



CITY OF WAUWATOSA
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BUDGET COMMITTEE MEETING

Thursday, September 29, 2011
Committee Room #1

PRESENT: Alds. Walsh, Berdan, Causier, Donegan, Hanson, McBride, Wilson - 7

EXCUSED: Ald. Ewerdt

ALSO PRESENT: Mayor Didier; J. Archambo, City Admin.; A. Kesner, City Attorney; J. Ruggini, Finance Director; B. Aldana, HR Dir./Asst. City Attorney; N. Welch, Community Dev. Dir.; C. Ledesma, City Clerk; S. Miner, City Assessor; T. Otzelberger, Information Systems Mgr.; L. Nielsen, PH Nursing Supv.; J. Plass. Acctg. Mgr.; D. Summerfield, Business Supv.

Ald. Walsh as Chair called the meeting to order at 6:00 p.m.

Moved by Ald. Donegan, seconded by Ald. Walsh to recommend approval of the following budgets with a single motion:
Common Council, Board of Public Works, Youth Commission, Historic Preservation, Senior Commission, Assessor, Purchasing, Property Insurance, July 4th/Memorial Day, Weights and Measures, and Property Maintenance.

Ald. Wilson asked to hold the Common Council item separately.

Vote on the motion – Ayes: 7

Common Council

This budget supports the operational functions (legal publications, official minutes, office supplies, memberships) associated with the activities of the Common Council. The government access channel 25 is included in this budget.

Mr. Archambo commented that the monetary value in this budget is kept very low. Ms. Ledesma answered a question that basic materials for recording and duplicating minutes such as tapes, batteries, CD's and DVD's are purchased out of this budget.

Moved by Ald. Wilson, seconded by Ald. Hanson
to recommend approval of the Common Council budget – Ayes: 7

Mayor

Ald. Donegan asked the City Administrator for a wage break out. Mr. Archambo replied that the Mayor's salary is \$22,500.

Moved by Ald. Donegan, seconded by Ald. McBride
to increase the Mayor's wage in this budget to \$30,000 –

Ald. McBride agreed for the need to increase the salary but needed to find the savings elsewhere. He urged that the council size be cut to eight members and that savings could be used.

Moved by Ald. Berdan, seconded by Ald. Hanson
to amend the motion to increase the Mayor's salary to \$45,000 –

Ald. McBride felt it would be hard politically to sell the increase to constituents at this time and could not support the amended motion. Ald. Berdan noted that if the salary is raised in increments it would be more problematic. It would appear that the position was continually given an increase. The City Attorney advised that incremental steps would not work. Ald. Berdan felt the money could be found in this budget.

Ald. Wilson commented that this is a big policy decision that the council has been unwilling to tackle. He felt that in addition to defining salary, there should also be a job description.

Ald. Causier agreed that the salary has been held back to an artificially low level. When the City is talking about eliminating positions, she didn't think the mayor's salary should be doubled. She felt there should be more council input.

Ald. Donegan felt that the money could be put into the budget and at a later time more discussion could be had. Ald. Berdan asked that the scorecard be looked at and felt the money was there. The City Administrator commented that there were still a few items that needed to be addressed. One of these items was the anticipated county's cuts to the fire department. There is nothing on the scorecard for this item.

Mayor Didier agreed that the salary has been stuck in time, however with any elected official the position is held responsible by the constituents not the council. She felt the job is defined by what the mayor campaigns on. She noted there is a gamble of raising the salary and someone not so dedicated could get elected.

The Mayor said when amongst her peers, it is somewhat embarrassing when her salary comes up and finds it harder to earn their respect. She said her peers are shocked and awed by the small salary the City of Wauwatosa pays for its mayor.

For clarification, the City Attorney noted that an elected official shall not take any salary in their term greater than what it started at.

Ald. Donegan felt this committee lacked a consensus if and how much the salary should be increased. The Employee Relations committee vetted this quite extensively. Employee Relations felt an increase was in order but not how much. The lower amount discussed failed at council due to lack of offset at that time.

Ald. Donegan felt by putting the money into the mayoral budget would be an option to change the salary. With an upcoming election he felt the matter should be finalized by the end of the year.

Moved by Ald. Donegan, seconded by Ald. McBride made a friendly
amendment to add \$10,000 to the Mayor's budget - Ayes: 5 Noes: 2 (Walsh, Wilson)

The committee discussed the operating expenditures which were increased from \$8,375 in 2011 to \$11,475 in the 2012 budget line. Car allowance verses mileage reimbursement was discussed. Ald. Donegan felt the difference of \$3,100 should be removed from the 2012 budget. The City Administrator felt a car allowance was cheaper than mileage reimbursement.

Moved by Ald. Donegan, seconded by Ald. McBride to
continue using a mileage reimbursement rather than a car
allowance, and proposed a \$1,000 line item for mileage

reimbursement – Ayes: 7

Moved by Ald. McBride, seconded by Ald. Donegan to recommend approval of the Mayor’s budget as amended – Ayes: 7

Administration

Mr. Archambo said that the fluctuation in the wage line is due to the conversion of originally having an executive secretary to now an administrative assistant. The wage difference is due to the time frame in between the conversion.

Ald. Wilson felt there would be a lot of savings with the paperless effort mentioned. He felt that the additional technology would be beneficial and liked the idea for the council to use city owned technology. He felt this would alleviate any improper use as procedures would be in place for peer practices.

Moved by Ald. Donegan, seconded by Ald. Wilson to recommend approval of the Administration budget – Ayes: 7

Municipal Court

The municipal court acts on violations of municipal ordinances or on a violation of a resolution or by-law if authorized by statute.

Ms. Ledesma answered a question regarding an increase in wages for 2012 budget. She explained that there was a position open for quite some time reflecting part of the change. Additionally some of the City Clerk and Deputy City Clerk’s time are now charged to that budget as more of their time is being spent there.

Moved by Ald. McBride, seconded by Ald. Causer to recommend approval of the Municipal Court budget – Ayes: 7

Clerk

Ms. Ledesma said that this is a static budget. She said that in 2010 the Secretary 3 position was fully funded and in 2011 only funded part-time. She noted that this is limiting the department for coverage but working our way through. Ms. Ledesma said for 2012 there are additional hours allocated for a lot of extra help.

Ald. Wilson inquired how the election law changes will affect staffing. Ms. Ledesma said voting at the polls will take longer, it is unknown at this time if absentee voting will take longer. She said there will be a lot more paperwork to be tracked. The voter software program is being updated. Additional paper costs will be necessary to run poll books and will take longer to assemble. The department is in a holding pattern ordering supplies until things are finalized with the State.

Moved by Ald. McBride, seconded by Ald. Hanson to recommend approval of the Clerk’s budget – Ayes: 7

Elections

Ms. Ledesma advised that the budget doubles in a 4-election year. The City Clerk said there is an anticipated increase in poll worker pay of \$5.00 and chief inspector pay increase of \$10.00 as more requirements are being asked of the workers. Additional trainings will be necessary as well as hiring of registrars and additional poll workers will be necessary.

Moved by Ald. McBride, seconded by Ald. Berdan
to recommend approval of the Election budget – Ayes: 7

Human Resources

Ms. Aldana said that this is a static budget. Internal charges have decreased due to the Krono's timecard system. Interviews are being held next week for the Health and Productivity Coordinator position which is vacant.

Moved by Ald. Donegan, seconded by Ald. McBride
to recommend approval of the Human Resources budget – Ayes: 7

Comptroller

Ms. Plass said the department will be fully staffed for the first time since 2009 which is why the budget was increased. She advised that two items were added in executive review: GEMS application review for more efficiencies and a forecasting model.

Moved by Ald. McBride, seconded by Ald. Donegan
to recommend approval of the Comptroller budget – Ayes: 7

Treasurer

Mr. Summerfield said the operating expense estimate for 2011 is up slightly due to banking fee increases with the addition of the library self-help station. In 2012 there is an expense decrease as tax receipts will not be mailed out. Taxpayers will be able to print their receipts off of the city website.

Mr. Summerfield said that for individuals without computer access a self addressed stamped envelope can be sent with their payment. This can be taken care of on a case by case basis.

Moved by Ald. McBride, seconded by Ald. Hanson
to recommend approval of the Treasurer's budget – Ayes: 7

Attorney

The City Attorney reported this budget is status quo. Mr. Kesner noted that the litigation reserve item is now in a separate budget outside the operational account.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Attorney's budget – Ayes: 7

Litigation Reserve

This budget institutes a reserve for litigation costs outside of the City Attorney's budget to prevent wide swings in their budget. There have been more commercial properties coming to the Board of Review and expert witness fees are incurred causing an increase to this line item.

Moved by Ald. McBride, seconded by Ald. Donegan
to recommend approval of the Litigation Reserve budget – Ayes: 7

The committee recessed at 7:41 p.m. and reconvened at 7:50 p.m.

Economic Development

Mr. Archambo said the significant item in this budget is the inclusion of the Business Specialist position with half of the wage paid through other sources. This position remains unfilled.

Mr. Archambo answered a question that the operating expenditures include office supplies, official notices, auto allowance, printing expenses and conferences.

Ald. Donegan asked that information be provided at a later date regarding this budget. He did not want to hold up the process. Mr. Archambo said that he would have the Economic Development Director attend an upcoming Budget and Finance Committee meeting.

Moved by Ald. Donegan, seconded by Ald. Causier
to recommend approval of the Economic Development budget –

Ald. McBride recalled that the Business Specialist position discussion was held at the council level; it was not approved. He said along with the Mayor's position salary there are disagreements whether or not to fill the Business Specialist position. Ald. McBride asked that further discussion be held on this at the council level.

Vote on the motion – Ayes: 6 Noes: 1 Walsh

Ald. Donegan asked to put the Business Specialist position on the scorecard.

Public Health Nursing

The Nursing Supervisor said that the line item reduction is due to wages of public health nurses and a reduction in grants received. Ms. Nielsen said that there are three new nurses in the department who have started recently at the bottom of the wage scale which is why wages are down.

Ms. Nielsen said that the department looks for opportunities to partner with agencies. For example the medicine collection initiative was partnered with Froedtert Hospital.

Moved by Ald. McBride, seconded by Ald. Wilson to recommend
approval of the Public Health Nursing budget – Ayes: 7

Environmental Health

This budget covers costs associated with health inspections.

Moved by Ald. McBride, seconded by Ald. Hanson
to recommend approval of the Environmental Health budget – Ayes: 7

Health Administration

This is a status quo budget with a slight increase.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Health Administration budget – Ayes: 7

Library/Library pictures

The Library Director said they have successfully completed the installation of the third self-checkout station. Also introduced this year was self-pickup of reserved items, and adding credit card payment of fees and fines.

Ms. Murphy discussed the member agreement with Milwaukee County Federated Library System (MCFLS) and that negotiations are ongoing. This summer has been the busiest on record. One day more than 10,000 items were checked out, which is a record.

2012 goals include increasing the number of e-books available to Wauwatosa readers.

Moved by Ald. McBride, seconded by Ald. Hanson
to recommend approval of the Library/Library pictures budget – Ayes: 7

General Liability

This budget is to provide risk management services that address the City's general liability and general litigation cost exposures and to procure stable and affordable insurance products that transfer the financial risk at acceptable attachment points.

Mr. Ruggini said that claims are down for 2011. He didn't feel that this is likely to continue this well. He said that this is a very volatile budget so the reserve is kept somewhat high.

Moved by Ald. McBride, seconded by Ald. Hanson
to recommend approval of the General Liability budget – Ayes: 7

Worker's Compensation

This is a state mandated program which provides compensation to employees who sustain work-related injuries.

Moved by Ald. McBride, seconded by Ald. Donegan
to recommend approval of the Worker's Compensation budget – Ayes: 7

Dental Insurance Reserve

The city offers dental insurance to its employees. Employees pay 30% of monthly premiums. Ms. Aldana noted that claims for 2012 are expected to increase.

Moved by Ald. Donegan, seconded by Ald. Wilson
to recommend approval of the Dental Reserve budget – Ayes: 7

Health/Life Insurance Reserves

The city provides health insurance as a benefit to eligible active and retired employees. The city is self-insured up to individual and aggregate limits and procures stop loss or excess insurance for claims over those limits.

Ms. Aldana said that insurance costs for 2012 are projected to increase by 14%. Because of this the City's health plans are changing by the elimination of all plans except for the Choice Plus HRA plan. This, along with plan design changes is projected to result in a 0% increase for 2012.

Moved by Ald. Donegan, seconded by Ald. McBride
to recommend approval of the Health/Life Insurance Reserves budget – Ayes: 7

Tax Incremental Financing (TIF) #2, 3, 4, 5, 6

The purpose of this fund is to generate sufficient tax increments and other revenues to meet the demands of the approved project plans for each district.

Mr. Ruggini discussed the individual districts. He thought the biggest change the City could see was in TIF #6 (UW-M Innovation Park). This district was created in 2010 and has a base value of \$0 as it was owned by Milwaukee County and therefore tax exempt. With the purchase of the property by UW-M Real Estate Foundation it will have an increment value as of January 1, 2012, with taxes payable in December 2012 approximate to the purchase price.

Moved by Ald. McBride, seconded by Ald. Donegan
to recommend approval of the TIF #2, 3, 4, 5 budget – Ayes: 7

Information Systems

This is a status quo budget. The proposed department budget is nearly 10% less than the 2011 adopted budget.

Moved by Ald. McBride, seconded by Ald. Wilson
to recommend approval of the Information Systems budget – Ayes: 7

Information Systems Equipment Reserve

Mr. Ruggini said that there is a lot of expensive equipment that will need to be replaced in the next five years. Mr. Archambo said revenue is being captured to replace equipment.

Moved by Ald. McBride, seconded by Ald. Causier to recommend
approval of the Information Systems Equipment Reserve budget – Ayes: 7

Municipal Complex Reserve

This budget is intended to provide employees with an effective work environment, maintain a clean building atmosphere for our customers and respond to the equipment maintenance needs of our facilities.

Mr. Archambo noted that there is a decrease in expenses. This is due to the elimination of the chief building inspector position and the potential increase of an office manager position or lead inspector.

Moved by Ald. McBride, seconded by Ald. Hanson
to recommend approval of the Municipal Complex Reserve budget – Ayes: 7

Building Regulation

This budget is to protect the health, safety and welfare of our residents and general public as well as maintaining property values through the uniform enforcement of minimum code standards.

This budget is status quo.

Moved by Ald. McBride, seconded by Ald. Donegan
to recommend approval of the Building Regulation budget – Ayes: 7

Community Development - Planning

This budget promotes the health, safety, morals, prosperity, aesthetics, and the general welfare of the community.

Ms. Welch explained that the Brownfield Assessment Grant funds of \$400,000 are being used in the promotion of redevelopment of vacant sites by determining levels of environmental contamination. Additional funds are being applied for.

Ald. McBride noted that one of the projects for 2012 is the creation of a new zoning ordinance that will be compatible with the City's Comprehensive Plan as required by State Law. Ms. Welch advised Kirk Bishop from Duncan Associates will be making a zoning presentation to the Plan Commission on October 10th.

Moved by Ald. McBride, seconded by Ald. Donegan
to recommend approval of the CD/Planning budget – Ayes: 7

Visit Milwaukee

Mr. Archambo explained that this budget is for the promotion of tourism and convention business in the greater Milwaukee region. He expects to see an increase in hotel and motel taxes paid for 2012.

Moved by Ald. Donegan, seconded by Ald. Hanson
to recommend approval of the Visit Milwaukee budget – Ayes: 7

Wisconsin Retirement System

The program provides a pension system through the state with contributions based on the percentage of employee income. Effective August 2011, elected officials and general employees started contributing their portion of the WRS contribution which equals 5.8%. These rates will increase slightly in 2012.

Moved by Ald. McBride, seconded by Ald. Donegan
to recommend approval of the Wisconsin Retirement System budget – Ayes: 7

MADACC

The Milwaukee Area Domestic Animal Control Commission provides quality, cost-effective animal control services that protect the public health and safety and promotes the welfare of animals. The budgeted amount of \$55,000 is expected to be paid to MADACC in 2012.

Moved by Ald. Donegan, seconded by Ald. McBride
to recommend approval of the MADACC budget – Ayes: 7

Internal Granting Program

This is a new program to encourage and enable continuous investment in departments; \$250,000 is budgeted for projects which reduce costs, increase efficiencies or enhance revenue. Five projects will be funded with this grant and several initiatives will be pursued.

Moved by Ald. Donegan, seconded by Ald. Berdan
to recommend approval of the Internal Granting Program budget – Ayes: 7

Unallocated Revenues

This fund covers revenues that could not be assigned to a particular budget and then goes to each department. The city's consolidate fee schedule is included here.

Moved by Ald. McBride, seconded by Ald. Hanson
to recommend approval of the Unallocated Revenues budget – Ayes: 7

Police Station

This budget remains status quo. This program is intended to provide employees with an effective work environment, maintain a clean building atmosphere for our customers and respond to the equipment maintenance needs of our facilities. This section is responsible for the Police Complex.

Moved by Ald. Berdan, seconded by Ald. Hanson
to recommend approval of the Police Station budget – Ayes: 7

General Purpose Equipment

Mr. Ruggini reported on the replacement purchases of squad cars and purchasing of dump truck and backhoe for the water utility.

Mr. Porter said that this budget does not include the automated collection vehicles in the amount of ~\$1,250,000. Mr. Ruggini reported that the City has sufficient funds to pay for three of the vehicles. Mr. Ruggini suggested that with the automated garbage pick-up the City will see a savings of \$195,000 in the 2012 budget.

Moved by Ald. McBride, seconded by Ald. Hanson
to recommend approval of the General Purpose Equipment budget
and to include the purchase of the automated vehicles –

Ald. Hanson recommended keeping the two plow trucks in the fleet instead of disposing of them as planned. The committee discussed the value of having these vehicles as back-up equipment. In a large snow storm the wing truck can make one swing down the street and the new truck will take two laps to do this. Mr. Porter welcomed the idea of having the extra vehicles but noted there might not be extra drivers to use them.

Vote on the motion - Ayes: 7

Budget recommendation

Moved by Ald. McBride, seconded by Ald. Hanson to recommend approval of the budget as amended and set a public hearing date for a November 1st meeting of the Common Council at 7:30 p.m. – Ayes: 6 Noes: 1(Walsh)

Scorecard

The items on the scorecard reflect how changes made would reflect on the levy. Some of these items were asked to be held by the Budget Committee and reviewed by the full Common Council before the budget is finalized.

NET IMPACT OF DECISION ITEMS	\$ (17,494)
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FROM	TO	+/- LEVY	DESCRIPTION
GENERAL FUND			
\$ (975,000)	\$ (964,074)	\$ 10,926	Expenditure Restraint Payment less than budget
\$ (130,000)	\$ (134,770)	\$ (4,770)	State Transportation Aids for Connecting Highways - Notification Received 9/26/11
\$ 2,500	\$ -		Funding for "Welcome to Tosa" sign no longer needed due to reimbursement
		\$ 6,460	1 additional crossing guard for Madison School (Not yet approved)
			Additional Funding for Senior Center (Amount to be decided)
		\$ (25,000)	Cemetery reimbursement
		\$ 25,000	Cemetery landscaping
		\$ 10,000	Increase in Mayor's salary
		\$ (2,100)	Reduce vehicle allowance to mileage
		0	Business Services Specialist
OTHER FUNDS			
		\$ 1,250,000	Purchase of Automated Collection vehicles (Fund 23)
		\$ (500,000)	Bond Proceeds for Automated Collection vehicles (Fund 23)
		\$ (30,000)	Reduce sales in Fund (23)
WATCH LIST			
			Computer Exemption Revenue (October 1-15)
			EMS Supplemental Payment from County - \$200,000 loss (End of November)
			Finalized Assessed Values

The net impact of decision items is - (\$17,494) which would reduce surplus supply.

Ald. McBride suggested the removal of the \$2500 for the replacement of the Welcome to Wauwatosa sign which will be added to the Beautification Committee.

Moved by Ald. McBride, seconded by Ald. Hanson to recommend approval of the scorecard changes and applying the net to surplus supply - Ayes: 6 Noes: 1 (Walsh)

The meeting adjourned at 9:45 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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