

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE FINANCE COMMITTEE OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Finance Committee Meeting Minutes of November 28, 2023

1. Call to Order and Roll Call

Chairperson Dawsey-Smith called the meeting to order at 5:00 pm.

Present at the meeting were committee members David Stone, Jill Gerber, and Lisa Dawsey Smith.

Absent: None. Staff and guests present: Finance Director Rachelle Blitch.

2. Hearing of Citizen Comments

None

3. Staff Updates

a. Financial Update – YTD through September 2023

- a. Dawsey-Smith stated she had sent two questions to the finance director earlier so she would have time to research and answer. She explained her first question was regarding the negative revenue amount for mobile homes. Blitch explained that the City has to send the school district the lottery fees earlier in the year and we will bill the mobile home park in December. Dawsey-Smith stated her second question was regarding the weights and measure recovery which has nothing reported so far. Blitch explained that the City has to pay the state \$1,600 a year to test gas pumps and then we bill the business and those invoices just went out yesterday. Stone inquired about the revenue for the juvenile officer and whether the school district is contributing for that position. Blitch confirmed the contract is for the school district to be responsible to pay the salary and benefits for the school resource officer. Gerber asked if the GL detail was included as part of the updated financials or if it was a separate item. Blitch confirmed it was part of the financials. Gerber stated this request was due to the access of \$10,000 in administrative supplies in which she requested the GL detail. She further explained that her concerns are whether some of the items in the detail were placed in the wrong account such as the copier lease, laptops, and breakroom supplies. Blitch responded that she verified with the comptroller that these items were coded correctly. She further explained that the copier expense has been charged to this account for the last several years, the laptops are considered supplies, and that the account for the break room had been created in the middle of the year so the items purchased after were charged to the breakroom account and all supplies for the break room will be charged to it moving forward. Gerber stated her last concern was regarding the purchase of breakroom supplies as she was unaware the City was purchasing water, coffee, and snacks for employees and requested that an account be created for any department that chose to do the same so it is transparent for the taxpayers. Blitch confirmed accounts would be created for all departments who would purchase these items.

4. 2024 Salary Resolution

- a. Blitch explained she added an additional column for comments and highlighted all of the changes such as titles, FTE's, new, and eliminated positions. Stone stated he was concerned about how the approval of the new position for Assistant Parks, Recreation, & Community Events Director would be perceived by the police department as they need additional officers. Blitch inquired whether he would be supportive if the Recreation & Community Event Manager position was eliminated so it doesn't appear as if an additional position was being added. Stone stated he would not but he would be supportive of changing the salary range on the Recreation & Community Events Manager position as a possibility. Gerber agreed. Dawsey-Smith stated that whatever position would not be filled in 2024 should probably be eliminated from the resolution and if the position is needed in the future it can be brought back to Council. Gerber stated she didn't agree with the use of ERP (Expenditure Restraint Program) as a means to move the salary ranges since it's a total of 16.4% over the past two years. She further explained she didn't feel it was needed and the only way she would agree to this is if she was able to see the results of a compensation study and asked what CPI-U was currently. Blitch stated she couldn't recall if the current CPI-U was either 3.2% or 3.7% and that she would verify and follow up with the committee. Gerber stated she would be more likely to go with CPI-U without having the results of the compensation study. She further explained that she was aware of the changes for the Economic Development Director, the Assistant Fire Chief, but the changes to FTE's for the Media Coordinator and Producer were concerns for her. Gerber stated she is not supportive of increasing the FTE's in the Media department because it is a sinking fund, she's unsure if it brings a service to enough people to warrant the 3 FTE's, and job descriptions were not included for her to compare what the Media Coordinator and Producer do compared to the Chief of Staff. Gerber suggested the City may need to reevaluate what and who we are serving with the cable television station. Gerber stated her concerns with changing the title from IT Administrator to IT Director and asked if the salary was changing. Blitch stated it was not, only the title because his current duties align more with what an IT Director does than with what an IT Administrator does. Gerber asked for the supporting documentation for this change. Gerber stated she was not supportive of the Information Support Technician because we need more police officers and especially because the City is still relying on the services of Digicorp. She acknowledged she would be supportive if she knew the funding for the outside IT services was being cut. Gerber stated she would like to know how we are paying for all of this. Blitch responded that all of the changes with the exception of the potential \$25,000 in unbudgeted wages if ERP is used, are all in the budget already. Geber stated she would rather pay for two new officers instead of the other positions. Dawsey-Smith stated her understanding is that Media Services encompasses more than the cable television station, it's Vimeo and recording the school districts meetings as well. Gerber stated she was told the Chief of Staff was responsible for that and if her duties changed, the information had not been relayed back to Council. Blitch responded asking if she wanted the job descriptions of the Chief of Staff, Media Coordinator, and Media Producer. Gerber stated she wants the information of whatever has changed as she doesn't feel the City should be investing in something we don't know how many people it's reaching. Blitch clarified

that the Media Coordinator was moving from a .8 to a 1 FTE and the Media Producer was moving from a .6 to a 1 FTE. Dawsey-Smith stated she thought they used to have more than one part time media producer. Stone responded that he believes they had three before. Dawsey-Smith stated they had three plus the PR & Communication Manager. Stone asked what percentage the City was using to move the salary ranges. Gerber responded it was ERP, 8.2% to both the top and bottom of the range and the City had given 3% raises so there is some leeway and she is suggesting the use of CPI-U. Dawsey-Smith explained that the previous finance director used ERP as a way to continually address the wage ranges so nothing was catastrophically out of synch. Blitch asked if she should include both ERP and CPI-U options to Council. Gerber confirmed and asked to provide the list of employees who would be affected by moving the bottom of the range by 3.2%. Blitch stated no employees would be affected.

Motion: to present the 2024 Salary Resolution for consideration to Council with additional information regarding the use of ERP versus CPI-U for wage range treatment and additional information requested regarding position changes on a motion by Dawsey-Smith and seconded by N/A.

Motion: to amend the motion to include the removal of the Assistant Parks, Recreation, & Community Events Director position on a motion by Stone and seconded by N/A.

Dawsey-Smith explained that her motion would be to consider and not directly ask for approval so there would be an opportunity for the full body to discuss. Stone explained that he isn't comfortable with that because he doesn't want it to appear to the police department that he sent this for approval. Gerber stated she agreed with Stone.

Motion: to send the 2024 Salary Resolution to Council with job descriptions, the comparison of ERP versus CPI-U, and with the removal of the Assistant Parks, Recreation, & Community Events Manager position by Stone and seconded by N/A.

Gerber stated she thought there was a policy that stated ERP needed to be used to move the wage ranges and included the procedures for reevaluating the wages when a position vacated and requested that information be presented as well. Blitch responded that she hasn't found a policy that stated ERP needed to be used. Dawsey-Smith noted that the prior policy was that 20% of positions would be benchmarked each year but that it hadn't been followed. Blitch stated that the policy review has been put on as a future agenda item and was requested by Stone. She further explained that she asked HR to get a list of the policies so they can be brought to the committee and a schedule can be developed to start the review process.

5. Employee Bonuses

- a. Blitch explained the two options provided based on the information requested from a previous meeting. Gerber asked if the number of employees included those less than a year. Blitch confirmed. Gerber stated she likes the flat rate option but doesn't feel that employees with less than a year should be eligible. Gerber requested the number of

employees be sent in a follow up email. Stone stated he preferred to give all employees a flat rate.

Motion: to make a recommendation for 2023 surplus funds for employee bonuses with additional information to be provided for Council for consideration on a motion by Dawsey-Smith and seconded by Stone. Aye: Dawsey-Smith, Gerber, and Stone. No: None.

6. Future Agenda Items

- Policy Review
- Compensation Study

7. Discussion of Next Meeting Date

Next regular meeting date was set for December 26, 2023 at 5:00pm.

8. Adjournment

Stone moved, Gerber seconded adjournment. Motion carried on unanimous voice vote. Meeting adjourned at 5:57 pm.

Respectfully submitted,

Rachelle Blitch
Director of Finance and Administrative Services.