

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF FEBRUARY 3, 2004

Meeting called to order by Vice-Chairman Parks at 5:30 p.m., in the Executive Conference Room, City Hall Plaza.

PRESENT: Brad Parks, Edward Beaudry, Jr., Ray Gougeon and Russell Stauber

ABSENT: Jerry Bennington, Sr.

ALSO PRESENT: Mayor Meyers, City Administrator Brehm, media and City Personnel (Lara Baehr, Keith Strey, Dan Knoeck, Ed Englehart, Brian Panzer, Gary Tauschek, Paul Mancl, Jeff Becker, Matt Churkey, Dan Wolfgram, Amber Miller and Lori Panzer)

FBP04-006 Motion by Beaudry, second by Stauber to approve payroll in the amount of \$716,905.77 and bills in the amount of \$5,236,820.19 and \$445,138.96 as recommended by the Finance Director. All Ayes

Motion carried

FBP04-007 Motion by Gougeon, second by Parks to accept and place on file the December 2003 Treasury Report. All Ayes

Motion carried

FBP04-008 Motion by Stauber, second by Beaudry to accept and place on file the Monthly Position Control Status Report as of January 31, 2004. All Ayes

Motion carried

The 2005 Budget Development Calendar was reviewed. Administrator Brehm pointed out that the first special budget work session of the Common Council is scheduled for a Thursday, October 21, 2004. Normally that meeting would have been Monday, October 18, 2004, but it conflicted with Plan Commission as well as some scheduled travel.

FBP04-009 Motion by Stauber, second by Beaudry to approve the 2005 Budget Development Calendar as presented. All Ayes

Motion carried

FBP04-010 Motion by Stauber, second by Gougeon to recommend approval of Budget Resolution No. 1-2004 to the Common Council, transferring \$35,000 within the Parks Capital Project Fund from Wildwood Park Trail to Mill Creek Trail. All Ayes

Motion carried

Human Resources Specialist Lara Baehr stated that the Common Council did delete the position of Sign Person Helper, however the job duties of the Sign Person Helper are still going to be carried on up to a maximum of .6 FTE status. She explained that when you delete a position, which creates a layoff, the person in that position doing that work must be offered that work first. The Union and the City have agreed that this work can be done in two different ways. One way being to maintain the title of Sign Person Helper. The Union has agreed with the City that we would have the right to work that person as Brian schedules their work in the capacity of Sign Person Helper. The rest of the time he could schedule them in the job duties of an EOI - Laborer

capacity. This would give the City some flexibility. The EOI - Laborer as well as the Sign Helper Person has an equal hourly rate of pay. The second way would be to let the bumping process be as it is. The person who was in that position, Paul Needham, bumped into the position of an EOII truck driver. Any time that we have Sign Helper Person work, we would have to offer Paul Needham that work first. It is doable, but it is not efficient for work purposes. Every time that we would have a need for a Sign Helper Person, we would have to pull him off of a truck; which would be difficult for scheduling purposes and would give us the same overall desired goal that we are reaching for with the first option, which is to give us more flexibility with scheduling. There will still be one position less in the Street Division.

Alderman Beaudry said that we are not doing anything with personnel except changing the title. We are not increasing any personnel.

Street Superintendent Brian Panzer explained that it works out well having two people trained in that position. By having both individuals crossed trained, when one of them is on vacation, or sick leave, etc., the other one can use the equipment and operations can still continue.

Some discussion was held in regards to the recommendation of Rick McRoy of P.S.P.C.

Alderman Beaudry pointed out that if we don't do it this way, we will be putting ourselves into a time constraint and additional money not because of the salary but because of the addition cost in time of going back and forth to do all of this.

Local 929, President Jeff Becker explained some of the negative effects since the Sign Helper position was deleted and the bumping process took place along with reasons for the grievance.

Administrator Brehm stated that by reinstating the position of Sign Helper and deleting the EOI - Laborer position, you are eliminating a grievance, eliminating potential costs of a grievance, and providing administrative staff with a lot more flexibility to manage their employees more effectively.

FBP04-011 Motion by Beaudry, second by Parks to approve reinstatement of Sign Helper position and to delete the EOI - Laborer position effective January 2, 2004. All Ayes
Motion carried

Human Resources Specialist Lara Baehr explained that the Parks & Recreation Department had a position that was approved to be filled. Since the Common Council approved that, it had to go through a job posting process as the union contract states. Matt Churkey posted into that position from the Street Division, knowing that he was the least senior and didn't really have a choice. That then created a vacancy in the Street Division. It is not a true vacancy, because at the same time we are going through a bumping process. We brought this to the Finance, Budget and Personnel Committee again, only because the Common Council told us that they needed to authorize filling positions when they become vacant. Technically this was vacant but it wasn't a true vacancy because we have enough people to fill these positions. We have several EOI - Laborer positions so this is not the same EOI - Laborer position that we just talked about. She explained that the City has an employee in each of the EOI - Laborer positions right now. There

are no vacancies. At this point in time, should we delete any more EOI - Laborer positions, we would actually be displacing a current employee in that process, thus creating a true layoff that would create problems. Not only are we already down one employee through this budgeting process, but Brian has requested additional help in the Street Division for the last several years and has been denied. The Street Division had to take on additional road mileage now with the Veterans Parkway. She explained that twelve seasonal employees are hired each year and before we could hire any seasonal employees, we would need to call back any employee that is laid off. So then we would be hiring that person back for those months.

Director of Public Works Dan Knoeck summarized the costs of not filling the EOI - Laborer position. He stated that one of the recommendations from the P.S.P.C. report is to have Parks & Recreation staff and Wastewater staff to assist in phase one snow removal. While, this concept has merit, it has not been fully evaluated and it would be premature to eliminate Street Division staff until this suggestion can be further developed.

FBP04-012 Motion by Gougeon, second by Beaudry to authorize maintaining the EOI Laborer in the Street Division.

Alderman Stauber stated that sometimes change is good and unless you initiate a change, change is less likely to happen. As communicated in Dan's memo, one of the recommendations was to borrow staff from the Wastewater Department to assist with snow removal. We are kind of exploring that concept but there is no incentive to work in that type of a change and unless a change is forced, people will not necessarily look for a different or better way of doing things. He said for that reason, he is not going to support the motion. He sees the numbers, but he doesn't necessarily agree that that is the most efficient that we can be right now.

Director of Public Works Dan Knoeck explained the preliminary discussions with other Department/Division Heads. He said that they have been trying to identify what functions of divisions are critical during a snow event, so they can identify how many staff they might have available. The Parks & Recreation Department and Wastewater Utility simply can't give us all of their staff to work on snow removal. They have certain responsibilities that they have to take care of regardless of weather conditions. The first step is to see if they can free up certain employees to assist with snow removal and the next step would be to look at how that affects the union contracts. Looking at all the distinctions in all the contracts.

Mayor left the meeting at 6:16 p.m.

Administrator Brehm stated that the P.S.P.C.'s recommendation to eliminate two positions in the Street Division was only if we could find ways to provide that service. Brian has contacted our local contractors that have the equipment and none of them are interested in providing that service to the City.

Alderman Beaudry stated that since 1991 we have maintained the same number of employees while we have increased street mileage. That shows a pretty good measure of efficiency or we would have had to increase employees also.

Street Superintendent Brian Panzer stated that all operations are based on two things, employees and equipment. Each employee is assigned a specific vehicle during any one type of operation such as snow removal or sanitary sewer construction. One without the other doesn't help. As we reduce staff, our operations increase in time. He explained that the 8-hour time frame is based on an average snowfall, which is 6-8 inches. Above that it takes approximately an hour an inch to complete a snow plowing operation.

Alderman Parks indicated that there are companies around the world that are service oriented businesses that are able to cut jobs and still provide their customers with the same amount of service whether it is by working longer, harder, more efficiently or increasing technology. He stated that he is going to reluctantly support this. How can we do this in the future? How can we get better at this and reduce cost and potentially reduce the personnel numbers?

Street Superintendent Brian Panzer responded that we are striving to do things more efficiently. We are always looking at ways to improve services, reduce costs, and do it more efficiently with new equipment and technology. The record speaks for itself. We have been at the same staffing levels for approximately 13 years, street miles have increased, my workloads have actually increased during construction time and we have maintained status quo with employees. Obviously, it's taking us more time because the City is larger but we are still maintaining the same service levels with the same number of employees. Technology and upgrading equipment has been a big part of that.

More discussion was held on the borrowing of employees from the Parks & Recreation Department and Wastewater Utility in assisting with snow removal.

Administrator Brehm mentioned that he has more control over the Parks & Recreation Department than over the Wastewater Utility. One is being that they report directly to him, and secondly they are in the same Union. When you assign Parks & Recreation staff something has got to give. Service is a compromise. They are not going to get the things that they normally get done with their staff now. Things like snow removal of sidewalks or typical things that they do are not going to get done until a later point in time.

Mayor returned at 6:30 p.m.

Alderman Parks said that he understands what Alderman Stauber is saying and he doesn't want to see that conversation die and he trusts that it will continue, in terms of trying to be more efficient.

Street Superintendent Brian Panzer stated that there are some changes that are going to be happening within the next two years. The Board of Public Works just approved a new subdivision last night that is going to increase street miles and they are also going to be possibly recommending that the City take over a portion of Highway 13 North from McMillan Street to Mann Road which is going to drastically increase our lane miles again. He assured the Finance, Budget and Personnel Committee that he will continue to look for ways to increase efficiency either interdepartmentally, equipment wise, technology wise or something because he is cognizant of what is ahead and wants to continue maintaining service levels.

Vote on motion **FBP04-012**; Stauber voted Naye, rest Aye.

Motion carried

Paul Mancl, Gary Tauschek, Jeff Becker, Matt Churkey and the Mayor left the meeting at 6:37 p.m.

Dan Knoeck and Brian Panzer left the meeting at 6:38 p.m.

FBP04-013 Motion by Gougeon, second by Beaudry to approve Job Evaluation Committee membership for 2004. All Ayes

Motion carried

Human Resources Specialist Lara Baehr recommended that the Information Systems Department name be changed from Information Systems to Information Technology. She handed out a revised organizational chart.

Information Systems Analyst Dan Wolfgram updated the Finance, Budget and Personnel Committee on how the Information Systems Department has been doing in the last few months with one less person. He stated that the department is pretty overwhelmed. At this point in time, he has had to take over administrative functions, links, permission and unfortunately so much of his time is occupied with the budget, purchasing, administrative functions and a lot of what he was doing in the past is getting pushed to the back burner. From his position stand point, the problem with that is that he is responsible for network security and virus prevention and adhering to some of the regulations regarding technology which are areas that you really don't want to be doing on an as needed basis. He also mentioned that their response time is not what it was previously.

Human Resources Specialist Lara Baehr explained the policy of recruitment and hiring.

Mayor returned at 6:43 p.m.

Administrator Brehm stated that he feels three individuals are needed for that department. P.S.P.C.'s report also indicates that the staffing of three individuals is adequate for that department. There is a certain level of administrative tasks that have to be done and it is difficult to assign that to three individuals who have the same job description. A lead person will have a little more responsibility, will receive a little higher compensation and it is a similar position to that of the Human Resources Specialist. Where that position assists him in the management of Human Resources, this position would assist him in the management of the Information Technology Department.

Planning and Economic Development Director Amber Miller commented that with GIS coming on line, a lot of time is needed in setting up servers, installing the software and getting everything up and running. If a department is currently short of staff, and stuff is getting put on the back burner, GIS is going to have to fall under that category to.

Finance Director Keith Strey stated that his Department's software would need to be upgraded. That is core software for the City. It is going to be a big undertaking. You do need a lead person to help coordinate that. You also need a lead person to help with long range planning. If you have everyone on the same level, not taking the lead, where do you get that focus from?

FBP04-014 Motion by Gougeon, second by Beaudry to approve the classification as Band C, Grade 4, Subgrade 4 and the job description for the position of Information Technology Lead Analyst as recommended by staff. All Ayes

Motion carried

Recessed at 6:59 p.m.

Reconvened at 7:09 p.m.

FBP04-015 Motion by Gougeon, second by Stauber to go into closed session pursuant to Wisconsin Statutes, chapter 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control. Specifically, the City Administrator has requested a closed session to discuss a grievance filed by the Clerical/Technical-AFSCME bargaining unit. Roll call vote, all Ayes. (Time: 7:10 p.m.)

Motion carried

Present in closed session: Aldermen Parks, Beaudry, Gougeon, Stauber, Mayor, City Administrator Brehm, Human Resources Specialist Baehr, and Finance Director Strey.

FBP04-016 Motion by Gougeon, second by Stauber to return to open session. Roll call vote, all Ayes. (Time: 7:19 p.m.)

Motion carried

FBP04-017 Motion by Gougeon, second by Stauber to approve and direct staff to sign memo agreement on Zschernitz grievance. All Ayes

Motion carried

Motion by Gougeon, second by Stauber to adjourn at 7:21 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk