

# CITY OF WAUWATOSA

MEMORIAL CIVIC CENTER  
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## BUDGET & FINANCE COMMITTEE MEETING

Tuesday, July 27, 2004  
Committee Room #2

PRESENT: Aids. Bruderle -Baran, Casey, Grimm, Herzog, Jenkins, Maher, McCarthy, Stepaniak – 8

ALSO PRESENT: T. Wontorek, City Admin.; A. Kesner, City Atty.; B. Aldana, Asst. City Atty.; R. Braier, Finance Dir.; M. Mulroy, Library Dir.; W. Kappel, Pub. Works Dir.; W. Tarman-Ramcheck, Pub. Works Prog. Anal.; R. Harris, Planner

Ald. Bruderle -Baran as Chair called the meeting to order at 8:04 p.m.

### 2005 Budget review schedule

Mr. Wontorek said the 2005 budget review will follow the same schedule as in the past. The meetings will be held on four consecutive Thursdays in September at 6:00 p.m. He said that an alternate date extending the meetings into the first week of October can be added to this schedule to provide for rescheduling or extra meeting time.

Moved by Ald. Casey, seconded by Ald. Stepaniak to accept the 2005 budget review schedule – 8

### New 3-year agreement with Citation Management for the processing and collection of parking citations

Mr. Wontorek recommended putting the item on hold until the first or second meeting in September pending the resolution of a number of concerns.

Moved by Ald. Maher, seconded by Ald. Stepaniak to place the 3-year agreement with Citation Management on hold for further information – 8

### Additional circulation attendant position and additional part time hours for library circulation attendants

Ms. Mulroy said that from January through April, the circulation department has had one full time person out of 3 part time people working in the department. One full time employee returned in April, but the situation has not improved. There are approximately 6 trucks of books waiting to be put away. They are not able to keep up with the work at the current full staffing level. It has become a daily occurrence that long lines of patrons go all the way up the stairs several times a day, waiting to check out. Phones at the circulation desk go unanswered so that staff can attend to these lines of people. Employees from all other areas in the library have been helping to clear books returned during the weekend in order that they will all be checked in by the following Wednesday or Thursday. She said they need to add a part time circulation attendant position to begin September, 7, 2004. In addition, they need to pay for extra hours for all the part time circulation attendants starting this fall. This will cover the 40 hours each week for six weeks that one of the full time employees will be out on sick leave. She said the cost of a new part time Circulation Attendant for the 8.5 pay periods remaining to the end of 2004 will be \$3,325. The cost to pay additional hours covering the 6 week full time sick leave absence in the same department will be \$2,859. She added that because there are other changes coming up this fall, with 2

retirements of long-term employees, there will be some savings when those employees are replaced with people who will be paid at the beginning of the respective ranges. The bottom line is the need to add an additional \$4,009 to the library personnel budget. She recommended a transfer of \$4,009 from the Reserve for Contingencies to the library's personnel budget.

Ald. Jenkins said the Employee Relations Committee recommended approval unanimously. This request is needed in order to eliminate congestion for the patrons and alleviate frustration for the staff.

Moved by Ald. Jenkins, seconded by Ald. McCarthy to recommend approval of an additional library circulation attendant position and additional part time hours for circulation attendants --

Ald. Casey said in light of the cooperation the library has shown towards the budget, they need to be supported in this mid-course correction.

Vote on the motion was Ayes: 8

### **Level III fund transfer from the general health insurance Claims Account to the health insurance Sundry Contractual Services Account**

Ms. Aldana said the previous personnel director entered into an agreement with the city's health insurance consultant in which the city would pay up to \$18,000 for health insurance consulting fees to support the Health Benefits 101 process. Those funds were not budgeted. There was \$9,000 budgeted to cover consulting fees for general health insurance, but not for Health Benefits 101 issues. The city has switched third party administrators and experienced approximately \$15,000 in fees for higher than expected consulting needs for non-Health Benefits 101 matters. A \$15,000 fund transfer would cover outstanding invoices and leave approximately \$6,000 for all health insurance consulting fees for the rest of the year. She recommended the Level III transfer.

Moved by Ald. Stepaniak, seconded by Ald. Maher to recommend approval of the Level III transfer of \$15,000 from the general health insurance Claims Account to the health insurance Sundry Contractual Services Account – 8

### **Resolution increasing hours for the Assistant City Attorney from .75 FTE to 1FTE effective September 1, 2004**

Mr. Kesner said that after the reorganization of the personnel department in last fall's budget, Ms. Aldana has had the title of "acting personnel director." During this time they have discovered some new efficiencies in the department. Personnel issues were becoming legally intensive so the direction and supervision of personnel was given to the assistant city attorney with an added new title of personnel administrator. They would like to increase the time spent on personnel matters from 10 hours to 20 hours per week. This would make the position 1FTE. Ms. Aldana will spend half time as assistant city attorney and half time as personnel administrator. The budgetary effect is that it will cost \$5,520.26, plus benefits beginning September 6, 2004 and for the remainder the year. On an annual basis, the cost increase during the 2005 budget year is expected to be \$17,325.46.

Ald. Jenkins said the Employee Relations Committee felt this was a very positive reorganization. Mr. Kesner said a significant savings can be realized from the previous year.

Moved by Ald. Jenkins, seconded by Ald. McCarthy to recommend approval to increase the hours for the assistant city attorney/personnel administrator from .75 FTE to 1 FTE effective September 6, 2004 --

Ald. Grimm expressed strong reservations about this plan. He was concerned that the committee didn't have enough time to review the issues involved. He felt the previous personnel department structure was working fine.

Moved by Ald. Grimm to place this item on hold.  
Motion dies for lack of a second.

Ald. Grimm said this issue should be brought up as an item during the 2005 Budget Review.

Ald. Maher asked how big the personnel department is. Mr. Kesner said there are 3 full time employees: 1) a payroll and benefits manager; 2) a payroll coordinator; and 3) a personnel assistant. He said Ms. Aldana has been doing personnel work since she was hired by the city. During the last vacancies in the department, Ms. Aldana filled in as the acting personnel director. Ald. Maher said this seems to be a win win situation. This is a way to provide service and save a significant amount of money.

Ald. Herzog noted that two changes were made since last year's budget. The personnel assistant's pay was increased and now the Assistant City Attorney/personnel administrator will have increased hours. Ms. Aldana explained that the position that was eliminated was the personnel director's position which provided the department with more real savings than is reflected in the budget. Mr. Kesner explained that the department saved money by eliminating the personnel director position. The extra savings was absorbed by the increase in the assistant's salary and the increase in hours. Those two increases put the budget back to its original amount. He said that every hour paid is provided the same benefits calculation. Every dollar that is paid out is already budgeted. He said the personnel budget is still far ahead in numbers.

Mr. Braier said the department is still experiencing a net savings of 50% of the former personnel director's wages plus the difference between pay grade 18 and grade 16. The paid health benefits are the same from year to year.

Vote on the original motion was Ayes: 7, Noes: 1 (Grimm)

#### **Reallocation of surplus Community Development Block Grant (CDBG) funds**

Mr. Harris said they are requesting that existing Community Development Block Grant (CDBG) funds be reallocated to the Little Red Store CDBG account. The proposed project will require a reallocation of \$27,906.60 of surplus CDBG funds remaining from demolition of the Jacobus Quickflash building project. A total of \$55,000 in CDBG funds was assigned for the demolition of the Quickflash building, but actual costs incurred totaled \$27,093.40. The purpose of the reallocation is to pay for costs incurred during the Request for Proposals (RFP) process in order to rehabilitate the Little Red Store. These costs involve staff time and lead and asbestos inspections. He recommended the reallocation of funds.

Moved by Ald. Stepaniak, seconded by Ald. Casey to recommend approval of the reallocation of surplus CDBG funds – 8

#### **Update and revisions to Ch. 13.04 of the Code, Water Rates and Rules**

Mr. Kesner said their two major thrusts were to remove outdated terms and references to specific rates. There was one rate left in Ordinance Chapter 13.04.012 paragraph B. The wording needs to be changed to "should be billed at a rate approved by the Public Service Commission."

Moved by Ald. Jenkins, seconded by Ald. McCarthy to recommend adoption of the updates and revisions to ordinance Chapter 13.04 with an additional revision to Chapter 13.04.012 paragraph B replacing the listed rate with the wording “should be billed at a rate approved by the Public Service Commission” – 8

**Amendment to 2004 Capital Improvements budget for sanitary and storm sewer expenditures and providing for additional revenue**

Mr. Kappel said the department is requesting to amend the sanitary and storm sewer capital budget accounts to reflect bids received for the 2004 construction season. There is also revenue that the department had not accounted for from the Wisconsin Department of Natural Resources (WDNR) Urban Nonpoint Source & Stormwater Management Grant Program. The department shows a positive balance in the grant amount of \$133,980 at the beginning of 2004. They plan to apply a total of \$98,473 of this amount toward these projects. This leaves additional grant funds the can be used before the end of 2004. He said the monies are all available for the recommended budget amendments. He recommended that the 2004 Capital budget be amended as follows: 1) sanitary sewer rehabilitation prior to paving should be lowered to \$609,470; 2) the storm sewer rehabilitation prior to paving should be increased to \$7,966.10 and 3) The revenue be amended to include the balance remaining in the DNR grant of \$133,980.

Moved by Ald. McCarthy, seconded by Ald. Herzog to recommend approval of the amendments to the 2004 Capital Improvements budget for sanitary and storm sewer expenditures and providing for additional revenue --

Ald. Maher asked about the vast differences between the sanitary and storm sewer expenditures. Mr. Kappel explained that when the department looks at putting the Capital Improvement program together it is based on estimates of previous history. The information contained on video tape taken of the sewers is not available until after the Capital Budget is passed. They are asking for more than the contract amount because they usually end up with more. The \$98,000 amount brings the budget up to \$1,406,080 and there are still dollars left. The \$98,000 balances everything out and allows for a margin.

Vote on the motion was Ayes: 8

**Wisconsin Department of Natural Resources (WDNR) Community Leaf Mulching Project demonstration grant**

Mr. Kappel said Wauwatosa has been solicited by the DNR to be the lead agency working along with the Wisconsin DNR, UW Cooperative Extension, Michigan State University (MSU), and private companies such as Briggs and Stratton to join forces in a leaf-litter lawn mulching research and citizen awareness campaign. The DNR grant would be for 2005 and would coordinate an awareness campaign to educate homeowners about the benefits of mulching leaf-litter into their existing home lawns with their rotary lawn mowers. It would also show how this helps reduce the strain that leaf-litter collection and municipality composting puts on city budgets. The city would not incur any extra expense and would, in fact, be funded for time and other project costs. A Memoranda of Understanding (MOU) would be developed between the partners with Wauwatosa as the project's principle investigator. The deadline to apply is August 1, 2004.

Mr. Kappel said the overall project is expected to be about \$116,000 with over \$87,700 of that covered by the DNR. The 25% match is covered by normal city and other partner expenses. A grant award of 75% is provided up front upon acceptance of the grant in early 2005. The remaining 25% is reimbursed with the project final report. He recommended authorization to apply for the 2005 DNR demonstration grant.

Mr. Tarman-Ramcheck said the Ultra Mulch blade was introduced in the U.S. in 1999 and tested in the public works department. The blade took a foot of leaves down to the grass. A few hundred were sold, but not enough to be successful. It worked tremendously in Michigan and the DNR is trying to transfer that study and that effective performance to this area.

Ald. McCarthy asked how this will impact on the leaves in the city yard. Mr. Kappel responded that the city could discontinue collecting leaves and see a significant savings. Mr. Tarman-Ramcheck said they have built incentives into the program such as the possibility of free blades and some retailers covering the cost of installation. They would like to get more than 1,000 participants in each community.

Moved by Ald. McCarthy, seconded by Ald. Casey to recommend approval of the application for the WDNR Community Leaf Mulching Project demonstration grant – 8

**50-50 matching grant from WDNR Urban Forestry grant program**

Mr. Kappel asked that this request be withdrawn.

It was the consensus of the committee to accept the withdrawal of the request for the 50-50 matching grant from the WDNR Urban Forestry grant program.

**Claim of Patricia E. Loeffler, 8805 W. Chambers, Milwaukee**

Mr. Kesner said Ms. Loeffler filed this claim after she pulled in front of a city water department truck and sustained damage to her mirror. There was no liability on the part of the city.

Moved by Ald. Herzog, seconded by Ald. McCarthy to recommend denial of the claim – 8

**Vouchers**

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
T. Estness	\$189.25	Mayor – 7/21-7/23/04 – Manitowoc League of Wisconsin Municipalities
T. Kucharski, B. Dess, R. Mente	\$135.00	Parks – 8/5/04 – Boerner Botanical Gardens 2004 Trial Garden & Plant Health Field Day
T. Kucharski & 5 arborists	\$270.00	Forestry – 7/15/04 – Janesville WI Arborist Assoc. Summer Workshop
J. McGuire	\$115.81	Health – 6/9/04 – Madison Course on Epidemiology and Biostatistics
J. Stohler	\$148.82	Health – 6/29-7/1/04 – Green Lake Consortia Retreat
J. Kurz, T. Kastner	\$270.00	Police – 5/2-5/6/02 – Green Bay Drug Interdiction Training

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
D. Redman	\$75.00	Fire – 6/7-5/5 – various Milwaukee locations Monthly Cty Fire Chief’s Meetings Jan.-May
T. Estness	\$2,156.20	Mayor – 6/24-6/29/04 – Boston, MA U.S. Conference of Mayors
K. Isleb	\$27.56	Assessors – 6/7/04 – Milwaukee WAAO Quarterly Meeting
J. Wojcehowicz	\$1,541.66	Water – 6/12-6/20/04 – Orlando, FL National American Water Works Assoc. Conf.
W. Gehrking	\$534.41	Police – 4/19-4/21/04 – Rosemont, IL Technical Investigators Training Seminar

Moved by Ald. Casey, seconded by Ald. Maher that the vouchers  
be allowed and paid – 8

The meeting adjourned at 9:10 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

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