



CITY OF WAUWATOSA
7725 WEST NORTH AVENUE
WAUWATOSA, WISCONSIN 53213
Telephone: (414) 479-8917
Fax: (414) 479-8989
Web Site: www.wauwatosa.net

BUDGET COMMITTEE MEETING

Thursday, September 27, 2012
Committee Room #1

PRESENT: Aids. Dubinski, Hanson, Donegan, Wilson, Birschel - 5

EXCUSED: Ald. Ewerdt, Tilleson

ABSENT: Ald. Organ

ALSO PRESENT: J. Archambo, City Admin.; J. Ruggini, Finance Dir.; C. Ledesma, City Clerk;
M. Murphy, Library Dir.; P. Enders, Development Department Dir.; N. Kreuser, Health
Officer; L. Nielsen, Nursing Supv.; J. Beix, Public Health Manager; A. Brown,
Administrative Asst.; B. Aldana, Human Resources Dir.; S. Miner, City Assessor, B.
Lenski, Deputy Assessor

Ald. Wilson as Chair called the meeting to order at 6:03 p.m.

General Government

Common Council

The Common Council shall have the management and control of the city property, finances, highway, and the public service, and shall have the power to act for the government and good order of the city for its commercial benefit and for the health, safety, and welfare of the public, and may carry out its power by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means.

Mr. Archambo said the changes to the budget including an increase in printing and duplicating in the amount of \$2,600 and in increase for professional services to assist the city in communicating the impact of major capital projects in the amount of \$35,000.

Mr. Archambo explained that the increase in the printing and duplicating budget line is to restore the line item to 2011 rates due to the municipal code maintenance updates which was anticipated to be done in-house. After further research it was determined it is a much bigger project to handle than was anticipated. The change to the sundry contractual account is for communicating purposes in recognition of the Meinecke Avenue construction projects and other like projects where a consultant will be hired to handle communication.

Moved by Ald. Hanson, seconded by Ald. Wilson to recommend
approval of the Common Council budget – Ayes: 5

Municipal Court

The Municipal Court budget supports the clerical functions associated with twice-weekly municipal court activities. Staff prepares court dockets, accepts payments of forfeitures imposed by the court, set up partial payment plans to facilitate collection.

Ms. Ledesma reported that there is a challenge to this department due to the conversion of a new software program. As part of the conversion two programs are being maintained until the new system is up and running which is very labor intensive. She explained that court revenues are down for this year but it is not lost revenue, just a decrease in revenue for this year.

The tax intercept program should go live towards the end of the year. There is an update needed that the state is working on. There are 3,600 citations ready to be entered into the program. There is potential for this to increase revenues next year in excess of \$700,000.

Moved by Ald. Birschel, seconded by Ald. Donegan to recommend approval of the Municipal Court budget – Ayes: 5

City Clerk & Elections

The City Clerk's office provides clerical staffing to the Common Council, council committees, and to a number of other city boards and commissions. City Clerk staff directs city hall visitors to appropriate departments and answers and appropriately re-directs telephone calls received on the city's general information line. Staff regularly updates the website calendar and home page, and posts agendas and minutes thereto. A variety of city licenses are issued twice yearly. Special assessment invoices are prepared and mailed, as are Plan Commission notices.

Though under a different budget, the City Clerk's office prepares for and conducts elections in accordance with Wisconsin statutes. The elections budget supports the election process.

Ms. Ledesma said that the Board of Public Works budget has been folded into the City Clerk's budget. One of the biggest expenses for this line item is the cost of publishing contract. Additional funds may be necessary next year to cover costs associated with the Board of Review. This includes staff, postage and court reporters.

Ms. Ledesma noted that she requested an additional four hours for the part-time clerk in her office for a total of 24 hours a week to help with coverage.

Regarding the elections budget, Ms. Ledesma said the biggest issue facing the municipalities is that the county is trying to charge each municipality for the cost of election programming for local races. This was started after the 2012 budget was passed. \$8,000 was budgeted for this and the city was billed \$19,000 for two elections. No other bills have been received as municipalities were protesting these bills. This issue was discussed earlier this month at the Mayor's Intergovernmental Cooperation Council (ICC) meeting.

Ms. Ledesma advised that the election process is much more complex and more time intensive which is taking away from other duties. The percentage of voters using absentee ballots has increased from 8% to 20%. Ms. Ledesma said that the department is doing triage right now for regular office duties.

Moved by Ald. Birschel, seconded by Ald. Donegan to recommend approval of the City Clerk and Elections budget – Ayes: 5

Youth Commission

The purpose and duties of the Wauwatosa Youth Commission is to provide continual study of the problems experienced by children and youth in the community and develop programs to treat such problems, to collect and disseminate information about such problems, coordinate with other agencies and organizations serving youth in Metropolitan Milwaukee, and to make use of the recommendations made by the youth commission but with the freedom to act beyond the scope of such recommendations.

Moved by Ald. Donegan, seconded by Ald. Wilson to recommend approval of the Youth Commission budget – Ayes: 5

Senior Commission

Some achievements in 2012 include working with Hart Park Senior Center to get a defibrillator at the Muellner Building, participated in Tosa Night Out, developed working relationships with community senior groups and developed working relations with Department on Aging as well as other counties Aging and Resource Centers.

Moved by Ald. Donegan, seconded by Ald. Wilson to recommend approval of the Youth Commission budget – Ayes: 5

Mayor

Mr. Archambo noted that the only significant item in this budget is a \$700 outlay for the new high speed copier. Costs are being shared with Human Resources and the Attorney's office. There is currently an unfilled position with is anticipated to be filled in 2013.

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of the Mayor's budget – Ayes: 5

Administration

Mr. Archambo said it appears that there is a significant increase in fringe which is an allocation issue. The cost of participating in the ICMA CPM 101 program is being put into the Administration Budget which was internally granted last year. The only other item of note is the cost share of the new copier.

Moved by Ald. Hanson, seconded by Ald. Wilson to recommend approval of the Administration budget – Ayes: 5

Finance

Things of major change in this department include staff reduction from 9.83 to 9.56 full time equivalents due to reorganization. 2012 achievements include completion of City's first Comprehensive Annual Financial Report and submitted to Governmental Finance Office's Association for annual award program, optimization of City's Financial System through an assessment usage review and contributions towards maintenance of City's AAA bond rating for 2012 General Obligation Bond Issuance.

Comptroller

The Comptroller's Office is responsible for financial management of the City. Maintains the general ledger and produces monthly and annual financial statements. Prepares and administers the annual budget. This budget line also is responsible for the account payables and account receivables. This office is responsible for compliance with internal process and controls.

Moved by Ald. Donegan, seconded by Ald. Birschel to recommend approval of the Comptroller budget – Ayes: 5

Treasurer

The Treasurer's Office manages cash to ensure cash flow needs are met and to minimize the need for frequent investment/withdrawal in short term investment funds or selling of investments prior to maturity. They manage the City portfolio to utilize safe and legal investments that provide liquidity to meet current funding demands.

Mr. Ruggini noted along with staffing changes the largest impact in this budget is related to interest earnings. There was a reduction of \$235,000 in interest earnings and he anticipates this to continue and possibly stabilize in 2014.

Moved by Ald. Donegan, seconded by Ald. Birschel to recommend approval of the Treasurer budget – Ayes: 5

Purchasing

The Purchasing Department is responsible for procurement, bid administration, vendor management and mail and phone services. The Purchasing Department continues to work toward CPPB certification. The implementation of Pcard program is underway.

Moved by Ald. Donegan, seconded by Ald. Birschel to recommend approval of the Purchasing budget – Ayes: 5

Human Resources

This budget line is responsible for compensation (benefits, wage & salary administration); staffing (recruitment, testing, interviewing & selection), employee and labor relations, and safety and workers compensation. The department mission is to be a strategic partner in the City's efforts to attract, retain and engage a talented and efficient workforce.

Ms. Aldana said that the major changes to this budget is the joint purchase of secure copier/printer scanner with Administration and the Attorneys offices and increase in sundry contractual of \$35,000 to cover operational review for the Department of Public Works.

Moved by Ald. Donegan, seconded by Ald. Hanson to recommend approval of the Human Resources budget – Ayes: 5

Library

The Library mission is to provide the resources necessary to meet educational, information and recreational reading needs of the Wauwatosa community.

Ms. Murphy said no major changes are proposed for 2013. She noted that she anticipates revenue will be down in 2013 due to email reminders being sent out when books and materials are due. While it is a great public service, it is not great for revenues.

Ms. Murphy said she has started reviewing employee classifications and noted they have replaced a Municipal Clerk II position with a Municipal Clerk I resulting in a \$5.00 an hour savings.

The committee discussed the digital media books and the cost of this for next year. Ms. Murphy said Wauwatosa is a big user of media books and will cost about \$10,000 for next year which comes out of the book budget. Essentially you are trading print for electronic copy. There was a concern that assets are being depleted with the use of eBooks.

Ald. Donegan asked Ms. Murphy about the book budget and if they were restrained on this part of their budget. She said the only place to go for ebooks is in the print budget, there is zero money for travel or conferences and nothing to cut. She noted that although there is no history to review, the print book quality has diminished over the past five years due to the emergence of electronic media.

The Library Director advised that they have considered the cost of overdue fines. There has not been an increase in 17 years. It was determined at Executive Review whatever revenue is received due to an increase will go back to the library for printed materials.

Ald. Donegan noted that demands have been made over the years and have heard from constituents about our diminished print stock over the years. The alderman asked Ms. Murphy if she had more money to commit to printed stock, how much would be asked for. He suggested the use of surplus applied funds or contingency monies be used for additional funding. Ald. Donegan felt this is a budget restraint that the constituents do not want. He asked the committee if they had an appetite to increase the print material budget, that the library should be more aggressive for the print material budget.

Ald. Hanson agreed that all other departments in the City benefit from electronic technology, but the library is hurt by this.

The committee discussed the wages and benefits in the library. Ms. Murphy said that as people leave they are being replaced at a lower level of pay and at a lower grade level. She said the economy is so bad that this is working, for now.

Ms. Murphy said she is a big proponent of books as well and supports finding a way to bolster the quantity and type of books the library gets.

Ald. Donegan didn't feel the increase in overdue fines was going to be enough to replace books. When asked to give a figure that would make sense, Ms. Murphy noted that the difference in print budgets between the City of Wauwatosa library and West Allis library is \$60,000 less in the Wauwatosa print budget. Ald. Donegan encouraged Ms. Murphy to get more aggressive with the budget. He felt there are ways to add funds for the print budget.

The committee strongly encouraged the library to bring its fees in line due to inflation that it hasn't been accommodated for in 13 years.

Moved by Ald. Donegan, seconded by Ald. Wilson
to approve the library budget – Ayes: 5

Ms. Murphy replied to a question that her staff has come up with many great ideas for efficiencies but with the allowed 2% increase these ideas weren't pushed. She talked about an automated materials handling system that would have long-term savings to the City with a cost of approximately \$240,000. It was noted that with this system receipts would be issued when books were returned, the systems would presort the books saving labor costs as there would be no need any longer for rough sorting. This project would take about one year's worth of internal granting funds.

Ald. Donegan felt there should be more consideration to put an additional \$80,000 for print materials in the library budget using the tax levy.

Assessors

The Assessor's office budget line is to list and value all taxable real and personal property within the City's jurisdictional boundaries in accordance with Chapter 70 Wisconsin Statutes, the Wisconsin Property Assessment Manual, and applicable case law.

Mr. Miner discussed the major changes in this budget. He said that there will be a citywide reassessment in 2013 and the department is in the process of getting a new computer system, CAMA software. This project is moving along steadily. There will be a creation of a new annual assessment report which will analyze property values in different areas of the city.

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of the Assessor's budget – Ayes: 5

The committee recessed at 8:08 p.m. and reconvened at 8:23 p.m.

Crossing Guard

This budget item is to provide crossing guard services to school children attending public and private schools.

Mr. Brown said that this is a status quo budget. There are no major changes in the budget other than the salary increase which is annual. This is the first of a three-year contract.

Ald. Roznowski made a request for an additional crossing guard location and Center Street and Mayfair Road. This is a main route for three neighborhood schools. This is to try and build onto the Safe Routes to School project. More children are encouraged to walk to school but this is a very busy and dangerous intersection. It is a challenge for anyone walking. Ald. Roznowski presented petitions with signatures in support of a crossing guard at this location.

Mr. Brown said the request for an additional crossing guard would be about \$9,500. There would not be a contract change. This would be similar to the request made last year when another crossing guard location was added.

Mr. John Standal, 2545 N. 100th Street spoke in favor of adding this location. He has children that go to McKinley School but with the traffic at this intersection he would consider them walking without a crossing guard. He felt the congestion could be decreased if more children walked.

Another parent involved with the Safe Routes to School program noted that the elementary schools are pushing the program encouraging the children to walk or ride their bikes and then the change when there is not enforcement for the middle school is problematic.

The committee discussed the possibility of changing a location instead of adding one. Ald. Wilson didn't feel it was this committee's responsibility to add or move crosswalk locations but it is reasonable to consider the funding for the position. He suggested that Traffic & Safety Committee should possibly address this.

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of this budget and to fund this request for \$9,500 provisionally with a levy increase – Ayes: 5

City Attorney

The City Attorney advised that this is a status quo budget. Major changes include joint capital purchases of new shared secure copier with the Human Resources Department, Administration and Mayor's offices.

Moved by Ald. Wilson, seconded by Ald. Birschel to recommend approval of the City Attorney budget – Ayes: 5

Litigation Reserve

This has been moved to a separate account for less impact on regular city attorney office functions and direct reviews of impact of such activities on overall city budget. Property tax litigation was increased to \$150,000 due to significant underfunding in 2012.

Atty. Kesner felt that there could be more commercial cases heard next year due to the planned city-wide reassessment.

Moved by Ald. Wilson, seconded by Ald. Birschel to recommend approval of the Litigation Reserve budget – Ayes: 5

Development Department

Ms. Enders said that there will be three lead positions filled in this department. A few hours will be added for property maintenance and an intern.

A new GIS system is in the works and will now integrate with the Assessor's office. A majority of City departments will find functionality and useful tools to use. The old system is outdated with old information running on an old software system. The new system is more robust and will increase efficiencies.

Historic Preservation

This budget line is to promote public awareness of sites with special architectural or historic interest, to educate the public about the value of our past, and to inspire residents with the need to protect and maintain historic buildings and sites.

Moved by Ald. Birschel, seconded by Ald. Dubinski to recommend approval of the Historic Preservation budget – Ayes: 5

Planning & Zoning

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

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of the Planning & Zoning budget – Ayes: 5

Economic Development

This budget line is to advance economic growth in Wauwatosa to provide a variety of employment opportunities, increase the non-residential tax base, promote the City's regional role as a center for research and innovation, and support dynamic, vibrant, and walkable neighborhoods, while preserving the City's character and appearance.

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of the Economic Development budget – Ayes: 5

Building & Safety

The Building & Safety line item protects the health, safety and welfare of the general public as well as maintaining property values through the uniform enforcement of minimum code standards. The main goal in this line item is to increase efficiencies. The State eliminated the City's ability to charge for electrical licensing fees, the difference will be made up in permit costs.

Moved by Ald. Birschel, seconded by Ald. Dubinski to recommend approval of the Building & Safety budget – Ayes: 5

Weights & Measures

This line item is to protect the health, safety and welfare of the general public by providing routine inspection and testing of devices and packaging used in retail trade. This program is mandated by the state to administer this program.

Moved by Ald. Birschel, seconded by Ald. Dubinski to recommend approval of the Weights & Measures budget – Ayes: 5

Property Maintenance

The Property Maintenance budget protects the health, safety and welfare of the general public as well as maintaining property values through the uniform enforcement of minimum code standards.

Ms. Enders said they are looking to increase the hours for the inspector and have requested an increase to re-inspection fees on the consolidated fee schedule. This is in attempt to stop the non-compliance issues.

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of the Property Maintenance budget – Ayes: 5

Community Development Block Grant

The mission is to develop a viable urban community by providing affordable, decent housing, creating suitable living environments, and expanding economic opportunities, principally for low and moderate income persons.

The CDBG program has provided less funding for public infrastructure with a greater focus on housing components.

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of the CDBG budget – Ayes: 5

Public Health Nursing, Environmental Health and Administration Division

The mission of the Health Department is to protect and promote the health and safety of all Wauwatosans through prevention. The Health Services budget consists of public health nursing, environmental health and administration divisions.

Major accomplishments include the transfer of food licenses from the Clerk's office which was made possible from an internal grant. The new system interacts with the GEMS accounting system.

Major changes to the budget include a \$40,000 grant shared with Children's Hospital. There is zero expense to the City. This is a temporary change for shared goals of immunizing children.

Moved by Ald. Wilson, seconded by Ald. Hanson to recommend approval of the Health Services budget – Ayes: 5

Information System

Mr. Otzelberger explained the major changes to the budget. They will be completing the deployment of the new mass appraisal software for the Assessor's office, assist the City Clerk's office in implementing the new Agenda Management Software, continue to add nodes for wireless meter readings around the city, work with the Human Resources Department with implementing a new time keeping system for the Fire Department, working with the Treasurer's Office to implement new Escrow Pro software and establish an Information Systems advisory committee.

Mr. Otzelberger said that the department received an award from the Public Policy Forum for effective use of technology. He noted that city departments are charged to be part of the network and for projects that are above and beyond.

Moved by Ald. Birschel, seconded by Ald. Wilson to recommend approval of the Information System budget – Ayes: 5

July 4th & Memorial Day

Moved by Ald. Birschel, seconded by Ald. Wilson to recommend approval of the July 4th & Memorial Day budget – Ayes: 5

Debt Service

Mr. Ruggini reviewed the debt service account with the committee. He noted that the storm sewer and storm water line items are not represented here. Expenditures are included in the debt service account. He anticipates a transfer from the general fund for \$2,776,684. This does not give you a full picture of all the debt here as it is prohibited by the state to put water utilities here.

Moved by Ald. Wilson, seconded by Ald. Donegan to recommend approval of the Debt Service budget – Ayes: 5

General Liability

This budget provides 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 cost.

Moved by Ald. Wilson, seconded by Ald. Birschel to recommend approval of the General Liability budget – Ayes: 5

Tax Incremental Districts #2, #3, #4, #5, #6

Moved by Ald. Wilson, seconded by Ald. Donegan to hold this item and revisit this at the same time of the Capital Budget – Ayes: 5

Milwaukee Area Domestic Animal Control (MADACC)

This budget represents the City's portion of the animal control operating costs based upon the number of animals licensed in the City.

Moved by Ald. Hanson, seconded by Ald. Dubinski to recommend approval of the MADACC budget – Ayes: 5

Internal Granting

The mission of this budget item is to invest in the ideas generated by City staff which increase revenues, decrease expenditures or increase efficiency of City departments. Some of the funded projects are Agenda Management Software for the Clerk's office, LED street lighting conversion, Health Department licensing database, and automated scheduling for the Fire Department.

Moved by Ald. Wilson, seconded by Ald. Birschel to recommend approval of the Internal Granting budget – Ayes: 5

Unallocated Revenues

Unallocated Revenues are those revenues that are not assignable to any certain department. These revenues are not earned by any single department, but are allocated to departmental budgets and appear in the Unallocated Revenue line in general fund departmental budget summary table.

Moved by Ald. Birschel, seconded by Ald. Wilson to recommend approval of the Unallocated Revenues budget – Ayes: 5

Budget recommendation

Moved by Ald. Wilson, seconded by Ald. Hanson to recommend the budget as amended and setting a public hearing date for November 6th at a special meeting of the Common Council at 7:00 p.m. This includes working with the Library by the end of the year for a reasonable supplemental book budget which Council will decide how much to fund - Ayes: 5

The meeting adjourned at 10:55 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

mks