



City of West Allis

Department Details

Department name: Capital Improvement Committee

Type: Board, Committee or Commission

Meeting time: 6:00 PM

Meeting location: City Hall, Art Gallery

Primary contact: Rebecca Grill

Description: 2.49 Capital Improvement Committee Establishment. The Capital Improvement Committee is created to recommend, review and update a capital improvement program for the City. How Constituted. The Capital Improvement Committee shall consist of the following members. The Mayor. A member of the Public Works Committee. A member of the Administration A member of the Plan Commission. Two (2) citizen members. The City Administrator. The Finance Director/Comptroller and Treasurer or their designees. The Director of Public Works or designee. The Development Executive DirectorDevelopment or designee. The City Engineer or designee. The member of the Public Works Committee, 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 the member of the Public Works Committee 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. Organization and Procedure. The Chairman of the Committee shall be designated by the Mayor. 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. A quorum shall consist of six (6) members, and all official actions shall require a majority vote. Written minutes shall be kept showing all action taken and recommendations made; the City Clerk shall provide staff for the Committee. The Committee may adopt additional rules, not inconsistent herewith, for the transaction of its business. Definitions. "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. "Capital Equipment" means any single asset/single piece of equipment. "Capital Improvement Plan" or "Capital Improvement Program" means a plan/prioritization of capital projects and capital equipment, their costs, and methods of financing. "Capital Project" is a project for the construction, transformation, or renovation of permanent infrastructure. "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. Duties and Responsibilities. The Committee shall: 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. Establish criteria to determine the priority of requests including, but not limited to: Risk to health, safety and environment and regulatory or mandated requirement. Existing asset condition, recurring maintenance and repair costs, and expected lifecycle. 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. The interrelationship of each capital program/project with other capital projects. The capacity of the request to fit within funding and debt service targets as determined by the City's fiscal policies. 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. Purpose/reason for the program or project. Program or project encourages economic development/maintains or grows tax base. Program or project maintains or increases the level of efficiency of City services. Environmental sustainability of the program or project. Consider and report or recommend on such other matters as may be referred to it from time to time by the Common Council. Oversee a park subcommittee for parks and open spaces within the City as follows: The parks subcommittee shall investigate and make recommendations to the Capital Improvements Committee and/or the appropriate Common Council Committee concerning city parks and open spaces relating to administrative operation policies; rental programs, contracts, memorandums of understandings, guidelines, and fees; budget allocations, capital improvements, maintenance, repairs and construction; work with the various departments of the city and with the various state and federal agencies dealing with parks; and to make recommendations concerning the programs that it administers as they relate to this committee. The parks subcommittee shall consist of the following members: Chair of Public Works Committee or member of Public Works Committee. City of West Allis Public Works Director or designee, who shall also serve as Chair (indefinite term as ex officio). One (1) representative of the West Allis West Milwaukee School District Recreation Department (indefinite term as ex officio). One (1) Member of the Capital Improvement Committee (whose term shall coincide with their Capital Improvement Committee Term). One (1) representative of the West Allis community (two-year term). The Mayor, or their designee (indefinite term as ex officio). The City Administrator, or their designee (indefinite term as ex officio). The parks subcommittee may recommend to the Common Council or one of its committees adjustments to the fees and rates for use or rental of all or portions of parks and open spaces through a resolution to update the Fee Schedule. 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 ten thousand dollars (\$10,000). Reports. Prepare status reports of the status of approved capital projects for submission to the Common Council as requested. Committee Requests. All City departments and agencies shall cooperate with the Committee and provide assistance whenever the Committee so requests.

Name	Title	Start Date	End Date
Nathan Kieso		1/15/2019	1/2/2026
Rebecca Grill	City Administrator/Clerk	8/2/2016	4/20/2025
Jason Kaczmarek	Finance Director/Comptroller	7/25/2021	7/26/2024
Dave Wepking		6/5/2018	6/4/2028
Patrick Schloss		7/30/2018	1/29/2028
Melinda Dejewski		7/1/2023	7/25/2025
David Raschka		7/25/2022	7/25/2025

Sagar Tolani	1/10/2023	1/2/2026
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