



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Vincent Vitale, Chair*

*Aldersperson Kevin Haass, Vice-Chair*

*Alderspersons: 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

*Chair Vitale called the meeting to order at 6:00 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; Mike Lewis, Director of Public Works and City Engineer; Sally Nusslock, Health Commissioner; John Stibal, Director of Development; Mark Wyss, Finance Director/Comptroller/City Treasurer; Other Staff; Guests and Media.*

#### 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.

**A motion was made by Ald. May, seconded by Ald. Haass, that this matter was Approved.**

**The motion carried by the following vote:**

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

**No:** 0

#### 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

*Ms. Grill explained that the procedure included the recommendations of the Committee discussion earlier this year. The fiscal note would be required as requested by the Committee members or if an item costs more than \$100,000. At the Committee's direction, a follow up on the performance would be conducted to verify that the item was performing as expected.*

**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

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

*Ms. Grill explained that in the next few years, there is the possibility of significant staff turnover. Specifically, 25% of all employees could retire today. 40% of supervisory staff could retire today and 74% within the next 3 years; 54% of Department Heads could retire today and 69% within the next 3 years. In the Managerial/Deputy Service, there are 7 out of 14, or 50% of these employees, that could retire today and 64% within the next 3 years (all stats are based on age).*

*This policy proposal serves to assist the city in having the replacing people in positions and provides a system of checks and balances. Specifically, the policy addresses when an executive position is vacant and provides for a discussion with the Committee, Mayor, City Administrator, and HR Director to determine if an internal candidate or external recruitment should be considered, and it creates guidelines for each option. When a Managerial/Deputy Service position is vacant, the Department Head meets with the Mayor and City Administrator to determine if an internal candidate or external recruitment should be considered, and it creates guidelines for each option. Additionally, if the candidate recommended for appointment by the Department Head does not meet with the appointing authority's approval, the recommended candidate is referred to the Committee for review (approval/denial) or a new candidate is selected. The policy also separates the recruitment policy for the City Administrator position from the other executive positions. Ms. Grill then explained how the organizational structure and filling of positions for these classifications is done in Milwaukee, Oshkosh, and Kenosha.*

*Very lengthy discussion ensued on this issue with many comments offered by both staff and Committee members. Ald. Lajsic proposed that the Managerial/Deputy Service positions' recruitment procedure be added to Policy 1455 (Managerial Service [Division Head] Conditions of Employment) and include the Administration & Finance Committee as a check and balance to ensure recruiting decisions remain objective.*

**This matter was Held.**

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

**This matter was Held.**

**E. FINANCE DIRECTOR REPORT**

## 1. Loss of Hotel Tax Revenue

*Mr. Wyss explained the impact of the proposed changes to the state's room tax law that were added to the budget. A chart outlining the fiscal impact was shared with the Committee.*

**F. CITY ADMINISTRATOR REPORT**1. [2015-0222](#) Discussion regarding Administrative Fiscal Note (Policies & Procedures Manual Policy No. 1106).

**A motion was made by Ald. May, seconded by Ald. Probst, that this matter was 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

## 2. Lean Training.

*Ms. Grill explained that the Lean contract the Council approved last week with WCTC is going to begin shortly. Department Heads are to submit lean teams and topics to her by June 26. Start date will be determined by the availability of staff participating in the training.*

## 3. Strategic Planning.

*Ms. Grill reported that responses to the strategic planning request for proposals are due by June 25. She hopes to have a selection for the Committee and Council to review at the July 7 Council meeting.*

## 4. Request to Fill Forms.

*Ms. Grill described changes made to the Request to Fill Position form, which include questions regarding reorganization possibilities and submittal of an updated job description with the form.*

## 5. Parking Review.

*Ms. Grill advised the suggestions may not be completed by July 7 due to focus on the strategic planning RFP.*

## 6. NovaTime Progress.

*Ms. Grill advised that the Finance and ITC Departments are parallel testing Novatime with current process for this pay period to ensure the process is working correctly. Once testing is complete, it will be rolled out to other City Hall departments. Concerns and issues with DPW implementation continue to be worked on, and she will be going to DPW on Thursday to look into this further.*

## G. CLOSED SESSION

*At 7:14 p.m., Chairperson Vitale stated it was the intention of the Committee to vote on a motion to convene in closed session 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.*

**A motion was made by Ald. Haass, seconded by Ald. May, that this matter was Approved. The motion carried by the following vote:**

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

**No:** 0

*Ms. Grill discussed the mid-year performance evaluations for Department Heads under the control of the City Administrator.*

*Upon conclusion of the closed session, the Administration & Finance Committee had no further business to attend to.*

## H. ADJOURNMENT

**A motion was made by Ald. Lajsic, seconded by Ald. Probst, that the meeting be adjourned at 7:42 p.m. The motion carried unanimously.**