

**PROCEEDINGS OF THE CITY OF NEW BERLIN  
COMMITTEE OF THE WHOLE  
BUDGET WORKSHOP MEETING  
Wednesday, September 23, 2009  
1:30 PM  
Common Council Chambers**

***Please note: Minutes are unofficial until approved by the Committee of the Whole at the next regularly scheduled meeting.***

**Call Meeting To Order**

Mayor Jack Chiovero called the meeting to order at 1:37 PM.

**Roll Call; Declaration Of Quorum; Public Notice**

Present: Aldermen Hopkins, Wysocki, Seidl, Harenda, Moore and Ament. Alderman Poshepny resigned in August.

Also present: City Clerk Marilyn Gauger, Parks Recreation & Forestry Director Mark Schroeder, Library Director Katie Schulz, Deputy Library Director Melissa Schneider, IT Director Nick Roethel, Building Facilities Management Director Bob Schulpius, Human Resource Director Tami Potkay, Municipal Court Supervisor Mary Ann Rozman, City Assessor Paul Koller, Parks Supervisor Andy Reshel, Administrative Coordinator Cheryl Bowers, Inspector and Emergency Management Director Scott Schulpius, Streets Manager Don Ullman, Administrative Coordinator Deb Delikat, Fire Chief Ed Dobernig, Lt Paul Repischak, HR/Safety Administrator Pat Herrmann, Administrative Supervisor Sue Hanley and Police Chief Joe Rieder.

***This meeting was noticed on September 21, 2009 in accordance with the Open Meeting Law.***

**Review, Discuss And Possible Action On The Proposed 2010 Department Operating Budgets.**

**PARKS RECREATION & FORESTRY ADMINISTRATION - \$318,729**

**PARKS - \$809,734**

**RECEATION - \$521,261**

**NBAA - \$50,233**

**4<sup>TH</sup> OF JULY COMMISSION - \$19,187**

Director Mark Schroeder; Coordinator Cheryl Bowers and Park Supervisor Andy Reshel were present to answer questions.

Director Schroeder indicated there is a .7% or \$11,600 increase for all 3 budgets (Park, Recreation & Forestry); no new positions; Recreation is up \$9,000 or a 1.84% increase due to wages, benefits and contracted services; Administration is up \$9,000 due to wages and benefits while Parks went down \$7,265 or .92%; the 4<sup>th</sup> of July Commission and NBBA at same level as previous years.

Discussion followed on: steady growth of revenues which are approximately \$400,000 - due to more persons using services with minor fee adjustments; what items brought in revenues; community center revenues are projected at \$11,000 for 2010; possibility of looking at using park space to advertise local business and naming rights; donations from businesses to upgrade for some ongoing costs; decrease in maintenance contract; decrease in swim programs; better job of scheduling and less costs from school for rental fees; contract for forestry – anticipation at looking at Emerald Ash borer situation; administration covers same level of staffing since 1987 – 12 authorized positions plus the Director; revenue projections increased about 5%; increased fee does not relate to increase service; school fees – strengthen relationship with school and some fees have not been realized and golf course is in tip top shape and thank you.

Discussion followed on Quarry Park which is a community park of 123 acres in the southwest part of the City: how long to get that area into productive park available to people – site is restored and stabilized – currently looking at passive approach due to the big area and maintenance responsibilities – listed in CIP however not for this year;; plan showed tennis courts, baseball diamonds - may be unrealistic; cost of investment in that park – may be \$1.1million. Director Schroeder will get exact amount on the dollars invested to date and he is currently working on and will have in the next 3 weeks estimate for trails, open picnic, restrooms, ongoing maintenance of that park and value of property now; he would be ready to move ahead if Council is ready with funding; what about a small easy to maintain campground within Quarry Park – not in master plan –

asked to check out - would be increase in staff and cost when completed; canoe and paddle rental proposed; Quarry Park is being utilized by a renter now – are we allowing people to go in there now – we (staff) indicate to people it is not an active park however may be some persons in there – from liability standpoint we are not recognizing and telling people it is open.

There were no actions or adjustments.

### **LIBRARY - \$1,136,140**

Director Katie Schulz and Deputy Director Melissa Schneider was present to answer questions.

Director Schulz indicated the budget is at the minimum as always.

Discussion followed on: greater resources for folks trying to find jobs; reading is to the mind what exercise is to the body; children's programs are outstanding and thank you for the veterans area; teen programs do not work as well but materials check out a lot; hours of operation relating to heating costs; extending hours on Saturdays and Sundays – Monday is the busiest day – with 0% budget increase the Library Board decided this is the not the year to change the hours; labor cost not going up because we anticipate some staffing changes next year; asked about impact if the city withdraws from the Federated Library System – New Berlin people would not be able to use any other library in the state and the city would be taxed \$850,00 per year plus the amount budgeted therefore there is no savings if we do that and leave our library open – we use other libraries through a loan system that we do not pay to the system for; naming rights – we have a list of how much each room etc costs (Foundation generated the costs). To date 2 purchases made and the Foundation reimbursed to the city because the foundation no longer exists – any future purchases for naming would also go to the city however there are no amounts included in the revenue portion of the budget; initiatives – eBooks were not worth it however starting a program whereby you can download audio books – "FRIENDS" will fund the system needed to download. No action or adjustments were made.

### **INFORMATION TECHNOLOGY - \$986,916**

Director Nick Roethel was present to answer questions.

Overall budget decreased from last year. It represents the lowest possible budget for the level of automation while ensuring data to be properly secured and our storage to be as safe as both applicable laws dictate and mandate; in compliance with things we need to comply with; continuing to look at technology as investment; he referred to his narrative – makeup of IT who we pay to do what; we use private sector strategy which is different from other departments. Discussion followed on: reduction in new equipment – will be done in 2009 (email system); technology increases productivity or lower costs – challenged IT Director to come up with an analysis; keeping up with the changing world; what cost benefits for other departments; cost benefit analysis for advertising on website – currently looking at through Communications Committee; lease equipment – will go down after 2011; consolidating phones & cell phone accounts – where the dollars are being reflected may be issue – each department has their own. No action or adjustments were made.

### **BUILDING MAINTENANCE - \$1,015,327**

Director Bob Schulpius was present to answer questions.

Director Schulpius indicated the \$32,000 decrease due to not filling a retirement vacancy - not replacing what impact – it is tough - responsibilities shifted to current employees – has increased the overtime; savings realized in electric; Community Center and Streets will drop more costs; unexpected repairs – depends on use at each building what the unexpected is; new roof on streets building – did not realize a reduction of costs; old Fire Station #3 costs transferred to Park & Rec - a contract currently being put together; would like to see profile of every building; analysis on parking area at city hall. No action or adjustments were made.

### **EMERGENCY GOVERNMENT - \$24,481**

Emergency Management Director Scott Schulpius was present to answer questions.

Director Schulpius indicated a slight increase of 2.19% - \$500 for sirens and phone service. The fluctuation in telephone account (change in cell phone vendors and style of phones needed – dual purpose with inspection); reduction in electricity – the way we are operating sirens – stopped testing weekly in cold weather; cost savings in move from one facility to another – phone savings; command center was moved from Fire Station #5 to City Hall last month because of limited technical capabilities – technology same at public safety building and city hall; continuity plan identified several locations we can locate out of; why not notified of move – no liaison for emergency government; it was enhanced by moving it to city hall; Emergency Government Plan is being revised currently to meet the state and federal requirements and will be copied to Council President; separate facility is the exception not the norm; command center sits behind the Badger Conference Room (all technology needs are met) in City Hall or is it better at Fire Department or Hickory

Grove; backup for IT is at the new Fire Station #3 on Racine Avenue and could consider Emergency Government at that location in the future. No actions or adjustments were made.

**FINANCE - \$509,576**

Finance Director Mike Holzinger was not available.

Mayor Chiovatero indicated there is a slight increase due to salary and Finance Committee is working on investment policies. The Debt Service was for \$150,000 however the Mayor lowered to \$100,000. There is a reduction in part time salary; cost increase mostly labor; conferences are zero - dollars are in training. Pass on any questions to Mike or the Mayor. No actions or adjustments were made.

**HUMAN RESOURCES - \$762,084**

HR Director Tami Potkay and HR/Safety Administrator Pat Herrmann were present to answer questions.

Director Potkay indicated there is a 0% increase over 2009.

Discussion followed on: shifting of dollars based on averages over the years; increase in labor costs even though offset; cell phone amount – given by IT; advertising through internet realized savings in newspaper costs; down \$400 in conferences and seminars – \$100 budgeted amount is for attendance at the Wellness Institute; Workers Comp insurance dividend revenues is about \$70,000; dividend also from CVMIC; Unemployment Comp insurance up however does not include any layoff exposure (\$18,876 for 1 person in a 12 month period if laid off) and labor attorney – savings of \$20,000 (not a bargaining year). No actions or adjustments were made.

**CITY CLERK – \$397,896**

City Clerk Marilyn Gauger was present to answer questions.

City Clerk indicated there are increases in fulltime salaries and benefits and part time salary; increases in pollworkers salaries due to a \$20 increase for Chief Inspectors and a \$10 increase for pollworkers - no increase for Board of Canvassers. Total increase is \$1,120.00 for pollworker's salary. Increases are also due to 4 elections for 2010 versus 2 elections for 2009. No actions or adjustments were made.

**POLICE AND FIRE COMMISSION - \$25,710**

Mayor Chiovatero indicated the increases of \$1,200.00 were due to testing of applicants not to labor costs. Any questions email Mayor Chiovatero or Police and Fire Commission President Mike O'Donnell.

**INSURANCE - \$495,773**

Mayor Chiovatero asked if any questions. The reserve line item accounts are budgeted based on deductibles and/or the current reserve account amount. It was stated that there is no policy regarding the Reserve Account Fund. Mayor indicated that is something the Finance Committee could look at.

**CRIME PREVENTION COMMITTEE - \$7,000**

Alderman Harenda indicated same budget as last year. They put on various programs within the community and there is also fund raising done to support their various programs.

**LANDMARKS COMMISSION - \$2,000**

Alderman Seidl indicated the additional \$200 increase in the budget will assist with cemetery costs; printed materials and plaques and looking for more landmarks for the city. No action or adjustments were made.

**CITY ATTORNEY - \$216,000**

Mayor Chiovatero indicated it is the same as 2009. No action or adjustments were made.

**MUNICIPAL COURT - \$187,860**

Municipal Court Supervisor Mary Ann Rozman was present to answer questions.

Supervisor Rozman indicated the 1 major increase is due to a fee from the State – it is the system using DOT and checking on Drivers License throughout the day; also detention charges need to be increased by \$350 per the County; with regards revenues - we are working on defendants staying on their payment plans. Also discussed was that Huber privileges reduces city costs; county services versus the county tax we pay. No action or adjustments were made.

**CITY ASSESSOR - \$425,737**

Assessor Paul Koller was present.

Assessor Koller indicated his budget is basically status quo except for some increases in wages and benefits and the charge from the State for assessment of manufacturing property which is a 3.4% increase; regarding 2009 - 450 open book appointments and about 2 dozen appeal hearings are taking place.

**MAYORS OFFICE - \$221,627**

Mayor Chiovatero indicated there is an increase in salary, benefits and conferences. The Mayor's Conference is the result of a \$166,000 grant that the city received – information has dried up because the mayor does not belong to the Council of Mayors - a lot of information is not coming through the Internet – city this size should be represented. Other than the Mayor's conference the budget is the same. Discussion followed on: salaries & benefits up just under \$5,000 – change in personnel; employee recognition - \$4,700 employee service awards now budgeted in HR due to combined effort – moved over to HR last year – money for cookout in Mayor's office – \$6,350 between 3 budgets.

**ANY OTHER REMAINING BUDGET AREAS**

**COMMON COUNCIL - \$73,519**

Mayor Chiovatero indicated he proposed reducing the Aldermanic salaries by \$1,000 and the expense accounts by \$100 while keeping the Council President the same for the expense account due to all the comments about we are all feeling the pain here. Mayor indicated the correct total is \$73,847. Discussion followed on: freezing the salaries at the 2009 levels and not reducing; considering the reductions based on comments; costs for the League membership - copy of league invoice requested.

*Motion by Alderman Wysocki to adjust the Common Council budget to reflect the amount of \$86,119. Seconded by Alderman Harenda.*

Discussion followed:

Alderman Moore indicated certain members want to decrease the Mayor's budget by not continuing membership in the league of cities - we should retain the membership in league of cities because of the benefit to the city.

Point of Order by Alderman Wysocki - this is not the motion on the table.

Mayor Chiovatero indicated combining the two is out of order but he is using as an argument, which is okay.

Alderman Moore indicated this is an increase of the Council (proposed) budget by about \$13,000. Mayor Chiovatero indicated it is a \$12,272 increase. Alderman Moore indicated he will support this motion with the expectation to leave the Mayor's budget alone.

*Motion carried unanimously.*

**CUSTOMER SERVICE COMMITTEE - \$1,500**

Mayor Chiovatero indicated is not a committee – it is the logo shop and new residents packets; city plates are still available – profits are minimal - goes back to the general fund; what they make in logo items offsets the cost of resident's packets. No action or adjustment was made.

Question regarding Cable TV funds – getting revenues currently – account is set to be closed and will be dissolved into general fund; dollars went into Franchise Fund – will discuss with Finance Director Holzinger.

**PUBLIC FIRE PROTECTION - \$778,481**

Hydrant rental fees charged to residents; possibility putting on utility bill (this would relieve the taxpayers with more persons paying); formula (rate) adjusted by PSC – because some of us are not on water utility but benefit from hydrant; same as stormwater as fees vs. taxes. It was suggested perhaps Finance should look at an analysis of this charge.

**SEALER OF WEIGHTS/MEASURES - \$7,200**

City Clerk Gauger indicated we charge back to businesses the amount charged to the City by the State (\$7200). We also charge the businesses that have weights and measures an annual license fee of \$25. This started last year based on the newly adopted ordinance.

Alderman Hopkins indicated the City of Waukesha Fire Department is increasing the amounts they charge for a rescue run with a difference between residents and non-residents. Asked to look at to get extra revenue. Mayor Chiovatero explained how we bill and what our current costs are. Fire Chief Ed Dobernig indicated we continually

re-evaluate what we are charging. It is based on accepting Medicare - we are bound by flat service fee and mileage; people under other insurance plans pay the medication fee. We charge \$10 per mile which is within reasonable and customary rate; ALS service allows us to charge a specific amount if transported and self insurance bill out cost of procedures based on schedule.

Alderman Wysocki asked about outsourcing. Mayor Chiovatero indicated you received the information from Park and Recreation and Tami is working on one for HR and Nick and I are working on another.

There was discussion on revenues; extra funds for health insurance reserve fund and impact fee revenue. Any questions, speak with Finance Director Holzinger. Also discussion on the loss of \$115,000 of shared revenues; of the increase of \$1,072,000 - how much is attributed to salary and wage increases. The health insurance and WRS are spread out within the departments – asked to get that dollar amount – and the Fire Department contract still being negotiated.

Alderman Ament indicated the biggest increase has been for labor; uncontrollables are pretty much fixed; 72% represents almost \$24.5 million dollars; we approached the unions; it is most important not to lose the staff we have – would not want to lose anyone however given the state of the economy, do not see any way around it. The mayor may want to work on proposed list of reductions in staffing; good starting point is the labor cost; 6.2% levy increase is not acceptable; need to be prepared based on the historic data. It was suggested that outsourcing of grass cutting would cut the need for additional storage and maintenance and requested the dollars on that.

Park & Recreation Director Schroeder indicated there is no data related to space needs with another department; we looked at largest function which is mowing and trimming and factoring in the labor and other costs however we have a multi-dimensional crew – do other things over and above grass cutting and how could we provide that service. Discussion followed if other savings beside labor costs; was there a strategic plan where some of that information is; we are looking for ways to not eliminate jobs that's why I want those costs without interrupting our core services; use of \$1 million of reserve and used that last year and that those dollars should be there for major issues. Mayor Chiovatero indicated the reserve was put back in.

Mayor Chiovatero indicated of all the equipment from Park and Rec – lawnmowers are very old; park supervisor indicated how many of what type of lawnmower and/or vehicle they have and where stored (some outside) and invited Aldermen to come down and see what they have.

**Possible action to forward 2010 Operating Budgets to Common Council**

No action taken.

**Review, Discuss and Possible Action on the 2010 CIP Budget**

No action taken.

**Adjourn**

Motion by Alderman Seidl to adjourn at 4:58 PM. Seconded by Alderman Harenda and carried unanimously.

Respectfully submitted:  
Marilyn Gauger, MMC  
City Clerk