



# 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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Tuesday, September 6, 2016

7:00 PM

City Hall Room 128

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#### RECESS MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

32. [R-2016-0217](#) Resolution relative to accepting the single source proposal of Bruce Municipal for furnishing and delivering one (1) 25-yard capacity recycling truck with plow hitch, controls and accessories for a total net sum of \$100,198.20.

*Sponsors:* Administration & Finance Committee and Public Works Committee

*Attachments:* [Fleet Services Suptd. memo regarding purchase of recycling truck](#)

33. [O-2016-0043](#) An Ordinance to amend Salary Ordinance No. 0-2015-0054 establishing the salaries of certain employees in the Executive Service, Managerial Service, the Deputy Service and the Confidential, Professional and Supervisory Service (Communications Specialist, Solutions Analyst and Zoning Specialist).

*Sponsors:* Administration & Finance Committee

34. [R-2016-0214](#) Resolution amending the professional services contract of Ayres Associates pertaining to the landscape design/architectural services contract for Reservoir Park, in an amount not to exceed \$31,880 for construction oversight.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Exhibit 1 - Scope of Services](#)

35. [R-2016-0216](#) Resolution relative to accepting the proposal of Motorola Solutions' WEST ALLIS MCC 7500 UPGRADE for the West Allis Communications Center's existing MCC 7500 radio console system to allow interfacing into the Milwaukee County OASIS radio system, at a cost not to exceed \$120,000.

*Sponsors:* Administration & Finance Committee

*Attachments:* [IT Director Memo regarding Radio Console Upgrade](#)  
[WAPD Encryption Upgrade - Equipment & Pricing Details](#)

36. [R-2016-0224](#) Resolution authorizing the Director of Development to enter into contracts and purchase equipment and infrastructure relative to the finalization of the West Allis Skate Park in an amount not to exceed on-hand and pledged donations of approximately \$120,000.
- Sponsors:* Ald. Weigel
- Attachments:* [Draft Skate Park Budget \(8-30-16\)](#)
37. [R-2016-0227](#) Resolution approving a West Allis Neighborhood Association Small Grant Program Focus Grant to Rainbow Gardens Neighborhood Association in the amount of \$1,500.
- Sponsors:* Ald. May
- Attachments:* [FOCUS Grant Application](#)
38. [R-2016-0228](#) Resolution approving the terms & conditions for an Economic Development Loan to The Farmer's Wife LLC under the Department of Housing and Urban Development Community Development Block Grant Program and Economic Development Assistance Funds under Tax Incremental Financing District #7 (Summit Place) in an amount up to \$67,000.
- Sponsors:* Administration & Finance Committee
39. [R-2016-0229](#) Resolution approving the form of Guarantee to Waukesha State Bank for the Economic Development Loan from the City of West Allis to Westallion Brewing Company, LLC.
- Sponsors:* Administration & Finance Committee
- Attachments:* [SBA Unconditional Limited Guarantee](#)
40. [R-2016-0220](#) Resolution relative to the modification of the organizational and reporting structure of the City of West Allis (Organizational Chart) and amending the City of West Allis Policies & Procedures Manual Policy No. 403 (Shared Responsibilities of Mayor and City Administrator).
- Sponsors:* Ald. Haass, Ald. Lajsic and Ald. May
- Attachments:* [Policy 403.Mayor and City Administrator Duties & Responsibilities](#)  
[Proposed Future Organizational Chart](#)
41. [R-2016-0221](#) Resolution relative to amending City of West Allis Policies & Procedures Manual Policy No. 404, Recruitment, Selection, Appointment and Confirmation for City Officials and Department Heads.
- Sponsors:* Administration & Finance Committee
- Attachments:* [Policy 404 - Marked Copy](#)
42. [R-2016-0222](#) Resolution relative to repealing and recreating the City of West Allis Policies & Procedures Manual Policy No. 405, Discipline for Non-Elective Officials (Executive Service/Department Heads).
- Sponsors:* Administration & Finance Committee

*Attachments:* [Policy 405 - Current Version](#)

[Policy 405 - Proposed Recreated Version](#)

43. [2016-0550](#) Comptroller/Director of Finance submitting the City of West Allis Comprehensive Annual Financial Report and Management Communication for the year ended December 31, 2015 for review and approval.

*Attachments:* [Finance Director Communication re 2015 CAFR](#)

[Comprehensive Annual Financial Report \(CAFR\) for year ended 12/31/15](#)

[Management Communications related to 2015 CAFR](#)

44. [2016-0510](#) Finance Director/Comptroller submitting report for July 2016 indicating City of West Allis checks issued in the amount of \$4,005,068.42.

*Attachments:* [July Monthly Claims Report to CC](#)

45. [2016-0539](#) Communication from City Administrator transmitting Traffic Violation and Accident Reports for the period April 1, 2016 through June 30, 2016.

*Attachments:* [2016 2nd Quarter Traffic Violation & Accident Reports](#)

46. [2016-0558](#) Communication from City Administrator requesting to fill the IT Supervisor position as Solutions Analyst in the Information Technology Department.

*Attachments:* [Request to fill IT Supervisor position as Solutions Analyst](#)

[Job Description Questionnaire for Solutions Analyst position](#)

47. [2016-0561](#) Communication from City Administrator requesting to fill the vacant Video Specialist position as Communications Specialist in the Communications Department.

*Attachments:* [Request to fill Video Specialist position as Communications Specialist](#)

[Job Description Questionnaire for Communications Specialist position](#)

48. [2016-0540](#) Communication from City Administrator requesting approval to fill the vacant position of part-time Librarian I at the Public Library.

*Attachments:* [Request to fill part-time Library I position.](#)

49. [2016-0548](#) Communication from City Administrator requesting approval to fill an upcoming vacant position of Water Maintainer in the Department of Public Works, Water Division.

*Attachments:* [Request to fill Water Maintainer position](#)

50. [2016-0544](#) Communication from City Administrator requesting approval to fill the vacant position of Truck Driver in the Department of Public Works, Sanitation and Street Division.

*Attachments:* [Request to fill Truck Driver position](#)

51. [2016-0546](#) Communication from City Administrator requesting approval to fill the vacant position of Water Superintendent in the Department of Public Works, Water Division.

Attachments: [Request to fill Water Superintendent position](#)

52. [2016-0547](#) Communication from City Administrator requesting approval to fill the vacant position of Pumping Station Operator in the Department of Public Works, Water Division.

Attachments: [Request to fill Pumping Station Operator position](#)

53. [2016-0549](#) Communication from City Administrator requesting approval to fill the vacant position of Electrical Mechanic in the Department of Public Works, Building/Sign and Electrical Division, Electrical Section.

Attachments: [Request to fill Electrical Mechanic position](#)

### City Attorney Claim Report

54. [2015-0314](#) Summons and Complaint in the matter of Midwest Commercial Funding, LLC vs. Prospect Holdings 3061, LLC, et al. regarding foreclosure of mortgage, Case No. 15CV003421.

Attachments: [S & C Midwest Comm vs Prospect Hldgs](#)

55. [2015-0838](#) Summons and Complaint in the matter of Deutsche Bank National Trust Company vs. Javier Rodriguez, regarding foreclosure of mortgage. Case No. 15CV009739.

Attachments: [J. Rodriguez S & C](#)

56. [2016-0528](#) Freddy Kosek communication relative to injuries and property allegedly sustained at 2029 S. 74 St. on April 28, 2016 and May 5, 2016.

### 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.