

CITY OF WAUWATOSA

MEMORIAL CIVIC CENTER
7725 WEST NORTH AVENUE
Telephone: (414) 479-8917
Fax: (414) 479-8989

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, February 11, 2003

Committee Room #2

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

ALSO PRESENT: A. Kesner, City Atty.; B. Aldana, Asst. City Atty.; P. Coffaro, Asst. to Admin.; R. Braier, Finance Dir.; W. Kappel, Public Works Dir.; Chief B. Weber, Police; Capt. J. Bozicevich, Police; J. Bembenek, Purchasing Mgr.; J. Wojcehowicz, Water Supt.

Ald. Stepaniak as Chair called the meeting to order at 8:27 p.m.

Purchase of leak locator correlation system

Mr. Bembenek told the committee that Fluid Conservation Systems was the original developer of this specialized portable leak detection system. Their patent expired in 1996 which allowed two competitors, Aquascan and Subsurface Leak Detection by Fuji Industries, to enter the market. Subsurface Leak Detection is analog and not as technologically advanced. The Aquascan is not very accurate and the nearest distributor is located in Canada. Fluid Conservation Systems is still the superior product for detecting leaks. He recommended purchasing the Fluid Conservation Systems detector. Even though the other two are less costly, staff recommends purchasing the better quality product.

Mr. Wojcehowicz said he has been researching this product since he worked in Milwaukee. He said that Fluid Systems has gone to a digital format superior to the Fuji model which remains unchanged. He has high confidence in the Fluid Systems product. He added that the equipment consists of a stereo and two speakers that operate on the surface thereby reducing work related injuries. The total cost of the purchase was approved in this year's budget. The system costs \$38,000 with the addition of a four day comprehensive training class at an additional cost of \$4,500. The total cost of the system would be \$42,500.

Moved by Ald. Casey, seconded by Ald. Grimm to recommend approval to purchase the Fluid Conservation Systems leak locator correlation system in the amount of \$42,500 – 8

Police uniform contract

Mr. Bembenek said they received two responses from their request for bids for the police uniform contract. The quotations were from Lark Uniform and Badger Uniform. They are recommending awarding the three-year contract to Lark Uniform as the low bidder with Badger Uniform as an alternate if Lark is out of stock and can't get an item quickly enough. In response to questions regarding price stability, Mr. Bembenek said the prices between the two companies are relatively close. They would usually give Lark a period of time to fill the order. If they can't, then the items would be ordered through Badger. He assured the committee that Badger would not charge more because they were not chosen for the contract. He said the contract cost has increased no more than 5% and the prices will remain constant throughout the length of the three-year contract.

Moved by Ald. Bruderle-Baran, seconded by Ald. McCarthy to recommend approval of the awarding the police uniform contract to Lark Uniform with Badger Uniform as an alternate source – 8

Payment in amount of \$60,000 to the City of Brookfield for construction of a storm water detention basin

Mr. Kappel said a resolution approving payment of \$60,000 was passed in 1997. The detention pond has been built at a greater expense than was expected. He recommended payment of \$60,000 to the City of Brookfield for the storm water detention basin. The funding would come from the Capital Project Fund.

Moved by Ald. McCarthy, seconded by Ald. Matthews to recommend approval of a payment in the amount of \$60,000 from the Capital Project Fund to the City of Brookfield for the construction of a storm water detention basin – 8

Police department budget cuts

Chief Weber said they have addressed the four main concerns from the committee which were: 1) clerical staff cuts, 2) alternate funding, such as grants for the DARE program, 3) modification or elimination of the crossing guard program, and 4) restructuring squad boundaries. He said he has asked the department supervisors to look into any savings that could be found through greater efficiency in the clerical area. They are looking at reconfiguring squad boundaries and that will become more clear when the county grounds agreement is determined. They will probably scale down National Night Out from two days to one. They are proposing eliminating the expenditure for the Citizen's Police Academy. Because the DARE program is going from a 17 week program to a 10 week program nationwide, they can scale back to one officer and one squad car. When the Captain retires, there will be one sergeant position that they will not fill. Chief Weber added that one of their officers has been called up for active military duty and that will present a savings as well. He said that they will meet their target budget reduction of \$241,000 and they will not have to scale back staffing and programs that are popular in the community.

Capt. Bozicevich said there were two clerical persons eligible to retire in the next two years; however, it is not certain that will happen. He said there are two issues involved in the crossing guard proposal. One is public policy relating to police department responsibility for something that is either shared or overseen by the school district. The second is the transfer of the program to the school district which is not a new issue. He said the city has tried to transfer this service to the school district and those talks have gone nowhere. The school district does not want to take ownership of the program. He said the police department believes they should take at least part ownership. The school district says that if you add \$252,000 to their budget they will be over the cap for school funding. He contended that the school district can perform this service cheaper than the police department can and there are 10 out of 35 positions that can be staffed alternatively. A number of people can staff those positions for no cost by volunteering through the cadet program, teacher's aides and parents. He said that removing those 10 positions would reduce the program cost from \$252,000 to \$180,000. He pointed out that the police department cannot organize any of the alternative programs whereas the school district could. The crossing guard cost would be a fraction of the school district's \$60 million budget. He suggested that the challenge would not be in the district taking on the cost, but for the district to identify less crucial programs they can cut in order to absorb the crossing guard program. This would be a way of avoiding the state funding cap problem. Capt. Bozicevich said he was not advocating cutting the program right now, but ending it at the end of June. This would start a dialog and give the department time to work out the details with the school district.

Ald. Matthews asked if they had any information on other school districts. Capt. Bozicevich responded that West Allis and Cudahy pay half and half. Other cities pay a portion of the benefits and some others have the program in the school district budget alone. He added that most people think this is a school district program. Ald. Matthews requested more information about other communities. She asked if the city was overstaffed as far as crossing guards. She said if the city is going to keep paying for crossing guards, what kind of oversight should the city have and how are the crossing guard locations determined. She was leaning toward eliminating the program or sharing the cost. Capt. Bozicevich said there are 35 crossing guards in the city. In his opinion that was too many. The difficulty is that the public often requests crossing guards for their specific locations. In

some places there is a guard just two blocks from a traffic signal. There is also strong public reaction if the suggestion is made to remove a crossing guard location.

Ald. Bruderle-Baran said she was not in favor of changing the crossing guard program. She said the Traffic and Safety committee felt strongly that crossing guards add to the city's quality of life. People move to Wauwatosa because their kids can walk to school. She didn't know how a volunteer program would work when the people who get paid occasionally call in sick or don't show up. She preferred that the program be kept in the city budget because it is such a fundamental issue. She asked about the status of police overtime. Capt. Bozicevich said that as of 2002 the overtime is down 42%. Ald. Bruderle-Baran asked about other savings. Capt. Bozicevich responded that during the budget process a suggestion was made to eliminate the night desk person. It seems like an opportunity to have some savings.

Ald. McCarthy expressed his support for transferring the crossing guard program over to the school district. He said he has seen instances of volunteerism working through the program at the elementary school where his wife works. He asked about the suggestion to eliminate the night clerk position. Capt. Bozicevich explained that at some point the department can achieve a savings in that area; however, the problem is that there are no immediate pending retirements. They would need to lay people off and the three most likely candidates are minority. That would affect their efforts for diversity. He added that in order to achieve the \$241,000 in savings, a large number of clerical people would have to be laid off because their salaries are not as high as the sworn officers.

Ald. McCarthy asked about the duties of the night clerical position. Chief Weber replied that they answer the phone, file warrants, prepare reports, perform prisoner checks and handle overnight parking. Using a clerical person to do that would be much more economical than putting an officer in that position. He said the difficulty is trying to save almost a quarter of a million dollars without cutting into services.

Richard Bachman, 2229 N. 115th Street, said that years ago there were a lot of officers doing the clerical work. The city determined at the time, it would be better for the officers to be out on the street. He said with regard to the crossing guard program, there should be more concern for the city's budget. He said that volunteering for the crossing guard program has not gone very far. The police department is proposing a good idea that could be taken to the school district. He said this is a viable solution. The crossing guard program should never have been in the police department budget.

Larry Fehring, 638 N. 79th Street, expressed his concern that shifting from the police department to the school district budget will cut out a great number of parochial school crossings. He said there are small children that are below the radar screen of most drivers. To shift the program to the school district without knowing what they are going to do with it is absurd.

Terry Wolfe, 7839 W. North Avenue, said that crossing guard budget should be either with the school district or in the administration budget. The committee told the police department to come back and do a better job with their budget. He said they have come back with recommendations so it is in the committee's hands to make a decision.

Ald. Casey said it looked like there has been some progress made in that there are \$97,000 worth of hard cuts. He understood the philosophy of moving sworn officers from clerical positions and the number of officers has increased on the street. He described the progress computerization has brought to the private sector and urged the police department to look for greater efficiency there. He was encouraged that the lieutenant has been instructed to do that. Maybe not as many clerical people are needed as was the case years ago. He said the possibility of closing down at night needs to be looked at. He didn't anticipate a great demand for people having to come into the police station in the middle of the night. He stressed that he thought department managers should be deciding on the budget cuts, it is their job. He thought there were some corners that are marginal as far as the need for crossing guards. It would make sense to look at the crossing guard program again in terms of what its elimination would mean. Another problem is that it doesn't deal with the parochial schools.

Ald. Stepaniak asked if Chief Weber had contacted the Superintendent of Schools at any point in the last several weeks about the crossing guard issue. Chief Weber responded that this is a proposal for their budget and he didn't think they should be discussing it with the Superintendent of Schools at this point. He thought the Council should vote on it first. Ald. Stepaniak expressed surprise that the superintendent hadn't been contacted because of the impact on the school district. Chief Weber said he could talk with the superintendent if the committee wanted him to.

Moved by Ald. Bruderle-Baran, seconded by Ald. Jenkins to recommend the following reductions in the police department budget: 1) National Night Out overtime, 2) the Citizen Police Academy, 3) DARE program material 4) one DARE car, 5) telephone savings, 6) use remainder of JAIBG funds for elementary school DARE program, and 7) leave vacant one sergeant position by attrition for a total of \$97,000 in definitive budget cuts to the police department budget. Vote on the motion was, Ayes: 6, Noes: 2 (Grimm, Subotich)

Ald. Bruderle-Baran requested a report on answers to the questions that were raised during the crossing guard discussion as well as the revenue to date and the status of police overtime.

Ald. Stepaniak asked about the status of the talks with the county grounds on the transfer of services. Chief Weber responded that he couldn't make a decision on laying people off until there was an agreement. Ald. Casey pointed out that the draft memo regarding the county grounds stated that the county sheriff would be able to cover services for the next two years. He asked about the status of changing squad boundaries. Chief Weber answered that in order to make those changes they would have to totally reprogram the computers. He would like to wait until the agreement becomes more clear before changing squad boundaries. He added that current response times are very good because of the boundaries that are in place. With regard to the crossing guard program, he said there is a difference between a nice to have and a must have. That is what they are dealing with in having to choose between laying off officers or cutting the crossing guard program.

Ald. Bruderle-Baran clarified that she referred to the crossing guard issues as a quality of life issue and not a nice to have issue. She pointed out that no one has asked the police department to lay off officers.

Ald. McCarthy said he thought it was premature to demand that the chief talk with the Superintendent of Schools. He didn't think the committee was at that point. He said the department needs more time to balance police activity. With regard to the night clerk, he pointed out that the clerk has a lot more to do than simply sitting at the window. The city has a lot of liability when a person is in a cell. He added that if the filing is not done at night, it has to be done during the day and that causes a backlog. He said he was more interested in hearing what the projected cost savings would be if crossing guard alternatives were used.

Ald. Matthews requested a breakdown of where the crossing guards are located in the city and how many are near parochial schools. She also asked for the costs involved and if any of the ten locations in question are near parochial or public schools.

Ald. Casey asked if Mr. Coffaro could provide any information he has on the crossing guard program. He was interested in looking at the different locations and where cutbacks might be made. He added that overtime needed to be looked at and not just in the police department.

Ald. Grimm suggested that the committee invite the Superintendent of Schools to appear to see what his response would be to the crossing guard proposal. Ald. McCarthy suggested that the committee should have a plan in place before they do that. Ald. Stepaniak said he would be open to inviting the superintendent.

The meeting recessed at 9:45 p.m and reconvened at 9:52 p.m.

Process for authorizing applications for grants

Mr. Kesner said that during the committee meeting in December a question was raised as to why every \$500 grant was coming before the committee. It seemed to be a time consuming process. He explained that the current practice came about because of some earlier large grants that did not go before the committee. In the past few years the practice has been that all grant applications regardless of size would be presented to the Council for approval. This has created timing issues and difficulties in obtaining all available grant funds. He recommended the following policy for grant applications: 1) all grants, donated funds or items of significant value being received by the city must continue to be accepted by formal action of the Common Council, 2) new grants requiring changes in operational or business practices by a city department or requiring use of previously unbudgeted matching funds should be approved by the Council prior to application, 3) renewals of ongoing, annual grants which have been previously approved or accepted by the Council should not require specific approval prior to application, 4) grants which would likely result in funding less than \$8,000 would not require a change in operational or business practices in city government, and would not require any unbudgeted matching funds, should not require Council approval prior to the application process, and 5) any grant application which a Council member, the Mayor, the City Administrator or a department head believes should be reviewed prior to application may be brought forth for pre-approval. He recommended continuing the current policy which will work fine as long as it is communicated clearly with city departments. He said this issue requires no action.

Ald. McCarthy said he would support the recommendation. Ald. Matthews asked if grants under \$8,000 would still go through the city administrator. Mr. Kesner said the city administrator would still have oversight and would still review all grant applications. He added that the city administrator or mayor would have the option to accept a grant if they thought it was necessary. Ald. Matthews said she would like to see the policy and the current practice meshed together before she could approve it.

Moved by Ald. McCarthy, seconded by Ald. Matthews to refer the matter of the process for authorizing grant applications back to the city attorney for the purpose of incorporating the points detailed in the memo of February 6, 2003 – 8

Severance pay for Public Works Facility/Safety Specialist

Ms. Aldana told the committee that this item was discussed in the Employee Relations committee and they gave a positive recommendation for the severance request. Mr. Brown said the cost would be approximately \$2,000 or the equivalent of two weeks pay and will not be a salary continuance. He said there was considerable discussion on the basis for which severance should be granted. The conditions in this instance, are that the employee had more than ten years of service, he was laid off for budgetary reasons and he was an employee in good standing.

Ms. Aldana clarified that the Employee Relations committee was just dealing with the single individual. She added that the committee felt the need to set some guidelines in order to grant a severance amount.

Moved by Ald. Jenkins, seconded by Ald. Bruderle-Baran to recommend approval of two weeks severance pay for the Public Works Facility/Safety Specialist based on the following conditions: 1) the employee has completed 10 plus years of service, 2) the lay off was done for budgetary reasons, 3) the employee is in good standing, and 4) the two weeks severance pay would come from the Reserve for Contingencies --

Ald. McCarthy said he raised the issue during the last Council meeting and he thought originally that the amount should have been larger. He did not want money to be taken out of the public works department budget so he suggested the Reserve for Contingencies.

Vote on the motion was, Ayes: 6, Noes: 2 (Matthews, Stepaniak)

Vouchers

| <u>NAME</u> | <u>AMOUNT</u> | <u>FOR</u> |
|--|---------------|---|
| C. Galloway | \$100.45 | Health – 1/21-1/22/03 – Wisconsin Dells Child Care Health Consultant Meeting 2003 |
| T. Estness | \$1,195.20 | Mayor – 1/21-1/24/03 – Washington, DC U.S. Conf. of Mayors – 71 st Winter Meeting |
| J. Wojcehowicz | \$65.00 | Water – 1/29/03 – Pewaukee Vulnerability Assessment Seminar |
| J. Short | \$108.00 | Police – 1/13-1/18 & 1/27-2/1/03 – Pewaukee DAAT Instructor Training |
| G. Gabrish | \$108.00 | Police – 1/13-1/18 & 1/27-2/1/03 – Pewaukee DAAT Instructor Training |
| K. Walbrant, B. Luebke, G. Glander, T. Jovanovich | \$885.00 | Forestry – 1/26-1/28/03 – Green Bay AA Winter Conf., The Art and Science of Tree Care |
| M. Meske | \$197.70 | Health – 2/4-2/6/03 – Wisconsin Dells DHFS Pool Inspection Training |
| A. Eldredge | \$89.12 | Health – 2/4/03 – Milwaukee 4 th Annual Lead Symposium |
| M. Romeis | \$25.00 | Police – 2/3-2/5/03 – MATC Patrol In-service |

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

Ald. Grimm suggested cutting all travel and budget funds. He expressed his concern that the committee was not doing the right things to save money.

Ald. McCarthy said although expensive at times, the educational and professional value of conferences for the staff as well as the city is very important.

Vote on the motion was, Ayes: 7, Noes: 1 (Grimm)

Attorney's fees for Schlueter v. Reuter and City of Wauwatosa

Moved by Ald. Bruderle-Baran, seconded by Ald. McCarthy to convene into closed session per Wis. Stat. 19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and may reconvene into open session – 8

The committee convened into closed session at 10:15 p.m.

Moved by Ald. Bruderle-Baran, seconded by Ald. Jenkins to place the matter of attorney's fees for Schlueter v. Reuter and the City of Wauwatosa on file.
Vote on the motion was, Ayes: 7, Noes: 0, Present: 1(McCarthy)

The meeting adjourned at 10:35 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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