



CITY OF MILWAUKEE

City Hall, 200 E. Wells Street, Milwaukee, WI 53202 • [www.city.milwaukee.gov](http://www.city.milwaukee.gov)

September 11, 2017

Members of the Common Council  
City of Milwaukee  
City Hall, Room 205  
200 East Wells Street  
Milwaukee, Wisconsin 53202

Re: Community Outreach Coordinator Position Transfer  
Common Council File Number 170574

Dear Colleagues:

We propose to transfer the Community Outreach Coordinator position from the Department of Administration to the Milwaukee Police Department. At our request, this position was created in the 2015 Proposed Executive Budget, to “provide targeted public education and information for issues impacting the city as a whole.” It was initially titled “Public Information Officer” (PR 1FX). (Refer to Page 43 of the 2015 Plan and Budget Summary.)

**Position Created for Safety and Civic Program**

The Common Council and the Mayor created this position to work to implement the objectives of the Safety and Civic Program. Those objectives included “work to improve the quality of life in Milwaukee by improving safety and addressing citywide problems through effective, targeted public education, and public information efforts. (The position) will address problems which include reducing demand for drugs, raising educational achievement, raising attendance and graduation rates, reducing litter, and other topics that affect the health of the city.” (Refer to page 43 of the 2015 Plan.)

**Position Retitled to Community Outreach Coordinator**

The Department of Employee Relations subsequently wrote a Job Evaluation Report dated March 24, 2015, which was approved by the City Service Commission on that date. That classification report recommended that the new position of Public Information Officer (PR 1FX) created in the 2015 Budget actually be classified as a Community Outreach Coordinator (PR 2HX). The Report used the 2015 Plan as the foundation for DER’s recommendation. Specific duties and responsibilities of the position included working to:

- Raise awareness about issues that impact the city as a whole through public education and information, working in collaboration with community stakeholders.
- Mobilize diverse community stakeholders in addressing citywide problems.
- Develop educational methods and materials appropriate for specific problems.
- Make recommendations for improvement to the Common Council.
- Advocate for change working in concert with community stakeholders.

The then-new position was to “establish and maintain effective collaborative relationships with educational, health and other community entities that focus on improving public safety, health, and the quality of life of Milwaukee residents. This may include, but is not limited to, establishing relationships with the:

- Milwaukee Black Male Achievement Advisory Council (a local City of Milwaukee body that is part of the U.S. Government’s “My Brother’s Keeper” initiative).
- City of Milwaukee Common Council Public Safety and Health Committee.
- City of Milwaukee Health Department.
- Milwaukee Board of School Directors and the Milwaukee Public Schools.
- Milwaukee County Substance Abuse Prevention Coalition.
- Milwaukee Fatherhood Initiative.
- Housing Authority of the City of Milwaukee.
- Various community organizing groups.
- Various community-based organizations.

#### **Safety and Civic Commission Created in April 2017**

Common Council File Number 161349, an ordinance relating to the safety commission, was passed by the Common Council on April 18, 2017, and signed by Mayor Barrett on April 27, 2017. It recreated the Safety Commission as the 18-member Safety and Civic Commission. The duties of the Safety and Civic Commission are to:

- Investigate, advise, and report to the Mayor, Common Council, Police Department, Commissioner of Public Works, and other City officials concerning the best methods of providing for the safety of the public.
- Address civic matters of citywide concern.
- Give the greatest possible publicity to these matters to (effectively) educate the public.

#### **Fire and Police Commission Approval of Person Required**

Under s. 62.50, Wis. Stats., sworn law enforcement and non-sworn civilian positions in the Police Department are under the purview of the Fire and Police Commission. Currently, as a general City position in the Department of Administration, the Community Outreach Coordinator is under the authority of the City Service Commission. After the position change is approved, the incumbent employee will need to be re-approved for the position by the Fire and Police Commission. We anticipate that the Commission will approve the incumbent.

**Positions Ordinance Change Needed**

To effect this position transfer, the 2017 Positions Ordinance, CCFN 160594, should be amended as follows:

**DEPARTMENT OF ADMINISTRATION**

**OFFICE OF THE DIRECTOR**

Community Outreach Coordinator (X) -1

**POLICE DEPARTMENT**

**RISK MANAGEMENT BUREAU**

Police Academy

Crossing Guard Division

Community Outreach Coordinator (X) +1

Should you, our colleagues, have questions, please contact us or stop by our offices.

Sincerely,



Ashanti Hamilton  
Common Council President  
Alderman, 1st District  
414-286-3779



Terry L. Witkowski  
Alderman, 13th District  
The Garden District  
414-286-2883