

CITY OF WAUWATOSA

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BUDGET & FINANCE COMMITTEE MEETING

Tuesday, June 25, 2002

Committee Room #2

PRESENT: Ald. Bruderle-Baran, Casey, Grimm, Jenkins, Matthews (8:12), McCarthy (8:12),
Stepaniak, Subotich - 8

ALSO PRESENT: Ald. Treis; Ald. Kopischke; T. Wontorek, City Admin.; A. Kesner, City Atty.;
P. Coffaro, Asst. to Admin.; R. Braier, Compt./Treas.; W. Kappel, Dir. of Public
Works; Chief D. Redman, Fire; Chief B. Weber, Police; M. Brown, Personnel Dir.;
J. Bembenek, Purchasing Mgr.

Ald. Stepaniak as Chair called the meeting to order 8:03 p.m.

Temporary increase in the number of firefighter/EMT positions from 57 to 58

Chief Redman explained that the increase of one firefighter/EMT position would pre-fill a vacancy that is anticipated in November and cover for three known long-term leaves that will extend throughout the period of staffing increase. He said this item has been before the Employee Relations committee where it was recommended for approval. They have pre-filled a vacancy three times before and the short term cost savings is about \$2,000. This is because a new firefighter is paid at a lower rate than the overtime that would be required to fill the vacancy. He said the request was part of long-term planning. He added that although some of the other staffing decisions would not be made until later in the fall, he needed to start the paperwork in the next couple of weeks in order to hire the person filling the upcoming vacancies.

Moved by Ald. Jenkins, seconded by Ald. Grimm to recommend
approval of the temporary increase in firefighter/EMT positions --

Ald. Bruderle-Baran expressed concern about the impact this hiring would have on the budget and cautioned against over hiring. Chief Redman responded that in all, there are 7 anticipated retirements by September of next year. Ald. Casey asked if there was more diversity in terms of hiring minority candidates and if it would make a difference in hiring for this situation. Chief Redman said the determining factor is whether the candidates meet certain requirements for hiring. If that is the case, all the candidates regardless of racial background have an equal chance at being hired. Ald. Casey said he agreed with Ald. Bruderle-Baran regarding budget concerns; however, this is a temporary hire and it makes sense to train a group of new employees at one time. The fact that it offsets the overtime is an added plus. He indicated that in tight budget times there will most likely be a shift in hiring toward doing more with less people. He said that those are the kinds of issues the committee is going to have to address in the next budget meetings.

Ald. Matthews asked if Chief Redman was certain that the retirements would occur. Chief Redman replied that he was relatively confident of the retirement happening in November and had a higher degree of confidence in the one or two that will occur later in the year. He said that it was hard to have absolute certainty about any retirement because there is always a chance that the person will change their mind. He added that he was certain about the three long-term absences and added that the long-term absences would drive up the overtime more than the retirements.

Vote on the motion was, Ayes: 8

Development funding agreement to provide \$500,000 in TIF District #4 funds for demolition and site preparation of the property at 10900 W. Blue Mound Road

Mr. Kesner told the committee this agreement pertained to the implementation of Tax Incremental Financing District (TIF) #4 which has already been approved by the committee and the Common Council. He said the payment schedule is illustrated in the agreement. The structure of the agreement is that the city's Reserve for Future Capital Improvements Fund will pay \$500,000 to Bluemound 109, LLC to cover site preparation expenses associated with the development construction. He said the developer promised a minimum value of \$3,200,000 for the development as of January 1, 2004 and will begin repayment of the loan as of January 1, 2005. The developer has been given a minimum value of \$3,200,000 for the property.

Moved by Ald. Bruderle-Baran, seconded by Ald. Casey to recommend approval of the Development Funding Agreement – 8

2002 police department overtime

Chief Weber said that after last year's budget discussion, he wished to inform the committee of what they have done and where the department is at now regarding overtime. He said that overtime was down significantly over the last year; however, there is still a projected budget shortfall for this year. He said that police overtime had decreased in the first 11 pay periods of this year by 27%. They are projecting a \$351,000 deficit in this year's overtime account. Capt. Bozicevich went over the information contained in the tables attached with the memo. He pointed out a significant difference between the years 2001 and 2002. He added that due to a contractual issue, holiday pay is included in the overtime amounts. Ald. Jenkins asked why the estimate for overtime was so low at budget time. Capt. Bozicevich responded that the committee was advised that if the \$350,000 allocated for overtime wasn't increased, the overtime account could go over budget and the department would have to come back to the committee for the deficit. He recalled that the committee wanted a report in the weekly packets regarding overtime and they came back in six months to report on the overtime usage and what they have done to decrease it.

Ald. McCarthy asked who authorizes overtime. Capt. Bozicevich said that two things govern overtime: 1) contract considerations and 2) police policy. Overtime is paid out any time an employee works beyond their 8.4 hours. He said overtime by policy is administered when an officer informs their supervisor that they need the overtime. Once the request is reviewed by the supervisor, the supervisor then determines whether any reports need to be done immediately or can be done the next day. He said they are looking at ways to manage their overtime better. Ald. McCarthy asked about the \$50,000 for civilian overtime. Capt. Bozicevich responded that civilians are authorized by contract for overtime. He went on to explain that they need to staff the dispatch center 24 hours daily. That is the dispatchers. There are 3 people employed there and if one calls in sick the position needs to be covered by overtime. He said the front desk is staffed by 2 people and the same coverage issues pertain there. They are looking at staffing the desk with part-time people in the future.

Ald. McCarthy asked Mr. Braier if the committee needed to take action on this item at the present time. Mr. Braier responded that it could wait until the budget review.

Ald. Bruderle-Baran expressed dismay. She said that last year the committee was asked to do the same thing and at that time they were told that there would be steps taken to reduce the overtime. She asked about the suspension of non-essential training. Capt. Bozicevich answered that it is still suspended; however, non-essential training is not done on overtime. He added that one of the reasons for the high level of overtime in 2001 was that they were still arbitrating the police union contract. He went on to say that the department has never had the opportunity to track overtime hours; however, as of 2001 they have come up with a tracking system. Through this system they have come up with results. Ald. Bruderle-Baran said that as of now, the overtime budget has a

deficit of approximately \$150,000 over the last year's deficit. She added that significant dollars are going to have to come out of the police budget to cover this shortfall.

Ald. Matthews pointed out that some of the categories had increased dramatically. Capt. Bozicevich explained that firearm training was up because they limited the training last year and they had to catch up. He explained that the FTO program trains certain officers to be mentors to new officers. This year they had three people in the FTO program. He said that the amounts for Municipal and Circuit Court can change radically with one or two jury trials. Police officers are writing about 64% more traffic tickets than last year. Ald. Matthews said she agreed with Ald. Bruderle-Baran in that the committee charged the police department with getting control of the overtime. Capt. Bozicevich reiterated that there is a significant amount of overtime being saved. He said that the overtime has been under funded. He also reiterated that he had predicted that this situation was going to happen during the budget discussions. Ald. Matthews said they need to see the hours to compare between the years. She didn't know where the money was going to come from to cover this. Capt. Bozicevich responded that they haven't increased the amount of overtime that they have budgeted for over the last five years. He stressed again that the account was under funded with the theory that the salary account would make up for the overtime account at the end of the year. He said he was never comfortable with that theory.

Ald. Casey said he didn't think the city could afford over \$746,000 in overtime. He asked if this was a policy decision the committee wants going forward. He went on to say that last year was the first time that the committee had an idea that overtime was significant in the fire and police departments. The city hasn't grown geographically and it has decreased in population so the budget has to be cut. He encouraged the police department to tell the committee how they can do the same with their services or the committee would have to make those decisions instead.

Ald. Grimm mentioned the overtime needed at Tosa Fest, Hart Fest and 4th of July which are run by private corporations. He said they should probably pay for their own protection. He said that the city has a good police department and he did not want to see it affected by this.

Ald. Stepaniak said that assuming that overtime is necessary; it is being handled by an inefficient system. He said that having known budgeting in law enforcement there are a variety of things that can be done such as changing shifts, scheduling differently, hiring part time positions, increasing staffing, etc. Capt. Bozicevich responded that increased staffing will only increase overtime and there are contractual responsibilities to be considered. He said they can't be as flexible as is being suggested. Wauwatosa is the third largest police force in the county and part time people can't take care of patrols.

Ald. Jenkins said that if the city wants to have less overtime, the police department would have to ask patrol officers to refrain from doing anything in the last two hours of their shifts. Overtime spent writing reports would be cut down because the officers wouldn't be working. The down side is that drunk or speeding drivers wouldn't be pulled over, robberies investigated, etc. during that time. He said there is something to be said for overtime. The city would not be patrolled and served well if overtime was drastically cut. He stressed that there are some problems with the hours, but the solution needs to be carefully thought out.

Chief Weber told the committee that according to crime statistics, overall incidents are up 4%. Dead on arrivals (DOAs) have increased 92%, but assaults, robberies and burglaries are down 6%. He said that any officer is going to generate overtime and there are ways to manage it. The mandate from the committee was maintain the level of services, but cut the budget. He recommended cutting some public relations programs before taking officers off the street. He said his supervisors have done a great job managing the overtime. Police and fire departments are the biggest budgets in any city and costs are going to continue to go up. Ald. McCarthy asked for a report in two weeks on the revenue generated by the police department. Mr. Braier explained that they track the revenue month by month. Chief Weber stressed that they don't know the revenue numbers because they don't want to write tickets for the purpose of generating revenue. He feels it is not a good practice. Ald.

McCarthy said he didn't think the police department was poorly managed or the overtime out of control; however, the committee needs to pay closer attention to this budget.

Ald. Casey said the city has a good police department that does good work. His problem was with the way the report was presented and the idea that the situation just has to be accepted. He said all the departments need to be creative this year with no exceptions. Departments need to look at services the city can't afford to provide anymore. He thought that the public has finally gotten to the point where they are saying that they appreciate all the services, but they don't want to pay such high taxes. Chief Weber responded saying that he didn't disagree with anything that was said and they would look at the reasons for the overtime increase. He agreed that public safety should not be exempt from anything. He said that if it seems that programs such as DARE should be cut he would need feedback and direction from the committee.

Ald. Bruderle-Baran said the committee and the council recognizes that overtime is necessary. They put \$350,000 in the budget. She said that when the figure doubles that is when the problem arises. She would be upset if any other department came before the committee and asked to make up for a short fall such as this. She said the department has a unique situation in that most of the workforce is represented, but all departments have to deal with increased labor costs. She stressed that when the committee gives departments a budget the anticipation is that they will stick to it. She said they were told that there would be increased revenue from parking and that the increase would offset the overtime. She added that last year the revenues were down because the police force was making a statement. The committee will probably have to come up with some of this money, but there will have to be cuts.

Moved by Ald. Casey, seconded by Ald. McCarthy to accept the report and place it on file – 8

Five-year State of Wisconsin copier rental/lease contract for the police department

Mr. Bembenek said the present copier contract has expired. They are averaging \$600 per month rent on the present contract. He said the new State of Wisconsin copier contract will be for a Sharp copier. Konica had the lowest monthly rental fee; however, the department presently has a Konica Copier and that are not happy with the reliability and quality of the copies. He said they looked at all three units. The police department's recommendation is for the mid-level Sharp AR-650. It has a lot of features that the police department feels will increase productivity. It would be the main unit working 24 hours per day for all three shifts. He said the average cost per copy based on monthly volume is fewer than 2 cents per copy. The cost of the rental is firm for five years.

Moved by Ald. McCarthy, seconded by Ald. Grimm to recommend approval of the State of Wisconsin copier rental/lease contract – 8

Director of Public Works attendance at American Public Works International Congress

Mr. Kappel indicated that the city agreed that he would attend the American Public Works International Congress every year, but every other year it would be at the city's expense and every other year he would pay out of pocket. This year the operations superintendent is unable to attend and this is also a year when Mr. Kappel was going to pay his own costs. He asked for authorization to have the city pay for his attendance in the superintendent's stead. He said there are sufficient funds in the Public Works Operations Management Budget to cover the fees and travel expenses.

Moved by Ald. McCarthy, seconded by Ald. Casey to recommend approval for attendance at the American Public Works International Congress – 8

Implementation of the Carlson Dettman Compensation and Classification Study as amended effective December 15, 2002

Mr. Wontorek said the city wage policy as currently written says that employees can expect the normal pay for their position once they become proficient in the job. Other raises have been at the discretion of the department head and city administrator. The purpose of the Carlson Dettman Study is to change that system. He said the employees were uncomfortable with the way salary increases and promotions had been handled among other reasons. The council approved a 3.4% across-the-board pay increase effective January 1, 2002 and starting on December 15th individuals who are not at maximum for the pay grade will be able to move up one step in the pay grade on their anniversary date. One of the recommendations of the Carlson Dettman Study was that the city would review the pay rates yearly.

Ald. Matthews asked if the across-the-board increases would continue. Mr. Wontorek responded that the recommendation of the study is that the plan be kept up to date and that would be done by the annual adjustment. Mr. Wontorek said that the people who are not at maximum would move up a step during the year and after they reach maximum they would receive yearly adjustments. He said the study recommends totally new pay ranges. He said there are approximately 75 job titles with 55-56 people that have maximums lower than the current maximum. There are approximately 15 job titles that needed an increase. He went on to say that there are a few individuals whose salary is about maximum right now. Their salaries will be frozen for a time until all levels reach parity. Ald. Matthews said the committee is basically looking at pay raises that average 3% per year and in addition to that they are also going to change these pay ranges yearly. She asked if there was any discussion about how that was going to be done. She asked how this applies to union negotiations and how it will affect the budget. Mr. Wontorek replied that the Carlson Dettman recommendation considers a variety of factors. The pay range concept along with steps is new for the non-represented group, but has been done with the represented groups. The 2.75% to 3% ranges that exist in this plan are far lower than for the represented employees. Ald. Matthews asked how much input the city has in determining those steps during contract talks. Mr. Wontorek responded that they are subjects of negotiation. Ald. Jenkins explained that everyone will receive the 3.4% and some will receive the maximum because they are not at the normal level. Those at the maximum will receive 3.4% and will continue to receive that yearly.

Ald. McCarthy asked who would make the decision to move an employee up a pay grade. Mr. Wontorek said merit increases would not be part of this plan. The move up would occur at the employee's review providing the employee was performing at a level of acceptable or higher. Ald. McCarthy asked if in the course of the year an employee would be moved up a pay level, who would make that decision. Mr. Wontorek answered that any change of that type would occur if there is a request and the city can document that the employee's duties have increased.

Ald. Treis asked if one of the reasons that these steps are set up is so that there is a clear delineation between the salary level of a superior and the salary level of the employee working under them. Mr. Wontorek responded that one of the issues Carlson Dettman addressed was compression between management pay grades. Mr. Wontorek said both the department head and the employee would reach the maximum at the same time.

Ald. McCarthy said the city has one of the richest benefit programs in the state. People get full health, dental, etc. The report doesn't look at health benefits, just salaries. When someone says the city is falling behind the private sector the personnel department needs to point to the benefits the city offers. He asked if the current computer software is going to be able to handle the changes. Mr. Brown responded that they will have to manually enter the data into the program much the way they do now. Ald. Bruderle-Baran asked if the non-represented employees would be making the same concessions as the unions in the benefits package. Mr. Wontorek said yes and the assumption is that in the future any changes in the union benefits package would be made in the non-represented as well. Ald. Grimm asked who would review appeals to step increases. Mr. Wontorek said there would be a system set up for appeals.

Moved by Ald. McCarthy, seconded by Ald. Grimm to recommend approval of the Carlson Dettman Compensation and Classification Study effective December 15, 2002 – 8

Vouchers

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
C. Galloway	\$417.41	Health - 6/10-6/13/02 - Wisconsin Dells WI Public Health Assoc. Annual Conf. 2002
T. Wontorek	\$322.33	Admin. – 6/20-6/21/02 – Wisconsin Dells WCMA Summer Professional Conference
C. Thomas	\$239.69	Personnel – 6/21/02 – Janesville Wages, Hours & Pay Seminar
S. Javoroski	\$252.92	Health – 6/10-6/12/02 – Wisconsin Dells WI Public Health Assoc. Annual Conf. 2002
J. McGuire	\$358.67	Health – 6/10-6/13/02 – Wisconsin Dells WI Public Health Assoc. Annual Conf. 2002
B. Aldana	\$255.00	Legal – 6/12/02 – Milwaukee Seminar on FMLA, ADA and Worker’s Comp.
A. Kesner	\$579.84	Legal – 6/12-6/14/02 – Sturgeon Bay 2002 Municipal Attorney’s Institute
D. Brown	\$28.11	Police – 6/10-6/13/02 – West Allis Bicycle Officer Training
T. Engelken	\$27.99	Police – 6/10-6/13/02 – West Allis Bicycle Officer Training
E. Palzewicz	\$62.00	Police – 6/13-6/14/02 – Green Lake Law Enforcement Admin. Professionals Conf.
W. Tarman-Ramcheck	\$63.67	Street – 6/17/02 – Madison Recycling Efficiency Meeting
T. Estness	\$734.86	Mayor – 6/13-6/18/02 – Madison Wisconsin Alliance of Cities
R. Sadowski	\$30.61	Police – 6/10-6/13/02 – West Allis Bicycle Officer Training

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
W. Rice	\$192.00	Fire – 6/2-6/14/02 – Emmitsburg, MD Executive Fire Office Program
E. Krueger	\$1,038.52	Health – 6/7-6/10/02 – Atlanta, GA New & Re-emerging Infectious Diseases: A Course for Clinicians

Moved by Ald. Casey, seconded by Ald. McCarthy that the vouchers be allowed and paid – 8

The meeting adjourned at 10:20 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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