



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Meeting Agenda

Administration & Finance Committee

Aldersperson Kevin Haass, Chair

Aldersperson Martin J. Weigel, Vice-Chair

Alderspersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt

Tuesday, October 17, 2017

7:00 PM

City Hall Room 128

RECESS MEETING

A. CALL TO ORDER

B. ROLL CALL

C. NEW AND PREVIOUS MATTERS

New Matters for Introduction

11. [O-2017-0048](#) Ordinance to amend the City of West Allis Salary Schedule (most recently amended by O-2017-0045) due to completion of the Classification and Compensation Study Appeals Process.
Sponsors: Administration & Finance Committee
Attachments: [Salary Schedule 10.17.17](#)
12. [O-2017-0049](#) Ordinance to repeal Section 2.71 of the City of West Allis Revised Municipal Code relative to the Information Technology User Group (ITUG).
Sponsors: Administration & Finance Committee
13. [R-2017-0275](#) Resolution relative to approval of the Employment Contract for the position of IT Director with Anthony Warkoczewski.
Sponsors: Administration & Finance Committee
Attachments: [Employment Contract for IT Director position](#)
[IT Director Job Description](#)
[JDQ for IT Director position](#)
14. [R-2017-0278](#) Resolution to repeal and recreate the City's Policies and Procedures Manual No. 1317, Social Media Policy.
Sponsors: Administration & Finance Committee
Attachments: [Recreated Social Media Policy No. 1317](#)
[Original Policy No. 1317](#)
15. [R-2017-0280](#) Resolution rescinding the resolution relative to the establishment of the Information Technology Steering Committee.

- Sponsors:** Administration & Finance Committee
16. [R-2017-0279](#) Resolution relative to the Agreement with the Village of Greendale for Public Health Services.
- Sponsors:** Administration & Finance Committee
- Attachments:** [Agreement for Public Health Services](#)
17. [R-2017-0281](#) Resolution relative to accepting the proposal of Portfol for furnishing loan management software and the related setup and training for a total sum of \$17,500.
- Sponsors:** Administration & Finance Committee
- Attachments:** [Portfol Licensing Agreement Proposal](#)
[Loan Software Vendor Criteria Matrix](#)
18. [R-2017-0287](#) Resolution to approve a Demonstration Commercial Façade Improvement Project Grant Contract by and between the City of West Allis and Sarandos 2 LLC, property owner for the property located at 8415 W. Greenfield Ave. in an amount not to exceed \$30,000.
- Sponsors:** Administration & Finance Committee
- Attachments:** [Commercial Facade Contract- Sarandos 2 LLC \(10-17-17\)](#)
19. [R-2017-0288](#) Resolution to approve a Storefront Improvement Program Grant Contract by and between the City of West Allis and Budiac Properties, LLC, prospective property owner for the property located at 8028 W. National Ave. in an amount not to exceed \$30,000.
- Sponsors:** Administration & Finance Committee
- Attachments:** [SIP Contract- Budiac Properties, LLC \(10-17-17\)](#)
20. [R-2017-0290](#) Resolution to approve a Demonstration Commercial Facade Improvement Project Contract by and between the City of West Allis and Evenement, LLC, property owner of the property located at 7140 W. Greenfield Ave. in an amount up to \$65,000.
- Sponsors:** Administration & Finance Committee
- Attachments:** [Commercial Facade Contract 7140-7144 W Greenfield -evenement \(10-17-17\)](#)
21. [R-2017-0294](#) Resolution approving the terms and conditions for an Economic Development Loan to Evenement, LLC under the Department of Housing and Urban Development Community Development Block Grant Program in an amount not to exceed \$135,000.
- Sponsors:** Administration & Finance Committee
- Attachments:** [Commitment Ltr-Exhibit A 10.12.17](#)
[Attachment B - Fed Condtions \(12-6-16\)](#)
[Exhibit 1 -General Conditions \(10.18.17\)](#)
22. [R-2017-0293](#) Resolution to amend and approve the following City of West Allis Policies: #1412 Vacation and #1424 Overtime, Compensatory Time, and Premium Pay.
- Sponsors:** Administration & Finance Committee

Attachments: [Policy 1412 - Marked Copy](#)
[Policy 1424 - Marked Copy](#)

23. [2017-0670](#) Communication from City Administrator regarding recommended changes to the Worker's Compensation incentive program.

Attachments: [Communication re Worker's Comp Incentive Program](#)

24. [2017-0663](#) City Administrator report on IT Steering Committee meetings.

Attachments: [IT Steering Committee Meeting Minutes 9/28/17](#)

25. [2017-0673](#) Finance Director/Comptroller submitting report for September 2017 indicating City of West Allis checks issued in the amount of \$3,452,081.57.

Attachments: [September 2017 Monthly Claims Report to CC](#)

City Attorney Claim Report

26. [1994-0001](#) Communication from Gloria Kraus, 2370 S. 67 St., West Allis, regarding expenses incurred by her as a result of a water main break in front of her home at 2370 S. 67 St. on January 15, 1994.

Attachments: [City Attorney Recommendation](#)

27. [2017-0490](#) Notice of Claim submitted on behalf of John Sorger relative to injuries and damages allegedly sustained on April 10, 2017.

Attachments: [Claim- J. Sorger](#)
[City Atty Recommendation Ltr-Sorger](#)

Public Hearing Items

28. [R-2017-0282](#) Resolution to approve the Year 2018 Operating Plan for the Downtown West Allis Business Improvement District and to adopt the Special Assessment Method as stated therein (Final).

Sponsors: Administration & Finance Committee

Attachments: [2018 BID Operating Plan - FINAL](#)

D. ADJOURNMENT

All meetings of the Administration & Finance Committee are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.