



# City of West Allis

Ordinance: O-2018-0024

**File Number: O-2018-0024**

**Sponsor(s):** Advisory Committee

**Final Action:**

**MAY 15 2018**

Ordinance to amend Ordinance No. O-2016-0019 regarding Section 2.49 of the City of West Allis Revised Municipal Code relating to the Capital Improvement Committee.

The Common Council of the City of West Allis do ordain as follows:

Part I. Section 2.49 of the City of West Allis Revised Municipal Code is hereby amended to read as follows:

## 2.49. Capital Improvement Committee.

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(1) Establishment. The Capital Improvement Committee is created to recommend, review and update a capital improvement program for the City.

### (2) How Constituted.

(a) The Capital Improvement Committee shall consist of the following members.

1. The Mayor.
2. A member of the Board of Public Works.
3. A member of the Administration and Finance Committee.
4. A member of the Plan Commission.
5. Two (2) citizen members.
6. The City Administrator.
7. The Finance Director/Comptroller/Treasurer or designee.
8. The Director of Public Works or designee.
9. The Director of Development or designee.
10. The City Engineer or designee.

(b) The member of the Board of Public Works, the member of the Administration and Finance Committee, the member of the Plan Commission, and the two (2) citizen members shall be appointed by the Mayor. The member of the Administration and Finance Committee and the member of the Board of Public Works shall be appointed annually. The citizen members shall be appointed for terms of three (3) years each. All appointments by the Mayor are subject to the confirmation of the Common Council.

### (3) Organization and Procedure.

(a) The Chairman of the Committee shall be designated by the Mayor.

(b) Meetings shall be held biannually in conjunction with the budget process, or more frequently, as necessary, at the call of the Chairman or a majority of the entire Committee. The meetings shall be held at a time and place specified by the Committee and shall be

open to the public.

(c) A quorum shall consist of six (6) members, and all official actions shall require a majority vote.

(d) Written minutes shall be kept showing all action taken and recommendations made; the City Clerk shall provide staff for the Committee.

(e) The Committee may adopt additional rules, not inconsistent herewith, for the transaction of its business.

(4) Definitions.

(a) "Capital Assets" are known as fixed assets and include - land, land improvements, easements, buildings and improvements, equipment, technological software, capital leases, technology equipment, recycling and waste management equipment, parks and open spaces, infrastructure (streets, roads, alleys, bridges; tunnels; water, drainage and sewer systems; lighting systems, traffic control, underground conduit and wired communications), and other similar items that the Common Council may from time to time require.

(b) "Capital Equipment" means any single asset/single piece of equipment.

(c) "Capital Improvement Plan" or "Capital Improvement Program" means a plan/prioritization of capital projects and capital equipment, their costs, and methods of financing.

(d) "Capital Project" is a project for the construction, transformation, or renovation of permanent infrastructure.

(e) "Capital Outlay" means money spent to fund a capital project, also known as capital expenditures. It does not include incidental repair or maintenance of a capital asset.

(5) Duties and Responsibilities. The Committee shall:

(a) Annually, prior to September 1, develop and recommend a five-year capital improvement plan for submittal to the Common Council for action. The plan shall be based on capital project requests submitted by City departments and shall include items described under (5) below.

(b) Establish criteria to determine the priority of requests including, but not limited to:

1. Risk to Health, Safety and Environment and Regulatory or Mandated Requirement.
2. Existing asset condition, recurring maintenance and repair costs, and expected lifecycle.
3. The effect of the request on the achievement of any goal in the City's strategic plan, comprehensive plan or other plans the Common Council has approved.
4. The interrelationship of each capital program/project with other capital projects.
5. The capacity of the request to fit within funding and debt service targets as determined by the City's fiscal policies.
6. Impact on City operational finances, including operational costs savings, revenue generation, etc. due to program or project completion and economic sustainability of the program or project.
7. Purpose/Reason for the program or project.
8. Program or Project Encourages Economic Development/Maintains or Grows Tax Base.
9. Program or project maintains or increases the level of efficiency of City Services.

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10. Environmental Sustainability of the program or project.

(c) Consider and report or recommend on such other matters as may be referred to it from time to time by the Common Council.

(6) Authority. The Capital Improvement Program shall include requests for capital assets, equipment and projects having a useful life of more than one year; and a cost of at least \$10,000.

(7) Reports.

(a) Prepare status reports of the status of approved capital projects for submission to the Common Council as requested

(8) Committee Requests. All City departments and agencies shall cooperate with the Committee and provide assistance whenever the Committee so requests.

PART II. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART III. This ordinance shall take effect and be in full force from and after its passage and publication.

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PASSED MAY 15 2018

APPROVED 5/18/18

  
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Steven A. Braatz, Jr., City Clerk

  
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Dan Devine, Mayor