



# 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

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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**

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 11/13/09		2. Present Incumbent: New Position		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/>			
3. Date Filled:		4. Previous Incumbent: New Position		If YES, indicate underfill title in box 10.			
5. Department: Common Council - City Clerk			Bureau: Division: Central Administration		Unit: Section:		
6. Work Location: TBD			Telephone: Email:		Work Schedule: Hours: 8-5 / Days: M-F		
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
10.	Official Title:				Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):						
	Requested Title (if applicable): Capital Program Specialist				6		
Recommended Title (DER Use Only):				Approved by: _____			
				Date: _____			

### 11. BASIC FUNCTION OF POSITION:

On behalf of and under the direction of the Capital Improvements Committee, to prepare citywide annual capital improvements budget & the six year capital improvements plan; monitor capital improvement projects and programs; prepare semi-annual capital progress report for all city capital projects and programs and develop and prepare annual infrastructure preservation reports.

### 12. DESCRIPTION OF JOB (Check if description applies to Official Title or Underfill Title ):

#### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
30	<ul style="list-style-type: none"> <li>Submit to the Capital Improvements Committee a prioritized 6-year capital improvements program for all departments under control of the common council, including total estimated construction and maintenance costs, the effect of the total costs upon estimated annual tax levies and debt service for each year of the program, and recommendations concerning financing of the program.</li> </ul>
30	<ul style="list-style-type: none"> <li>Based on capital budget requests submitted by city departments and within guidelines as established by the common council, submit a recommended Capital Budget including financing, for the construction and maintenance of infrastructure and facilities and describe its relationship to the 6-year capital improvements program to the Capital Improvements Committee. Secure supporting data and justification for proposed CI projects, arrive at accurate cost estimates and secure from city departments a list of services and facilities and a projection of operating costs related to each construction project.</li> </ul>
20	<ul style="list-style-type: none"> <li>Monitor completion of the capital improvements program as contained in the annual budget. Prepare semi-annual progress reports, with emphasis on the status of large-scale capital projects as determined pursuant to Resolution File Number 061597, and other projects as determined by the committee, in relation to their predetermined construction schedule and estimated costs, for submission to the Capital Improvements Committee.</li> </ul>
20	<ul style="list-style-type: none"> <li>Prepare an annual report for submission to the Capital Improvements Committee that describes the condition of the city's infrastructure and facilities and the adequacy of the effort level made by the city to preserve such infrastructure and facilities and eliminate any deferred capital maintenance.</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>



% of Time	ESSENTIAL FUNCTION
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**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

James Owczarski, Deputy City Clerk

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Position is expected to autonomously carry out the assigned responsibilities under the general direction of the Deputy City Clerk.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

- i. **Education and Experience:**  
Bachelor's Degree (Master's desirable) in Public Policy, Public Administration, Economics, Urban

Planning, Finance or related field from an accredited college or university. Three year experience in capital budgeting, finance or similar endeavor.

ii. Knowledge, Skills and Abilities:

Ability to carryout capital budget and policy analysis creatively. Ability to present effective oral and written communications in a concise and clear manner. Ability to work cooperatively with Committee member, elected officials, Deptment Heads and staff to develop Capital Budget and related documents. Proficient with Microsoft Word, Excel, PowerPoint and database analysis.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).



**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** \_\_\_\_\_%

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential

functions.)

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list):</i>	

L. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. **I believe that the statements made above in describing this job are complete and accurate:**

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*Signature of Department Head or Designated Representative*

***The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.***