



CITY OF WAUWATOSA
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EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, April 10, 2012
Back of Council Chambers

PRESENT: Alds. Donegan, Ewerdt, Berdan – 3

EXCUSED: Ald. Walsh, Organ

ALSO PRESENT: J. Archambo, City Administrator; A. Brown, Asst. to the City Administrator

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

Finalize 2012 goals for the City Administrator

The committee reviewed a memo from the City Administrator regarding 2012 goals for City Administrator pay enhancement.

As part of Mr. Archambo's annual review a one-time pay increase not to exceed \$3,500 was discussed and put into the motion in January, based on goals designed by the Employee Relations Committee.

The goals and objectives discussed are identified because they will facilitate innovation, encourage better business practices, improve customer service and allow the City as a service organization to operate more efficiently.

Mr. Brown explained the external environment piece related to conducting a citizen survey and to begin to employ LEAN strategies. A citizen survey was last done in 2003. Mr. Brown said it seemed appropriate to conduct another citizen survey with the intent of using it as a decision-making tool. The survey would allow the City to align its resources with citizens' expectations. The survey would ask citizens to rate their top priorities which would act as a planning tool for the future. LEAN is a set of principles and tools that will improve the quality and timeliness of processes by getting rid of redundant and/or unproductive tasks. They will be useful to improve productivity and responsiveness by increasing labor and resource value. A LEAN Team will be formed consisting of rank and file employees, supervisors and department directors.

The internal environment piece includes participation in a performance measurement program. As part of the Internal Granting Program the City is participating in ICMA CPM 101. This is significant to be involved in because Wauwatosa will have a systematic management tool for collecting specific program data to identify areas for improvement and areas of success. Discussion ensued on other aspects of the program.

A city Personnel Manual for non-represented and non-sworn employees will be created which will allow city administration to establish written policies that will guide employee behavior. It will eliminate confusion as to what the expectations are for employees as well as a tool for managers to manage employees. It was anticipated that the personnel manual would be complete before the end of May. Discussion ensued as to what the status is of former union members. Mr. Archambo noted a recent

Federal court case struck down two provisions of ACT 10 dealing with dues and recertification procedures. He didn't think these groups are 'formal' unions, but it is to be determined.

Management of appropriated surplus applied /fund balance was reviewed. The end goal or outcome is to manage the general fund budget to within -0.5% to 1.0%. It is about budgeting accurately. Ald. Donegan asked that the language be changed for this item regarding the impact on surplus.

Moved by Ald. Berdan, seconded by Ald. Ewerdt
to recommend approval of the 2012 goals – Ayes: 3

The meeting adjourned at 7:48 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

mks