

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 10, 2009

Committee Room #1

PRESENT: Alds. Ewerdt, Walsh, Krol (6:40), Jay (7:10), Organ, Berdan (6:15), Wilke – 7

EXCUSED: Ald. Donegan

ALSO PRESENT: Mayor Didier; J. Archambo, City Admin.; A. Kesner, City Atty.;
B. Aldana, Asst. City. Atty./HR Dir.; R. Braier, Finance Dir.;
W. Kappel, Dir. Of Public Works; C. Ledesma, City Clerk;
T. Otzelberger, Info. Systems Mgr.; J. Bembenek, Purchasing Mgr.;
S. Miner, City Assessor; R. Lenski, Dep. Assessor; W. Wehrley, City Engr.;
K. Hurst, Traffic & Maint. Supt.; M. Loy, Health & Productivity Coor.;
M. Kreiter, Public Works Supt.

Ald. Ewerdt as Chair called the meeting to order at 6:17 p.m.

Mayor #131

Mayor Didier reported that this budget is status quo. The Mayor said her office will continue to work on efficiencies in technology. She said she reduced the travel and conference budget to continue funding a part-time intern.

Moved by Ald. Walsh, seconded by Ald. Berdan
to recommend approval of the budget as presented - 5

City Clerk #141

The City Clerk reported that this budget covers a staff of five which provides clerical staffing for the Common Council and committees. The Police and Fire Commission, Board of Review, Plan Commission, Board of Zoning Appeals, Board of Exam and Appeals, and the Citizens' Advisory Capital Improvements Committee are also provided staffing by the Clerk's office. The staff directs visitors to the appropriate department and answers and re-directs telephone calls received on the general information line. The website calendar, Hot Topics, agendas and minutes are updated regularly by the Clerk's office staff.

This department opens the City mail, and issues hundreds of licenses annually. The department will be trying a renewal for annual licenses via e-mail on a small scale to see how this will work at the end of this year.

Ald. Ewerdt asked Ms. Ledesma if the rolling vacancies are a concern to her since the department handles so much of the city business and provides clerical support for the election duties. Ms. Ledesma said she is very concerned about the elections and cannot do it one person down. She said it will be a huge challenge. Mr. Archambo said this is where a smaller department has implications with the rolling vacancies. He suggested that employees will have to be cross trained and/or use people from other departments as well as a shift of responsibilities. The part-time pool of individuals could also be used to fill in when needed.

Elections #142

The City Clerk reported that this budget covers the election process. This includes voting machine maintenance, voter registration, poll worker pay, supplies and school overtime costs. Staff provides technical support.

Common Council #111

The City Clerk explained that this budget supports the operational functions of the Common Council. Other items included in this budget are the city newsletter, special assessment mailings, cable budget, and membership fees. One minor cost savings is the printing of Council letterhead in house.

Municipal Court #121

The City Clerk reported that this account covers the functions of the municipal court. It includes the salary for the judge and three clerks. Ms. Ledesma reported that larger dockets have increased both copy and postage costs in the first half of 2009.

Board of Public Works #112

The City Clerk reported that the biggest expense for this account is the advertising of public works contracts which is required by state statute.

Moved by Ald. Walsh, seconded by Ald. Organ
to recommend approval of the five budgets for the
City Clerk's office as submitted - 5

Purchasing #155

The Purchasing Manager reported that most of this budget covers salaries. He reported that the open part-time position in his department is one of the rolling vacancies. Personnel from the part-time pool are being used to fill in when necessary.

Ald. Krol present at 6:40 p.m. - 6

Moved by Ald. Walsh, seconded by Ald. Krol
to recommend approval of the budget as presented - 6

Assessor #154

The City Assessor reported that their budget is status quo. He said the original request to the Executive Committee included an intern which was denied. He said hopefully they will be able to use the pool of part-time help as needed.

The committee discussed the next city wide assessment and asked Mr. Miner if there was a way for them to do some public outreach to explain tax levy vs. the tax rate. Mr. Miner suggested they could put an article in the city newsletter, make up a flyer, or be more pro-active on the Assessor's webpage.

Moved by Ald. Krol, seconded by Ald. Wilke
to recommend approval of the budget as presented - 6

Attorney #161

The City Attorney advised that this budget has been reduced by 3.6%. He reported that there will be a reduction in the outside council expense since the extensive litigation case is mostly over. The City Attorney said that operating expenses are down 11%.

Moved by Ald. Walsh seconded by Ald. Berdan
to recommend approval of the budget as presented - 6

Information Systems #24

The Information Systems manager reported that their budget is status quo. He said the charges to the other departments are at the same rate as in 2009. Mr. Otzelberger noted that the internal service fund is working well.

Mr. Otzelberger noted that the overall budget decrease of \$300,000 is software related. The implementation of the CityLaw software for the attorney's office and the Blue Prince software for the building department has been completed. An employee 'self-service portal' was installed allowing employees to access their pay statements securely. The Manatron appraisal system for the Assessor's office is in process.

Ald. Jay present at 7:10 p.m. - 7

Moved by Ald. Krol, seconded by Ald. Walsh
to recommend approval of the budget as presented - 7

The committee recessed at 7:17 p.m. and reconvened at 7:25 p.m.

Human Resources #143

The Assistant City Attorney/HR Director reported that this budget covers wages and benefits for most of the staff except for the Wellness Coordinator. Ms. Aldana noted that the main change reflected in the operating expenditures is funding for an automated timekeeping system.

Ms. Aldana said consultants would be hired to review departments for opportunities to maximize efficiencies if the budget is approved. The 2010 consultant funding includes the Fire Department and the vision is to then look at the Engineering Department to analyze whether the appropriate amount of projects are held in and out of house. Ms. Aldana said the thought is to continue to systematically look at all the departments based on priorities at the time.

Moved by Ald. Walsh, seconded by Ald. Organ
to recommend approval of the budget as presented - 7

Workers Compensation #09

Ms. Aldana reported that expenditures in the budget went up last year due to a catastrophic event. She said they hoped to be back at the desired level per ordinance at the end of 2010.

Moved by Ald. Krol, seconded by Ald. Jay
to recommend approval of the budget as presented - 7

Dental Insurance Reserve #12

The Assistant City Attorney/HR Director explained that the City has two dental plans. Employees pay 30% of the monthly premiums.

Moved by Ald. Krol, seconded by Ald. Wilke
to recommend approval of the budget as presented - 7

Health/Life Insurance Reserve #16

The Assistant City Attorney/HR Director reported that this fund provided health insurance as a benefit to active and retired employees. This fund also provides vision and life insurance to employees. She reported that the city is self insured and has procured stop loss insurance for claims in excess of the set aggregate limit of \$75,000.

Ms. Aldana noted that there was a change in the 2009 budget based on claims being lower than projected. She said that the other significant change is the revenue interest earned decreased from \$160,000 to \$28,050.

Mr. Archambo said the transfer amount from the general funds is the lowest it has been since 2002. This is to draw down the fund balance which is above \$5.5 million. The goal is to gradually draw down the fund balance to get to an appropriate level. He said they would like to keep the benchmark at 30% of claims for the year.

Ms. Aldana reported that through the wellness program they hope to keep the claims reduced as much as possible. She said that in 2010 the first comparative data will be available to more precisely design strategies and programs targeted at specific health issues.

Moved by Ald. Krol, seconded by Ald. Walsh
to recommend approval of the budget as presented - 7

Sanitary Sewer #211

The Public Works Director reported that on a general scale a lot of the employees work in the various budgets in this account. He said the some employees float back and forth in these accounts.

Mr. Kappel reported that the biggest increase to this budget is operating expenditures. This is due to sundry contractual services from Milwaukee Metropolitan Sewer District (MMSD) for processing wastewater and the city's portion of the household hazardous waste collection program.

There are three sanitary sewer inspections underway and one study has been completed. The studies will show the causes of pollution from our sanitary system. Mr. Kappel said this budget contains the Department of Justice (DOJ) mandated project for looking at one-fifth of the city's sanitary sewer structures and making the required repairs. Mr. Kappel said they are projecting the wage costs to be increased about \$90,000 for increased staffing pending the results of the study.

Fleet Maintenance Reserve #201

Mr. Kappel reported that this account is status quo. Mr. Kappel noted that they are counting on a flatter fuel rate for 2010.

General Purpose Equipment #23

Mr. Kappel explained the spreadsheet on page 163 shows what vehicles are being replaced next year. He reported that the police department is on a seven-year replacement plan. This account is for vehicles in the public safety, public works and water utility.

Public Works Building Reserve #301

The Director of Public Works explained that this budget provides for the operations of the public works building. Rent is paid to offset the cost of the building. Mr. Kappel reported that there are no programs in this reserve account.

Mr. Kappel reported to the committee that the budget presented has a rent increase of 5% for next year. He said the wages reflected are \$11,000 less than requested. Mr. Kappel explained to the committee that in order to get a zero increase in this budget they had to eliminate all of the public works building overtime and gave up some of the building repair funds. He said at the time this was agreed to the Reserve Revenues were estimated at a lower amount in the executive budget. He said the account is now showing a surplus in the amount of \$23,000. He asked the committee that \$11,000 be replaced in this budget.

Mr. Kappel reported that without the overtime there would be many impacts. If a watchperson on second or third shift calls in sick, there would be no replacement and calls would go into voicemail. He said that emergencies would have to go through the non-emergency switchboard at the police department. They would have to contact the duty officer who would make a determination on how to handle the emergency. Mr. Kappel said this would slow down sewer call responses and other off hour emergency calls. He also said on holidays the public works yard would be locked up and no one would be answering calls.

Moved by Ald. Organ, seconded by Ald. Krol
to put \$11,000 back into the building reserve budget -

Ald. Walsh was opposed and although service would suffer he said this is one area where it should be cut.

The Public Works Superintendent said the delay could be about one-half hour. He said they try to respond to a call within one hour.

Vote on the motion – Ayes: 5 Noes: 2 (Walsh, Jay)

Storm Water Management Reserve #336

The Director of Public Works reported that this budget includes the city street sweeping. He said the City is taking this back from the City of Milwaukee as they are no longer able to do this for us. Mr. Kappel said he sent the street sweeping out for bid and the cost to outsource it was \$96,000. Mr. Kappel figured the cost for the city to do this with existing staff would be \$86,000 including the depreciating cost of the sweeper. He said depreciating the sweeper for eight years, saves almost \$10,000. Mr. Kappel reported that if weather permits they hope to get seven sweepings done throughout the city. The advantage is that the city can do this under their control.

Moved by Ald. Walsh, seconded by Ald. Krol
to recommend approval of the Storm Water Reserve, Sanitary
Sewer, and Fleet Maintenance budgets as presented - 7

Moved by Ald. Krol, seconded by Ald. Berdan
to recommend approval of the Public Works Building
Reserve budget as amended – Ayes:5 Noes: 2 (Walsh, Jay)

Moved by Ald. Krol, seconded by Ald. Walsh
to recommend approval of the General Purpose
Equipment budget as presented - 7

Youth Commission #113

The Youth Commission has consistently conducted at least three activities/programs per school year. This budget expenditure of \$1,689 is for all the good work they do. Through fundraising they are able to raise additional funds if needed.

Moved by Ald. Walsh, seconded by Ald. Organ
to recommend approval of the budget as presented – 7

Administration #132

Mr. Archambo reported that there are no significant changes in this budget. He reported that there is a need for a full time administrative assistant. He said with this year's tight budget he didn't put this request into his budget. He felt that this is a need that the city should go back to at some time. Mr. Archambo felt that there are initiatives that are either delayed or not undertaken due to the lack of consistent administrative staff.

Ald. Krol shared the sentiment for an assistant administrator. He said this is a position that served the city well in the past and allowed the administrator to deal with city policy and staff which is critical. He hoped this could be addressed in the future.

Moved by Ald. Krol, seconded by Ald. Walsh
to recommend approval of the budget as presented - 7

Comptroller #151

Mr. Braier explained that the Comptroller's budget is status quo. He reported that there is a \$4,000 decrease in the budget due to a decrease in fringe benefits and the elimination of a computer.

Moved by Ald. Walsh, seconded by Ald. Berdan
to recommend approval of the budget as presented – 7

Treasurer's #156

Mr. Braier reported that this is a status quo budget. He reported that wages are lower due to the job description change of the Treasurer Supervisor. Mr. Braier discussed the handout regarding interest rates.

Moved by Ald. Walsh, seconded by Ald. Organ
to recommend approval of the budget as presented – 7

Property Insurance #191

Mr. Archambo explained that this account is listed for historical data only. There is no activity and no action is necessary.

July 4/Memorial Day #522

Mr. Archambo said this budget remains the same from 2009 at \$41,392. The city portion is \$31,392 and the other \$10,000 is made up through fund raising.

Moved by Ald. Krol, seconded by Ald. Berdan
to recommend approval of the budget as presented - 7

Crossing Guard #214

Mr. Archambo explained that this budget provides crossing guard services to school children under a private contract during the school year at 35 locations. He said the one difficulty in estimating the budget this year was due to the school district's early release days on Wednesdays. This causes an additional amount of time that crossing guards are needed. He noted that there should not be more than a 1% differential in cost and the budget could be adjusted if necessary. Mr. Archambo said that if the budget were reduced the number of intersections covered would also have to be reduced.

Mr. Archambo reported that a survey was done as to how many people cross the street. The spreadsheet lists the five highest and the five lowest number of pedestrians using the corners covered by crossing guards. Some of these corners are at traffic signaled intersections and several of the corners are a block away from a traffic signal intersection.

Ald. Krol suggested the committee look at some of the lower populated areas and see if there were one or two that could be safely eliminated, especially since they can safely cross one more block away.

Moved by Ald. Krol, seconded by Ald. Walsh
to recommend approval of the budget as presented – 7

The meeting adjourned at 10:07 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

mks