



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

Monday, June 22, 2015

6:00 PM

City Hall Room 128

SPECIAL MEETING

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

[2015-0474](#) Minutes (draft) April 7, 2015, April 13, 2015, April 21, 2015, May 5, 2015, May 19, 2015, June 2, 2015, June 16, 2015.

Attachments: [Recess Meeting-Draft 04/07/2015](#)
[Regular Meeting-Draft 04/13/2015](#)
[Recess Meeting-Draft 04/21/2015](#)
[Recess Meeting-Draft 05/05/2015](#)
[Recess Meeting-Draft 05/19/2015](#)
[Recess Meeting-Draft 06/02/2015](#)
[Recess Meeting-Draft 06/16/2015](#)

D. NEW AND PREVIOUS MATTERS

New Matters for Introduction

1. [R-2015-0142](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1106, Administrative/Fiscal Note, under Administration & Finance.

Sponsors: Administration & Finance Committee

Attachments: [Administrative/Fiscal Note Form](#)
[Admin/Fiscal Note Review Performance Measurement Form](#)
[Marked Copy of Amended Policy 1106](#)

2. [R-2015-0143](#) Resolution relative to deleting and reissuing City of West Allis Policies & Procedures Manual No. 404, Recruitment, Selection, Appointment and Confirmation for City Officials and Department Heads, under Mayor.
Sponsors: Administration & Finance Committee
Attachments: [Reissued Policy 404.061615](#)
[Policy 404.Copy for 062215 Mtg](#)

3. [R-2015-0144](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 405, Disciplinary Action for City Officials and Department Heads Appointed by the Mayor and Confirmed by the Common Council, under Mayor.
Sponsors: Administration & Finance Committee
Attachments: [Marked Copy of Amended Policy 405](#)

E. FINANCE DIRECTOR REPORT

1. Loss of Hotel Tax Revenue

F. CITY ADMINISTRATOR REPORT

1. [2015-0222](#) Discussion regarding Administrative Fiscal Note (Policies & Procedures Manual Policy No. 1106).
Attachments: [Policy 1106 - Administrative Fiscal Note](#)

2. Lean Training.

3. Strategic Planning.

4. Request to Fill Forms.

5. Parking Review.

6. NovaTime Progress.

G. CLOSED SESSION

PLEASE TAKE NOTICE that the Administration & Finance Committee of the City of West Allis will meet, at approximately 6:00 p.m., or as soon thereafter as time permits, on Monday, June 22, 2015, in Room 128, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, to vote on a motion to convene in closed session at said time and place to discuss with the City Administrator the mid-year performance evaluations for Department Heads under control of the City Administrator, and to take such further action as may be necessary and appropriate with respect to such matter.

A closed session for the above purpose is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Upon conclusion of the closed session, the Administration & Finance Committee will convene in open session at said time and place to consider its public agenda, including motions to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.

H. 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.