



Meeting Minutes

Administration & Finance Committee

*Aldersperson Vincent Vitale, Chair
Aldersperson Kevin Haass, Vice-Chair*

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

Tuesday, March 3, 2015

7:24 PM

City Hall Room 128

RECESS MEETING

A. CALL TO ORDER

Chair Vitale called the meeting to order at 7:24 p.m.

B. ROLL CALL

Present 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

Others Attending

Rebecca N. Grill, City Administrator; Mark Wyss, Finance Director/Comptroller/City Treasurer; Other Staff; Guests and Media.

C. NEW AND PREVIOUS MATTERS

- 7. [R-2015-0045](#) Resolution authorizing and directing the Director of Public Works/City Engineer to enter into a State/Municipal Agreement with the Wisconsin Department of Transportation for \$399,360 in funding awarded from the Transportation Alternatives Program (TAP) to procure a bike share system with approximately 9 stations and 90 bikes.

Sponsors: Administration & Finance Committee

John Stibal, Director of Development, and Steve Schaer, Planning Manager, were present. Discussion held regarding city's obligations under this contract. The resolution will be held pending further information from staff on this issue.

This matter was Held.

- 8. [R-2015-0050](#) Resolution relative to accepting the proposals of GHA Technologies, Inc. and GovConnection for furnishing and delivering desktop computers for a total sum of \$76,347.00.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Lajsic, seconded by Ald. Haass, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

9. [R-2015-0048](#) Resolution relative to approving 2014 Transfers, Carryovers, Open Purchase Orders, Capital Accumulation Charges, and Negative Department Balances.

Sponsors: Administration & Finance Committee

Finance Director Mark Wyss noted that another \$7,000 should be listed as carryover for the Health Department. The Committee concurred with this correction. Ald. May discussed the possibility of using the surplus to address items of high and medium high need in the capital improvement program of the 2015 budget but not funded. Ald. Lajsic suggested waiting until later in the year to make sure the surplus would not be needed to address other unfunded items which may come up this year. Ald. Vitale agreed. Mr. Wyss suggested further information could be provided to the Committee regarding the city's funds.

A motion was made by Ald. May, seconded by Ald. Haass, that this matter was Recommended For Adoption As Amended. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

10. [R-2015-0046](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1414, Identification Cards, under Human Resources.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Lajsic, seconded by Ald. Probst, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

- 10a. [R-2015-0054](#) Resolution relative to accepting the contract between the City of West Allis Cable Communications Office and ZOLL Medical Corporation (“ZOLL”) for the rights to purchase and use visual materials recorded by the Cable Communications Office for the amount of \$300.

Sponsors: Ald. Vitale

After some discussion on this matter, the Committee decided to approve the contract contingent on changes to wording by the City Attorney, if necessary.

A motion was made by Ald. Lajsic, seconded by Ald. Probst, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

11. [2015-0159](#) Communication from City Comptroller regarding Telecom billing audit services.

A motion was made by Ald. Lajsic, seconded by Ald. May, that this matter was Recommended For Approval. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

12. [2015-0160](#) Communication from City Comptroller regarding billing of retiree insurance premium.

A motion was made by Ald. May, seconded by Ald. Lajsic, that this matter was Recommended For Approval. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

13. [2015-0153](#) Communication from City Administrator regarding request to fill a vacant position of Network Programmer/Analyst in the Information Technology and Communications Department.

A motion was made by Ald. May, seconded by Ald. Probst, that this matter was Recommended For Approval. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

14. [2015-0149](#) Communication from City Administrator regarding monthly report on the work progress of the IT Steering Committee.

City Administrator Rebecca Grill reported the first meeting of the IT Steering Committee was held last week. The Committee reviewed current, outstanding projects. The next meeting on Wednesday, March 11, will include categorizing items and forming subcommittees to assist in prioritization.

A motion was made by Ald. Lajsic, seconded by Ald. May, that this matter was Recommended to be Placed on File. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

D. ADJOURNMENT

A motion was made by Ald. Haass, seconded by Ald. May, that the meeting be adjourned at 7:51 p.m. The motion carried unanimously.