



City of West Allis

Meeting Agenda

Common Council

7525 W. Greenfield Ave.
West Allis, WI 53214

Mayor Dan Devine, Chair

Alderson Thomas G. Lajsic, Council President

Aldersons: Gary T. Barczak, Michael J. Czaplewski, Kevin Haass,

Michael P. May, Cathleen M. Probst, Rosalie L. Reinke,

Daniel J. Roadt, Vincent Vitale, and Martin J. Weigel

Tuesday, October 3, 2017

7:00 PM

City Hall Common Council Chambers

REGULAR MEETING

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. PUBLIC HEARINGS

1. [R-2017-0263](#) Resolution relative to determination of Special Use Permit for The Market at Six Points Apartments, a proposed multi-family apartment building, to be located within the NoNa portion of The Market at Six Points redevelopment at 6620 & 6700 W. National Ave.
Sponsors: Safety & Development Committee
2. [R-2017-0264](#) Resolution relative to determination of Special Use Permit for CESA #1, a proposed educational facility, to be located at Parkway School, 2930 S. Root River Parkway.
Sponsors: Safety & Development Committee
3. [R-2017-0267](#) Resolution relative to determination of Special Use Permit for ALDI to add alcohol beverage sales via a Class A Liquor License at 1712 S. 108 St.
Sponsors: Safety & Development Committee
4. [R-2017-0260](#) Resolution relative to determination of Special Use Permit for a proposed day care facility to be located at 7234 W. Becher St.
Sponsors: Safety & Development Committee
5. [R-2017-0265](#) Resolution relative to determination of Special Use Permit for Three In One Thrift Store (WTT Thrift, Inc.), a proposed second-hand article retail store, to be located at 3125 S. 108 St.
Sponsors: Safety & Development Committee
6. [O-2017-0044](#) Ordinance to amend Sections 12.06, 12.40, 12.41 and 12.42 of the Revised Municipal Code relative to defining and permitting medical clinics and massage therapy uses.
Sponsors: Ald. May

7. [O-2017-0043](#) Ordinance to amend Section 12.06, 12.41, 12.42 of the Revised Municipal Code relative to defining and permitting commercial printing services.

Sponsors: Ald. Weigel

E. CITIZEN PARTICIPATION

F. ANNOUNCEMENT OF RECESS MEETINGS OF STANDING COMMITTEES

New and Previous Matters referred to Committees may be considered and acted upon by Committees during the Common Council recess. Unless otherwise announced during the meeting, the standing Committees of the Common Council will meet during recess in the following rooms and in the following order:

*Room 123 (Mayor's conference room)
Advisory, Public Works, Safety & Development*

*Room 128
License & Health, Administration & Finance*

The general public may contact the Committee Chair relative to an agenda item of interest that could be discussed or acted on during the recess meetings simultaneously occurring in different conference rooms. Additionally, if a member has interest in multiple agenda items which are scheduled for discussion or action during the recess meetings simultaneously occurring, s/he should contact the chair of the committee to inform of such interest.

G. MAYOR'S REPORT

1. Recent events attended
2. Awards/commendations
3. Upcoming events

H. ALDERPERSON'S REPORT

1. Recent events attended
2. Awards/commendations
3. Upcoming events

I. APPROVAL OF MINUTES

8. [2017-0641](#) Minutes (Draft) of the Common Council regular meeting of September 19, 2017.

Attachments: [091917 CC Minutes.draft](#)

J. ITEMS NOT REFERRED TO COMMITTEE

9. [2017-0633](#) Christian E. Lomeli-Ruiz claim regarding vehicle damages allegedly sustained west bound on Beloit Rd. on September 28, 2017.

Attachments: [Lomeli-Ruiz claim](#)

K. STANDING COMMITTEE REPORTS**LICENSE & HEALTH COMMITTEE**

Regular meeting held on September 26, 2017.

10. [2017-0614](#) Police Department Report involving Las Palmas, 1901 S. 60 St., of ARH Enterprises, LLC, Hugo J. Juarez, Agent, Incident Date: August 10, 2017.
Unanimously recommended to be placed on file.
11. [2017-0617](#) Police Department Report involving Applebee's Neighborhood Bar & Grill, 2865 S. 108 St., Apple Hospitality Group, LLC, Geoff S. Krueger, Agent, Incident Date: August 16, 2017.
Unanimously recommended to be placed on file.
12. [2017-0623](#) Police Department Report regarding August 13, 2017 Alcohol Compliance Check involving twelve (12) West Allis businesses, resulting with two (2) selling alcohol to an underage person without requesting identification. (Majdecki Foods, Inc., Erica R. Hayes, Agent, d/b/a Piggly Wiggly Supermarket #070, for the premises located at 10282 W. National Avenue; and Jas & Sant Corporation, Talwinder Soos, Agent, d/b/a County Beer & Liquor, for the premises located at 979 S. 60 Street).
Unanimously recommended to be placed on file.
13. [2017-0554](#) 2017-2018 Class B Tavern License application no. 2500 of Kelly Sendejo, d/b/a t.b.d., for premises located at 6404 W. National Ave. (new-nonexisting location).
Attachments: [AFFIDAVIT OF PUBLICATIONS - 6404 W National Ave](#)
Unanimously recommended to be approved subject to necessary requirements.
14. [2017-0551](#) 2017-2019 Operator's License (bartender/sales clerk) application no. 19-326 of Todd W. Davis.
Unanimously recommended to be approved.
15. [2017-0549](#) 2017-2018 Operator's License (bartender/sales clerk) application no. 18-283 of Rupinder K. Randhawa.
Unanimously recommended to be denied based on an incomplete application and the police report.

16. [2017-0552](#) 2017-2019 Operator's License (bartender/sales clerk) application no. 19-328 of Amanda M. Lindner.

Recommended to be approved by the following vote:

Ayes: 4 - Alderpersons Czaplewski, May, Roadt, and Weigel

Noes: 1 - Alderperson Haass

L. COMMON COUNCIL RECESS

M. NEW AND PREVIOUS MATTERS

ADMINISTRATION & FINANCE and PUBLIC WORKS COMMITTEES

New Matters for Introduction

17. [R-2017-0269](#) Resolution authorizing and directing the Director of Public Works/City Engineer to contract with Carlson Racine Roofing and Sheet Metal, Enc. for roof and parapet wall repairs on the Public Works Yard building in an amount not to exceed \$24,000.

Sponsors: Public Works Committee

SAFETY & DEVELOPMENT and LICENSE & HEALTH COMMITTEES

Previous Matters for Consideration

18. [R-2011-0206](#) Resolution to amend R-2010-0178 relative to the hours of operation for the outdoor deck at Hero's Sports Bar located at 9105 W. Lincoln Ave.

Sponsors: License & Health Committee and Safety & Development Committee

ADMINISTRATION & FINANCE COMMITTEE

New Matters for Introduction

19. [O-2017-0042](#) Ordinance to amend Subsection 5.03(8)(b) of the City of West Allis Revised Municipal Code increasing the crash billing fee from \$250 to \$500.

Sponsors: Administration & Finance Committee

Attachments: [Communication regarding Crash Billing Rate Increase](#)

20. [O-2017-0045](#) Ordinance to amend the City of West Allis Salary Schedule (originally adopted by the Common Council on June 6, 2017 by Resolution No. R-2017-0157) due to four recent reclassifications (Commercial Building Inspector, Residential Building Inspector, Neighborhood Services Supervisor, and Graphic Design/Production Specialist).

Sponsors: Administration & Finance Committee

Attachments: [Amended Salary Schedule 10.3.17](#)

21. [R-2017-0259](#) Resolution relative to continuing to contract with Workforce Health to furnish Health Risk Assessments (HRA), as administered under the City's Wellness Program, to employees and spouses (where applicable) in order to be eligible for a reduced monthly health insurance premium contribution for the March 1, 2018 to February 28, 2019 insurance plan year.
- Sponsors:* Administration & Finance Committee
- Attachments:* [Workforce Health Services Agreement Schedule - HRA](#)
22. [R-2017-0268](#) Resolution to approve the Year 2018 Operating Plan for the Downtown West Allis Business Improvement District and to adopt the Special Assessment Method as stated therein (Preliminary).
- Sponsors:* Administration & Finance Committee
- Attachments:* [2018 BID Operating Plan](#)
[2018 BID Assessments](#)
23. [R-2017-0261](#) Resolution approving a two-year extension and amendment to the Intergovernmental Emergency Medical Services Agreement for Emergency Medical Services (EMS) between Milwaukee County and the City of West Allis for 2017-2018.
- Sponsors:* Administration & Finance Committee
- Attachments:* [EMS Agreement Amendment Letter](#)
[2017-18 EMS Agreement - Approved 1.17.17](#)
[Original, Signed Resolution re 2017-18 EMS Agreement](#)
24. [R-2017-0262](#) Resolution authorizing the purchase of three 2018 AWD Ford Utility Interceptor SUVs from Ewald Automotive Group, and associated ancillary items, such as light bars, sirens, etc. from various vendors for a sum not to exceed \$110,000.00, and authorizing a budget transfer of \$110,000.00, to facilitate the purchase, from the West Allis Fire Department's salary account into its vehicle account.
- Sponsors:* Administration & Finance Committee
- Attachments:* [Communication & Price Quote for 2018 Fire Vehicles](#)
25. [R-2017-0266](#) Resolution approving the gifting of Canine Diesel from the West Allis Police Department to Corporal Ryan McNally.
- Sponsors:* Administration & Finance Committee
26. [2017-0636](#) Communication from City Administrator recommending the appointment of Mr. Anthony Warkoczewski for the position of IT Director.
- Attachments:* [Communication regarding appointment of IT Director](#)
27. [2017-0637](#) Communication from City Administrator requesting approval to fill the vacant position of Administrative Support Assistant in the Assessor's Office.
- Attachments:* [Request to fill Administrative Support Assistant position](#)

28. [2017-0638](#) Communication from City Administrator requesting approval to fill the vacant position of Commercial Construction Inspector in the Department of Building Inspection and Neighborhood Services.
- Attachments:* [Request to fill Commercial Construction Inspector position](#)
29. [2017-0640](#) Communication from City Administrator requesting approval to fill the upcoming vacant position of Graphic Print and Web Designer in the Communications Department and reclassified as a Graphic Design/Production Specialist.
- Attachments:* [Request to fill Graphic Print & Web Designer position](#)
30. [2017-0644](#) Communication from City Administrator requesting approval to fill the vacant position of Maintenance Repairer in the Department of Public Works, Fleet Services Division.
- Attachments:* [Request to fill Maintenance Repairer position](#)
31. [2017-0645](#) Communication from City Administrator requesting approval to fill the vacant position of Equipment Mechanic in the Department of Public Works, Fleet Services Division.
- Attachments:* [Request to fill Equipment Mechanic position](#)
32. [2017-0628](#) 2018 City of West Allis Mayor's Recommended Budget.
- Attachments:* [2018 Recommended Budget](#)

Previous Matters for Consideration

33. [O-2017-0040](#) Ordinance to Repeal and Recreate Section 2.76 of Subchapter II of Chapter II of the City of West Allis Revised Municipal Code relating to wages, hours and conditions of employment and the abolishment of the Civil Service Commission.
- Sponsors:* Administration & Finance Committee
- Attachments:* [9.19.17 Marked Copy of Ordinance to Repeal & Recreate RMC Section 2.76](#)
[10.3.17 Marked Copy of Ordinance to Repeal & Recreate RMC Section 2.76](#)
34. [R-2017-0251](#) Resolution to approve the following updated City of West Allis Policies and Procedures: #1402 Recruitment, Selection and Employment, #1403 Disciplinary Action and Grievance Procedure, and #1432 Vacations.
- Sponsors:* Administration & Finance Committee
- Attachments:* [1402.Current Version](#)
[1402.Proposed Update](#)
[1403.Final Marked Copy.091917](#)
[1403.Final Clean.091917](#)
[1432.Final Marked Copy.091917](#)
[1432.Final Clean.091917](#)

PUBLIC WORKS COMMITTEE**New Matters for Introduction**

35. [R-2017-0254](#) Resolution authorizing the Director of Public Works/City Engineer to amend an existing Contract with Bloom Companies, LLC for Engineering Consulting Services related to the Crosstown Connector Bike and Pedestrian Trail for an amount not to exceed \$20,015.73.

Sponsors: Public Works Committee

Attachments: [Amendment 10_17-0530](#)

36. [R-2017-0255](#) Resolution to approve bid of Visu-Sewer, Inc. for the installation of sanitary and storm sewer lining, sanitary sewer spot lining, sanitary sewer grouting and sanitary manhole lining and grouting at various locations within the City of West Allis, in the amount of \$192,223.50.

Sponsors: Public Works Committee

Attachments: [2017-24 BID RESULTS](#)

37. [R-2017-0256](#) Resolution to approve bid of Musson Bros., Inc. for the installation of connection liners in the sanitary sewer system at various locations within the City of West Allis, in the amount of \$43,800.00.

Sponsors: Public Works Committee

Attachments: [2017-25 BID RESULTS](#)

38. [R-2017-0257](#) Resolution to approve bid of C.P.R., Inc. for concrete pavement patching, concrete curb & gutter, manhole adjustments and utility adjustments in at various locations within the City of West Allis, in the amount of \$208,438.00.

Sponsors: Public Works Committee

Attachments: [2017-26 BID RESULTS](#)

39. [2017-0626](#) Communication from Principal Engineer regarding 2018 Special Assessment Rates.

Attachments: [2017-0626](#)

Previous Matters for Consideration

40. [2015-0632](#) Communication from Principal Engineer regarding increase in Capital Improvement Program.

Attachments: [COMM-2015-0632](#)

SAFETY & DEVELOPMENT COMMITTEE**New Matters for Introduction**

41. [O-2017-0046](#) Ordinance to repeal and recreate subsection 13.28(10)(l) of the City of West Allis Revised Municipal Code, Chapter 13, Building Code relative to Prohibited Parking on Private Property.
- Sponsors:* Ald. Haass
42. [O-2017-0047](#) Ordinance to repeal and recreate subsection 13.05 of the City of West Allis Revised Municipal Code, Chapter 13, Building Code relative to Required Building Permits.
- Sponsors:* Safety & Development Committee
43. [R-2017-0258](#) Resolution to Impose a Moratorium on issuance of occupancy permits for parking lots and structures for the storage of private passenger automobiles, in the C-2 Neighborhood Commercial zoning district.
- Sponsors:* Ald. Weigel

Previous Matters for Consideration

44. [R-2017-0082](#) Resolution relative to determination of Special Use Permit for a proposed expansion to the outdoor seasonal sales area for the West Allis Home Depot located at 11071 W. National Ave.
- Sponsors:* Safety & Development Committee
- Attachments:* [R-2017-0082 needs applicant signature](#)
[AFFIDAVIT OF PUBLICATIONS - R-2017-0082](#)
[GreenbergFarrow communication](#)
45. [R-2017-0206](#) Resolution relative to determination of Special Use Permit for VJ's Food Mart, for a proposed Class A Liquor License at 9206-10 W. Schlinger Ave.
- Sponsors:* Safety & Development Committee
- Attachments:* [AFFIDAVIT OF PUBLICATIONS - VJ's Food Mart](#)
46. [2017-0492](#) Special Use Permit for VJ's Food Mart, for a proposed Class A Liquor License at 9206-10 W. Schlinger Ave.
- Attachments:* [Application - VJ's Food Mart](#)

47. [O-2010-0048](#) Ordinance to amend Subsection 12.40(1)(ii) and 12.41(1)(dd) relative to sporting good stores. To repeal Subsection 12.41(1)(q) relative to indoor gun ranges in the C-2, Neighborhood Commercial District. To repeal and recreate Subsection 12.48(3)(a) relative to firearm ranges in Park Districts and to amend Subsection 12.43(2)(m) of the Revised Municipal Code to permit gun, firearm and/or ammunition sales; sporting good stores with gun, firearm and/or ammunition sales; and, indoor ranges as a permitted use within the C-4 Regional Commercial District.

Sponsors: Safety & Development Committee

48. [2009-0462](#) Safety & Development Committee communication requesting a review of the City's emergency flooding response.
49. [2011-0596](#) Communication from Acting Health Commissioner relative to Resolution No. R-2011-0122 analyzing the difference between City of West Allis ordinances and State law as pertains to public health.

Attachments: [Actg Hlth Comm.pdf](#)

50. [2011-0651](#) Communication from the Department of Building Inspections and Neighborhood Services relative to analyzing the difference between City of West Allis ordinances and State law as pertains to building codes.

Attachments: [BINS communication 2011-0651.pdf](#)

51. [2011-0652](#) Communication from the Fire Department relative to analyzing the difference between City of West Allis ordinances and State law as pertains to fire prevention codes.

Attachments: [Fire Dept comm 2011-0652.pdf](#)

Public Hearing Items (Safety & Development Committee)

52. [R-2017-0263](#) Resolution relative to determination of Special Use Permit for The Market at Six Points Apartments, a proposed multi-family apartment building, to be located within the NoNa portion of The Market at Six Points redevelopment at 6620 & 6700 W. National Ave.

Sponsors: Safety & Development Committee

53. [2017-0608](#) Special Use Permit for The Market at Six Points Apartments, a proposed multi-family apartment building, to be located within the NoNa portion of The Market at Six Points redevelopment at 6620 & 6700 W. National Ave.

Attachments: [Application-Market at Six Pts-Apts](#)

54. [R-2017-0264](#) Resolution relative to determination of Special Use Permit for CESA #1, a proposed educational facility, to be located at Parkway School, 2930 S. Root River Parkway.

Sponsors: Safety & Development Committee

55. [2017-0573](#) Special Use Permit for the Cooperative Educational Service Agency (CESA) for a proposed school/educational institution located at Parkway School, 2930 S. Root River Parkway.
- Attachments:* [Application - CESA](#)
[Project Description - CESA](#)
56. [R-2017-0267](#) Resolution relative to determination of Special Use Permit for ALDI to add alcohol beverage sales via a Class A Liquor License at 1712 S. 108 St.
- Sponsors:* Safety & Development Committee
57. [2017-0606](#) Special Use Permit for ALDI, for a proposed Class A Liquor License at 1712 S. 108 St.
- Attachments:* [Application - Aldi](#)
58. [R-2017-0260](#) Resolution relative to determination of Special Use Permit for a proposed day care facility to be located at 7234 W. Becher St.
- Sponsors:* Safety & Development Committee
59. [2017-0611](#) Special Use Permit for a proposed day care facility, to be located at 7234 W. Becher St.
- Attachments:* [Application-Day Care-7234 W. Becher](#)
60. [R-2017-0265](#) Resolution relative to determination of Special Use Permit for Three In One Thrift Store (WTT Thrift, Inc.), a proposed second-hand article retail store, to be located at 3125 S. 108 St.
- Sponsors:* Safety & Development Committee
61. [2017-0607](#) Special Use Permit for Three In One Thrift Store (WTT Thrift, Inc.), a proposed secondhand article retail store, to be located at 3125 S. 108 St.
- Attachments:* [Application - Three In One](#)
62. [O-2017-0044](#) Ordinance to amend Sections 12.06, 12.40, 12.41 and 12.42 of the Revised Municipal Code relative to defining and permitting medical clinics and massage therapy uses.
- Sponsors:* Ald. May
63. [O-2017-0043](#) Ordinance to amend Section 12.06, 12.41, 12.42 of the Revised Municipal Code relative to defining and permitting commercial printing services.
- Sponsors:* Ald. Weigel

LICENSE & HEALTH COMMITTEE**New Matters for Introduction**

64. [O-2017-0041](#) Ordinance to Amend Subsection 9.01(3)(b) of the West Allis Revised Municipal Code Relating to Continuity of Alcohol Beverage Licenses and Owners of Property Whose License is Revoked.

Sponsors: License & Health Committee

65. [2017-0630](#) Request from Lele's Whiskey Corner, LLC, Erwin C. Magritz, Agent, to change the description of the type of music on the 2017-2018 Instrumental Music License no. 2147 to include open mic night, d/b/a Remedy Bar, 1309 S. 60 St.

Attachments: [Magritz Req.](#)

66. [2017-0629](#) License applications.

2017-2018 and 2017-2019 Operator's License (bartender/sales clerk) applications:

• Bernier, Donna L.; Collier, Jacqueline A.; Ditekof, Diana M.; Fischer, Shawna M.; Graff, Jennifer L.; Haas, Michele L.; Johnson, Kellie N.; Judis, Trent M.; Kraft, Stanford T. Jr.; Landis, Sidney T.; McAdams, Madalyn M.; Menting, Phillip R.; Mork, Anna N.; Perez, Geraldo; Rummery, Andrea; Sabbatini, Samantha E.; Sherman-Beaudry, Dawn M.; Thieme, Sarah A.; Toicen, Brandon L.; and Vickio, Crystal M.

As amended to remove Toicen, Brandon L. and include Gafford, Shawn M.

Adult-Oriented Establishment Operator Permit applications:

• Gortmaker, Stephanie P.; Palubicki, Jessica M.; Zimmerman, Samantha PC.

2017-2018 Special B Beer & Wine License applications:

• West Allis, WI SPEBSQSA, Inc. 1441 S. 92 St., Heart of Harmony Dinner Show Thursday, October 21, 2017, 5:30 p.m. to 10:00 p.m. (1st application, Beer & Wine).

• The ALS Association WI Chapter, 12377 W. Lincoln Ave, Picninc Area #3, Walk to Defeat ALS Sunday, October 8, 2017, 8:00 a.m. to 2:00 p.m. (1st application, Beer).

2017-2018 Manufactured and Mobile Home Community Licenses

• Hillside Properties, LLC, Michael Nau, d/b/a Hillside Properties, 10211 W. Greenfield Ave., 53214

67. [2017-0635](#) 2017-2018 Operator's License (bartender/sales clerk) application no. 18-296 of Christopher J. Paulos.

Previous Matters for Consideration

68. [2017-0579](#) 2017-2018 Combination Class A Liquor License application no. 2504 of Aldi Inc. (Wisconsin), Shauna B. Carter, Agent, d/b/a Aldi #10, for premises located at 1712 S. 108 Street (new-nonexisting location).

69. [2009-0768](#) Communication from Kurt D. Wachholz, District Administrator, West Allis-West Milwaukee, et al. School District, relative to smoking in City parks during Youth Recreation Events.

Attachments: [2009-0768.pdf](#)

70. [2017-0111](#) Communication from The Building Inspections and Neighborhood Services Department regarding an update on inspections for the Used Vehicle Dealer License for the premise located at 7010 W. Lincoln Ave. and the Class B Tavern License for the premise located at 3411 S. 108 St.

Attachments: [BINS comm.](#)

ADVISORY COMMITTEE

New Matters for Introduction

71. [2017-0631](#) Communications from Wisconsin Historical Society regarding Notice of Entry in the National Register and/or State Register of Historic Places for Kopperud Park Residential Historic District at 837-871 S. 76 St. (odd only), and 824-862 S. 77 St. (even only), and 7624 W. Walker St.

Attachments: [WA Historical Society comm.](#)

72. [2017-0634](#) Notification of reappointments to the West Allis Community Improvement Foundation, Inc.

Attachments: [Notification re reappointments to WACIF Board of Directors](#)

73. [2017-0639](#) Appointment by Mayor Devine of Mr. Joey Balistreri as the Industry and Labor Member of the West Allis Block Grant Committee, his two-year term to expire September 1, 2019.

74. [2017-0642](#) Appointment by Mayor Devine of Ms. Robin Kidd as a member of the West Allis Beautification Committee, her two-year term to expire December 31, 2019.

Attachments: [Kidd Appointment Letter](#)

75. [2017-0643](#) Appointment by Mayor Devine of Melvin Johnson as an Adult Advisor-School Superintendent's Designee to the West Allis Youth Commission.

Attachments: [Johnson Appointment Letter](#)

N. ADJOURNMENT

All meetings of the Common Council 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.