

CITY OF WAUWATOSA

MEMORIAL CIVIC CENTER
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BUDGET & FINANCE COMMITTEE MEETING

Tuesday, April 29, 2003
Committee Room #2

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

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

Ald. Stepaniak as Chair called the meeting to order 8:09 p.m.

On-line water bill and on-line elected officials information systems, customer service user interface for the city web site by Northwoods Software Development, Inc.

Mr. Coffaro said there were three projects involved in the web site proposal: 1) an on line water bill payment mechanism, 2) a customer services interface, and 3) an elected official information system. He said the long term goal of the Internet Task Force has been to make water bills available on line. The water bill payment system is related to the customer services interface. They have created a very good system design and this is the next step in developing on line services for residents. He explained that residents could make payments in two ways, either by credit card or electronic fund transfer. The payment mechanism will be an enhancement of the current property search screen. He explained that the user would type in their address and they would be able to view property and tax information or pay their water bill. The elected officials information system would enable the user to view their elected officials for city, county, state and federal offices and find voting locations as well as other election information. He said that each of these items are in the current budget. The city can save money if more residents use the water bill payment system and future on line payment systems for other departments. This system would help serve as a basis for placing other forms on line. He recommended approval of the proposal by Northwoods Software Development, Inc. in the amount of \$26,500 with \$5,000 coming from the Water Utility and \$21,500 from the information systems web site account.

In response to questions regarding the cost savings in postage, Bill Gilgenbach, Northwoods Software Development, Inc., said that people who pay through the on line service would be asked for their email address. The city could then send email reminders when bills are due. Ald. Jenkins asked if there was a cost factor for credit card use. Mr. Coffaro responded that there will be an approximate 3% charge for credit card use and that charge would be passed on to the user.

Regarding the cost coverage between the Water Utility and the information systems departments, Mr. Coffaro said the Water Utility would be the leader in the on line bill payment system, but this application will also benefit other departments in the future.

With regard to charging for credit card use, Mr. Wojcehowicz said that there are age differences in how this type of system is utilized. He said that older people are used to paying by check while younger people are used to paying user fees for greater convenience. He mentioned that the City of Marshfield adds up to a 14% surcharge. The City of New Berlin has been using a system like this for about a year and a half, Marshfield approximately six years and Madison about one year. He said that in the case of electronic fund transfer payments, the amount of the bill would be deducted from the resident's account by the due date. Ald. McCarthy asked how the elected officials information would be different from what is available now. Mr. Coffaro said that the city clerk's office is often deluged with phone calls during high profile elections from people asking about the location of their polling place as well as other voting information. With this system a resident would be able to more quickly

identify their district and ward. Mr. Gilgenbach said the city web site will never hold any personal information on residents.

Moved by Ald. Bruderle-Baran, seconded by Ald. Casey to recommend approval of an agreement with Northwoods Software Development, Inc. to develop on line water bill payments, customer services interface and elected officials information in the amount of \$26,500 and to waive the competitive bidding process – 8

Status of 2003 Budget

Mr. Wontorek said that budget reductions have been made by the police, fire and public works departments. The police department has a balance of \$21,276 in reductions that still need to be made in order to meet their goal. The fire department has met their reduction goal and the public works department has exceeded theirs. Mr. Wontorek said he had the responsibility of identifying reductions in the amount of \$179,264 among the smaller administrative departments. Thus far, reductions totaling \$111,331 have been made with a remaining balance of \$67,933 in reductions yet to be realized. He said this was a progress report and he recommended that continued efforts be made to gain the reductions directed by the Common Council.

Moved by Ald. McCarthy, seconded by Ald. Casey to recommend that the report be accepted and placed on file --

Ald. Bruderle-Baran asked if the current budget numbers would change by the mid-year review. Mr. Wontorek said that a number of changes would be reflected.

Vote on the motion was, Ayes – 8

Health Officer position

Mr. Wontorek told the committee that the Health Officer position will become vacant in early August. The health department currently operates as a Level II local health department. He referred to Chapter 251.02 of the Wisconsin Statutes which states that each city in a county with a population of 500,000 or more shall either establish a local health department or shall contract with the local health department of another city for those services. He added that Chapter 2.36.060 of the Wauwatosa Code of Ordinances sets the minimum requirements for the Health Officer position as those required to supervise a Level III health department. The department has also recently become the fiscal agent for the Southeast Wisconsin Federal Anti-terrorism Grant. He noted that collaborating with another community might be an alternate solution to hiring a new Health Officer. He recommended that the Health Officer position be filled.

Ald. Matthews asked if the collaboration option had been pursued. Mr. Wontorek responded that the Board of Health was reviewing the matter by looking at other communities with a comparable or higher level of service; however, they have found that collaboration doesn't seem possible at this time.

Ald. McCarthy asked about the cost of hiring a new Health Officer. Mr. Wontorek replied that the current salary for the Health Officer is in the mid-point of the salary range for that position. It will be difficult to tell the true cost until they begin recruiting in the marketplace.

Moved by Ald. McCarthy, seconded by Ald. Jenkins to recommend approval to fill the Health Officer position --

Ald. Casey said everyone is familiar with how crucial health matters are right now. The Health Officer has done a phenomenal job of bringing in grant funding. He said the city has a great level of health department service and he would like to see that track record continue.

Vote on the motion was, Ayes – 8

Tax collection hours

Mr. Braier said there are three days per year when the treasurer's office is open for Saturday or extended weekday hours to accommodate residents wanting to pay their taxes in person. The special hours usually center on the holidays near the end of the year. The office is also open on Tuesday nights until 6:00 p.m. in the month of December. He said that approximately 36% of city taxpayers pay their bills at the counter. They need to be open in the off hours some of the time and to continue to be open Tuesday nights during December for the public's convenience. He recommended all special tax collection hours continue.

Ald Bruderle-Baran said she appreciated the effort to identify another possible budget reduction; however, she agreed with the Finance Director's recommendation. She said it would be a minimal savings given the number of people who use the service. The inconvenience to the public outweighs the savings.

Moved by Ald. Bruderle-Baran, seconded by Ald. McCarthy to recommend that the report be accepted and placed on file --

Ald. McCarthy said this is a valuable service. Whether filing or paying federal, state or municipal taxes many people wait until the last minute, so the extra hours are important. There are also some people who want to have face to face contact.

Vote on the motion was, Ayes – 8

Agreement with Health Care Systems Consultants, Inc. for health insurance consulting services

Mr. Brown said the city has had a long term relationship with Health Care Systems Consultants, Inc. Their staff is familiar with existing city sponsored health plans and has provided invaluable assistance in the past. The city also receives a discount against their standard hourly rates. He said the personnel department is looking at redesigning the city's sponsored health insurance plan and the renegotiation of such provisions are necessary to implement the new health insurance package. He recommended entering into an agreement with Health Care Systems Consultants, Inc. for consulting services related to the redesign and renegotiation of the city's health care plan.

Ald. Casey said one of the challenges has been that the city has a Cadillac health plan and the fringe benefits are very out of line with the private sector. He asked if Health Care Systems Consultants are the right consultant to take the city forward in trying to get a handle on health care costs. Mr. Brown responded that Health Care Systems Consultants have presented some options and laid out a plan. They are looking to position the city to achieve the best cost effectiveness. He added that they understand the private sector because of their client base and they also consult with Cities and Villages Mutual Insurance Corp. (CVMIC).

Ald. McCarthy said that even in the private sector it is not unusual to have a 25% increase in group premiums and at times even 50%. Keeping health care costs down is an enormous task. Health Care Systems Consultants has a good reputation in a narrow field. The city is well served by staying with them.

Moved by Ald. McCarthy, seconded by Ald. Bruderle-Baran to recommend approval to enter into an agreement with Health Care Systems Consultants, Inc. for consulting services --

Ald. Matthews asked how the consulting relationship would work. Mr. Brown responded that he, the City Administrator and the Payroll and Benefits Manager have established some goals and the consultants will advise them on what is possible and some options that can be presented in union negotiations.

Vote on the motion was, Ayes – 8

Fourth of July fireworks display

Mr. Bembenek said the Civic Celebration Commission and the purchasing department recommend that the city retain the Bartolotta Fireworks Co. to facilitate this year’s Independence Day fireworks program at Hart Park. The cost will be \$12,000. The Bartolotta Fireworks Co. has provided the city with consistent quality and exceptional safety standards over the past few years. One change in the program will be that the shell size will be decreased to four inches to accommodate safety concerns and space allowances at Hart Park.

Moved by Ald. Grimm, seconded by Ald. Bruderle-Baran to recommend approval to retain the Bartolotta Fireworks Co. as the designated vendor for the Fourth of July celebration – 8

Re-organization of well inspection program

Mr. Wontorek said the Chief Inspector is requesting a proposed budget reduction in the well inspection program with a coinciding reduction in hours for one plumbing inspector. This will not cause adverse conditions or affect services. He said the city has a number of private wells that continue to function. Those wells are currently inspected every three years. The state requires an inspection every five years. He said the Chief Inspector is proposing going to a five year inspection plan. The number of well inspection hours would be cut back while remaining in compliance with state requirements. Current and future budgets would see a savings of \$10,000. He recommended restructuring the well program and reducing wages and work hours for the part-time certified plumbing inspector position.

Moved by Ald. Jenkins, seconded by Ald McCarthy to recommend approval of the restructuring of the well program and reducing wages and work hours for the part-time certified plumbing inspector position – 8

Vouchers

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
T. Sharpee	\$264.00	Police – 3/24-3/25/03 – Camp Douglas SWAT Training
L. Kavelaris, G. Raymond R. Cepican, S. Alioto, J. Morrison	\$425.00	Police – 3/7/30 – Milwaukee Air Bag Safety Class
M. Presper	\$241.99	Police – 4/14-4/16/03 – Appleton Traffic and Impaired Driving Program
M. Carberry	\$90.00	Fire – 4/10/03 – Oshkosh Wisconsin Paramedic Seminar
S. Alioto	\$25.14	Police – 4/14-4/18/03 – Ft. McCoy Basic Crash Investigation
B. Williams	\$35.54	City Clerk – 4/11/03 – Oconomowoc Metro Clerk Mtg. – Board of Review
J. Kutz	\$30.08	Police – 3/17-3/19/03 – Madison FBI Interview and Interrogation Class
L. Kavelaris	\$115.00	Police – 2/3-4/28/03 – 12 nights – Brookfield Beginning American Sign Language Class

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
J. Mastrocola	\$150.00	Police – 2/4-2/5/03 – Lake Geneva 2003 ASP Conference
K. Isleb	\$25.50	Assessor – 4/9-4/10/03 – Madison State Budget Hearing
C. Galloway	\$96.88	Health – 4/3-4/4/03 – Wisconsin Dells Child Care Health Consultant Meeting 2003
J. Milotzky	\$27.98	Police – 4/7-4/11/03 – MATC Basic SWAT Training
B. Zalewski	\$29.09	Police – 4/7-4/11/03 – MATC Basic SWAT Training
R. Cepican	\$36.54	Police – 4/7-4/11/03 – MATC Basic SWAT Training

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

Claim of Jimmy Harris, 1521 W. Galena Street, Milwaukee

Mr. Kesner said Mr. Harris is claiming excessive force by the police department. None of the police reports from the arrest list any claims of injury and there are no injuries shown on the video of the arrest. He recommended denial of the claim.

Moved by Ald. Casey, seconded by Ald. Jenkins to recommend denial of the claim – 8

The meeting adjourned at 8:58 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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