



# 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, September 8, 2014

6:00 PM

City Hall Room 128

#### 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

*Tom Karman, Schenck; Audrey Key, HR Director; Jane Barwick, Principal HR Analyst; Steve Bane, Fire Chief; Marty King, Assistant Fire Chief; Gary Streicher, Assistant Fire Chief; Jay Scharfenberg, Deputy Fire Chief; Sheryl Kuhary, Assistant City Attorney; Jim Jandovitz, ITC Director; Michael Lewis, Director of Public Works/City Engineer; John Stibal, Director of Development; Mark Wyss, Finance Director/Comptroller/City Treasurer; and Jeanette Wardinski, Administrative Assistant.*

#### C. APPROVAL OF MINUTES

[2014-0648](#)

Minutes (draft) May 20, 2014, June 3, 2014, June 17, 2014, July 1, 2014, August 5, 2014, and September 2, 2014.

**A motion was made by Ald. Lajsic, seconded by Ald. May, 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. APPEARANCES BEFORE COMMITTEE

##### 1. Appearance by Tom Karman, CPA, of Schenck Government & Not-for-Profit Solutions.

[2014-0496](#)

Comptroller/Director of Finance submitting the City of West Allis Comprehensive Annual Financial Report and Management Communication for the year ended December 31, 2013 for review and approval.

*Mr. Tom Karman of Schenck was present to discuss the City's audit of 2013 financial statements. Mr. Karman said the City has received a clean audit, which fairly states the financial position of the City. The City has once again received GFOA's Certificate of Achievement for Excellence in Financial Reporting for 2013, which is not easily obtained. We are one of only 50 communities in Wisconsin to receive this recognition. He said there are no items in the City's internal control system that are material weaknesses and no items of non-compliance. This is the best report the City can receive.*

*Mr. Karman then referred to Schneck's management letter, stating this includes a summary of the City's financial information comparing one year to the previous, and again there are no significant issues. For a city of our size, we are in very good financial condition. Mr. Karman referred to page 9 in the management letter and the two comments/observations they have made. The first concerns the valuing of investments. Generally accepted accounting principles require that municipalities report investments at fair value, and the City currently maintains investment values at cost, which may differ from fair value. However, Mr. Karman stated that in the City's case, it is not a significant difference in response to Ald. May's question about our investment reporting. Mr. Wyss added that the reason we do it the way we do is we have a buy and hold philosophy. If we were more speculative in our investing, we would report at fair value. The second observation deals with financial reporting involving federal grant funding. New procedures will be in place for fiscal years beginning on or after December 26, 2014 designed to strengthen oversight of federal awards and increase the efficiency and effectiveness of single audits. A positive point to make for the city is that we have one person who monitors all city grants, which is a good practice to have in the oversight of these federal funds.*

*Mr. Karman and Mr. Wyss responded to questions/comments from Committee members. The Committee thanked Mr. Karman for his presentation.*

**A motion was made by Ald. Vitale, seconded by Ald. Probst, 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. Appearance by Jim Jandovitz, Information Technology/Communications Director, regarding Status of Various IT Initiatives.**

*ITC Director Jim Jandovitz was present to provide an update on various projects ongoing in his Department. First, the payroll reporting project has been restarted with a new project manager. The project is being piloted by ITC and Finance staff to verify calculations are working properly. Also, with assistance from the City Attorney, a new clause has been inserted into the project contract to protect the city on the process. It mainly provides that the company has to install the software and ensure it is functioning by a specific date before contract payment is made. This will eliminate the type of problems we encountered with the first contractor.*

*Second, the GPS system has been rebid, and we are in a one-month trial period with one unit to ensure everything is working before purchasing our total supply. The committee discussed different applications for the GPS units.*

*Lastly, Mr. Jandovitz provided a demo on the online permitting project that has been continuing for quite some time. This is a business process management approach with the lean process built into it. He showed the maps which are being designed and used to document our business processes prior to getting ready to build the forms. Staff responded to questions/comments from the Committee during the presentation. The Committee was very pleased with the work that has been done so far, and Mr. Jandovitz commented that this will really change how the city operates. When asked when we can expect some of this to be online, Mr. Jandovitz said he hopes in the very near future, at least for one form that is near completion for the HR Department. The*

*Committee thanked Mr. Jandovitz for his presentation and asked that he report back to the Committee on a regular basis on what is happening with these and other ITC projects.*

## **E. CLOSED SESSION**

*At 7:45 p.m., Chairperson Vitale 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 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. Vitale, 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

*HR Director Audrey Key and members of the Management Bargaining Team were present to begin discussions concerning negotiations with the Fire Fighters Union. Lengthy discussion ensued with staff providing background information, current status/situation, and responding to questions/comments from Alderpersons. It was the consensus of the Committee for staff to begin the bargaining process with the Fire Union and direction was provided to staff on how to proceed.*

*Upon conclusion of the closed session, at approximately 8:55 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.*

## **F. ALDERPERSONS' REPORT**

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

*None.*

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

*None.*

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

*None.*

**G. FINANCE DIRECTOR'S REPORT****1. Citizens Strategic Plan Report.**

*Staff reported that at Ald. Lajsic's request, the Citizen Group's report on a Strategic Plan for West Allis will be referred to the Administration & Finance Committee. The item will first be introduced at the September 16, 2014 Common Council meeting and then referred to the Committee for discussion purposes.*

**2. Update on Status of 2015 Budget Preparation.**

*Finance Director Mark Wyss gave a brief overview of where the Mayor's budget process is at. He presented a "Budget Request by Category" view of the budget and specifically commented on the \$1.3 mil. cost for capital items, most of which is our own buildings and equipment. These costs are in the general fund (operating budget) but should be in a capital account budget, which he is recommending. The \$314,000 cost for supplies is related to the city's salt needs and this likewise should come out of the general fund and be placed in the Public Works budget. Last, he noted that one of our largest expenses in the general fund is \$700,000 in employee costs, noting that 80% of our budget is related to employee salaries. His goal is to build a sustainable budget; the budget isn't just for this year but also looking at the next two years. Ald. May talked about how we are addressing new business processes which can help reduce our employee costs and size of the workforce, while realizing that some departments are already stretched thin. Ald. Lajsic said our practice has been to address these types of reductions through attrition. Additionally, there was discussion about upgrading employee skills and looking at skill levels for getting jobs done. Ald. Lajsic mentioned Mayor Bell's practice of working with Council Committee Chairs in setting department goals with the specific Department Heads, which gets at this issue of addressing the needs of a department and the skills needed to get the job done. He's not sure if that type of practice continues, but it was an effective way to monitor the needs/skills to accomplish the work. Additional discussion ensued, with staff responding to questions/comments from the Committee.*

**H. ADJOURNMENT**

*A motion was made by Ald. Lajsic, seconded by Ald. Probst to adjourn the meeting at 8:08 p.m. The motion carried unanimously.*