

**EMPLOYEE RELATIONS COMMITTEE MEETING**

Tuesday, September 27, 2005  
Council Chambers

PRESENT: Alds. Bruderle-Baran, Casey, Jenkins, Kopischke, Stepaniak – 5

ALSO PRESENT: Ald. Birschel; B. Aldana, Asst. City Atty.; K. Isleb, Assessor, C. Bennet, Eng. Tech. IV; Lori, Murphy, Mun. Clerk II

Ald. Jenkins as Chair called the meeting to order at 7:30 p.m.

**Health Insurance for duty disabled retirees**

Ms. Aldana said the draft of the duty disabled retiree health insurance policy is in the form of an internal policy. The authorizing documents would still be the ordinance with the possibility of a Memorandum of Understanding (MOU) with the unions.

Ald. Kopischke said this policy covers two different issues. He asked about the wording in item #2 which states that “the city may require a retiree to apply for Medicare to determine eligibility upon retirement and at reasonable intervals thereafter.” Ms. Aldana said they might consider retaining a medical person to aid in making the determination.

Ald. Kopischke suggested some minor language changes. He referenced item #8 which states “duty disabled retirees may enroll in the city’s supplemental health plan at city expense (up to 110% of previous year’s premium) for Medicare based on disability if they have applied for Medicare as required by the city as set forth in item #2.” He thought that items #2,3, and 4 were requirements that all retirees needed to comply with. Item #2 is stated above. Items #3 and #4 are as follows: #3) the city may require a retiree to provide a copy of a receipt indicating they did apply for Medicare and a form indicating whether they were approved or denied for Medicare benefits; and #4) the city may require a retiree to provide medical status reports and/or release of medical information as necessary until the retiree qualifies for Medicare so that the city has the necessary information to track possible eligibility for Medicare. He suggested adding wording such as, “if the retiree has complied with items #2-4 to the satisfaction of the personnel administrator.” He also suggested that the ordinance clarify in the last paragraph that the city may pay the full amount of the individual premium (not to exceed 110% of the preceding premium) and the spouse shall pay the full cost of the premium.

Moved by Ald. Kopischke, seconded by Ald. Casey to recommend approval of the draft internal policy for duty disabled retiree health benefits with the suggested revisions – 5

**Reorganization in the City Assessor’s office**

Ms. Isleb said reorganizing the assessor’s office is something that has been under consideration for several years. They have been gaining increased efficiencies due to new technology in their office. Her proposal is to downgrade the Municipal Clerk II position to Municipal Clerk I and reduce the hours to 20 per week in 2006. She said that as they have identified the lack of clerical functions, they have also identified the increased need for other staff. They have six full time positions in three active TIF Districts. They have brought all the data

processing in-house with a system that has incredible statistical ability which has also helped cut their costs. She said her department is public service oriented serving realtors, appraisers, and internal customers. One of the biggest ways they have saved staff time is with the web site. They believe that counter and phone traffic has been cut 60% to 70% because of the web site. If they could show property ownership on the web site, they could cut even more. When she first started working in the office she would dictate letters and the secretary would type them. Now she does over 95% of her own correspondence. The clerical position was in charge of entering all the personal property information. That is all being computerized and the appraisers are all doing their own data entry. She feels they can no longer justify a full time clerical position. The only real functions left in the clerical area are processing deeds and transfers, sales verification and departmental budgeting. Technology is taking care of most of the functions. They need more appraisers not clerical. She said they have put a lot of emphasis on the property tax exemptions. They need staff that knows assessment law as well. After the revaluation they will be reviewing the exempt properties. These are appraisal/analytical functions.

Ms. Isleb said they would also like to reclassify the Appraiser I to Appraiser III. Because they could not upgrade this position before, they lost a very good appraiser. The new individual has more assessment experience. They knew the salary was a problem, but she told the individual involved that the salary will be addressed again. She strongly believes that they need this upgrade.

Chris Bennet, Engineering Tech. IV, said he is the union representative. He noted that in the Assessor's attachments to her memo there are job descriptions for the appraiser position, but no job description for the municipal clerk II position. The current municipal clerk II has plenty of work to do and he didn't see how her duties were going to be absorbed by the appraisers.

Lori Murphy, Municipal Clerk II, said she did not have a lack of work. There are projects she hasn't gotten to because of the workload she has. She handed out a memo along with a two page job description. She said that even if her position was eliminated, the transfers will still have to be processed. She reiterated that she has plenty of work.

Ald. Bruderle-Baran noted that there was a lot of information for the committee to absorb. She suggested holding the item.

Moved by Ald. Bruderle-Baran, seconded by Ald. Stepaniak to hold the item for 2 weeks – 5

The meeting adjourned at 7:49 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

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