



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

Wednesday, March 8, 2017

6:00 PM

City Hall Room 128

REGIULAR MEETING

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. [2017-0131](#) Minutes (draft) December 20, 2016(Amended), January 9, 2017, January 17, 2017, February 7, 2017, and February 21, 2017.

Attachments: [Recess Meeting - Amended \(draft\) 12/20/16](#)
[Regular Meeting \(draft\) 01/09/17](#)
[Recess Meeting \(draft\) 01/17/17](#)
[Recess Meeting \(draft\) 02/07/17](#)
[Recess Meeting \(draft\) 02/21/17](#)

D. NEW AND PREVIOUS MATTERS

Previous Matters for Consideration

23. [2016-0703](#) Communication from City Administrator regarding the Classification and Compensation Study Results (including Pay Plan, Reclassification Requests, and Implementation Options).

Attachments: [Communication re Classification and Compensation Study Results](#)
[Classification & Compensation Study Project Update.121216](#)

24. [R-2017-0023](#) Resolution to approve Carlson Dettmann Compensation and Classification Study, Pay Plan, and Authorize Implementation.

Sponsors: Administration & Finance Committee

Attachments: [Compensation Study Executive Summary](#)
[Appendix A - Pay Plan](#)
[Appendix B - Classification Review Process](#)
[Appendix C - Appeal Process](#)
[Fiscal Note](#)

New Matters for Introduction

25. [R-2017-0046](#) Resolution to approve: (1) the classification and compensation plan for non-represented employees and (2) the guidelines for the implementation of the new classification and compensation plan.
- Sponsors: Administration & Finance Committee
- Attachments: [Attachment 1 - Pay Plan](#)
26. [O-2017-0012](#) An Ordinance to establish the pay for Non-Represented Employees of the City of West Allis.
- Sponsors: Administration & Finance Committee
- Attachments: [Attachment 1 - Pay Schedule for Non-Represented Employees](#)
27. [R-2017-0048](#) Resolution to authorize the City Administrator to enter into a professional service agreement with Carlson Dettmann Consulting, LLC to provide classification appeals, continued job evaluation services, review of performance evaluation system and development of new system, and a review of the current paid time off benefits in an amount not to exceed \$60,000.
- Sponsors: Administration & Finance Committee
- Attachments: [Professional Service Agreement](#)
28. [R-2017-0049](#) Resolution to authorize and approve the appeals procedure in conjunction with the Carlson Dettmann Consulting job evaluation procedure.
- Sponsors: Administration & Finance Committee
- Attachments: [Attachment 1 - Appeal Process](#)
29. [R-2017-0050](#) Resolution to approve the following updated policies for implementation in conjunction with the Classification and Compensation Study: #1110 - Creating, Maintaining, and Administering Compensation/Salary Ranges; #1205 Payroll; #1412 Holidays; #1424 Overtime, Compensatory Time, and Premium Pay; #1484 Clothing, Tool and Other Allowances.
- Sponsors: Administration & Finance Committee
- Attachments: [Policy 1110 - to be repealed](#)
[Policy 1110 - Recreated](#)
[Policy 1205 - to be repealed](#)
[Policy 1205 - Recreated](#)
[Policy 1412 - to be repealed](#)
[Policy 1412 - Recreated](#)
[Policy 1424 - to be repealed](#)
[Policy 1424 - Recreated](#)
[Policy 1484 - to be repealed](#)
[Policy 1484 - Recreated](#)

E. 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.