



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes CAPITAL IMPROVEMENTS COMMITTEE

ALD. JOSEPH DUDZIK, CHAIR

**Ald. Robert Bauman, Ald. Michael Murphy, Jeffrey Mantes, W.
Martin Morics, Mark Nicolini, and Mariano Schifalacqua**

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Wednesday, February 10, 2010

9:00 AM

Room 301-B, City Hall

Meeting convened: 9:05 A.M.

1. Roll call:

Members Present: 5 - Ald. Joseph Dudzik, Chair, Jeffrey Mantes, Michael Daun (W. Martin Morics Alternate), Mark Nicolini, and Mariano Schifalacqua

Members Excused: 2 - Ald. Bauman and Gerald Froh (Ald. Michael Murphy Alternate)

Also present: Venu Gupta, Dept. of Public Works, David Schroeder, Dennis Yaccarino and Eric Pearson, Dept. of Admin., Budget & Management Div., Marianne Walsh and Barry Zalben, Legislative Reference Bureau and Carrie Lewis, Superintendent of Water Works

2. Review and approval of the January 21, 2010 meeting minutes

Mr. Daun moved approval of the minutes, Mr. Mantes seconded. There were no objections.

3. Discussion and development of the committee's procedures, guidelines, goals and objectives

Ald. Dudzik said this committee has already had some discussion on its goals and duties, but the committee as a whole needs to work on setting up some guidelines to meet the goals that this committee was charge with and also, so that it can have some input on the 2011 Capital Improvements budget.

Ald. Dudzik said one of the reports that this committee is responsible for was due on February 1st, but that due date was not obtainable this year. Another deadline this committee is facing is on May 11, 2010, which is the due date for the submission of a proposed 2011 capital improvements budget.

Mr. Daun said that this year this committee will be relying on the Budget & Management Div. staff and asked Mr. Nicolini what is his thoughts are on the timing of the 6 year capital improvements plan?

Mr. Nicolini replied that the budget office staff will handle the capital improvements requests this year, as it has been done in previous years, but due to this committee's involvement in the process he will accelerate the process this year by two weeks. He said the due date could be set for the middle of April, instead of the end of April. He said one of the ways that this committee could help the budget office staff would be during its review of the condition ratings, it could begin with those projects that are considered priorities.

Mr. Nicolini suggested this committee begin with reviewing the current 2010-2015 capital improvements plan.

Mr. Schroeder said the budget office plan is to have the capital improvements plan form and instructions sent to all departments by the end of February and the due date for the submission of the form to the budget office will be set for the middle of April. He said he would include in the instructions a note that a copy of departmental requests need to be sent to the Capital Improvements Committee.

Mr. Daun said the first thing this committee should do is begin reviewing the 2010-2015 capital improvements plan and secondly, review and potentially modify the criteria listed in Common Council File #081215. He also said that the members could begin reviewing the condition rating report.

Ald. Dudzik said that the Dept. of Public Works had provided the committee members with a condition data report (Exhibit 1).

Ald. Dudzik said he would like to have a clear set of procedures and guidelines set up and in place in the near future as to where this committee is going and what it needs to get done. He said it would be one less hurdle for the new staff person to this committee to have to deal with.

Ms. Walsh suggested that rather than putting the individual criteria into the ordinance, the committee may want to look at developing a new matrix of criteria that can be referenced in the ordinance and can be changed from time to time as determined this committee. She said she has obtained the criteria used by several other cities. She also suggested that some kind of scoring system could be created by this committee. She said she has an example of a scoring card that another City uses that she will make available to the committee members.

Mr. Schifalacqua said there are two key dates that the committee needs to submit reports by, the first report is the 6-year program plan that is due on February 1st, which is not feasible this year and the second is capital improvements budget request that this committee needs to submit to the Budget & Management Div. by May 11, 2010. He said that the departments' capital improvements requests should be submitted to this committee first for its review. He said for this first year the committee will need to work with the budget office in the initial review.

Ald. Dudzik suggested that this Committee send out a letter to all the departments letting them know that this committee exists and that a copy of their department capital improvements budget request should be sent this committee.

Mr. Schifalacqua replied that a joint letter from this committee and the Budget & Management Div. be sent out to all departments.

Ald. Dudzik replied in the affirmative.

Mr. Daun asked if the list of criteria could be included in the joint letter, so that the departments know what information this committee looking for.

Mr. Mantes replied that the most of the department heads know what information is required.

Mr. Nicolini said section b-1, b-3 and b-5 listed in File #081215 (Exhibit 2) are items that this committee could begin focusing on, with the help of Ms. Walsh, the budget office and all other departments. He said one of the benefits of having this Capital Improvements Committee is that there will be an improvement in the overall quality of the information that is taken into account as part of the budget process. He said the budget office could provide the committee with the information needed for b-1 and the process for b-3 could begin today by beginning the review of the condition ratings. He said b-5, which is the most difficult task, could be done during this meeting and throughout the next three committee meetings.

Ald. Dudzik asked Ms. Walsh if she thinks Mr. Nicolini suggestion is a realistic goal?

Ms. Walsh replied in the affirmative.

Mr. Daun asked if this committee will have departments appear when it is reviewing their capital improvement projects?

Mr. Nicolini replied in the affirmative.

Mr. Schifalacqua said that it would be very helpful for this committee, after it gets the budget requests, to have the departments appear to give an overview of their request. He said that in the past the due date for departments to submit their budget requests has been at the end of April and asked if that due date could be moved up to the middle of April so that this committee will have a couple of meetings before the May 11th due date to review the requests?

Mr. Mantes said he has already given his staff a heads-up on an early request. He said he doesn't know if any of the other departments would be able to, such as the Fire and Police Departments.

Mr. Nicolini replied that the Police and Fire buildings improvements are under the purview of this committee, but the operating equipment is not.

Mr. Nicolini asked if an April 7th due date would be feasible?

Mr. Schroeder replied in the affirmative. He said most of the departments could accommodate an April 7th due date.

Mr. Mantes replied that the current six-year capital improvements plan could be updated by first determining what has been accomplished to date and what is planned to be completed in 2010. That would give the committee a draft six-year capital improvements plan to begin working with.

Ald. Dudzik said that eventually this committee will need to amend the ordinance to add in those capital projects that are not in the purview of this committee.

Mr. Nicolini said that the committee meetings that the departments will appear at could last up to three hours and the Department of Public Works will probably need one full meeting.

Ald. Dudzik said that he would like to have the Dept. of Public Works appear and give their presentation at the first committee meeting.

Mr. Mantes said he will not be available for April 14th committee meeting. He said the Department of Public Works would be ready to give their presentation at the March 25th committee meeting.

Mr. Daun asked Mr. Mantes if he thinks the stimulus funding picture is clear enough that will allow the Public Works be pretty firm as to what will be funded or is there a level of uncertainty?

Mr. Mantes replied that at this time the Department Public Works is sure on what is going to be built this and next year with the stimulus funding that has been received. He said it isn't known at this time if a second round of stimulus funding will become available.

4. Discussion and review of capital improvements condition data

Ald. Dudzik referred the members to the condition data report (Exhibit 1) prepared by the Department of Public Works and said that the members should begin reviewing it, because it will be used in future meetings.

Mr. Mantes referred members to the water main replacement process in the condition data report and said some of that information will need to be taken into consideration.

Ald. Dudzik said the spreadsheets that the water works provided in the report were put together very well and suggested that other departments adapt that style also.

Mr. Schifalacqua said it would be a benefit to this committee if they could have each department appear and give a short presentation on their condition data before the department appears to give their capital improvements request.

Ald. Dudzik replied in the affirmative.

Mr. Nicolini suggested that if committee members have questions they should send them to Ms. Walsh and Ms. MacDonald and they could summarize them and forward them on to all committee members.

Mr. Nicolini asked if the Department of Public Works could provide information on the street lighting program?

Mr. Mantes replied in the affirmative.

5. Next meeting agenda

Mr. Schifalacqua suggested that each department appear to give a presentation on its capital improvement request. He also suggested that each department give a short presentation on their condition data at the next meeting and before the department presents their capital improvements request.

Ald. Dudzik said that he would like to have the Dept. of Public Works appear and give their presentation at the first meeting.

Mr. Mantes said the Department of Public Works can give their presentation at the March 25, 2010, meeting.

Meeting adjourned: 9:50 A.M.

Terry J. MacDonald
Staff Assistant