



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

Staff Assistant, Terry MacDonald

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Thursday, November 19, 2009

1:30 PM

Room 301-B, City Hall

Meeting convened: 1:34 A.M.

1. Roll call:

Members Present: 6 - Ald. Joseph Dudzik, Chair, Gerald Froh (Ald. Michael Murphy Alternate), Jeffrey Mantes, Michael Daun (W. Martin Morics Alternate), Mark Nicolini, and Mariano Schifalacqua

Members Excused: 1 - Ald. Bauman

Also present: Venu Gupta, Dept. of Public Works (Alternate for Jeff Mantes), Preston Cole, Director of DPW, Operations, David Schroeder, Dept. of Admin., Budget & Management Div., Maria Monteagudo, Director Dept. of Employee Relations and Michael Talarczyk, Legislative Reference Bureau

2. Review and approval of the October 15, 2009 meeting minutes

Mr. Schifalacqua asked that the minutes be amended to include, under item #5, his question to the City Engineer (Mr. Polenske) on "if he noticed an increase in construction cost, due to the increase in construction projects funded by the stimulus funds and the capacity of contractors in the area." and Mr. Polenske's reply.

Mr. Daun moved approval of the minutes as amended, Mr. Nicolini seconded. There were no objections.

3. Appointment of a vice chair

Ald. Dudzik asked Mr. Ronald Leonhardt, City Clerk to appeared and explain to the committee members some of the options this committee could consider in appointing a permanent vice-chair or having a temporary chair appointed in case he would need to miss a meeting.

Mr. Leonhardt said this committee has three options. He said the ordinance doesn't specify a vice-chair for the committee and under parliamentary law the committee could elect a vice-chair. If the committee wants a specific position as vice-chair, the ordinance would need to be amended to reflect that. The last option would be that the staff assistant would open the meeting and a temporary chair would be selected for that meeting.

Mr. Daun said alternative three is the most flexible.

Ald. Dudzik said that if there are no objections he would like to go with having the staff assistant open the meeting and the committee members appoint a temporary chair if he would need to miss a meeting. There were no objections.

4. Discussion relating to the job description and on the hiring process for the Capital Improvements Program Specialist position

Mr. Ronald Leonhardt, City Clerk, Andrea Knickerbocker and Sally McAttee, Department Employee Relations, appeared on this matter.

Mr. Leonhardt gave an overview on the how the creation of the Capital Improvements Program Specialist position came about. He said due to the approval of a budget amendment to the 2010 budget by the Council on November 6, 2009, the position was moved from the Department of Public Works and placed in the Office of the City Clerk. He said the Common Council has also already amended the ordinance to reflect the above action. He said based on the above changes he contacted the chair of this committee and the Department of Employee Relations and found that Mr. Froh had already begun working on a job description for the position. He obtained a copy of that job description and in consultation with the committee chair has finalized the job description and copies have been sent to all the members of the committee (Exhibit 1). He said he also sent a copy of the job description to the Department of Employee Relation to be review and approved by the City Service Commission and from there it will need to be considered by the Finance & Personnel Committee and the Common Council.

Mr. Leonhardt said that after the position has gone through the civil service process, the top five candidates will come before an interview team. That interview team will consist of either himself or the Deputy City Clerk and representatives from this committee.

Mr. Leonhardt said that he has concerns with the up-coming due dates for some of the required reports. He said that since the ordinance says the City Clerk is responsibly for providing staff to this committee, he has already talked to the manager of the Legislative Reference Bureau and asked him to work with this committee, the Budget & Management Office, and the Department of Public Works to provide the resources needed to get the reports, etc. completed.

Ald. Dudzik asked about the timeline for the job selection process and hiring?

Ms. Knickerbocker replied that the job description could go before the City Service Commission on December 1, 2009, and from there it would move to the Finance & Personnel Committee for consideration at its December 16, 2009 and then on to the Council for its approval at its meeting scheduled for December 22, 2009. She said if the Council approves it on December 22, 2009 the recruiting process can begin.

Ms. McAttee appeared and said the recruitment process usually takes two to three months. She said it takes about a month for the recruitment period and that time could be extended, if not enough qualified applications are received. The applications are then review and an exam (written and oral) is scheduled. Lastly, the interviews can be conducted.

Mr. Schifalacqua said that under "Section F, Minimum Qualifications Required" it says "Bachelor's Degree (Master's desirable), etc." and said there isn't any type of public works degree listed.

Ms. McAttee replied that the job description hasn't been reviewed yet, but feels a public works degree or course work should be included.

Mr. Leonhardt replied that the degrees that were listed were from the previously job description said some type of public works related field should be added.

Mr. Leonhardt said that a part of the job description that he did amend was the salary grade, which was originally set at a pay grade ten and a required or desired ten years of experience and he changed that to pay grade six with three years of experience. He asked that the committee members give some input on what level of experience they think this position should have.

Mr. Nicolini replied that he feels that the first 60% of the position's duties should reflect a partnership approach with this committee. He said it is important that the job description is clear that the duties would be more of a supportive type of position that would work with the committee and would not be initiating recommendations on its own.

Ms. Maria Monteagudo, Director of Employee Relations appeared and explained that the discussion, analysis and decision all need to take place yet on the job description before it is finalized.

Mr. Froh said the pay grade six seems a bit low.

Ald. Dudzik replied the salary grade is set at pay grade six in the budget, therefore, it can't be increase to a higher pay grade.

Mr. Leonhardt replied that the budget approved the positions salary at the mid point of salary grade six; therefore, there is some flexibility.

Ms. Monteagudo said that the salary grade is also determined in the review process, along with the title and job description.

Mr. Leonhardt said that there are two City Service Commission meeting scheduled before the December 16, 2009, Finance & Personnel Committee meeting.

Ms. Monteagudo replied that her department staff needs to review and send the classification report to the City Service Commission members on the Thursday prior to its scheduled meeting.

Mr. Leonhardt suggested that the committee members could send any changes to the job description to the chair and the chair could forward those changes to him and he would update the job description.

Mr. Schifalacqua said he would like to see the final job description before it is submitted to the City Service Commission.

Mr. Nicolini said he would like to have one more committee meeting to review and approve the job description prior to it going before the City Service Commission and the Finance & Personnel Committee.

Ald. Dudzik suggested that this committee meet again on December 10, 2009 at 9:30 A.M. to review and approve a final job description. There were no objections.

5. Set next meeting's agenda

Next meeting will take place on Thursday, December 10, 2009 at 9:30 A.M.

Mr. Daun asked if the committee could discuss and setup a schedule and how the committee will complete its first year reports.

Ald. Dudzik replied that the City Clerk's, Legislative Reference Bureau will help to put together the required reports for the first year.

Meeting adjourned: 2:05

Terry J. MacDonald
Staff Assistant