



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, December 10, 2009

9:30 AM

Room 102, Zeidler Municipal Building
841 N. Broadway

Meeting convened: 9:31 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, Jason Miller and David Schroeder, Dept. of Admin., Budget & Management Div., Andrea Knickerbocker and Laura Sutherland, Dept. of Employee Relations and Michael Talarczyk, Legislative Reference Bureau

2. Review and approval of the November 19, 2009 meeting minutes

*Mr. Mantes moved approval of the minutes as amended, Mr. Schifalacqua seconded.
There were no objections.*

3. Review and approval of the job description for the Capital Improvements Program Specialist position

Mr. Ronald Leonhardt, City Clerk and Ms. Laura Sutherland, Department of Employee Relations appeared on this matter.

Mr. Leonhardt said a revised job description (Exhibit 1) has been sent to all committee members prior to this meeting. He said he received several suggested changes from committee members since the last meeting and those changes have been incorporated into the revised job description.

Mr. Leonhardt recommended that the pay grade for this position be changed from 6 to 8. He said it was budgeted at the mid level of salary grade 6, therefore, changing it to pay grade 8 would not cause any budgetary problem. He said if the position was at a pay grade 8 it would increase the possibility that he would be able to find an internal candidate in city government, which would speed up the hiring process.

Mr. Schifalacqua replied that he agrees that the pay grade should be higher than a 6. He asked if this position still has to go through a wage study?

Mr. Leonhardt replied in the affirmative. He said the job description and salary grade is only a recommendation by this committee.

Ms. Sutherland said the Department of Employee Relations will do the study of the job description and it will go before the City Service Commission on December 15, 2009 for review.

Mr. Leonhardt said that after the City Service Commission reviews and approves the job description, it will then go before the Finance & Personnel Committee on December 16, 2009 and then to the full Council on December 22, 2009.

A motion was made by Mr. Schifalacqua to approve the job description as amended. There were no objections.

Mr. Leonhardt said that once he receives a list of candidates, he will asked the Chair appoint a couple of members from the Committee to conduct the final interviews.

Ald. Dudzik said if any of the committee members would like to volunteer to be on that interview subcommittee to let him know.

4. Set next meeting agenda

Next meeting date: January 21, 2009 at 1:30 P.M.

Mr. Daun said the ordinance has a list of duties that this committee is charged with and suggested that this committee do a thorough review of those duties at a future meeting. He also said some of the those duties listed may be put in place without a lot of staff work.

Ald. Dudzik replied that a review of duties and a discussion to determine which duties should be dealt with first could be taken up at the next scheduled meeting.

Mr. Nicolini said the committee's first report is due on February 1, 2010 and asked if that due date could be changed to the first week in March? He said if the report was done by March it would still be in in time for the 2011 budget process.

Ald. Dudzik asked Mr. Leonhardt if there is any parliamentary rule that would require that report has be in by February 1st?

Mr. Leonhardt replied that a different due date for the report could be done by amending the ordinance. He also said that once the Committee completes its first year it can then determine if that due date needs to be changed.

Mr. Froh said that in the past the six-year program report was received by the Common Council and asked if there is any intention in changing that?

Ald. Dudzik replied in the negative. He said the ordinance that established this committee does say that this committee shall submit to the Common Council a six-year program report for its information.

Meeting adjourned: 9:48 A.M.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____
 City Service _____ Finance _____
 Commission: _____ Committee: _____
 Fire & Police _____ Common _____
 Commission: _____ 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: 11/20/09 | | 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 |
| | 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:

Assist the Capital Improvements Committee in preparing citywide annual capital improvements budget requests and the 6-year capital improvements plan; monitor capital improvement projects and programs; prepare semi-annual capital progress reports for large scale capital projects and programs and 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 |
|-----------|---|
| 40 | • 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. |
| 20 | • Assist the Capital Improvements Committee in developing 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 program2 |
| 20 | • 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. |
| 20 | • Assist the Capital Improvements Committee in developing a recommended Capital Budget, including financing, for the construction and maintenance of infrastructure and facilities, based on capital budget requests submitted by city departments and within guidelines established by the common council, and describe its relationship to the 6-year capital improvements program to the Capital Improvements Committee. Secure supporting data and justification for proposed capital improvements 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. |
| | • |



| % 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 b. Outline methods c. Direct work in progress d. Check or inspect completed work | e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals h. Take disciplinary action or effectively recommend such | |
|--|---|--|
| Number Supervised | Job Title | Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i> |
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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, Civil Engineering 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, especially the ability to evaluate competing priorities within budget limitations. Ability to present effective oral and written communications in a concise and clear manner. Ability to become proficient in use of the Financial Management Information System. Ability to work cooperatively with Committee members, elected officials, Deptment Heads and staff to develop Capital Budget requests, reports 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"/> | Climbing: 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"/> | Balancing: 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"/> | Stooping: 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"/> | Kneeling: Bending legs at knee to come to a rest on knee or knees. |
| <input type="checkbox"/> | Crouching: Bending the body downward and forward by bending leg and spine. |
| <input type="checkbox"/> | Crawling: Moving about on hands and knees or hands and feet. |
| <input type="checkbox"/> | Reaching: Extending Hand(s) and arm(s) in any direction. |
| <input type="checkbox"/> | Standing: Particularly for sustained periods of time. |
| <input type="checkbox"/> | Walking: Moving about on foot to accomplish tasks, particularly for long distances. |
| <input type="checkbox"/> | Pushing: 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"/> | Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
| <input type="checkbox"/> | Lifting: 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"/> | Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling. |
| <input type="checkbox"/> | Grasping: Applying pressure to an object with fingers and palm. |
| <input type="checkbox"/> | Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips. |
| <input type="checkbox"/> | Talking: 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"/> | Hearing: 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"/> | Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers. |
| <input type="checkbox"/> | Driving: 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"/> | Sedentary Work: 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"/> | Light Work: 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"/> | Medium Work: 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"/> | Heavy Work: 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"/> | Very Heavy Work: 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:

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|--------------------------|---|
| <input type="checkbox"/> | Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: 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"/> | Machine Operators, Mechanics, Skilled Tradespeople: 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"/> | Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment. |
| <input type="checkbox"/> | Other: 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"/> | None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work). |
| <input type="checkbox"/> | The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.) |
| <input type="checkbox"/> | The worker is subject to outside environmental conditions: No effective protection from weather. |
| <input type="checkbox"/> | The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour. |
| <input type="checkbox"/> | The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. |
| <input type="checkbox"/> | The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level. |
| <input type="checkbox"/> | The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body. |
| <input type="checkbox"/> | The worker is subject to hazards: 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"/> | The worker is subject to atmospheric conditions: 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"/> | The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids. |
| <input type="checkbox"/> | The worker is required to wear a respirator. |

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:

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.