




Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

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MEMORANDUM

TO: Ald. Michael Murphy
Chair, Finance and Personnel Committee

FROM: Rocky Marcoux 

DATE: May 4, 2020

SUBJECT: Dept. of City Development work hours reduction plan

At the request of Mayor Tom Barrett, the Department of City Development has prepared a work hour reduction plan that implements limited furloughs and a department-wide Work Share plan affecting all employees. This memo provides information about the DCD plan.

Since the week of March 16, when DCD began to transition to remote service delivery, our goal has been to continue to serve the public while complying with Gov. Tony Evers' "safer-at-home" order. Working from home over the past six weeks, our staff have carried out nearly the full range of normal departmental activities. In addition, about half of our team provided support to the April 7th election.

However, it is clear that not all departmental functions can be conducted remotely. For example, our real estate, commercial corridor and housing rehabilitation teams routinely inspect occupied residential and commercial properties to verify conditions for various purposes related to continued tenancy, reimbursement for grants, and vendor payments. We have suspended interior inspections to minimize risk to both our staff and our clients.

Similarly, levels of certain transactions have fallen, reflecting public uncertainty and the impact of Covid-19 on the economy.

Finally, the closure of schools and day care facilities means that some employees are devoting hours to home schooling and child care, making it impossible to work fulltime from home.



We looked at all these factors when drafting DCD's work hour reduction plan. Senior staff were asked to provide recommendations for individual employees, within the framework that the entire department must share the burden of reductions.

As a result, DCD has submitted a Work Share plan to the Wisconsin Department of Workforce Development that projects reducing work hours by an average of 27 percent for 68 employees for at least the next three pay periods. DCD also has identified six positions for furlough. These decisions will be reviewed and adjusted in approximately one month, based on both the City's budget reduction requirements and the department's work load.

We also have begun to plan for the re-opening of DCD's offices when the "safer-at-home" order expires. We expect that certain social distancing requirements will remain in effect, and are devising strategies to deliver services while observing such rules. Our re-opening plan will include adjustments in the following areas:

- 1) Reduce staff contact with the public at the office.
- 2) Ensure the work space is sanitary at all times.
- 3) Encourage and, in some cases, require changes to worker habits with respect to such activities such as gathering in common spaces, face-to-face meetings, staying home when sick, using disinfectant to wipe clean commonly-used surfaces, and so on.
- 4) Provide greater work-from-home flexibility as a standard practice.
- 5) Expand availability and use of technology to support safe work practices.

Please contact me if you have any questions about DCD's service delivery and its work hours reduction plan.