

CITY OF WAUWATOSA

7725 WEST NORTH AVENUE
WAUWATOSA, WI 53213
Telephone: (414) 479-8917
Fax: (414) 479-8989
www.wauwatosa.net

BUDGET COMMITTEE MEETING

Thursday, September 30, 2010

Committee Room #1

PRESENT: Alds. Walsh, Causier, Berdan, Wilson, Hanson, Donegan - 6

EXCUSED: Ald. McBride, Ewerdt

ALSO PRESENT: J. Archambo, City Admin.; A. Kesner, City Atty.; B. Aldana, Asst. City. Atty./HR Dir.;
C. Ledesma, City Clerk; J. Bembenek, Purchasing Mgr.; S. Miner, City Assessor; R. Lenski,
Dep. Assessor; N. Kreuser, Health Officer; L. Nielsen, Nursing Supv.; J. Beix, Public
Health Mgr.; Ald. Birschel

Ald. Walsh as Vice-chair called the meeting to order at 6:04 p.m.

Common Council

Mr. Archambo said that there were two significant reductions in this budget. The newsletter publishing is removed, it is envisioned that the newsletter will go out by electronic format. The cost for membership in the Alliance of Cities has been removed out of this budget. Mr. Archambo reported that hard copies of the city newsletter would be provided to the library or interested larger complexes by request.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Common Council budget – Ayes: 6

Board of Public Works

Mr. Archambo reported that this budget is \$7,265. He noted that there was a very modest decrease in funding for official notices.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Board of Public Works budget – Ayes: 6

Youth Commission

Mr. Archambo said that this budget is \$1,500. The Youth Commission raises funds throughout the year which they are able to spend in addition to the city funding. This is a non-lapsing accumulate balance account.

Moved by Ald. Donegan, seconded by Ald. Hanson
to recommend approval of the Youth Commission budget – Ayes: 6

Senior Commission

Mr. Archambo said this budget is to promote public awareness of senior issue and to educate residents. There is a budget of \$3,000.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Senior Commission budget – Ayes: 6

Municipal Court

Mr. Archambo reported that this account covers the functions of the municipal court. It includes the salary for the judge and clerks. Mr. Archambo noted that in this budget \$30,000 has been budgeted for court software. The increase in expenditures is due to the increase in dockets which have increased both copy and postage costs.

Ald. Donegan inquired about the increase in the wages line. Ms. Ledesma explained that there is a savings in fringe benefits and referred to Mr. Archambo. Mr. Archambo said he would have to verify the wage line to make sure it is not incorrect.

Moved by Ald. Donegan, seconded by Ald. Berdan
to hold this item for information related to the wages budget line – Ayes: 6

Mayor

Mr. Archambo said he would be addressing the Mayor, Administration, Attorney and Human Resources department together. He explained that part of what affects the budget for next year is the creation of a more common grouping of these departments. He said they are looking for energy efficiencies as well as staffing efficiencies. Mr. Archambo reported he does not intend to re-staff the Executive Assistant position in his office. Instead they would create an Administrative Assistant position which would be approximately \$20,000 less in wages. He felt that staffing could be more efficient with shared services. Mr. Archambo noted that some of the position is budgeted in the Mayor's and Administrator's budget lines.

Mr. Archambo said a position in Human Resources was eliminated related to this. He said a position was pulled out of the police department geared to payroll and put into the Human Resources department.

Ms. Aldana felt there will be better customer service provided at the front counter with the shared resources.

Ald. Donegan inquired about the mayor's staffing. Mr. Archambo said it will be some combination of clerical and/or intern, nothing has been decided upon. The budget includes a buffet to ensure the mayor has clerical help. This is budgeted at \$12.00 an hour.

Moved by Ald. Donegan, seconded by Ald. Hanson
to recommend approval of the Mayor's budget - Ayes: 6 HR

City Administrator

Mr. Archambo said other than personnel previously discussed his intent was to go toward a performance based budget which would include a citizen satisfaction survey with a strategic plan in place. He said the last time this was done was 2005. There is too tight of a budget to try and do this. He answered a question that it would cost approximately \$15,000 for this survey. He said that he was not asking for this inclusion but noted it would be a good exercise to do since there has been a turn-over on the council.

Ald. Donegan asked what the pay scale of the assistant would be and Mr. Archambo reported about \$42,000. Mr. Archambo said typically with an intern they are also in school but you retain them for less than a year. He felt a typical assistant would remain in the position four or five years before there would be a turnover.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the City Administrator budget – Ayes: 6

Clerk

Mr. Archambo said that there is a decrease in this budget. There is a one-half FTE reduction in Secretary 111 wage line. Mr. Archambo asked the City Clerk to speak to this. Ms. Ledesma said that this reduction will affect how minutes are done. There will be fewer people doing the same volume of work, and the City Clerk doesn't have time herself to take on these minutes. She said that in 2011 the department will catch a break in that there will only be two elections. Ms. Ledesma said it has been a struggle being short a full-time person. She would try to reassign some things and do things differently.

Ald. Donegan in looking at the personnel schedule asked where the FTE reduction is shown. Ms. Ledesma responded that she has been told to revisit this in the event that the position shortage is undoable.

Mr. Archambo said that the Secretary 111 total should be 1.5 instead of 2.0; with a total FTE of 4.5 positions.

Mr. Archambo said they have just begun to look at programs for electronic meeting packets and agenda creation.

Ald. Causier asked how the clerk salary works. Ms. Ledesma advised that night hours are overtime. Ms. Ledesma said they would try to adjust the schedules so the clerk(s) working the night meetings would come in later, but with one-half person short she wasn't sure how this would work. Ald. Causier noted that the clerk staff is everywhere and with the amount of work done by the department for the city she had a concern whether this could be done with a reduction in staff.

Ald. Donegan asked if the clerk staff were represented employees and Ms. Aldana said yes. She noted that overtime is not a negotiations issue. The contract calls for paid overtime when working more than eight hours a day. Ms. Ledesma said she would try to stagger the clerks schedule minimally to see if this would allow for enough office coverage. Ald. Causier felt if the situation is untenable the City Clerk should come back and ask for additional funding. Mr. Archambo said there is a pool of part-time help that could be offered additional hours.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Clerk's budget – Ayes: 6

Election

The City Clerk said that operating expenditures are down due to the reduced number of voting booths that are being replaced. The original request was to replace 30 booths and 15 are being replaced. This budget increases and decreases from year-to-year based on the number of elections being held.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Election budget – Ayes: 6

Human Resources

Mr. Archambo said that you won't see a change in the Personnel FTE, but in fact there was one. He said a payroll position was decentralized from the police department, leaving a vacancy open. Organizationally this position has a new boss. Mr. Archambo noted that this is not the ideal situation, but that they are working with what they have. The

efficiency will come with the new automated Kronos system. There will be other reductions in data entry throughout the city as clerk's entry time will be lessened.

Ald. Donegan asked if effectively you aren't filling your own vacancy. Mr. Archambo said yes, that the position has been open since June. Ms. Aldana said you can't help the highs and lows of the workload, but this person from the police department is familiar with the payroll program.

Ald. Wilson inquired about the rolling vacancies and noted they continued to be budgeted, but the estimated and actual will continue to come in lower? Mr. Archambo said there will be a true accounting of this next year. He said last year it was unknown where all of the vacancies were going to come from.

Moved by Ald. Donegan, seconded by Ald. Causier
to recommend approval of the Human Resources budget – Ayes: 6

Comptroller

Mr. Archambo reported that there is a decrease in the Accountant 11 position as that will be open one-quarter of 2011.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Comptroller budget – Ayes: 6

Assessor

Mr. Miner noted the critically important issue is that there is not expected to be a re-evaluation next year. He said a significant concern is that even though the city's fair market ratio is near 3%. There are significant concerns within out data as to differences in classes of property.

Mr. Miner said the department is trying to do more work with property appraisals when buildings are being sold or permitted, bringing the city data more current.

Mr. Miner reported on the new software program and when up and running it will give a lot more flexibility and tools to do reassessments on a regular cycle. He said the Department of Revenue is pushing annual assessments and said now would be a good time to work toward that goal. He reported that in taking out the reassessment in 2011 would carry on into 2012 which because of the presidential election would be too much of a demand on the clerk's office. He suggested doing annual inspections starting 2013.

Mr. Archambo said the assessors will continue to build their data base which will begin to get the city in more of a regular cycle of 15 years instead of 25 -30 which he said is still not ideal but better.

Mr. Miner answered a question regarding the historical cycle of reassessments and noted that a resolution put into place about 20 years had an assessment cycle of every four years, but this was not followed very well.

Ald. Donegan questioned whether this is a good public policy to wait until 2013 and Mr. Miner said it is not. Mr. Archambo agreed with that. The purpose of the re-evaluation is that taxes are fair and accessible. Mr. Miner noted that the number of appeals is fairly high and in a lot of cases are justified and the data is reviewed. Ald. Donegan asked that the department keep re-thinking the postponement until 2013.

Moved by Ald. Donegan, seconded by Ald. Causier
to recommend approval of the Assessor budget – Ayes: 6

Purchasing

Mr. Archambo reported that there is a 3/8 FTE reduction in this budget. This position has been largely reduced and now eliminated. Ald. Walsh congratulated Mr. Bembenek on his great work and forward thinking.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Purchasing budget – Ayes: 6

Treasurer

The mission of this office is to ensure the financial integrity of the City. This account is budgeted for \$181,247.

Moved by Ald. Donegan, seconded by Ald. Hanson
to recommend approval of the Treasurer budget – Ayes: 6

City Attorney

The City Attorney reported this budget is status quo with a very slight increase in the wages line.

Moved by Ald. Causier, seconded by Ald. Donegan
to recommend approval of the City Attorney budget – Ayes: 6

Property Insurance

Mr. Archambo said this budget is effectively a place holder with no budgeted items.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Property Insurance budget – Ayes: 6

July 4th/Memorial Day

Mr. Archambo said the amount we appropriate is held constant. The organization generates revenue over and above. This is a non-lapsing account.

Moved by Ald. Hanson, seconded by Ald. Berdan
to recommend approval of the July 4th/Memorial Day budget – Ayes: 6

The committee recessed at 7:37p.m. and reconvened at 7:46 p.m.

Public Health Nursing

The Health Officer reported that personnel make up 93 – 96% of the budget. She said that there has been a rolling vacancy in the public health specialist position since January 2010. Dr. Kreuser discussed the need to replace the public health specialist which is currently a rolling vacancy. She noted that there is a state mandate for an updated community assessment beginning in 2009. The updated strategic health plan is based community assessment data, health and safety priorities and needs, and community input.

The committee discussed the assessment and asked what the consequences would be of not doing this assessment. Dr. Kreuser advised that the department was on probation in 1996. Ald. Donegan asked if the department is on probation now and Ms. Kreuser said not yet.

Ald. Donegan was not clear on the mandate compliance. Ms. Kreuser said the State would not consider them to be a health department and they having auditing measures for compliance.

Ms. Nielsen said they did not know what the consequences for non-compliance would be. She suggested it could be a monetary thing. She advised that she could check with the state to get this information.

Ald. Donegan asked if this process has been abandoned since 2004 or if triage was used. Dr. Kreuser said priorities and outbreaks keep getting this assessment to the end of the workload. She said the department has not had much of a chance to do self promotion and chronic disease prevention with programs to move forward. Dr. Kreuser said in the last year and a half they have not done much of that.

Ald. Donegan asked Dr. Kreuser about the options she listed. She noted the savings of the vacant position since January 2010 is a \$78,000 savings for the vacant year. She suggested replacing the position at entry level as of January 2011 by adding \$66,671 to the budget. She said if they could just retain that funding so that they can look at different ways to accomplish the goals and keep the department going in the right direction. Possibly use some of the money to fulfill part of the mandate contractually.

Dr. Kreuser advised the other alternative is to replace the existing 50% grant funding for the Public Health Manager with tax levy dollars. This position could absorb some of these other duties.

Mr. Archambo answered a question that he is concerned on the lack of compliance. He didn't know what the consequences would be but was concerned that grant funds could be lost. He said despite the risk for budgetary reasons it was decided to not fund this position.

Ald. Berdan inquired what would happen if the city did not have a health department anymore. Dr. Kreuser referred to Wisconsin Statute ch. 251.02(2), counties with a population of 500,000 or more must establish a local health department. Ald. Berdan commented that she had read the statute and that the language is quite ambiguous.

The Health Department agreed that the statute is written very poorly. Ms. Nielsen said there understanding is if there is not a county health department you have to have a city health department with a county population of 500,000 or more.

Ald. Donegan asked about the probation process and felt since it is unknown what the consequences would be. Maybe the city could react if they feel the heat from the state.

Moved by Ald. Wilson, seconded by Ald. Causier
to suspend until October 14th – Ayes: 6

The committee asked for additional information on the consequences of non-compliance. Ms. Nielsen said she would check with the Division of Public Health to see what probation means.

Environmental Health

Mr. Archambo said this account is for health inspections with a budget of \$177,194.

Moved by Ald. Donegan, seconded by Ald. Hanson
to recommend approval of the Environmental Health budget – Ayes: 6

Health Administration

Mr. Archambo reported that this budget has been decreased and is budgeted for \$214,567.

Moved by Ald. Donegan, seconded by Ald. Hanson
to recommend approval of the Health Administration budget – Ayes: 6

Meeting adjourned 8:35 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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