



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Agenda

### Administration & Finance Committee

*Aldersperson James W. Sengstock, Chair*

*Aldersperson Vincent Vitale, Vice-Chair*

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

Monday, March 25, 2013

6:00 PM

City Hall Room 128

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES**

*Special Meeting minutes of January 28, 2013; Recess Meeting minutes of February 5, 2013, February 19, 2013, March 5, 2013, and March 19, 2013.*

**D. NEW AND PREVIOUS MATTERS**

**1. R-2013-0068**

Resolution relative to approving 2012 Transfers, Carryovers, Open Purchase Orders, Capital Accumulation Charges, and Negative Department Balances.

**Sponsors:** Administration & Finance Committee

**2. 2013-0106**

Communication from City Administrative Officer transmitting 2014-2018 Multi-Year Budget Forecasting Report.

**E. OTHER MATTERS TO COME BEFORE THE COMMITTEE FOR DISCUSSION/ACTION**

1. Discussion and Possible Modification of Certain Previously Approved Policies in the Transition Team Plan Documents.

\* a. Saturday (and/or Sunday) consideration as an Incentive Day for Refuse Pickup which would determine whether time and one-half on Sat. (or double time on Sun.) applies to an 8 hr. day or the actual hours worked (regular/normal work schedule day or not?).

\* b. For Interim Assignments (e.g., in filling temporary vacancies), modify allowable increase from a maximum of 5% to a minimum of 3-5% (beginning and ending pay range still applies).

- \* c. Emergency Call Back Procedures to include Sundays and Paid Holidays scenarios.
  - \* d. Change in calendar year for performance evaluations from January 1 to December 31, to October 1 to September 30.
2. Discussion and Possible Direction on Certain Matters Brought up During the 2013 Budget Process.
- a. Pros and Cons of moving from Debt Financing to Cash Financing.
  - b. Feasibility of School District paying all or part of School Liaison Officers and/or Crossing Guards.
  - c. Possible use of rental/leased cars in certain circumstances.
3. Staff Updates.
- a. IT Division:
    - Expanded Use of GPS.
    - Use of tablets in the field.
    - IT user group project review.
  - b. Finance Division:
    - Employee changes.
    - Office remodeling.
    - Evaluation of functions (needs & skills assessment).
  - \* c. CVMIC 2012 Year End Reports.
4. Discussion/Action on Items by Alderpersons.
5. Other.

**\* Attachments**

**F. 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.