



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

Tuesday, November 7, 2017

7:00 PM

City Hall Room 128

RECESS MEETING

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

D. NEW AND PREVIOUS MATTERS

New Matters for Introduction

25. [R-2017-0306](#) Resolution to approve bid of Faith Technologies, Inc. to furnish and install the replacements for existing lamps and/or fixtures with new DLC approved LED lighting including the removal of lamps, ballasts, and fixtures; installation of controls, conduit and wiring in some locations for automatic shut-off; and collecting and providing any documents needed from Focus on Energy as required for the City to receive anticipated incentive money for installations at five City of West Allis Buildings in the amount of \$163,921.00.

Sponsors: Public Works Committee

Attachments: [2017-23 Bid Results](#)

[Fiscal Note LED](#)

26. [R-2017-0303](#) Resolution to Authorize the City Administrator to Appoint an Interim Public Works Director and City Engineer.

Sponsors: Administration & Finance Committee and Public Works Committee

Attachments: [Communication regarding interim appointment request](#)

27. [R-2017-0308](#) Resolution authorizing the purchase of landscape materials from Halquist Stone, Sievert Topsoil and Reinders Irrigation Co. and associated ancillary items, such as mulch, landscape fabric, support stakes and wire, etc., from various vendors for a sum not to exceed \$11,400.00, and authorizing a budget transfer of \$11,400.00 to facilitate the purchase from the West Allis Forestry Division's salary account into its landscape materials account.

Sponsors: Administration & Finance Committee and Public Works Committee

28. [2017-0685](#) Request from the Director of Public Works/City Engineer and Assistant Director of Public Works to extend the temporary appointment of Cindy Rausch in the position of Lead Inventory Services Specialist.

Attachments: [rausch interim appointment \(2\)](#)

29. [O-2017-0053](#) Ordinance to Amend, Repeal or Recreate the following Subsections in Chapter 2, Subchapter I - Amend 2.02 (1), Repeal and Recreate 2.05(2); Amend 2.95(1); Repeal and Recreate 2.95(2), 2.95 (3); Repeal 2.95 (4) and 2.95 (5); Amend 2.10 (2) (a) and (b), 2.14 (1), 2.16 (1), 2.24(1); Repeal 2.29; Amend 2.30 (1), 2.32 (1) and (2); Repeal 2.34 and 2.35. Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter II - Amend 2.63(1) , 2.70(1) and (2)(a); Repeal and Recreate 2.72, 2.73; Create 2.74; Amend 2.75(1); Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter IV - Amend 4.2, 4.4(1), 4.7(1), 4.9(1) of the City of West Allis Revised Municipal Code relating to Appointive Officials and Employees, Vacancies, Appointment and Term for Executive, Managerial and Deputy-Assistant Service positions.

Sponsors: Ald. Probst

Attachments: [Ordinance re RMC Changes for Appointing Officers - Marked Copy](#)

30. [R-2017-0310](#) Resolution to approve the following updated Policies: #405 Discipline for Non-Elective Officials (Executive Service/Department Heads); #1401 Human Resources Function; #1417 Jury Duty; #1420 Military Duty; #1423 Political Activities; #1483 Voluntary Benefit Programs; Civil Service Regulations; and create Policy #1405 Separation, Reinstatement, and Recall.

Sponsors: Administration & Finance Committee

Attachments: [Policy 405 - Marked Copy](#)

[Policy 1401 - Marked Copy](#)

[Policy 1417 - Marked Copy](#)

[Policy 1420 - Marked Copy](#)

[Policy 1423 - Marked Copy](#)

[Policy 1483 - Marked Copy](#)

[Policy 1405 - Newly Created](#)

[Civil Service Rules and Regulations.Rev 10-04-17](#)

31. [R-2017-0311](#) Resolution relative to amending the City of West Allis Policy & Procedure #404, with the amended title, “Recruiting, Hiring, and Reappointment Process for Executive/Managerial/Deputy-Assistant Service Positions,” and repealing City of West Allis Policy and Procedure #1455, Managerial Service (Division Head) Conditions of Employment.

Sponsors: Administration & Finance Committee

Attachments: [Policy 404 - Marked](#)
[Policy 1455 - to be repealed](#)

32. [R-2017-0314](#) Resolution accepting the donation from FIRE (First-Ring Industrial Redevelopment Enterprise) of up to but not exceeding \$25,000 for the purchase and installation of 4 large commercial grade monitors to replace the projector in the Council Chambers.

Sponsors: Administration & Finance Committee

Attachments: [CDW-G Monitor Quote](#)

33. [R-2017-0313](#) Resolution relative to accepting the single source proposal for providing professional services by DocuWare to aid the City's migration from the Fortis document management product to DocuWare's product for a total net sum of \$16,500.

Sponsors: Administration & Finance Committee

Attachments: [IT Director Memo regarding DocuWare conversion](#)
[DocuWare Service Quote](#)

34. [R-2017-0307](#) Resolution approving an Action Plan for Fiscal Year 2018 relative to the Community Development Block Grant (CDBG) Program.

Sponsors: Administration & Finance Committee

Attachments: [Summary Action Plan FY2018](#)

35. [2017-0707](#) Communication from City Administrator requesting approval to fill the vacant position of Electrical Mechanic I in the Department of Public Works, Building/Inventory and Electrical Division, Electrical Section.

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

36. [2017-0708](#) Communication from City Administrator requesting approval to fill the vacant position of Lead Inventory Services Specialist in the Department of Public Works, Building/Inventory and Electrical Services Division.

Attachments: [Request to fill vacant Lead Inventory Services Specialist position](#)

37. [2017-0709](#) Communication from City Administrator requesting approval to fill three vacant Truck Driver positions in the Department of Public Works, Sanitation and Street Division.

Attachments: [Request to fill three vacant Truck Driver positions](#)

38. [2017-0710](#) Communication from City Administrator requesting approval to fill two vacant Maintenance Repairer positions in the Department of Public Works, Sanitation and Street Division.

Attachments: [Request to fill two vacant Maintenance Repairer positions](#)

39. [2017-0704](#) Communication from City Administrator transmitting Overtime Report for the first three quarters of 2017.

Attachments: [Communication regarding Overtime Report for 2017 - Quarters 1-3](#)
[Overtime Report - 10/30/17](#)

Previous Matters for Consideration

40. [2017-0512](#) Dorothea Lannin Notice of Claim regarding damages allegedly sustained at 1921 S. 60 St. on May 13, 2017.

Attachments: [Lannin - Claim](#)

City Attorney Claim Report

41. [2016-0140](#) Summons and Complaint in the matter of Bayview Loan Servicing, LLC vs. David J. Howard, et al. regarding foreclosure of mortgage, Case No. 16CV001287.

Attachments: [S&C Bayview Loan Mort Foreclosure](#)

42. [2017-0581](#) Summons and Complaint, Small Claims, Frederick John Carsky III vs City of West Allis. Claim No. 17SC028272.

Attachments: [S & C Small Claims, Frederick John Carsky III, 17C028272](#)

Public Hearing Items

43. [R-2017-0286](#) Resolution to confirm and adopt the request of the City Attorney's Office to assess a special charge to the property owner for the repair of the sidewalk located at 6006 West Orchard Street.

Sponsors: Administration & Finance Committee

Attachments: [Ltr from Atty Merten to CC-Larry Day](#)
[Ltr-Larry Day.Notice Of Public Hearing](#)

44. [2017-0628](#) 2018 City of West Allis Mayor's Recommended Budget.

Attachments: [2018 Recommended Budget](#)
[Power Point Presentation on 2018 Recommended Budget & Action Plan](#)
[10-13-17 AF Mtg Packet #1](#)
[10-30-17 AF Mtg Packet #2](#)
[2018 Budget - Public Hearing Notice](#)
[2018 Budget - Affidavit of Publication for Public Hearing Notice](#)

45. [2017-0603](#) Communication from City Administrator transmitting the 2018 Capital Improvement Program for consideration and inclusion in the 2018 City of West Allis Budget.

Attachments: [9-13-17 Communication regarding the 2018 Capital Improvement Program](#)
[2018 Capital Improvement Program 9.14.17](#)
[2018 Capital Improvement Program - Updated as of 10.9.17](#)
[10-17-17 AF Mtg Packet #1](#)
[10-30-17 AF Mtg Packet #2](#)

E. 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.