



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

Monday, October 24, 2016

6:00 PM

City Hall Room 128

REGULAR MEETING

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. [2016-0636](#) Minutes (draft) September 12, 2016, September 20, 2016, October 4, 2016, October 18, 2016.

Attachments: [Regular Meeting\(draft\) 091216](#)
[Recess Meeting \(draft\) 092016](#)
[Recess Meeting \(draft\) 100416](#)
[Recess Meeting \(draft\) 101816](#)

D. NEW AND PREVIOUS MATTERS

1. [2016-0602](#) 2017 City of West Allis Mayor's Recommended Budget.

Attachments: [2017 Recommended Budget.pdf](#)

E. CLOSED SESSION

PLEASE TAKE NOTICE that the Administration & Finance Committee of the City of West Allis will meet, at approximately 6:00 p.m., or as soon thereafter as time permits, on Monday, October 24, 2016, in Room 128, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, to vote on a motion to convene in closed session at said time and place to interview Peggy Steeno as candidate for the Finance Director/Comptroller/Treasurer position, to deliberate the proposed appointment of Peggy Steeno as Finance Director/Comptroller/Treasurer, and to take such further action as may be necessary and appropriate with respect to such matters.

A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), (e), and (f), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to deliberate or negotiate the purchase of public properties and the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session; and to consider financial, medical, social or

personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Upon conclusion of the closed session, the Administration & Finance Committee will convene in open session at said time and place to consider its public agenda, including motions to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.

D. NEW AND PREVIOUS MATTERS

2. [2016-0621](#) Communication from City Administrator recommending the appointment of Ms. Peggy Steeno for the position of Finance Director/Comptroller/Treasurer.

Attachments: [Appt. for the position of Finance Dir./Comptroller/Treasurer](#)

3. [R-2015-0143](#) Resolution relative to deleting and reissuing City of West Allis Policies & Procedures Manual No. 404, Recruitment, Selection, Appointment and Confirmation for City Officials and Department Heads, under Mayor.

Sponsors: Administration & Finance Committee

Attachments: [Reissued Policy 404.061615](#)
[Policy 404.Copy for 062215 Mtg](#)

Recommended Action: Place on File

4. [R-2015-0144](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 405, Disciplinary Action for City Officials and Department Heads Appointed by the Mayor and Confirmed by the Common Council, under Mayor.

Sponsors: Administration & Finance Committee

Attachments: [Marked Copy of Amended Policy 405](#)

Recommended Action: Place on File

F. CITY ADMINISTRATOR REPORT

1. Status of Strategic Planning Process.
2. Discussion regarding the Mayor/City Administrator Office Remodel.

G. FINANCE DIRECTOR REPORT

- 1. Discussion regarding Changes in the Expenditure Restraint Program.**
- 2. Discussion regarding Expansion of the City's Procurement Card (P-Card) Program.**

H. 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.