



# 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*

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Monday, April 10, 2017

6:00 PM

City Hall Room 128

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#### REGULAR MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

#### C. APPROVAL OF MINUTES

[2017-0167](#) Minutes (draft) January 3, 2017, March 7, 2017, March 8, 2017, and March 21, 2017.

*Attachments:* [Recess Meeting \(draft\) 01-03-17](#)  
[Recess Meeting \(draft\) 03-07-17](#)  
[Recess Meeting \(draft\) 03-08-17](#)  
[Recess Meeting \(draft\) 03-21-17](#)

#### D. NEW AND PREVIOUS MATTERS

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](#)  
[Final Review Memo - April 4, 2017](#)  
[Appendix A Updated - Pay Plan April, 2017](#)  
[Appendix C Updated - Appeal Process April, 2017](#)  
[Fiscal Note - Updated April, 2017](#)
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](#)  
[Appendix 1 - Updated - Pay Plan April, 2017](#)
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](#)  
[Attachment 1 - Updated Pay Schedule for Non-Represented Employees April, 2017](#)
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](#)  
[Professional Service Agreement - Updated April 2017](#)
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](#)  
[Attachment 1 - Appeal Process Updated April, 2017](#)

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](#)

[Policy 1205 - Amended April 2017 \(changes from original recreation in blue\)](#)

[Policy 1412 - Amended April 2017 \(changes from original recreation in blue\)](#)

[Policy 1484 - Amended April 2017 \(changes from original recreation in blue\)](#)

[Policy 1424 - Amended April 2017 \(changes from original recreation in red\)](#)

30. [R-2017-0084](#) Resolution relative to creating the City of West Allis Policies & Procedures No. 1112, Advance Notification of Resignation from City Service by Appointed Department Heads and City Officials.

**Sponsors:** Administration & Finance Committee

**Attachments:** [Policy No. 1112](#)

[policy 1112 amendment](#)

## E. MATTERS FOR DISCUSSION/ACTION

## 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.