



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Agenda

### Administration & Finance Committee

*Alderson Vincent Vitale, Chair*

*Alderson Kevin Haass, Vice-Chair*

*Aldersons: Thomas G. Lajsic, Michael P. May, Cathleen M. Probst*

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Tuesday, December 15, 2015

7:00 PM

City Hall Room 220

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#### RECESS MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

10. [O-2015-0054](#) An Ordinance to establish the salary ranges of certain employees in the Executive Service, the Managerial Service, the Deputy Service, and the Confidential, Professional and Supervisory Service of the City of West Allis for 2016.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Attachment 1 \(Salary Listing\)](#)

11. [O-2015-0055](#) An Ordinance to establish the salaries of certain Administrative and Clerical Employees for 2016.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Attachment 1 \(Salary Listing\)](#)

12. [O-2015-0056](#) An Ordinance to establish the salaries of certain Employees in the Department of Public Works for 2016.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Attachment 1 \(Salary Listing\)](#)

13. [O-2015-0057](#) An Ordinance to establish the salaries of certain employees in the Health Department for 2016.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Attachment 1 \(Salary Listing\)](#)

14. [O-2015-0058](#) An Ordinance to establish the salaries of certain employees in the Engineering Department for 2016.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Attachment 1 \(Salary Listing\)](#)

15. [O-2015-0059](#) An Ordinance to repeal Salary Ordinance No. O-2014-0087 and re-establish the salaries of certain Miscellaneous Employees of the City of West Allis for 2016.  
*Sponsors:* Administration & Finance Committee
16. [R-2015-0250](#) Resolution relative to renewal of the agreement with Wisconsin Community Services, Inc. for West Allis Mediation Center for 2016.  
*Sponsors:* Administration & Finance Committee  
*Attachments:* [West Allis Mediation Center Agreement for 2016](#)
17. [R-2015-0255](#) Resolution relative to accepting the proposal of Impact Network, LLC for furnishing and delivering managed print services for a total sum of \$43,664.64.  
*Sponsors:* Administration & Finance Committee  
*Attachments:* [Sole source approval letter for Impact for Copiers](#)
18. [R-2015-0256](#) Resolution relative to transferring \$140,206.00 from the Contingency Fund to the Police Department Automotive Capital Account for purchasing four (4) Police Cars and two (2) Police SUV's from Ewald Automotive Group.  
*Sponsors:* Administration & Finance Committee
19. [R-2015-0261](#) Resolution authorizing the Director of Development to enter into a landscape design/architectural services contract for plans and specifications for playground/park designs with Ayres Associates, in an amount not to exceed \$19,000.  
*Sponsors:* Administration & Finance Committee
20. [R-2015-0264](#) Resolution authorizing the Finance Department to utilize services from Tri City National Bank for employees and eligible retirees for the Health Savings Accounts (HSA) as they relate to the high deductible health plan.  
*Sponsors:* Administration & Finance Committee  
*Attachments:* [HSA Application Form](#)  
[HSA Basics](#)
21. [R-2015-0267](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1424, Premium Pay, under Human Resources.  
*Sponsors:* Administration & Finance Committee  
*Attachments:* [Revised Policy 1424, Premium Pay](#)  
[Communication regarding revised Policy 1424](#)
22. [2015-0855](#) Communication from Finance Director/Comptroller/City Treasurer providing an update on the NOVAtime time and attendance implementation.  
*Attachments:* [Communication regarding NOVAtime implementation](#)
23. [2015-0856](#) Communication from Finance Director/Comptroller/City Treasurer regarding GFOA's Certificate of Achievement for Excellence in Financial Reporting awarded to the City of West Allis for the year ended December 31, 2014.  
*Attachments:* [GFOA Award for City of West Allis 2014 CAFR](#)

24. [2015-0841](#) Finance Director/Comptroller submitting report for the November 2015 indicating City of West Allis checks issued in the amounts of \$1,927,376.82.

*Attachments:* [November 2015 Claims Report to CC](#)

## 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.