



# City of West Allis

## 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, October 2, 2018

7:00 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### RECESS MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

13. [O-2018-0038](#) Ordinance to amend the City of West Allis Salary Schedule by adding the positions of City Attorney, and Administrative Support Specialist - Police Body Cameras.

*Attachments:* [2018 PAYROLL SCHEDULE - NON-RESIDENT and RESIDENT FINAL October 2.](#)

14. [R-2018-0620](#) Resolution to approve the Total Benefit Package recommendation from the Employee Benefit Committee and creation or amendments of related Policies - #1410 - Total Benefit Package; #1412 - Holidays; #1413 - Health and Dental Insurance - Legacy Package.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Employee Examples September 27 18](#)

[Total Benefit Package Policy.](#)

[1413 Health and Dental Insurance](#)

[Holiday policy](#)

15. [R-2018-0629](#) Resolution relative to continuing the contract with Cities & Villages Mutual Insurance Company (CVMIC) for furnishing Worker's Compensation Third Party Administrative Services for an annual minimum charge of \$13,000.

*Sponsors:* Administration & Finance Committee

*Attachments:* [Workers Comp TPA Services Agmt. Amendment](#)

16. [R-2018-0630](#) Resolution relative to selecting OnCore, LLC for furnishing the software for the electronic Benefit Administration System for a three-year period at a cost not to exceed \$155,000.

*Sponsors:* Administration & Finance Committee

**Attachments:** [OnCore Next Steps](#)  
[OnCore Service Agreement](#)  
[TeemWurk User Agreement](#)  
[Business Associate Agreement](#)  
[Business Associate Subcontractor Agreement](#)  
[Auto Authorization Form - TeemWurk Inc.](#)

17. [R-2018-0631](#) Resolution accepting the proposal of Impact Networking, LLC to purchase Docuware Accounts Payable Workflow Manager software and professional services to install and configure for an amount not to exceed \$26,041.25.

**Sponsors:** Administration & Finance Committee

**Attachments:** [Communication re Docuware AP software purchase](#)  
[Docuware Vendor Quote](#)

18. [R-2018-0633](#) Resolution to approve the Year 2019 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:** [2019 BID Operating Plan](#)  
[2019 Assessment Roll](#)

19. [R-2018-0637](#) Resolution authorizing the borrowing for the S. 70th St. Corridor Project as proposed by Cobalt Partners LLC.

**Sponsors:** Administration & Finance Committee

20. [R-2018-0634](#) Resolution approving application to Board of Commissioners of Public Lands to borrow \$7,087,105.00 from the State Trust Funds, and authorizing the borrowing and the issuance of Certificates of Indebtedness and levying a tax in connection therewith.

**Sponsors:** Administration & Finance Committee

**Attachments:** [R-2018-0603 \(Res. authorizing purchase of property\)](#)

21. [2018-0782](#) Communication from City Administrator requesting approval to fill two vacant Maintainer positions in the Department of Public Works, Sanitation and Street Division.

**Attachments:** [Request to fill two Maintainer positions](#)

22. [2018-0793](#) Communication from City Administrator requesting approval to fill the upcoming vacant position of Human Resources Director in the Human Resources Department.

**Attachments:** [Request to fill Human Resources Director position](#)

23. [2018-0794](#) Communication from City Administrator requesting approval to fill the upcoming vacant position of Wellness and Benefits Coordinator in the Human Resources Department.

**Attachments:** [Request to fill Wellness and Benefit Coord. position](#)

24. [2018-0792](#) 2019 City of West Allis Mayor's Recommended Budget.

*Attachments:* [2019 Recommended Budget Submittal](#)

### City Attorney Claim Report

25. [2016-0069](#) Mary Neubauer Notice of Claim and Circumstances of Claim relative to injuries and damages allegedly sustained on September 28, 2015.

*Attachments:* [Claim Neubauer](#)

26. [2018-0539](#) Mary Radspinner Notice of Claim regarding personal property damages allegedly sustained at 10211 W. Greenfield Ave., Lot 52, on December 13, 2016.

*Attachments:* [Claim - MRadspinner.12132016](#)

[Ltr.CC.OnFile.Radspinner](#)

27. [2018-0548](#) Juan Flores Notice of Claim regarding a claim for refund of 2017 personal property taxes.

*Attachments:* [Claim - Juan Flores](#)

[Ltr.CC.Denial.Flores](#)

### 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.

#### **NOTICE OF POSSIBLE QUOROM**

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

#### **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.