



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

Tuesday, March 1, 2016

7:00 PM

City Hall Room 220

RECESS MEETING

A. CALL TO ORDER

B. ROLL CALL

C. NEW AND PREVIOUS MATTERS

New Matters for Introduction

20. [R-2016-0051](#) Resolution establishing annual City contribution to employee/retiree Health Savings Accounts.
Sponsors: Administration & Finance Committee
21. [R-2016-0059](#) Resolution approving an agreement with Schenck regarding a Fleet Management Assessment not to exceed \$25,000.
Sponsors: Administration & Finance Committee
Attachments: [Schneck Agreement for Fleet Management Assessment](#)
22. [R-2016-0049](#) Resolution relative to accepting the proposal of BP Logix, Inc. for furnishing software maintenance for 2016 for a total sum of \$15,966.96.
Sponsors: Administration & Finance Committee
Attachments: [BP Logix Renewal 2016](#)
23. [R-2016-0055](#) Resolution relative to accepting the sole source proposal of Brewers Radio Network for providing commercial broadcast services for a total net sum of \$15,350.
Sponsors: Administration & Finance Committee
Attachments: [Brewers Radio Network 2016 Broadcast Services Contract](#)
24. [R-2016-0058](#) Resolution relative to approving 2015 Transfers, Carryovers, Open Purchase Orders, Capital Accumulation Charges, and Negative Department Balances.
Sponsors: Administration & Finance Committee

Attachments: [2015 Carryover Requests-Preliminary](#)
[2015 Preliminary Capital Accumulation Fund](#)
[2015 Open PO Report](#)

25. [R-2016-0052](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1483, Voluntary Benefit Programs, under Human Resources.
- Sponsors:* Administration & Finance Committee
- Attachments:* [Policy 1483 - Marked Copy](#)
26. [R-2016-0054](#) Resolution to endorse the City of West Allis Innovation, Operational Excellence and Continuous Improvement Activities.
- Sponsors:* Administration & Finance Committee
27. [2016-0144](#) Communication from City Administrator regarding notification of resignation from Mark Wyss, Finance Director/Comptroller/Treasurer, effective April 4, 2016.
- Attachments:* [Communication regarding resignation of Finance Director/Comptroller/Treasurer](#)
28. [2016-0150](#) Communication from Karla and Randal Klaybor regarding retiree health insurance.
29. [2016-0151](#) Communication from Robert and Judy Morrow regarding retiree health insurance.
30. [2016-0145](#) Communication from Health Commissioner requesting reorganization of the West Allis Health Department.
- Attachments:* [Health Commissioner Communication regarding Health Dept. Reorganization](#)
[Proposed changes to Health Dept. Organization Chart](#)
31. [2016-0147](#) Communication from Health Commissioner regarding request to fill temporary Environmentalist position.
- Attachments:* [Request to Fill Temporary Environmentalist Position](#)
32. [2016-0148](#) Communication from City Administrator regarding request to fill upcoming vacant position of Community Health Nutritionist at the Health Department.
- Attachments:* [Request to fill Community Health Nutritionist position](#)
33. [2016-0149](#) Communication from City Administrator regarding request to fill vacant position of Library Assistant at the Public Library.
- Attachments:* [Request to fill Library Assistant position](#)
34. [2016-0116](#) Finance Director/Comptroller submitting report for January 2016 indicating City of West Allis checks issued in the amount of \$2,213,462.96.
- Attachments:* [January 2016 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.