in the employee share of the WRS co-pay and a proposed 2% wage increase. Mr. Wyss reviewed expenditures by department and noted that we came up with enough new revenue to balance the budget.

He then offered comments on specific funds. The Capital Projects Fund reflects the needs we have with building costs and repairs. We have established reserves for capital costs and there is no reason to defer these costs any longer; we want to tackle these costs/repairs before they become critical. The Health Insurance Fund since 2012 is down \$2 million. We are looking to stabilize the fund and reduce using the reserve. The Utility Fund shows estimated rates and a potential \$14/year increase based on Milwaukee's water rate increase case, which impacts our water purchase. In closing, the total City Levy is increasing .28%, and total City expenditures, including all funds, are recommended at \$128 million, a 4.67% increase.

Chair Vitale complimented Mr. Wyss and his staff on the nice job on the budget and the new format. He questioned the salary difference in the Fire Dept. budget. Mr. Wyss said we are in negotiations with the Fire Union and have estimated the same settlement as other groups. What the budget reflects is what the organizational chart shows. Ald. Lajsic said the status of the Health Insurance Fund bothers him. He commented that a few years ago our insurance consultant said we would be saving \$800,000 and we didn't, and he wants to know why. Mr. Wyss and Ms. Moen explained that we project savings based on claims history, costs and usage, and other mitigating circumstances. Mr. Wyss also pointed out that the amount of money put in the fund did not go up. Ald.

Lajsic said he still wants the question answered of why we didn't save the money that we were told we would. Staff said they will get this information and report back.

The Committee then discussed how to proceed with budget review. Several alderpersons said they have questions for various Department Heads and will meet on their own to get the information. The Committee agreed to meet at its regular meeting on November 10 for further budget discussion/review, and some Department Heads may need to be called in for that meeting. In the meantime, if there are further questions for Mr. Wyss, he should be contacted directly. The Committee thanked staff for its presentation.

This matter was Held.

2. 2014-0685

Communication from Mayor Devine recommending the appointment of Ms. Rebecca Grill as the City of West Allis City Administrator.

Chair Vitale asked Mayor Devine for his comments on his communication. Mr. Devine briefly talked about the initial interviews and proceeding to the final interview process, which will be discussed in closed session. This item will be held pending results from the next interview steps.

This matter was Held.

E. ALDERPERSONS REPORT

1. Recent Events Attended.

None.

2. Awards/Commendations.

None.

3. Upcoming Events.

None.

F. FINANCE DIRECTOR'S REPORT

1. CVMIC Update.

Mr. Wyss informed the Committee that he has been filling in as Risk Manager during the City Administrator (CA) position vacancy. He reported that CVMIC is moving to a more robust platform with online registration for all their training offerings, and we are in the midst of that now.

2. MADACC Update regarding Building Renovation and 2015 Budget Projections.

Mr. Wyss noted that he has been filling in for the CA on the MADACC Board, more as an observer than a participant because he does not have the background knowledge to be a voting member. He reported that MADACC is proposing a \$3 million expansion, and he provided a schematic showing the proposed expansion plans. They have been found deficient in some areas, which will be addressed by this plan. This was approved by the MADACC Board, which is comprised of several Milwaukee County community representatives, at its last meeting, and construction will begin this winter. Mr. Wyss also reported that MADACC's 2015 budget projections are modest and that what we pay for their services is pretty flat. Ald. Probst had questions about why West Allis is a part of MADACC, but Ald. Lajsic pointed out that this line of questioning is not covered by the agenda notice on MADACC. She said she would meet with Mr. Wyss separately with her questions.

G. CLOSED SESSION

At 6:48 p.m., Chairperson Vitale stated it was the intention of the Committee to vote on a motion to convene in closed session 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 matter.

A closed session for the above purpose is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(e), 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.

A motion was made by Ald. Haass, seconded by Ald. Probst, 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 this matter. HR Director Audrey Key was present, along with Assistant City Attorney Sheryl Kuhary and Jane Barwick, Principal HR Analyst, to assist the Committee with its planning for the interview process for the City Administrator position. She explained the steps that need to be completed this evening, and she provided handout materials to aid with this discussion. Lengthy and considerable discussion ensued, with staff responding to questions, comments, etc. from the Committee. During the course of this discussion, the Committee selected November 12 at 6 p.m. as the interview date with the candidate, and direction was provided to staff on the interview process, including preparation of interview questions.

Upon conclusion of the closed session, the Administration & Finance Committee had no further business to attend to.

H. ADJOURNMENT

A motion was made by Ald. Lajsic, seconded by Ald. Haass to adjourn the meeting at 7:32 p.m. The motion carried unanimously.