



Office of the Comptroller

W. Martin Morics, C.P.A.
Comptroller

Michael J. Daun
Deputy Comptroller

John M. Egan, C.P.A.
Special Deputy Comptroller

Craig D. Kammholz
Special Deputy Comptroller

January 28th, 2011

The Honorable Common Council
Committee on Finance and Personnel
City of Milwaukee

Re: Common Council Contingent Fund Status

Dear Committee Members:

Attached is the current Common Council Contingent Fund Status report as updated by the recent Common Council resolutions adopted.

If you have any questions concerning this report, please contact Trang Dinh of my staff at extension 2293.

Very truly yours,

W. MARTIN MORICS
Comptroller

WMM:td

Attachment

CC: City Clerk
Budget Office
LRB

2010 COMMON COUNCIL CONTINGENT FUND Status on 01/28/11

Funds Appropriated

2010 Adopted Budget 5,000,000.00

Transfers authorized by prior Council meetings

Journal ID	Date	Year	Class	Bud Ref	Amount	Description
0000222377	1/1/2010	2010	C001	2010	5,000,000.00	2010 Approved Budget
0000239568	12/29/2010	2010	C001	2010	(800,000.00)	Res. 100932 CF to S140

Remaining Reserved Commitments Authorized by prior Council meetings

Res.100928 12/21/10: Police Dept. for Body armor replacement (387,587.00)

Total Transfers & Reserved (1,187,587.00)

Balance Available on Jan. 28th, 2011 3,812,413.00

% Expended/Reserved Current status 24%

Comparative Balance Available on Jan. 28th, of prior years

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2005	4,989,134	5,000,000	0%
2006	4,657,000	5,500,000	15%
2007	2,217,000	5,500,000	60%
2008	1,268,349	5,000,000	75%
2009	3,579,230	5,000,000	28%
Average of prior years	3,342,143	5,200,000	36%

2011 COMMON COUNCIL CONTINGENT FUND Status on 01/28/11

Funds Appropriated

2011 Adopted Budget 5,000,000.00

Transfers authorized by prior Council meetings

Journal ID	Date	Year	Class	Bud Ref	Amount	Description
None						

Remaining Reserved Commitments Authorized by prior Council meetings

None -

Total Transfers & Reserved -

Balance Available on Jan. 28th, 2011 5,000,000.00

% Expended/Reserved Current status 0%

Comparative Balance Available on Jan. 28th, of prior years

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2006	5,500,000	5,500,000	0%
2007	5,500,000	5,500,000	0%
2008	5,000,000	5,000,000	0%
2009	4,150,000	5,000,000	17%
2010	5,000,000	5,000,000	0%
Average of prior years	5,030,000	5,200,000	3%

The Finance and Personnel Committee will now convene into closed session, pursuant to s. 19.85(1)(g), Wis. Stats., for the purpose of conferring with the City Attorney who will render oral or written advice with respect to litigation in which the city is or is likely to become involved and then will go into open session for the regular agenda.



City of Milwaukee

City Hall
200 East Wells Street
Milwaukee, WI 53202

Meeting Agenda FINANCE & PERSONNEL COMMITTEE

ALD. MICHAEL J. MURPHY, CHAIR
Ald. Robert J. Bauman, Vice-Chair
Ald. Joe Dudzik, Ald. Milele A. Coggs, and Ald. Nik Kovac

Staff Assistant, Tobie Black, 286-2231; Fax: 286-3456,
tblack@milwaukee.gov
Legislative Liaison, Jim Carroll, 286-8679,
jcarro@milwaukee.gov

Friday, February 4, 2011

9:00 AM

Room 301-B, City Hall

The Finance and Personnel Committee may convene into closed session at 9:00 A.M. on Friday, February 4, 2011 in Room 301-B, City Hall, 200 E. Wells St., Milwaukee, Wisconsin, pursuant to s. 19.85(1)(g), Wis. Stats., for the purpose of conferring with the City Attorney who will render oral or written advice with respect to litigation in which the city is or is likely to become involved and then will go into open session for the regular agenda.

9:15 A.M.

1. [101202](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.
Sponsors: THE CHAIR
2. [101203](#) Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.
Sponsors: THE CHAIR
3. [101204](#) Communication from the Department of Employee Relations relating to classification studies scheduled for Fire and Police Commission action.
Sponsors: THE CHAIR
4. [101167](#) An ordinance relating to tuition benefits for management pay plan employees.
Sponsors: THE CHAIR
- 5a. [100894](#) A substitute charter ordinance relating to creditable service during periods of absence for members of the employees' retirement system while performing disaster medical service.
Sponsors: Ald. Murphy
- 5b. [100895](#) A substitute ordinance relating to leaves of absence for disaster medical assistance team members and continuation of city employee benefits during certain disaster medical absence.

- Sponsors:** Ald. Murphy
6. [101213](#) Communication from the Fire Department relative to amending the 2011 Salary and Positions Ordinances.
Sponsors: THE CHAIR
7. [101189](#) Substitute resolution authorizing an appropriation of \$636,626.35 from the Common Council Contingent Fund to the Remission of Taxes Special Purpose Account and directing payment of a judgment in favor of U.S. Venture against the City in the amount of \$540,191.13 plus simple interest at 1% per month from the date of the judgment until date of payment.
Sponsors: THE CHAIR
--May be referred from the Judiciary and Legislation Committee.
8. [101177](#) Substitute resolution relative to application, acceptance and funding of the Community Health Improvement in Metcalf Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW).
Sponsors: THE CHAIR
--May be referred from the Public Safety Committee.
9. [101180](#) Substitute resolution relative to the application, acceptance and funding of the Immunize Milwaukee Grant from the UW School of Medicine and Public Health-Wisconsin Partnership Program.
Sponsors: THE CHAIR
--May be referred from the Public Safety Committee.
10. [101207](#) Substitute resolution amending Common Council File Number 091541 relating to carryover of certain fund balances from 2009 to 2010.
Sponsors: THE CHAIR
11. [101215](#) Communication from the Comptroller relating to a firewall audit.
Sponsors: THE CHAIR
12. [100352](#) Substitute resolution authorizing attendance at conventions, seminars and other travel.
Sponsors: THE CHAIR
13. [101200](#) A substitute ordinance to further amend the 2011 rates of pay of offices and positions in the City Service.
Sponsors: THE CHAIR
14. [101201](#) A substitute ordinance to further amend the 2011 offices and positions in the City Service.
Sponsors: THE CHAIR

This meeting will be webcast live at www.milwaukee.gov/channel25.

Members of the Common Council and its standing committees who are not members of this committee may attend this meeting to participate or to gather information. Notice is given that this meeting may constitute a meeting of the Common Council or any of its standing committees, although they will not take any formal action at this meeting.

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact the Council Services Division ADA Coordinator at 286-2998, (FAX)286-3456, (TDD)286-2025 or by writing to the Coordinator at Room 205, City Hall, 200 E. Wells Street, Milwaukee, WI 53202.

Limited parking for persons attending meetings in City Hall is available at reduced rates (5 hour limit) at the Milwaukee Center on the southwest corner of East Kilbourn and North Water Street. Parking tickets must be validated in Room 205, (City Clerk's Office) or the first floor Information Booth in City Hall.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at www.milwaukee.gov/lobby.



Legislation Details (With Text)

File #: 101202 **Version:** 0

Type: Communication **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.

Sponsors: THE CHAIR

Indexes: VACANCY REQUESTS

Attachments: Vacancy Agenda, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101202
Version
ORIGINAL

Reference

Sponsor
THE CHAIR

Title
Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.

Drafter
CC-CC
TB
1/14/11

**AGENDA OF ITEMS TO BE CONSIDERED
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: February 2, 2011

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: February 2, 2011

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

I.D. No.	Department and Position	Pay Range	Date Vacant	Number of Positions With Same Title					CSC Status and/or Funding Source	Int/Ext Fill	Code
				Authorized	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>DEPT. OF CITY DEVELOPMENT</u>											
110003	Office Assistant III	425	1/9/11	4	2	1	0	1		Int/Ext	x-3
<u>COMMON COUNCIL-CITY CLERK</u>											
110060	License Specialist	455	1/23/11	7	4	1	2	0		Int/Ext	x-2b
<u>FIRE DEPARTMENT</u>											
110061	Battalion Chief, Fire	863	12/21/10	18	16	1	0	1		Int	x-1
110062	Fire Captain	857	2/6/11	53	51	1	0	1		Int	x-1
110063-64	Fire Lieutenant (2 positions)	856	2/6/11 1/16/11	164	158	2	0	4		Int	x-1
110007	Accounting Assistant III	460	12/24/10	1	0	1	0	0		Int/Ext	x-3
<u>HEALTH DEPARTMENT</u>											
110065	Family & Community Health Oper. Mgr.	9	1/19/11	1	0	1	0	0		Int	x-3
110066	Public Health Nurse	666	1/5/11	61	60	1	0	0		Int	x-2a
11420	Public Health Nurse	666	10/19/10	61	57	1	0	3		Int	X-2a
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
110067	Office Assistant III	425	1/9/11	15	12	1	1	1		Int	x-2b
<u>POLICE DEPARTMENT</u>											
11447	Office Assistant III	425	12/12/10	26	24	1	0	1		Int	x-3
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
110068	Public Health Nursing Supv.	7	1/1/11	4	3	1	0	0	CDGA	Int	x-6
110069	Mayors Agnst. Illegal Guns Reg. Coord.	6	12/26/10	1	0	1	0	0	(Exempt) Grant	Int/Ext	x-6
110070	Public Health Nurse-Lead	666	9/21/10	61	60	1	0	0	CDGA Lead Abatement	Int	x-6
110071	Public Health Nurse	666	1/29/11	61	60	1	0	0	Wisewoman Grant	Int	x-6
<u>DPW-SEWER MAINTENANCE FUND</u>											
110072	Civil Engineer II	626	6/5/10	13	12	1	0	0	Sewer Maint. Fund		x-6



Legislation Details (With Text)

File #: 101203 **Version:** 0

Type: Communication **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.

Sponsors: THE CHAIR

Indexes: CITY SERVICE COMMISSION, POSITIONS ORDINANCE, RATES OF PAY, SALARY ORDINANCE, WAGES AND BENEFITS

Attachments: Letter from Dept of Employee Rel and Job Eval Reports-CSC Meeting January 25, 2011, Fiscal Impact Statement and Spreadsheet-CSC Meeting January 25, 2011, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101203
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.

Drafter
CC-CC
TB
1/14/11



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 31, 2011

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number 101203

The following classification and pay recommendations were approved by the City Service Commission on January 25, 2011.

In the Health Department, one new position was classified as a Health Project Coordinator – Public Health Surveillance, Salary Grade 05.

In the Election Commission, the position of Election Inspector, Pay Range 948 was recommended a pay increase and Chief Inspector, Pay Range 948 was recommended no pay increase.

In Municipal Court, one position of Programmer I, Pay Range 515 which is currently held by Daniel Ruelle was reclassified to Programmer Analyst, Pay Range 598.

The job evaluation report covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 3 Job Evaluation Reports
 Fiscal Note

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Paula Kiely, Toni Vanderboom, Jerry Allen, Martin Matson, Mary Stoffel, Jeffrey Mantes, Preston Cole, Dan Thomas, Venu Gupta, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Daniel Panowitz, and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 25, 2011
 Department: Health

Current	Request	Recommendation
New Position	Public Health Surveillance Analyst SG 06 (\$50,206 - \$70,295)	Health Project Coordinator - Public Health Surveillance (PHS) SG 05 (\$47,109 - \$65,957)

Actions

In the Salary Ordinance, under Salary Grade 05, add the title “Health Project Coordinator-Public Health Surveillance (PHS)”.

In the Positions Ordinance, under Health Department, Disease Control and Environmental Health Services Division, Bioterrorism-CDC Public Health Preparedness Grant (A), add one position of “Health Project Coordinator – Public Health Surveillance (X)(Y)(FFF)” and amend footnote “FFF” to read as follows:

“To expire 01/30/12 unless the Urban Areas Security Initiative Program Grant from the U.S. Department of Homeland Security is extended.”

Background

The Department of Employee Relations received a letter dated December 2, 2011 from Bevan Baker, Commissioner of Health, requesting a reclassification study of one new position in the Disease Control and Environmental Health Services Division. The department submitted a new job description and discussions were held with Paul Biedrzycki, Disease Control and Environmental Health Services Director; Mat Wolters, Health Project Coordinator – Pandemic Flu Response; and Ray Weitz, Health Personnel Officer.

Duties and Responsibilities

The basic function of this new grant funded position is responsibility for facilitating and coordinating a public health information-sharing with the Southeastern Wisconsin Threat Analysis Center (STAC), a section of the Milwaukee Police Department (MPD); and developing and implementing systems to collect, analyze and disseminate information on various topics including biosurveillance (communicable disease and syndromic), food sanitation, extreme weather, environmental health issues, and public health preparedness initiatives and planning efforts. The duties and responsibilities include the following:

- 60% Public Health Surveillance/Intelligence Analysis: Develop, maintain, and disseminate a public health intelligence dashboard and situational awareness report that compiles public health intelligence; develop other reports using existing data streams such as ESSENCE (Electronic Surveillance System for the Early Notification of Community-based Epidemics), BioSense (a program launched by the Centers for Disease Control and Prevention (CDC) to detect and

- characterize events (or health-related threats) early by building on state and local health department systems and programs), WEDSS (Wisconsin Electronic Disease Surveillance System), WHIE (Wisconsin Health Information Exchange), local EMS (Emergency Medical Service) data, and the National Weather Service; provide reports to STAC, the Milwaukee Health Department (MHD), and other stakeholders; apply epidemiology and biostatistics to the analysis and interpretation of public health surveillance data; develop and disseminate routine surveillance reports on at least a weekly basis and a daily basis during public health emergencies; develop and maintain data/information sharing agreements with key partners to obtain external data stream and to share sensitive public health information; and function as a liaison between STAC, MHD, and other first responding agencies in Southeastern Wisconsin.
- 20% Emergency Preparedness Planning and Response: Assist the MHD in developing and maintaining policies, procedures, and response plans for public health emergencies in the City including terrorism incidents involving chemical, biological, or radiological agents, hazardous materials spills or releases, extreme heat or cold weather events, flooding, and communicable disease outbreaks.
- 10% Training and Special Projects: conduct training and presentations related to public health intelligence, surveillance, and preparedness efforts; and assist supervisors within the Division of Community Environmental Health (DCEH) with special assignments and projects.
- 10% Internal Operations and Planning Activities: assist STAC in internal operational and planning activities as deemed appropriate by STAC officer in charge.

Requirements include a Bachelor's Degree in Public Health, Science, or related field and two years of related experience and/or training. A Master's Degree is preferred. Experience should include public health preparedness planning, collecting and analyzing data, and preparing reports. The requirements have not yet been assessed for staffing purposes.

This position will be located in the Emergency Preparedness and Response Unit of the Disease Control and Environmental Health Services Division of the Milwaukee Health Department (MHD) and will report to the Public Emergency Response and Planning Coordinator in Salary Grade 07. The individual in this position will also spend a portion of their time at the Police Administration Building working primarily with the STAC. The position will be funded for one year through a grant from the Department of Homeland Security through the Wisconsin Office of Justice Assistance.

To study this position, comparisons were made to a number of City positions including the following. For the listing of requirements, equivalent combinations of education and experience may be considered.

Health Project Coordinator–Emergency Preparedness, SG 04 (Health Department)

This position was eliminated but previously was located in the Emergency Preparedness and Response Unit. The basic function was to be responsible for ensuring that the five County urban region was prepared to initiate the dispensing of the strategic national stockpile of immunizations; plan for receipt, storage, and dispensing to four neighboring counties; and coordinate awareness and planning activities with local Health Departments in the urban region and with police and fire departments, emergency management staff, and volunteer groups. Requirements include a Bachelor's Degree in Chemistry, Biology, Physical or Natural Science, Public or Environmental Health or

related field and two years of related experience including public health preparedness planning, health education, collecting and analyzing data, and preparing reports.

Research and Policy Analyst, SG 05 (Fire and Police Commission)

Conducts extensive and in-depth research and analysis of various public safety issues; and provides guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. This includes conducting extensive and in-depth research and analysis of various public safety issues such as crime data, fire suppression, personnel deployment and budget and resource allocation; preparing related reports; reviewing and analyzing public safety data from the Fire and Police Departments; and maintaining data for the Fire and Police Commission website. Requirements include a Bachelor's Degree in Public Administration, Public Policy, Urban Studies, Urban Affairs, Library Science, Economics, or related field and two years of experience performing related research duties.

Health Project Coordinator--Pandemic Flu Response, SG 05 (Health Department)

This position is located in the Emergency Preparedness and Response Unit and is primarily responsible for development of situational awareness tools; collection of public health intelligence related to pandemic flu or other disease outbreaks; the creation of written emergency plans and protocols, internal and external resource identification; and coordination of assets that may be deployed or managed by the MHD during a pandemic flu or other community emergencies. Requirements include a Bachelor's Degree in Chemistry, Biology, Physical or Natural Science, Public or Environmental Health or related field and three years of related experience including two years of project management, administrative leadership or team building experience.

Environmental Policy Analyst, SG 06 (DPW--Operations)

Prepare and monitor grants, research alternative funding sources, carry out analysis and make recommendations on policy initiatives that maximize the environmental effort of the City of Milwaukee. This includes developing strategies to secure grant for programs related to solid waste, recycling, storm water, natural resource management, air quality and environmental education; conducting complex policy, operational, organizational, and fiscal analysis; identifying citywide initiatives and non-profit collaborations that promote public/private partnerships; and attending meetings, demonstrations, and lectures and reviewing educational materials. Approximately half the time is dedicated to policy initiatives and research. Requirements include a Bachelor's Degree in Policy Analysis, Public Administration, or Environmental Policy and three years of policy analyst or equivalent experience.

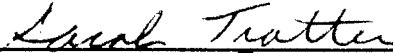
The position under study is most similar to the Research and Policy Analyst and Health Project Coordinator--Pandemic Flu Response positions in Salary Grade 05 since there is an emphasis on research and information gathering and on emergency planning and preparedness. The Environmental Policy Analyst in Salary Grade 06 has a stronger emphasis on policy initiatives and is comparable to other grant monitoring positions in the City.

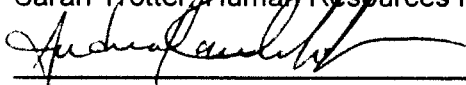
Health Project Coordinators are generally responsible for program management, coordination, and administration; and serving as a liaison with community groups. The position under study has similar general responsibilities since it will be responsible to facilitate and coordinate public health information-sharing with the STAC in the Police Department and will function as a liaison between STAC, the MHD, and other first responding agencies in Southeastern Wisconsin. To

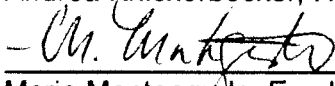
be consistent with other similar positions in the Health Department we recommend the title Health Project Coordinator–Public Health Surveillance (PHS).

Recommendation

Based on the above analysis we recommend that this new position be classified as Health Project Coordinator – Public Health Surveillance (PHS) in Salary Grade 05.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 25, 2011
Department: Election Commission

Election Commission

Current	Request	Recommendation
Election Inspector PR 948 \$84.15	Election Inspector PR 948 \$100	Election Inspector PR 948 \$100
Chief Inspector PR 948 1/ \$150	Chief Inspector PR 948 1/ \$150	Chief Inspector PR 948 1/ \$150

Action Required

Effective Pay Period 4, 2011 (February 6, 2011)

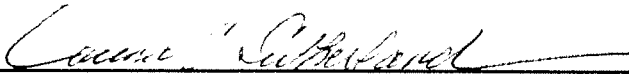
In the Salary Ordinance, under Pay Range 948, Official Rate-Daily, delete the rate of "84.15" and substitute in lieu thereof the rate of "100.00".

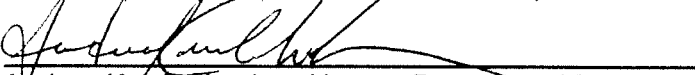
Background

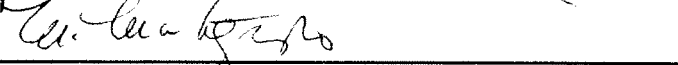
In December 2010, the Comptroller's Office determined that Election Inspectors should be paid as employees of the City of Milwaukee, as opposed to vendors. For that reason, we are recommending an amendment to the Salary Ordinance to reflect the current pay practice for these positions. Election Inspectors are currently paid \$100.00 per day. A footnote for this position provides an additional \$15.00 for attending each instruction class prior to each election. No change in pay is recommended for the title of Chief Inspector.

Recommendation

We therefore recommended that the 2011 Salary Ordinance be amended to reflect the current practice of \$100 per day for Election Inspectors in Pay Range 948.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 25, 2011
Department: Municipal Court

Present	Request	Recommendation
Programmer I PR 515 (\$36,216 - \$44,277) Incumbent: Daniel Ruelle	Programmer Analyst PR 598 (\$55,374 - \$67,258)	Programmer Analyst PR 598 (\$55,374 - \$67,258) Incumbent to underfill as Programmer II PR 556 (\$48,133 - \$58,690)

Rationale:

This position has taken a major role in implementing the Court's document imaging system and will continue that responsibility when the third-party consultant leaves the project. The responsibility associated with the job has therefore increased as well as the breadth and depth of knowledge and skill required to successfully perform the work.

Action Required

In the Positions Ordinance, under Municipal Court, Management and Administration, delete one position of "Programmer I" and add one position of "Programmer Analyst".

Background

The Chief court Administrator, Kristine Hinrichs, requested that one position of municipal Programmer I, PR 515, be reclassified to Programmer Analyst, PR 598 based upon an expansion of responsibilities, as stated in the request letter of August 24, 2010.

In studying this request, written documentation in the form of a revised job description written by the Municipal Court was reviewed, in addition to a job analysis questionnaire completed by the employee performing the work, examination of job descriptions from other municipalities, a review of the Court's Strategic Technology Plan 2010-2014, additional detailed information regarding the position's duties, responsibilities, and knowledge/skill required submitted by the Municipal Court.

Duties and Responsibilities

The information technology team in the Municipal Court consists of the following positions:

- Network Manager SG 10
- Network Analyst-Senior PR 591
- Programmer I PR 515
- Programmer Independent contractor
- Project Manager Independent contractor

As indicated by the employee performing the work, the basic function of the Programmer I is to support the Court Automated Tracking System (CATS), which is the Court's primary application,

in a Magic's UniPaaS environment. This particular software employs a metadata driven approach to programming that employs pre-compiled routines. In theory these pre-compiled routines unify diverse layers of a system, including the user interface, data, communication, and business logic, thereby significantly reducing the need for routine programming. The job analysis questionnaire completed by the employee performing the job and reviewed by the Network Manager indicated the following major areas of responsibility. Of these areas, the first two listed—the document imaging project and maintenance of CATS—require 80% of the position's time.

Document Imaging Project

This area includes reviewing and modifying specification documents; researching how new program ideas can be implemented within the project; and modifying existing programs from earlier versions of CATS.

Maintenance of the Court's Automated Tracking System (CATS)

This area includes creating and reviewing specification documents for changes and upgrades to the system; researching every aspect of how a new change will impact the current system; designing and creating new programs; testing all programs changed; documenting tests and finalizing program structure for future releases in production; and monitoring changes once changes have been installed.

Software Releases

This area includes: creating release documentation; guiding the work of other developers; testing changes; establishing security access for users who may need special access to any changes; creating database changes, new tables, indexes, and fields, as needed; installing new software or programs into the production environment; notifying outside agencies of changes that impact them.

Disaster Recovery

This area includes: continuously monitoring the production environment; developing new fix programs; in consultation with others, determining the best procedures to solve problems; and instructing others on how to solve problems.

User Assistance and Training

This area includes assisting the project manager on setting up training environments; assisting users working with new or modified programs; obtaining feedback from users on how functionality could be improved and deciding whether changes are needed.

Knowledge, Skills, Abilities, Attributes (KSAs)

Notable KSAs required for successful performance of this job include the following:

Knowledge of:

- High level computer programming languages such as Magic UniPaaS, Java, JavaScript, PHP, Oracle/PL, C, C++, Perl, ASP.NET, Visual Basic.NET, Apache
- Capabilities, limitations, and functional applications of information technology.
- Flowcharting, data modeling, process modeling, form design, and control procedures.
- Research methods and techniques including structured system analysis and design, and information engineering.
- Data input methods and control techniques for computer processing.

- Software unit and integration testing, object oriented technologies, and/or event driven concepts.
- Forms design and report design.
- At least one type of database organization access and retrieval technique.

Ability to:

- Establish and maintain good working relationships with a multidisciplinary and multicultural staff, management, consultants, vendors, and representatives of other agencies
- Guide the work of other developers
- Work independently with minimum direction
- Plan and organize work to meet project schedules and timelines
- Analyze, interpret, and present research findings to prepare design specifications.
- Analyze specifications and instructions to develop appropriate systems and programs.
- Design effective information technology subsystems and develop appropriate programs.
- Conduct analyses, interpret research findings, conceive a variety of solutions to functional problems, and reduce abstract ideas to easily understood procedures.
- Monitor and/or observe data to determine program problems.
- Develop logical code for efficient program execution.
- Debug new and existing programs.

The attributes of:

- Absolute integrity in maintaining confidential information protected by law
- Dependability
- Flexibility in meeting user needs in a real-time production environment which directly serves the public

Requirements

The minimum requirements of the job, as indicated by this job analysis, are a bachelor's degree in information technology, computer science or closely related field and two years of successful work experience in systems analysis or programming. Equivalent combinations of education and experience are acceptable. It should be noted that neither the aforementioned requirements or KSAs have been assessed for purposes of staffing.

Analysis

When the position was initially filled in 2008, the duties and responsibilities of the job involved the typical work of an entry-level programmer—consulting with users to understand software needs; designing, documenting, and testing software; coding, debugging, testing, and documenting programs; installing and testing routine software packages; and related work. As the Court's document imaging system project progressed, the position assumed greater responsibility for project deliverables and the integration of the document imaging system into existing modules.

The employee performing the job now designs and implements new and expanded functions with a great deal of independence, through the entire programming cycle, and reviews programming produced by others before it is released into the production environment. When the third-party consultant assigned to this project completes the project, the employee filling the

Programmer I will assume primary responsibility for maintenance of the system. This indicates that the degree of responsibility associated with the job has increased as well as the breadth and depth of systems and programming knowledge and skill required to successfully perform the work and will continue to be a permanent feature of the job.


From an occupational point of view, due to the automation of programming and the advance of software design, many programmers now perform the work formerly associated with systems analysts and software engineers. This trend is expected to continue and is reflected by a projection from the Department of Labor that programming jobs will decrease by 3% during the next seven years. During that same time period, the number of software engineer jobs is projected to rapidly increase. (Source: Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-2011.) The changes that have taken place in the Programmer I position in the Municipal Court, then, are consistent with overall occupational trends in information technology jobs.


A review of other Programmer and Programmer Analyst positions in the City service indicates that the position under consideration now requires an equivalent level of knowledge and skill and exercises a similar degree of responsibility as other Programmer Analysts who design, code, and maintain application software and provide programming and systems analysis solutions for a variety of projects. The requirements for a Programmer Analyst, as indicated on the most recent job announcement for Programmer Analyst dated June 14, 2010 were as follows:


A bachelor's degree in management information systems, computer science or related field, knowledge of C#, Visual Basic, ASP.NET, JavaScript, CSS, SML, HTML, AJAX, and SQL; knowledge of Oracle database technologies; and the ability to meet strict deadlines, autonomously solve problems and work independently and as part of a team under minimal supervision. Further, the announcement stated that two years of systems analysis or programming experience was desirable.

Recommendation

Due to the fact that the responsibility associated with this position has increased, as well as the breadth and depth of knowledge and skill required to successfully perform the work, and that these changes will be a permanent part of the job, it is recommended that this Programmer I in Pay Range 515 in the Municipal Court be reclassified to Programmer Analyst in Pay Range 598.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montenegro, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

Date Jan 31, 2011

File Number 101203

Original **Substitute**

A

Subject Classification and pay recommendations approved by the City Service Commission on January 25, 2011.

B

Submitted By (Name/Title/Dept./Ext.) Sarah Trotter, Human Resources Representatives/Dept. of Employee Relations/X2398.

C

- This File**
- Increases or decreases previously authorized expenditures.
 - Suspends expenditure authority.
 - Increases or decreases city services.
 - Authorizes a department to administer a program affecting the city's fiscal liability.
 - Increases or decreases revenue.
 - Requests an amendment to the salary or positions ordinance.
 - Authorizes borrowing and related debt service.
 - Authorizes contingent borrowing (authority only).
 - Authorizes the expenditure of funds not authorized in adopted City Budget.

D

This Note Was requested by committee chair

E

- Charge To**
- Department Account
 - Capital Projects Fund
 - Debt Service
 - Other (Specify)
 - Contingent Fund
 - Special Purpose Accounts
 - Grant & Aid Accounts

F

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages	Classification and pay recommendations.	(See attached spreadsheet)	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

G For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H List any costs not included in Sections E and F above.

I Assumptions used in arriving at fiscal estimate.

Please see attached spreadsheet.

J Additional information.

**Department of Employee Relations
Fiscal Note Spreadsheet**

Finance & Personnel Committee Meeting of February 2, 2011
City Service Commission Meeting of January 25, 2011

NEW COST FOR 2011

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health	New Position	N/A	Health Project Coord - PHS	5	N/A	N/A	N/A	N/A	N/A
1,200	Election Commission	Election Inspector	948	Election Inspector*	948	N/A	N/A	N/A	N/A	N/A
1	Municipal Court	Programmer I	515	Programmer Analyst**	598	\$39,507	\$48,133	\$6,967	\$1,425	\$8,392
1,202								\$6,967	\$1,425	\$8,392

*Assume changes are effective Pay Period 4 (February 6, 2011) due to Feb 15th Primary Election
Assume other changes are effective Pay Period 6 (March 6, 2011)

**Department plans to underfill position as a Programmer II in PR 556

PROJECTED NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health	New Position	N/A	Health Project Coord - PHS	5	N/A	N/A	N/A	N/A	N/A
1,200	Election Commission	Election Inspector	948	Election Inspector	948	N/A	N/A	N/A	N/A	N/A
1	Municipal Court	Programmer I	515	Programmer Analyst	598	\$39,507	\$48,133	\$8,626	\$1,764	\$10,390
1,202								\$8,626	\$1,764	\$10,390

Totals may not be to the exact dollar due to rounding.



Legislation Details (With Text)

File #: 101204 **Version:** 0

Type: Communication **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Department of Employee Relations relating to classification studies scheduled for Fire and Police Commission action.

Sponsors: THE CHAIR

Indexes: FIRE AND POLICE COMMISSION, POSITIONS ORDINANCE, RATES OF PAY, SALARY ORDINANCE, WAGES AND BENEFITS

Attachments: Letter from Dept of Employee Rel and Job Eval Reports-FPC Meeting January 20, 2011, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101204
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Communication from the Department of Employee Relations relating to classification studies scheduled for Fire and Police Commission action.

Drafter
CC-CC
TB
1/14/11



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 26, 2011

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number 101204

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on January 20, 2011:

In the Police Department, two new positions of Police Services Specialist - Investigator, Pay Range, 465.

The job evaluation report and letter covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: Job Evaluation Report

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Chief of Police Edward Flynn, Assistant Chief of Police Monica Ray, Chief of Staff Joel Plant, Valarie Williams, Pamela Roberts and John Whitman (ALEASP)

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: January 20, 2011

POLICE DEPARTMENT

Current	Request	Recommendation
Two New Positions	Police Services Specialist-Investigator PR 465 (\$38,002 - \$44,658)*	Police Services Specialist-Investigator PR 465 (\$38,002 - \$44,658)*

*2006 Rates

The basic function of these two new grant funded positions is to create a safer, more secure and resilient community by preventing, deterring, neutralizing, or mitigating the effects of deliberate efforts by terrorists to destroy, incapacitate, or exploit elements of our nation's Critical Infrastructure and Key Resources (CIKR) and to strengthen national preparedness, timely response, and rapid recovery of CIKR in the event of an attack, natural disaster, or other emergency. The duties and responsibilities include the following:

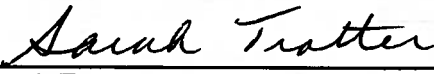
100% Conduct CIKR site assessments; catalog CIKR asset information using recognized naming and cataloging conventions into approved databases; define, identify, and catalog CIKR sites and systems; conduct pre-incident security enhancement planning; conduct site assessment out-briefs by understanding, implementing, and using Protected Critical Infrastructure Information (PCII) protection measures; conduct threat and vulnerability assessments; engage in and foster public/private partnerships; access current and historical law enforcement and counter-terrorism news feeds and updates; and perform various other duties of an emergency and nonemergency nature as designated by a supervisor.

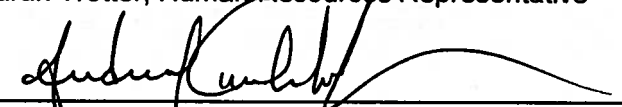
Requirements include being a former law enforcement officer who resigned or retired in good standing; experience in specialized investigations or in a supervisory position; an ability to conduct comprehensive confidential investigations, prepare accurate, objective, concise, and complete reports, enter and retrieve data from a personal computer, communicate effectively with a variety of persons, and use asset inventory, inventory management, and assessment tools; completion of a 36 hour CIKR Asset Protection Technical Assistance Program (CAPTAP); and the Department of Homeland Security Certification in Protected Critical Infrastructure Information (PCII). Other requirements include becoming Transaction Information for Management of Enforcement (TIME) certified; and having a Federal Department of Homeland Security or Department of Justice Secret Level security clearance.

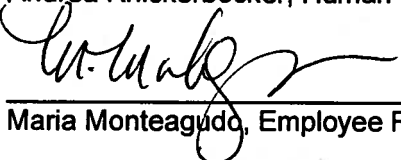
These two full time grant funded positions will be located in the Intelligence Fusion Center of the Criminal Investigation Bureau and will report to the Intelligence Fusion Center/Southeast Wisconsin Threat Analysis Center Supervisor (Police Lieutenant). The requested classification of Police Services Specialist – Investigator has the basic function of relieving full-duty law enforcement officers engaged in indirect law enforcement activities by performing and assisting with various investigations requiring specific knowledge of police policies, procedures, methods and law enforcement techniques. Examples include background investigations for sworn and civilian employees in the Police and Fire Departments; assisting the Community Liaison Officer

in gathering data and analyzing crime trends, distributing crime prevention materials, and coordinating block watches, community meetings, etc.; assisting with residency investigations, civil litigation investigations, and rule violations regarding attendance; follow-up investigations relating to forgery/white collar crime, license investigation unit, "cold" criminal cases, and gold and silver (pawn shops); and assist the City Attorney with record requests and litigations which includes research, compilation, and dissemination of Department records.

These two new positions will conduct CIKR site assessments, catalog asset information, conduct pre-incident security enhancement planning, and conduct threat and vulnerability assessments. Similar to other positions in the requested classification these positions will be conducting investigations/assessments and preparing reports regarding their findings. We therefore recommend that these two new positions be classified as Police Services Specialist – Investigator in Pay Range 465.

Prepared By: 
Sarah Trotter, Human Resources Representative

Reviewed By: 
Andrea Knickerbocker, Human Resources Manager

Reviewed By: 
Maria Montegudo, Employee Relations Director



Legislation Details (With Text)

File #: 101167 **Version:** 0

Type: Ordinance **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: An ordinance relating to tuition benefits for management pay plan employees.

Sponsors: THE CHAIR

Indexes: MANAGEMENT EMPLOYEES, MANAGEMENT PAY PLAN, TUITION REIMBURSEMENT

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101167
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

An ordinance relating to tuition benefits for management pay plan employees.

Sections
350-206-0 am
350-206-2 am

Analysis
This ordinance updates the code to make it consistent with the tuition benefits that are currently available to management pay plan employees.

Body
The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 350-206-0 and 2 of the code are amended to read:

350-206. Tuition Benefits; Management Pay Plan Employees.

Employees in the management pay plan shall be eligible for tuition benefits relating to tuition, laboratory fees and required textbooks. ~~[[For]]>>Beginning with<<~~ the 2009 calendar year, tuition benefits shall be \$1,200. The following provisions apply:

2. Up to a maximum of \$1,200 in tuition benefits may be used for membership dues ~~[[during the 2009 calendar year]]~~.

LRB:
APPROVED AS TO FORM

Legislative Reference Bureau

Date: _____

ATTORNEY

IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

Office of the City Attorney

Date: _____

Department

Drafter
LRB124678-1
JWC
1/11/11



Legislation Details (With Text)

File #: 100894 **Version:** 1
Type: Charter Ordinance **Status:** In Committee
File created: 11/3/2010 **In control:** FINANCE & PERSONNEL COMMITTEE
On agenda: **Final action:**
Effective date:

Title: A substitute charter ordinance relating to creditable service during periods of absence for members of the employees' retirement system while performing disaster medical service.
Sponsors: ALD. MURPHY
Indexes: HEALTH INSURANCE, INSURANCE, LIFE INSURANCE, RETIREMENT BENEFITS, WAGES AND BENEFITS
Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
11/3/2010	0	COMMON COUNCIL	ASSIGNED TO		
12/10/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
12/15/2010	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
1/12/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/13/2011	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
1/27/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
100894
Version
SUBSTITUTE 1
Reference
070075
Sponsor
ALD. MURPHY
Title

A substitute charter ordinance relating to creditable service during periods of absence for members of the employees' retirement system while performing disaster medical service.

Sections
36-04-1-b am
Analysis

This charter ordinance establishes that in the case of a employee who is absent due to National Disaster Medical System service, the city, city agency and member contributions to the employees' retirement system shall continue to be made during periods of absence as though the employee had continued to work the full working time for the employee's position during the time of such absence.

...Body

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 36-04-1-b of the charter is amended to read:

36-04. Creditable Service.

1. SERVICE CREDITED.

b. The board shall allow as creditable service all time during which any employe was absent due to service in the military, air or naval forces>>, service in the National Disaster Medical System, << or in any defense or compulsory military training programs of the United States of America, and absence during federal hospitalization because of injuries or sickness resulting from such service, provided that such employe was duly excused or granted leave of absence from his services as an employe, and provided further that the period allowed for such service shall begin with the date the employe was excused or granted leave of absence, and shall extend until a date of not more than 90 days after his discharge from military, air or naval service or immediately related federal hospitalization incurred as a result of such service. No absence allowed for such service under the provisions of this paragraph shall be considered as absences under the provisions of s. 36-03-5. City, city agency and member contributions shall continue to be made during periods of absence as though the employe had continued to work the full working time for the employe's position during the periods of such absence.

Part 2. This is a charter ordinance and shall take effect 60 days after its passage and publication, unless within such 60 days a referendum petition is filed as provided in s. 66.0101(5), Wis. Stats., in which event this ordinance shall not take effect until submitted to a referendum and approved by a majority of the electors voting thereon.

LRB
APPROVED AS TO FORM

Legislative Reference Bureau
Date: _____

Attorney
IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

Office of the City Attorney
Date: _____

Requestor
Drafter
LRB 123155-2
RTW
1/4/2010



Legislation Details (With Text)

File #: 100895 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 11/3/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute ordinance relating to leaves of absence for disaster medical assistance team members and continuation of city employe benefits during certain disaster medical absence.

Sponsors: ALD. MURPHY

Indexes: HEALTH INSURANCE, INSURANCE, LIFE INSURANCE, WAGES AND BENEFITS

Attachments: Proposed Substitute A, Disaster Medical Assistance Team Policy and Guidelines, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
11/3/2010	0	COMMON COUNCIL	ASSIGNED TO		
12/10/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
12/15/2010	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
1/12/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/13/2011	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
1/27/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/27/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
100895
Version
SUBSTITUTE 1
Reference
Sponsor
ALD. MURPHY

Title
A substitute ordinance relating to leaves of absence for disaster medical assistance team members and continuation of city employe benefits during certain disaster medical absence.

Sections
350-36-2 (title) am
350-36-2-a-1 am
350-36-2-a-2 am
350-36-2-a-3 am
350-36-2-a-4 am
350-36-2-a-5 am
350-36-2-b-2 am

Analysis

This ordinance establishes that employees participating in the National Disaster Medical System through service on a Wisconsin Disaster Medical Assistance Team, shall be granted leaves of absence and continuation of city employee benefits during disaster medical absence.

...Body

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 350-36-2 (title) of the code is amended to read:

350-36. Military Leave.

2. LEAVES FOR MILITARY TRAINING ~~[[AND]]~~ >>, NATIONAL MEDICAL DISASTER SYSTEM DEPLOYMENT, OR<< CIVIL DISTURBANCES.

Part 2. Section 350-36-2-a-1 to 5 of the code is amended to read:

a. Leaves of Absence.

a-1. Permanent full time employes of the city of Milwaukee shall be granted leaves of absence with pay to take training, >>for deployment on the Wisconsin Disaster Medical Assistance Team, <<or if called to duty in the state of Wisconsin in the case of riot or civil disturbance, as members of the Air Force Reserve, Organized Reserve Corps of the Army, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve, or National Guard, under the direction of the state or federal authorities.

a-2. If training is limited to a single period during a calendar year, said leave shall not exceed 15 successive calendar days, including Saturdays, Sundays and legal holidays, during a calendar year. If ~~civil disturbance~~ ~~[[leave]]~~ >>or disaster medical assistance team deployment leave<< is limited to a single period during a calendar year, said leave shall not exceed 15 successive calendar days, including Saturdays, Sundays and legal holidays during a calendar year.

a-3. If training or ~~civil disturbance~~ ~~[[leave]]~~ >>or disaster medical assistance team deployment leave<< is taken on an intermittent basis during a calendar year by permanent full time employes whose normal hours of duty average 40 hours per week, said leave shall not exceed 10 work days including Saturdays, Sundays and legal holidays, during a calendar year for training, and 10 work days including Saturdays, Sundays and legal holidays, during a calendar year for civil disturbance duty.

a-4. If training ~~[[and/or]]~~ >>civil disturbance ~~[[leave]]~~ >>, or disaster medical assistance team deployment leave<< is taken on an intermittent basis during a calendar year by permanent full time employes of the fire department whose normal hours of duty exceed an average of 40 hours per week, said leave shall not exceed the equivalent of 5 duty days during a calendar year for training, and 5 duty days during a calendar year for civil disturbance duty, as determined by the fire department.

a-5. Said leave shall be granted by the head of the department in which the employe works upon presentation of satisfactory evidence of military, air force>>, National Medical Disaster System<< or naval authority to take such training.

Part 3. Section 350-36-2-b-2 of the code is amended to read:

b. Compensation.

b-2. Permanent full time employes of the city of Milwaukee who do not qualify for veterans'

preference, as described in subd. 1 above, shall receive their full city pay, less a deduction equal to their military pay >>or National Medical Disaster System pay<< received for duty under subd. 1; the amount of military pay >>or National Medical Disaster System pay<< shall not be deducted for purposes of computing pension benefits.

LRB
APPROVED AS TO FORM

Legislative Reference Bureau
Date: _____

Attorney
IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

Office of the City Attorney
Date: _____

Requestor
Drafter
LRB 122902-2
RTW
1/4/2010

..Number
100895
..Version
Proposed Substitute A
..Reference
..Sponsor
ALD. MURPHY

..Title
A substitute ordinance relating to leaves of absence for disaster medical assistance team members and continuation of city employe benefits during certain disaster medical absence.

..Sections
350-36 (title) am
350-36-2 (title) am
350-36-2-a-1 am
350-36-2-a-5 am
350-36-2-b-1 am
350-36-2-b-2 am

..Analysis
This ordinance establishes that employees participating in the National Disaster Medical System through service on a Wisconsin Disaster Medical Assistance Team, shall be granted leaves of absence and continuation of city employe benefits during disaster medical absence.

...Body
The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 350-36-2 (title) of the code is amended to read:

350-36. Military >>and National Medical Disaster System<< Leave.
2. LEAVES FOR MILITARY TRAINING [[AND]] >>, NATIONAL MEDICAL DISASTER SYSTEM DEPLOYMENT, OR<< CIVIL DISTURBANCES.

Part 2. Section 350-36-2-a-1 and 5 of the code is amended to read:

a. Leaves of Absence.

a-1. Permanent full time employes of the city of Milwaukee shall be granted leaves of absence with pay to take >>military<< training, or if called to duty in the state of Wisconsin in the case of riot or civil disturbance, as members of the Air Force Reserve, Organized Reserve Corps of the Army, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve, or National Guard, under the direction of the state or federal authorities. >>Permanent full time employes of the city of Milwaukee shall be granted leaves of absence without pay for training or deployment on the Wisconsin Disaster Medical Assistance Team,<<

a-5. Said leave shall be granted by the head of the department in which the employe works upon presentation of satisfactory evidence of military, air force>>, National Medical Disaster System<< or naval authority to take such training.

Part 3. Section 350-36-2-b-1 to 2 of the code is amended to read:

b. Compensation.

b-1. Permanent full time employes of the city of Milwaukee who because of honorable service in any of the wars of the United States were eligible for veterans' preference for employment by the city at or following the time of their appointment, or as provided in ss. 45.35 and 63.37, Wis. Stats., as amended, shall receive full city pay during such leaves of absence for duty under par. a-1. >>This provision shall not include training or deployment on the Wisconsin Disaster Medical Assistance Team.<<

b-2. Permanent full time employes of the city of Milwaukee who do not qualify for veterans' preference, as described in subd. 1 above, shall receive their full city pay, less a deduction equal to their military pay received for duty under subd. 1; the amount of military pay shall not be deducted for purposes of computing pension benefits. >>This provision shall not include training or deployment on the Wisconsin Disaster Medical Assistance Team.<<

..LRB
APPROVED AS TO FORM

Legislative Reference Bureau
Date: _____

..Attorney
IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

Office of the City Attorney
Date: _____

..Requestor
..Drafter
LRB 122902-4
Rich Watt
1/26/2010



Wisconsin Disaster Medical Assistance Team Policy and Guidelines
City of Milwaukee
Department of Employee Relations
January 31, 2011

Background and Policy Statement

The National Disaster Medical System (NDMS) is a federally-coordinated system that provides medical capabilities in the event of a large-scale emergency that overwhelms normal local medical resources. NDMS is administered through the United States Department of Health and Human Services (HHS). A major portion of the NDMS is a network of medical teams consisting of medical personnel, logistical and administrative personnel, and equipment that can rapidly deploy throughout the country in the event of an emergency.

Wisconsin-1 Disaster Medical Assistance Team (WI-1 DMAT) is part of NDMS and it is supported by a partnership of several state and national agencies, including NDMS, the State of Wisconsin Department of Health Services, and the Wisconsin Department of Military Affairs. WI-1 DMAT also has an academic partnership with the Medical College of Wisconsin and the University of Wisconsin School of Medicine and Public Health, along with the state's three academic medical centers – Children's Hospital of Wisconsin, Froedtert Hospital, and University of Wisconsin Hospital and Clinics (UW Health).

The City of Milwaukee supports WI-1 DMAT's mission and its commitment to the delivery of quality medical care to victims of disasters. The City of Milwaukee pledges to uphold its responsibilities to employees who are members of WI-1 DMAT by complying with applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), including releasing employees to report for duty when activated, allowing eligible employees to return to work after deployment, and maintaining usual medical coverage throughout deployment.

Furthermore, the City demonstrates its support through adoption of Common Council Files #100895 and #100894, establishing the authority to grant leaves of absence without pay and continuation of city employee benefits during periods of training or deployment associated with disaster medical assistance absences and continuing member contributions to the employees' retirement system during periods of such absence.

Disclaimer: The Department of Employee Relations reserves the right to modify this Policy and Guidelines as necessary. Should any provision of this Policy conflict with applicable federal or state laws, the latter will prevail.

Employment Status and Requirements

The WI-1 DMAT is an organized unit of medical, logistical, and administrative personnel who can be deployed to disaster zones to provide medical care for up to two weeks at a time. Members receive specialized training in order to deliver medical services in a front-line, field environment. It is anticipated that WI-1 DMAT will consist of personnel in the following fields: Nurses, Nurse Practitioners, Physician Assistants, Emergency Medical Technicians, Social Workers, Security Specialist, Administrative Specialist, Communication and Information Technology Specialists.

While activated under official NDMS orders, members of WI-1 DMAT are considered federal employees, and are protected by the Uniformed Services Employment and Reemployment Rights Act. When activated under official orders (which includes field deployments and NDMS field training, though not regular team meetings or training), team members receive:

1. Federal hourly wage. The City of Milwaukee is not required to pay hourly wages while their employees are under federal service, and *salaried* employees may not be required to make up missed time in order to collect salary.

2. Professional liability. Coverage during deployment: individuals are agents of the federal government while under official orders and federal tort law applies while activated (except in gross negligence or criminal acts).
3. Long-term disability coverage during deployment: individuals are covered by federal disability plan while activated and disability is provided at federal wage level.

Participation in a DMAT is a federal service commitment. Among other things, DMAT members are expected to undergo a federal employment process, a background investigation, attend team meetings (estimated 2 hours once per month) and training (estimated 8 hours each quarter), attend field training (5 days annually), report for duty within 8 hours for a deployment of 14 days (estimated once a year for any individual).

Employer Requirements

The City of Milwaukee as an employer of WI-1 DMAT members is required to adhere to the provisions of the USERRA; a law intended to ensure that members of an authorized federal uniformed service are not disadvantaged or discriminated against in their civilian careers because of their service. In general, employees must retain same benefits, privileges, and rank as before deployment and must be treated like any other employee (federal service cannot be held against employee).

By law, the City of Milwaukee is required to release WI-1 DMAT employees to report for duty when activated, allow eligible employees to return to work after a deployment, and maintain the employee's usual medical insurance coverage.

While employees are required to inform their employers prior to deployment and to present proof of official orders to their employer, there is no small business or employer hardship exception to federal employment/activation. The City must allow the leave of absence and reinstatement/reemployment upon the employee's return (subject to applicable eligibility criteria).

Standard deployment length is 14 days and the average advance-notice time for NDMS is 24-48 hours (although it can be as short as 4-8 hours). The average individual will deploy once a year (will vary depending on number of critical incidents), plus one 4-day weekend a year for official NDMS training.

Notice Requirements

DMAT members are required to provide proof of their official orders to City Departments in order for USERRA protection to apply. Because service on DMAT can result in an individual missing work with short notice, applicants are encouraged to discuss their possible participation before applying. The notice requirement applies to all categories of training or service. Notice, however, is not required if precluded by NDMS necessity or, if the giving of such notice is otherwise impossible or unreasonable under the circumstances. NDMS members are encouraged to provide their employers with as much advance notice as possible under the applicable circumstances.

WI-1 DMAT Leave and Continuation of Benefits

Common Council File # 100895 establishes that employees participating in the National Disaster Medical System through service on a WI-1 Disaster Medical Assistance Team, shall be granted leaves of absence without pay and continuation of city employee benefits during disaster medical absence or field training. Said leave shall be granted by the head of the department in which the employee works upon presentation of satisfactory evidence of National Medical Disaster System authority to take such leave. NOTE: Although employees may not be forced to use vacation during deployment or field training, they are able to use earned vacation at their discretion.

Continuation of city benefits includes accrual of sick leave and vacation benefits while deployed or while attending field training. Health and Dental benefits will be consistent to those granted to employees on military leave. Applicable annual and ordinal salary increases will be received at the time that they are due to the employee as if they had no time off payroll. Furthermore, Common Council File #100894 establishes that the city, city agency and member contributions to the employees' retirement system shall continue to be made during periods of such absence as though the employee had continued to work the full working time for the employee's position during the time of the absence.

Reemployment Provisions

USERRA reemployment rights apply to voluntary as well as involuntary NDMS service but do not apply to state or local government call ups of the NDMS teams/personnel for disaster relief, riots, etc.

Individuals must meet five conditions to be eligible for reemployment rights under USERRA following NDMS federal active service. The individual:

1. Must hold or have applied for a civilian job.
2. Must have given written or verbal notice to the employer prior to leaving the job for NDMS training or service except when precluded by NDMS necessity.
3. Must not have exceeded the 5-year cumulative limit on periods of active federal service with the same employer.
4. Must not have been terminated for misconduct while serving on a federal status as a NDMS member.
5. Must report back to the civilian job in a timely manner or submit a timely application for reemployment.

For periods of NDMS service of up to 30 consecutive days, the employee must report back to work for the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and safe transportation home, plus an 8-hour period of rest. If reporting back within this deadline is “impossible or unreasonable” through no fault of the employee, he or she must report back as soon as possible after the expiration of the 8-hour period.

Proof of Service

The City of Milwaukee may request proof of performance of NDMS service or duty. USERRA provides that following periods of federal NDMS service of 31 consecutive days or more, the returning employee must, upon the employer’s request, provide documentation that establishes length and character of the service and the timeliness of the application for reemployment. Reemployment may not be delayed, however, if such documentation does not exist or is not readily available.

In general the following documents have been determined to satisfy proof of eligibility for reemployment; discharge papers, leave and earning statements, school completion certificate, endorsed orders, or a letter from a proper NDMS authority.

The City can also contact HHS/NDMS ombudsman about verification of a specific period of NDMS service.

Payroll Procedures and Instructions

An earn code for Time Entry has been created for employees on DMAT leave. This will allow the employee to receive pension credit, insurance coverage, and continue to accrue sick leave and vacation that will be shown on the Time Owed & Allowed Reports.

- Employees taking unpaid leave for all categories of DMAT are required to submit a request for DMAT leave of absence form and a copy of the orders or training supporting documentation to their department’s personnel office. Both the DMAT leave of absence form and supporting documentation should then be forwarded to DER.
- Account code 9900 and earn code DMA must be entered on the employee’s online timecard for the number of days and hours the employee is on unpaid DMAT leave. Note: Employees using earn code DMA will not receive pay for that time. The use of earn code DMA does not pay the employee, but instead will provide required pension, insurance continuation, vacation and sick leave credits. Failure to enter DMA on a timecard may result in overpayments, pension credit issues, accrued time problems and extra work for many departments.
- Payroll Adjustments: If the hours for DMA were incorrectly entered or calculated, an adjustment to earn code DMA will have to be prepared. Please note that DMA will appear on the hours tab and you must assure correct event dates and accurate descriptions are used.
- If a step or annual increment is missed, a dollars adjustment will need to be prepared. This dollars adjustment will not pay the employee, but will update the employee’s pensionable earnings. Please note that earn code XXP appears on the dollars tab and that correct event dates and accurate descriptions are used.

NOTICES SENT TO FOR FILE NUMBER: 100895
Finance & Personnel Committee

NAME	ADDRESS	DATE SENT		
Chief Debra Weber	Fire Department	12/10/10	1/12/11	
Emma Stamps	Fire Department	x	x	
Richard Watt	LRB	x	x	
Rudy Konrad	City Attorney	x	x	
Michael Tobin	Milwaukee Fire Department	x	x	



Legislation Details (With Text)

File #: 101213 **Version:** 0

Type: Communication **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Fire Department relative to amending the 2011 Salary and Positions Ordinances.

Sponsors: THE CHAIR

Indexes: FIRE DEPARTMENT, POSITIONS ORDINANCE

Attachments: Request from Fire Department Chief Mark Rohlfing, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101213
Version
ORIGINAL
Reference

Sponsor

Title
Communication from the Fire Department relative to amending the 2011 Salary and Positions Ordinances.

Requestor

Drafter
CC-CC
tb
1/19/11



Fire Department

Mark Rohlfing
Chief
Gerard Washington
Acting Assistant Chief

January 24, 2011

Alderman Michael Murphy, Chair
Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Alderman Murphy:

The Milwaukee Fire Department reorganization has been approved by the Fire and Police Commission at its meetings of December 2, 2010, and January 6, 2011. Because of the reorganization, two current Deputy Chiefs, Steven Gleisner and Debra Weber, will have to assume Battalion Chief positions. Chief Gleisner will be located in Decision Unit 2 in the Support Bureau, Construction and Maintenance Division. Chief Weber will be located in Decision Unit 1 in the Operations Bureau, Firefighting Division.

Due to these circumstances, I would like to open a file for the individuals listed above, to be paid rates consistent with pay range 865. Thank you for your consideration of my request. If you have any questions, please contact me directly, at (414) 286-8947, or mrohlf@milwaukee.gov.

Respectfully,



MARK ROHLFING
Chief

MR/jlb
Budget\FinanceReqDCSalaryReorg0111



Legislation Details (With Text)

File #: 101189 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution authorizing an appropriation of \$637,425.53 from the Common Council Contingent Fund to the Remission of Taxes Special Purpose Account and directing payment of a judgment in favor of U.S. Oil against the City in the amount of \$540,191.13 plus simple interest at 1% per month from the date of the judgment until date of payment.

Sponsors: THE CHAIR

Indexes: CONTINGENT FUND, SUITS PAYMENT, SUITS SETTLEMENT, TAX CANCELLATIONS

Attachments: Proposed Sub A, Letter to Common Council, Contingent Fund Form, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/21/2011	0	JUDICIARY & LEGISLATION COMMITTEE	HEARING NOTICES SENT		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/31/2011	0	JUDICIARY & LEGISLATION COMMITTEE			
1/31/2011	0	JUDICIARY & LEGISLATION COMMITTEE			

Number
101189
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Resolution authorizing an appropriation of \$637,425.53 from the Common Council Contingent Fund to the Remission of Taxes Special Purpose Account and directing payment of a judgment in favor of U.S. Oil against the City in the amount of \$540,191.13 plus simple interest at 1% per month from the date of the judgment until date of payment.

Analysis

This resolution authorizes payment of a WI Stat. 74.37 lawsuit judgment against the City for excessive assessments for 3 oil terminal parcels for 2004 and 2005 in the amount of \$424,713.91 plus interest and costs totaling \$540,191.13 as of September 2, 2009 plus simple interest of 1% per month thereafter until payment.

Body

Whereas, U.S. Oil has brought suit against the City for allegedly excessive assessments of the properties of 3 oil terminals; and

Whereas, A civil judgment has been entered against the City on behalf of U.S. Oil for \$540,191.13 on September 2, 2009 plus simple interest at 1% per month until date of payment; and

Whereas, The Court of Appeals has decided the City's appeal in favor of U.S. Oil and the City Assessor and the City Attorney have determined that a petition to the Supreme Court is not appropriate or in the best interests of the City; and

Whereas, A total amount of \$750,000 has been budgeted in the 2011 Remission of Taxes Special Purpose Account; and

Whereas, \$295,774 plus interest has been encumbered; and

Whereas, There are multiple claims pending seeking remission of taxes alleging excessive assessments under WI Stats. 74.37; and

Whereas, There are 2009 and 2010 cases pending before the Board of Review; and

Whereas, The Common Council of the City of Milwaukee deems it just and expeditious to settle this lawsuit; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee that an amount of \$637,425.53 be appropriated from the Common Council Contingent Fund Account No. 0001-9990-C001-006300 and placed within the Remission of Taxes Special Purpose Account, and that the proper City officers are authorized and directed to issue a City check in the amount of \$540,191.13 plus simple interest at 1% per month from September 2, 2009 until date of payment, made payable to the order of U.S. Oil and the law firm of Whyte Hirschboeck Dudek in final settlement of this lawsuit, said amount up to \$637,425.53 be charged to the Remission of Taxes Special Purpose Account No. 001-9990-S163-006300; and, be it

Further Resolved, that for and in consideration of the payment authorized in this resolution, plaintiff and its attorney will provide to the City a satisfaction of judgment of the court action.

Requestor
Assessor's Office
Drafter
MPR/kat
1/12/2011

..Number

101189

..Version

PROPOSED SUBSTITUTE A

..Reference

..Sponsor

THE CHAIR

..Title

Substitute resolution authorizing an appropriation of \$636,626.35 from the Common Council Contingent Fund to the Remission of Taxes Special Purpose Account and directing payment of a judgment in favor of U.S. Venture against the City in the amount of \$540,191.13 plus simple interest at 1% per month from the date of the judgment until date of payment.

..Analysis

This resolution authorizes payment of a WI Stat. 74.37 lawsuit judgment against the City for excessive assessments for three oil terminal parcels for 2004 and 2005 in the amount of \$424,713.91 plus interest and costs totaling \$540,191.13 as of September 2, 2009 plus simple interest of 1% per month thereafter until payment.

..Body

Whereas, U.S. Venture has brought suit against the City for allegedly excessive assessments of the properties of three oil terminals; and

Whereas, A civil judgment has been entered against the City on behalf of U.S. Venture for \$540,191.13 on September 2, 2009 plus simple interest at 1% per month until date of payment; and

Whereas, The Court of Appeals has decided the City's appeal in favor of U.S. Venture and the City Assessor and the City Attorney have determined that a petition to the Supreme Court is not appropriate or in the best interests of the City; and

Whereas, A total amount of \$750,000 has been budgeted in the 2011 Remission of Taxes Special Purpose Account; and

Whereas, \$295,774 plus interest has been encumbered; and

Whereas, There are multiple claims pending seeking remission of taxes alleging excessive assessments under WI Stats. 74.37; and

Whereas, There are 2009 and 2010 cases pending before the Board of Review; and

Whereas, The Common Council of the City of Milwaukee deems it just and expeditious to settle this lawsuit; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee that an amount of \$636,626.35 be appropriated from the Common Council Contingent Fund Account No. 0001-9990-C001-006300 and placed within the Remission of Taxes Special Purpose Account, and that the proper City officers are authorized and directed to issue a City check in the amount of \$540,191.13 plus simple interest at 1% per month from September 2, 2009 until date of payment, made payable to the order of U.S. Venture in final settlement of this lawsuit, said amount up to \$636,626.35 be charged to the Remission of Taxes Special Purpose Account No. 001-9990-S163-006300; and, be it

Further Resolved, that for and in consideration of the payment authorized in this resolution, plaintiff and its attorney will provide to the City a satisfaction of judgment of the court action.

..Requestor
Assessor's Office
..Drafter
Jro
01/25/11

January 12, 2011

The Honorable, The Common Council
City of Milwaukee

Dear Members of the Common Council:

Attached is a resolution requesting an appropriation of \$637,425.53 from the 2011 Common Council Contingent Fund to the Remission of Taxes Fund and directing payment of a judgment in favor of U. S. Oil against the City in the amount of \$540,191.13 plus simple interest at 1% per month from date of judgment until date of payment.

Your favorable approval of the attached resolution is respectfully requested.

Yours very truly,

Mary P. Reavey
Assessment Commissioner

pcw/kat

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: Assessor CONTACT PERSON & PHONE : Mary Reavey Ext. 3101

A. REASON FOR REQUEST (Refer to File 921360 for definitions)

- CHECK ONE: EMERGENCY CIRCUMSTANCES
 OBLIGATORY CIRCUMSTANCES
 FISCAL ADVANTAGE/COMPLIANCE WITH FISCAL MANAGEMENT PRINCIPALS

B. SUPPORTING INFORMATION

1. State the action requested, including the dollar amount and specific departmental accounts(s) to which the Contingent Fund appropriation would be made.

Request appropriation in the amount of \$637,425.53 from Common Council Contingent Fund to the Remission of Taxes Special Purpose Account 0001 9990 S163.

2. State the purpose of the action requested which includes the program, service or activity to be supported by the funding, as well as the objective(s) to be accomplished.

The purpose is the pay the judgment entered on September 2, 2009 from Circuit Court relating to the appeal involving three properties owned by U. S. Oil. This will settle the matter in accordance with the Court of Appeals decision on December 28, 2010.

3. Describe the circumstances which prompt the request.

Decision of Court of Appeals and decision by City not to appeal that to the Supreme Court.

4. What are the consequences of not providing the program, service, or activity which is funded by this request?

The 2011 Remission of Taxes account would be depleted. Obligations would be moved into 2012.

5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.

When developing the 2011 budget the decision was not anticipated.

- 5a. Are there any unexpended funds in the departmental control account for which this appropriation is requested, that could be used to fund this request? No.

5b. What are the consequences of using budgeted operating funds for this request?

Additional interest on the judgment that would be added to the 2012 levy or taken out in the 2012 contingency fund.

6. State why funding was not included in the Budget.

The outcome of this court case and other litigation matters is not predictable.

7. Will the conditions prompting the request be limited to the current year, or will they continue into the following year?

This appropriation would close this case.

8. Has your department made a similar Contingent Fund request in previous years? YES NO

*If yes, what is the most recent year the request was made? 2009

9. Will this funding be used to implement provisions of a collective bargaining agreement? YES NO

10. Will the funding being requested provide a level of service authorized by the Budget? YES NO

*If yes, why can't your department accomplish the authorized service level with the authorized funding level?

11. Will the requested funding provide a level of service higher than that authorized by the Budget? YES NO

*If yes, why is a higher service level necessary?

*What is the estimated amount of additional service units to be provided if the entire Contingent Fund request is approved?

12. What performance measures and sub-measures are affected by this request, and what are the anticipated changes if the entire Contingent Fund request is approved? None

13. What reductions to performance measures are expected if the request is not approved? None

14. Is any grant funding associated with the program service, or activity pertaining to the request? YES X NO

*If yes, name the grant and current year amount.

15. Will the program, service, or activity affect any electronic data processing system? YES X NO

The following questions only apply to Contingent Fund requests which transfer appropriations into capital purpose accounts:

16. Does this request transfer an appropriation into a capital purpose subaccount? YES NO

*If yes, are similar projects planned and funding available in a capital purpose (parent) account for the current year?

17. Why is the project for which Contingent Funds are requested more important than other similar projects?

18. Does this request fund a project outside the normal order of planned projects of a kind which are funded through a capital purpose (parent) account for the current year? YES NO

*If yes, what is the consequence of deferring the lowest priority planned project until next year?

19. Was this project included in the Department's Budget request? YES NO

*If not, why not?

C. THANK YOU FOR YOUR COOPERATION. PLEASE SEND COPIES OF YOUR RESPONSE TO:

Staff Assistant, Finance & Personnel Committee, Room 205, City Hall (6 COPIES)
Special Assistant, Finance & Personnel Committee, Room 205, City Hall (1 COPY)
Fiscal Research Manager, LRB-Common Council, Room B-11, City Hall (2 COPIES)
Budget & Management Director, DOA, Room 307, City Hall (2 COPIES)

If you have any questions about the completion of this form, you may call the Fiscal Research Manager at extension 8686.



Legislation Details (With Text)

File #: 101177 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to application, acceptance and funding of the Community Health Improvement in Metcalf Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW).

Sponsors: THE CHAIR

Indexes: GRANTS, HEALTH CARE

Attachments: Original Fiscal Impact Statement, Operating Grant Budget, Grant ANALYSIS, Sub Fiscal Impact Statement, Fiscal Analysis, Fiscal Analysis-supplemental information, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
1/27/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101177

Version
SUBSTITUTE 1

Reference

Sponsor
The Chair

Title
Substitute resolution relative to application, acceptance and funding of the Community Health Improvement in Metcalf Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW).

Analysis

on authorizes the Health Department to apply for, accept and fund the Community Health Improvement in Metcalfe Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW) in the amount of \$14,513 provided by the grantor. The purpose of the grant is to aid in a project intended to research interventions to eliminate immunization rate disparities within low-income ethnic/racial populations less than 14 years of age in Metcalfe Park, Concordia and surrounding neighborhoods in Milwaukee.

Body

City of Milwaukee appears to be eligible for grant funds from the Medical College of Wisconsin (MCW) in this research project; and

operation of this grant project from 03/01/11 to 02/28/12 would cost \$14,513 provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the Medical College of Wisconsin (MCW) is authorized and the Health Department shall accept this grant without further approval unless the terms of the grant change as indicated in Milwaukee Code of Ordinances Section 304-81; and, be it

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant Parent of the 2011 Special Revenue Grant and Aid Projects Funds, the following amount for the project titled Community Health Improvement in Metcalfe Park and Concordia (CHIMC): Save Lives-Immunize Grant:

Project/Grant	GR0001100000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$14,513

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project Grant Levels; budget against these Project/Grant values the amounts required under the grant agreement; and, be it

Further Resolved, That these funds are budgeted to the Health Department which is authorized to:

1. Expend from the amount budgeted sums for specified purposes as indicated in the grant budget and incur costs consistent with the award date;
2. Expend from the 2011 grant budget funds for training and out-of-town travel by departmental staff;
3. Enter into leases and subcontracts as detailed in the grant budget; and
4. Expend from the 2011 grant funds for equipment as deemed necessary for program operation.

Further resolved, That the Common Council directs that the 2011 Positions Ordinance, C.C. File 100414, should be amended as follows:

Under

HEALTH DEPARTMENT
Bioterrorism Grant CRI/Pandemic Flu (P)

DELETE:

Health Project Coordinator-Immunizations (X)(Y)(A)(DD)(P)(Q)

ADD:

Health Project Coordinator-Immunizations (X)(Y)(A)(P)(DD)(EE)

AMEND footnote (EE) to read as follows:

To expire 02/28/12 unless the Community Health Improvement in Metcalfe Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW) is extended. Partially funds one Health Project Coordinator-Immunizations.

Requestor
Health Department
Drafter
YMR
1-23-11
CMIMC Save Lives-Immunize 11-1



City of Milwaukee Fiscal Impact Statement

A

Date January 23, 2011 **File Number** 101177

Subject Substitute resolution amending Common Council File #100485 relative to application, acceptance and funding of the Refugee Health Screening Grant from the State of Wisconsin - Department of Workforce Development.

B

Submitted By (Name/Title/Dept./Ext.) Yvette Rowe, Business Operations Manager, Health Department, X3997

C

- This File**
- Increases or decreases previously authorized expenditures.
 - Suspends expenditure authority.
 - Increases or decreases city services.
 - Authorizes a department to administer a program affecting the city's fiscal liability.
 - Increases or decreases revenue.
 - Requests an amendment to the salary or positions ordinance.
 - Authorizes borrowing and related debt service.
 - Authorizes contingent borrowing (authority only).
 - Authorizes the expenditure of funds not authorized in adopted City Budget.

D

- This Note**
- Was requested by committee chair.

E

- Charge To**
- | | |
|--|--|
| <input type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund |
| <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| <input type="checkbox"/> Debt Service | <input checked="" type="checkbox"/> Grant & Aid Accounts |
| <input type="checkbox"/> Other (Specify) _____ | |

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages			
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS		\$14,513	\$14,513

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years _____

1-3 Years 3-5 Years _____

1-3 Years 3-5 Years _____

I

List any costs not included in Sections E and F above.

J

Additional information.

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: CHIMC: Save Lives-Immunize
 CONTACT PERSON: Angie Hagy, X5833

PROJECT/PROGRAM YEAR:

March 2011 - February 2012

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
	0.15	Health Project Coordinator - Immunizations (X)(Y)(A)(P)(DD)(EE)	004	\$ 7,800		0	7,800
							0
		TOTAL PERSONNEL COSTS		7,800			7,800
		FRINGE BENEFITS					
		Fringe Benefits (48%)		3,744			3,744
		TOTAL FRINGE BENEFITS		3,744			3,744
		SUPPLIES AND MATERIALS					
		Program Supplies		2,969			2,969
		TOTAL SUPPLIES AND MATERIALS		2,969			2,969
		EQUIPMENT AND FACILITY RENT					
				0			0
		TOTAL EQUIPMENT AND FACILITY RENT		0			0
		SERVICES					
							0
		TOTAL SERVICES		0			0
		TOTAL COSTS		14,513			14,513

**GRANT ANALYSIS FORM
OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS**

Department/Division: Health Department/Disease Control and Environmental Health Services Division

Contact Person & Phone No: Angie Hagy, Infectious Disease Epidemiologist, X5833

Category of Request <input type="checkbox"/> New Grant <input checked="" type="checkbox"/> Grant Continuation <input type="checkbox"/> Change in Previously Approved Grant	Previous Council File No. 091441 Previous Council File No.
---	---

Project/Program Title: CHIMC: Save Lives-Immunize

Grantor Agency: The Medical College of Wisconsin, INC

Grant Application Date: 12/30/2010

Anticipated Award Date: 03/01/2011

Please provide the following information:

1. Description of Grant Project/Program (Include Target Locations and Populations):

The grant is a collaboration with the Medical College of Wisconsin (MCW), Department of Pediatrics to reduce immunization rate disparities within low-income ethnic/racial populations less than 14 years of age in Metcalfe Park, Concordia and surrounding neighborhoods in Milwaukee, Wisconsin (zip codes 53205, 53206, 53208, 53210) by enhancing community capacities and infrastructure through partnership between community and academic settings. Community Health Improvement in Metcalfe Park and Concordia (CHIMC) incorporates academicians, community-based organizations, and community residents as equal contributors to all aspects of the research (planning, methods, design, implementation, data collection, evaluation interpretation and dissemination).

The intervention research targeted child/youth age groups in the abovementioned target area are:

- a). 19-35 months will be monitored to receive-4 doses (DTaP): 3 doses (Polio):1 dose (MMR): 3 doses (Hep B): 3 doses (Hib): 1 dose (Varicella)
- b). 4 yrs to 6 yrs old will be monitored to receive-4 doses (DTaP): 4 doses (Polio): 2 doses (MMR): 3 doses (Hep B): 1 dose (Varicella), and
- c). 11-14 years of age are monitored to receive-1 dose TdaP; 3 doses of HPV; 1 dose MCV (Meningococcal); 2 doses Varicella prior to age 14 years

2. Relationship to City-wide Strategic Goals and Departmental Objectives:

Receipt of the CHIMC sub-grant complies with Objective 4, item 1 of the City of Milwaukee Strategic Plan; improve child health by increasing immunization compliance to 95% by 2012. Furthermore, the mission of the MHD Immunization Program is to decrease the burden of vaccine-preventable diseases through the implementation of interventions aimed at increasing immunization rates.

3. Need for Grant Funds and Impact on Other Departmental Operations (Applies only to Programs):

Activities under CHIMC contribute to the MHD goal of increasing childhood and adolescent immunization rates, and build upon other interventions done by the department.

4. Results Measurement/Progress Report (Applies only to Programs):

Requires submission of a Technical Performance Report to MCW's Project Director due 90 days prior to the end of the performance period.

5. Grant Period, Timetable and Program Phase-out Plan:

Grant period extends March 1, 2011 through February 28, 2012, and is renewable through 2013.

6. Provide a List of Subgrantees:

None

7. If Possible, Complete Grant Budget Form and Attach.

Attached



City of Milwaukee Fiscal Impact Statement

A

Date January 23, 2011 **File Number** 101177
Subject Substitute resolution relative to application, acceptance and funding of the Community Health Improvement in Metcalf Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW).

B

Submitted By (Name/Title/Dept./Ext.) Yvette Rowe, Business Operations Manager, Health Department, X3997

C

- This File**
- Increases or decreases previously authorized expenditures.
 - Suspends expenditure authority.
 - Increases or decreases city services.
 - Authorizes a department to administer a program affecting the city's fiscal liability.
 - Increases or decreases revenue.
 - Requests an amendment to the salary or positions ordinance.
 - Authorizes borrowing and related debt service.
 - Authorizes contingent borrowing (authority only).
 - Authorizes the expenditure of funds not authorized in adopted City Budget.

D

This Note Was requested by committee chair.

E

Charge To

<input type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
<input type="checkbox"/> Debt Service	<input checked="" type="checkbox"/> Grant & Aid Accounts
<input type="checkbox"/> Other (Specify) _____	

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages			
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS		\$14,513	\$14,513

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

LRB-RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE

JANUARY 27, 2011

ITEM 5, FILE # 101177

File #101177 is a resolution relative to application, funding and expenditure of the Community Health Improvement in Metcalfe Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW).

Background

1. This is the fourth annual award to the Milwaukee Health Department (MHD) in a 5-year program.
2. The Medical College of Wisconsin (MCW), Department of Pediatrics, has received approval for grant awards from the National Institute of Child Health and Human Development (NICHD) for a period of 5 years. Previous awards were approved and expenditures authorized by Resolution Files # 080722, #081325 and # 091441.
3. This grant supports a Community-based Participatory Research (CBPR) Initiative in Reducing and Eliminating Health Disparities. The project involves research interventions to eliminate immunization rate disparities within low-income ethnic/racial populations less than 14 years of age in Metcalfe Park, Concordia and surrounding neighborhoods (zip codes 53205, 53206, 53208, 53210).
4. Community Health Improvement in Metcalfe Park and Concordia (CHIMC) was awarded a NICHD CBPR planning grant in 2005 to reduce child health disparities by enhancing community capacities and infrastructure through a Milwaukee partnership between community and academic settings. CHIMC included academicians, community-based organizations, and community residents as equal contributors to all aspects of the research (planning, methods, design, implementation, data collection, evaluation interpretation and dissemination).
5. CHIMC: Save Lives-Immunize intervention is conducted in close partnership with community-based organizations, government agencies and community residents that serve these and surrounding neighborhoods.

Discussion

1. Specific objectives of this effort to reduce immunization disparities include:
 - By June 30, 2010, implementation will be initiated group interventions guided by health-behavior change models to address immunization rate disparities through community empowerment. According to the MHD:
 - Individual parent education sessions have been conducted in the targeted zip code areas.
 - A social marketing campaign has been implemented.
 - By June 30, 2013, evaluate the effectiveness of health behavior change models to reduce immunization rate disparities in the CHIMC target populations.
 - MCW will be responsible for program evaluation.
2. The MHD has been requested to provide information about immunization trends in the targeted zip code areas.

3. The intervention research groups targeted for vaccinations include:
 - a) 19-35 months monitored to receive: 4 doses of diphtheria, tetanus and pertussis (DTaP): 3 doses of Polio:1 dose of measles, mumps and rubella (MMR): 3 doses of hepatitis B (Hep B): 3 doses of haemophilus influenza type b (Hib): 1 dose of chicken pox (varicella),
 - b) 4 yrs to 6 years of age monitored to receive: 4 doses of DTaP: 4 doses of Polio: 2 doses of MMR: 3 doses of Hep B: 1 dose of Varicella, and
 - c) 11-14 years of age monitored to receive:1 ofdose tetanus, diphtheria and acellular pertussis (TdaP); 3 doses of human papilloma virus (HPV); 1 dose of meningococcal MCV; and 2 doses of varicella.
4. Activities supported by this grant will assist the Milwaukee Health Department in reaching its goal of 95% immunization compliance by the year 2012.
5. The budget for the fourth year of this grantor-share only award to the Health Department provides partial (0.15 FTE) funding for a Health Project Coordinator-Immunization position as follows:

Health Project Coordinator-Immunization	\$ 7,800
Fringe Benefits (48%)	3,744
Program Supplies	2,969
TOTAL	\$14,513
6. The proposed total award is substantially similar to previous awards. Amounts for travel have been eliminated and the previous support for 0.1 FTE of an Infectious Disease Epidemiologist has been replaced by 0.15 FTE support for a Health project Coordinator.
7. The period of the grant is from March 1, 2011 to February 29, 2012.
8. Resolution File #101177 authorizes the City Comptroller to commit \$14,513 grantor share funds within the Project/Grant Parent of the 2011 Special Revenue-Grant and Aid Projects Fund and to create appropriate Special Revenue Fund-Grant and Aid Project/Grant and Project /Grant levels.
9. The resolution further authorizes the Health Department, consistent with the terms of the grant, to: expend from these budgeted amounts; enter into subcontracts and leases; expend 2011 budgeted amounts for equipment deemed necessary to the operation of the program; and expend funds for training and out-of-town travel of departmental staff from the grant funds in 2011.

Fiscal Impact

This proposed \$14,513 in non-O&M funding will support continuing activities and services that would not be provided absent such funding. There is no impact on the tax levy.

Prepared by: Richard L. Withers
 LRB-Research and Analysis Section
 Extension 8532
 January 24, 2011

Cc: Angie Hagy Bevan Baker
 W. Martin Morics Renee Joos
 Yvette Rowe Raquel Filmanowicz
 Jim Owczarski Ted Medhin

LRB-RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE JANUARY 27, 2011 ITEM 5, FILE # 101177
SUPPLEMENTAL INFORMATION

File #101177 is a resolution relative to application, funding and expenditure of the Community Health Improvement in Metcalfe Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW).

The following bullet points are highlights of information received from the Milwaukee Health Department (MHD) after submission of the LRB analysis on January 24, 2011. The information was reported in an annual progress report and evaluation for the period January 2010 through December 2010. This period was the 6th year of the project and the 3rd year of MHD participation. In 2010:

- Participation in the project tripled from 115 to 350 families based upon completion of surveys by parents and guardians; the number of children in project families increased to 915.
- The 7-10 years old age cohort was found to have the largest proportion of up-to-date immunizations (87%), and the 19 to 35 months old cohort was found to have the lowest proportion of up-to-date immunizations; the types and frequency of immunizations deemed to be up-to-date vary with each age grouping.
- Compared to census figures for the target zip code areas, 90% of participants were African American compared to census figures of 73%; 90% of parent/guardian participants were female compared to census figures of 54%; and 73% of participants were single heads of households compared to census figures of 48%.
- A social marketing campaign was implemented with Children's Hospital of Wisconsin entitled, "Take Control! Protect your Child with Immunizations;" resulting in an estimated 32,000 messages in the target areas including flyers, bus and other posters, magnets, book bags, stickers and billboards (largely funded outside the sub-grant to MHD).
- The Steering Committee of 40 academic and community members was expanded by 5 additional community members.
- The MHD role was expanded to provide increased access to immunizations, training of project staff and sponsorship and participation in local health events.
- Future activities were planned that provide a focus on parents of children under 4 years of age and will include training of parent peer mentors.

Prepared by: Richard L. Withers
LRB-Research and Analysis Section
Extension 8532
January 24, 2011

Cc: Angie Hagy Bevan Baker
 W. Martin Morics Renee Joos
 Yvette Rowe Raquel Filmanowicz
 Jim Owczarski Ted Medhin
 Richard Pfaff



Legislation Details (With Text)

File #: 101180 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to the application, acceptance and funding of the Immunize Milwaukee Grant from the UW School of Medicine and Public Health-Wisconsin Partnership Program.

Sponsors: THE CHAIR

Indexes: GRANTS, HEALTH CARE, UNIVERSITY OF WISCONSIN

Attachments: Grant Analysis, Operating Budget Grant 2011-12, Fiscal impact Statement, Fiscal Analysis, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
1/27/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101180

Version
SUBSTITUTE 1

Reference

Sponsor
The Chair

Title
Substitute resolution relative to the application, acceptance and funding of the Immunize Milwaukee Grant from the UW School of Medicine and Public Health-Wisconsin Partnership Program.

Analysis
This resolution authorizes the Health Department to apply for, accept and fund the Immunize Milwaukee Grant from the UW School of Medicine and Public Health-Wisconsin Partnership Program in the amount of \$17,840 provided by the grantor. The purpose of the grant is to aid in a project intended to organize and implement a fully functional immunization coalition to address the disparities in immunization rates.

Body
Whereas, The City of Milwaukee appears to be eligible for grant funds from the UW School of Medicine and Public Health-Wisconsin Partnership Program in this immunization project; and

Whereas, The operation of this grant project from 04/01/11 to 03/31/12 would cost \$17,840 provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the UW School of Medicine and Public Health-Wisconsin Partnership Program is authorized and the Health Department shall accept this grant without further approval unless the terms of the grant change as indicated in Milwaukee Code of Ordinances Section 304-81; and, be it

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant Parent of the 2011 Special Revenue Grant and Aid Projects Funds, the following amount for the project titled Immunize Milwaukee Grant:

Project/Grant	GR0001100000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$17,840

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project Grant Levels; budget against these Project/Grant values the amounts required under the grant agreement; and, be it

Further Resolved, That these funds are budgeted to the Health Department which is authorized to:

1. Expend from the amount budgeted sums for specified purposes as indicated in the grant budget and incur costs consistent with the award date;
2. Expend from the 2011 grant budget funds for training and out-of-town travel by departmental staff;
3. Enter into leases and subcontracts as detailed in the grant budget; and
4. Expend from the 2011 grant funds for equipment as deemed necessary for program operation.

Further resolved, That the Common Council directs that the 2011 Positions Ordinance, C.C. File 100414, should be amended as follows:

Under

HEALTH DEPARTMENT
Disease Control and Environmental Health Services Division
Immunization Action Plan Grant (DD)

DELETE:

Public Health Nurse (X)(G)(DD)(CC) 2 positions

ADD:

Public Health Nurse (X)(G)(DD)(CC)(FF) 2 positions

ADD footnote (FF) to read as follows:

To expire 03/31/13 unless the Immunize Milwaukee Grant from the UW School of Medicine and Public Health -Wisconsin Partnership Program is extended. Partially funds one Public Health Nurse position.

Requestor
Health Department

Drafter
ymr
1/23/11
Immunize Milwaukee 2011-12 Res

**GRANT ANALYSIS FORM
OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS**

Department/Division: Health Department/Disease Control and Environmental Health Services Division

Contact Person & Phone No: Angie Hagy, Infectious Disease Epidemiologist, X5833

Category of Request <input checked="" type="checkbox"/> New Grant <input type="checkbox"/> Grant Continuation <input type="checkbox"/> Change in Previously Approved Grant	Previous Council File No. Previous Council File No.
---	--

Project/Program Title: Immunize Milwaukee Coalition (IMC)

Grantor Agency: University of Wisconsin Community-Academic Partnership Fund

Grant Application Date: 09/30/2010

Anticipated Award Date: 04/01/2011

Please provide the following information:

1. Description of Grant Project/Program (Include Target Locations and Populations):

Disparities in immunization rates exist between the City of Milwaukee and the rest of the state of Wisconsin. Immunization rates for 24-month olds in the City of Milwaukee for the completion of the primary childhood immunization series are less than 50% (Wisconsin Immunization Registry Data). Estimated completion rates for the state and nation are substantially higher for the same series; 80% and 77%, respectively (MMWR, August 2009). The disparity exists with school-aged children as well, with only 72% of children within Milwaukee Public Schools having all the required vaccinations for school compared with 91% statewide for the 2009-2010 school year. Immunization rates above 90% are needed to prevent outbreaks of disease.

The City of Milwaukee Health Department (MHD) will collaborate with Paul Hunter, M.D., from the University of Wisconsin School of Medicine and Public Health, Milwaukee Public Schools (MPS), the Wisconsin Division of Public Health (DPH), the Boys and Girls Club of Greater Milwaukee (B&G) and the Milwaukee County District Attorney (DA) in a two-year developmental project to organize and implement a fully functional immunization coalition to address the disparities in immunization rates.

2. Relationship to City-wide Strategic Goals and Departmental Objectives:

Receipt of the grant complies with the overall department's goal of increase vaccination rates.

3. Need for Grant Funds and Impact on Other Departmental Operations (Applies only to Programs):

Activities under the grant contribute to the MHD goal of increasing childhood and adolescent immunization rates, and build upon other interventions done by the department.

4. Results Measurement/Progress Report (Applies only to Programs):

The goal of the proposed Immunize Milwaukee Coalition (IMC) is to increase childhood and adolescent immunization rates within the City of Milwaukee for both required and recommended vaccinations. To accomplish this goal the IMC will focus on three main objectives:

1. By July 31, 2011, community needs around immunizations will be identified and community capacity to address immunization issues defined.
2. By March 31, 2013, a coalition that is a community-academic partnership between a diverse group of stakeholders will be developed and function as an entity that is actively involved in increasing childhood and adolescent immunization rates in the City of Milwaukee.
3. By March 31, 2013 the IMC will have resulted in at least four new immunization collaborations and/or initiatives between IMC members.

5. Grant Period, Timetable and Program Phase-out Plan:

Grant period extends April 1, 2011 through March 31, 2012, and is renewable through 2012-2013.

6. Provide a List of Subgrantees:

None – additional funds are being provided to UW under a separate contract for the academic partner

7. If Possible, Complete Grant Budget Form and Attach.

Attached

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: Immunize Milwaukee Grant
CONTACT PERSON: Angie Hagy, X5833

PROJECT/PROGRAM YEAR: April 2011 - March 2012

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					\$ -
	0.1	Public Health Nurse (X)(G)(DD)(CC)(FF)	666	\$ 5,500			\$ 5,500
		TOTAL PERSONNEL COSTS		\$ 5,500			\$ 5,500
		FRINGE BENEFITS					
		Fringe Benefits (Rate = 48%)		\$ 2,640	\$ -	\$ -	\$ 2,640
		TOTAL FRINGE BENEFITS		\$ 2,640			\$ 2,640
		SUPPLIES AND MATERIALS					
		Training		\$ 1,200	\$ -	\$ -	\$ 1,200
		General Operating Supplies		\$ 500			\$ 500
		TOTAL SUPPLIES AND MATERIALS		\$ 1,700			\$ 1,700
		SERVICES					
		TOTAL SERVICES		\$ -	\$ -	\$ -	0
		EQUIPMENT					
		TOTAL EQUIPMENT		\$ -	\$ -	\$ -	0
		CONTRACTUAL SERVICES					
		Intern		8,000			\$ 8,000
		TOTAL SERVICE		\$ 8,000			\$ 8,000
		TOTAL COSTS		\$ 17,840	\$ -	\$ -	\$ 17,840



City of Milwaukee Fiscal Impact Statement

A

Date January 23, 2011 **File Number** 101180

Subject Substitute resolution relative to the application, acceptance and funding of the Immunize Milwaukee Grant from the UW School of Medicine and Public Health-Wisconsin Partnership Program.

B

Submitted By (Name/Title/Dept./Ext.) Yvette Rowe, Business Operations Manager, Health Department, X3997

C

- This File**
- Increases or decreases previously authorized expenditures.
 - Suspends expenditure authority.
 - Increases or decreases city services.
 - Authorizes a department to administer a program affecting the city's fiscal liability.
 - Increases or decreases revenue.
 - Requests an amendment to the salary or positions ordinance.
 - Authorizes borrowing and related debt service.
 - Authorizes contingent borrowing (authority only).
 - Authorizes the expenditure of funds not authorized in adopted City Budget.

D

This Note Was requested by committee chair.

E

- Charge To**
- Department Account
 - Capital Projects Fund
 - Debt Service
 - Other (Specify) _____
 - Contingent Fund
 - Special Purpose Accounts
 - Grant & Aid Accounts

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages			
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS		\$17,840	\$17,840

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

LRB-RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE JANUARY 27, 2011 ITEM 6, FILE # 101180

File #101180 is a resolution relative to application, funding and expenditure of the Immunize Milwaukee Grant from the University of Wisconsin (UW) School of Medicine and Public Health-Wisconsin Partnership Program.

Background

1. This is a new grant for the first year of a 2-year project to develop an immunization coalition to address disparities in immunization rates.
2. Funding to the Milwaukee Health Department (MHD) for this project will be provided by the UW School of Medicine and Public Health through its Wisconsin Partnership Program as part of a larger collaborative project including UW's Paul Hunter, M.D. as Principle Investigator, Milwaukee Public Schools (MPS), the Wisconsin Department of Health Services (HS), the Boys and Girls Club of Greater Milwaukee (B&G) and the Milwaukee County District Attorney (DA). The UW Wisconsin Partnership Program is made possible by initial funding resulting from the conversion of the Wisconsin Blue Cross and Blue Shield.
3. The U.S. Centers for Disease Control and Prevention has reported in an August 2009 publication of Morbidity and Mortality Weekly Report (MMWR) that immunization rates for 24-month olds in Wisconsin and nationally are at 80% and 77% respectively. Wisconsin Immunization Registry Data figures place the rates of comparable immunizations in the City of Milwaukee at less than 50%. A similar disparity exists between school-aged City of Milwaukee children and children statewide; 2009-2010 school year figures place the rates of required immunizations at 72% and 91%, respectively. MHD reports that a level of 90% or greater is necessary to prevent disease outbreaks.

Discussion

1. Specific objectives of this project to address immunization disparities include:
 - By July 31, 2011, community needs around immunizations will be identified and community capacity to address immunization issues will be defined.
 - By March 31, 2013, a coalition that is a community-academic partnership among a diverse group of stakeholders will be developed and function as a single entity that is actively involved in increasing childhood and adolescent immunization rates in the City of Milwaukee.
 - By March 31, 2013, the IMC will have resulted in at least four new immunization collaborations and/or initiatives among Immunize Milwaukee Coalition (IMC) members.
4. The budget for the first year of this grantor-share only award to the Milwaukee Health Department provides partial (0.1 FTE) funding for a Public Health Nurse position as follows:

Public Health Nurse (Range 666)	\$ 5,500
Fringe Benefits (48%)	2,640
Program Supplies	1,700
Contract Services (Intern)	8,000

TOTAL \$17,840

5. The new position funding will be referenced in the position footnotes for 2 Public Health Nurses who are primarily funded by the Immunization Action Plan program and will be allocated as necessary and appropriate.
6. The period of the grant is from April 1, 2011 to March 31, 2012.
7. The resolution in File #101180 authorizes the City Comptroller to commit \$17,840 grantor share funds within the Project/Grant Parent of the 2011 Special Revenue-Grant and Aid Projects Fund and to create appropriate Special Revenue Fund-Grant and Aid Project/Grant and Project /Grant levels.
8. The resolution further authorizes the Health Department, consistent with the terms of the grant, to: expend from these budgeted amounts; enter into subcontracts and leases; to expend 2011 budgeted amounts for equipment deemed necessary to the operation of the program; and to expend funds for training and out-of-town travel of departmental staff from the grant funds in 2011.

Fiscal Impact

This proposed \$17,840 in non-O&M funding will support continuing activities and services that would not be provided absent such funding. There is no impact on the tax levy.

Prepared by: Richard L. Withers
LRB-Research and Analysis Section
Extension 8532
January 24, 2011

Cc: Angie Hagy Bevan Baker
 W. Martin Morics Renee Joos
 Yvette Rowe Raquel Filmanowicz
 Jim Owczarski Ted Medhin



Legislation Details (With Text)

File #: 101207 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution amending Common Council File Number 091541 relating to carryover of certain fund balances from 2009 to 2010.

Sponsors: THE CHAIR

Indexes: BUDGET

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101207

Version
SUBSTITUTE 1

Reference
091541

Sponsor
THE CHAIR

Title
Substitute resolution amending Common Council File Number 091541 relating to carryover of certain fund balances from 2009 to 2010.

Analysis

Common Council File Number 091541, a substitute resolution authorizing carryover of certain fund balances from 2009 to 2010, omitted authorizing the carryover of \$390,000 in 2009 funding for the Housing Trust Fund. This resolution amends Common Council File Number 091541 to authorize the carryover of 2009 Housing Trust Fund funding, in the amount of \$390,000, into 2010.

Body

Whereas, The Common Council on March 24,2010 adopted Common Council File Number 091541,a substitute resolution authorizing carryover of certain fund balances from 2009 to 2010; and

Whereas, The accounts enumerated in Exhibit A attached to Common Council File Number 091541 inadvertently omitted authorizing carrying over \$390,000 in 2009 funding for the Housing Trust Fund into 2010; and

Whereas, The Budget and Management Division and the Common Council intended that \$390,000 in 2009 Housing Trust Fund funding be carried over into 2010; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that Common Council File Number 091541 is amended to include the following:

Department - Resolution
Account Number - 0001-9990-0001-S216-006300-2009
Account Name - Special Purpose
Description - Housing Trust Fund
Appropriation - \$390,000
Expenditure - \$0
Unencumbered Balance - \$390,000
Amount Requested - \$0
Amount Recommended - \$390,000
Change - \$390,000

Requestor
DOA-Budget and Management Division
Drafter
LRB124899-2
Jim Carroll
1/31/11



Legislation Details (With Text)

File #: 101215 **Version:** 0

Type: Communication-Report **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Comptroller relating to a firewall audit.

Sponsors: THE CHAIR

Indexes: AUDITS, COMPTROLLER, INFORMATION TECHNOLOGY, REPORTS AND STUDIES

Attachments: Letter from Comptroller re: IT Firewall Audit, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101215
Version
ORIGINAL
Sponsor
THE CHAIR
Title
Communication from the Comptroller relating to a firewall audit.
Drafter
CC-CC
dkf
1/19/11



Office of the Comptroller

December 22, 2010

W. Martin Morics, C.P.A.
Comptroller

Michael J. Daun
Deputy Comptroller

John M. Egan, C.P.A.
Special Deputy Comptroller

Craig D. Kammholz
Special Deputy Comptroller

To the Honorable Common Council
City of Milwaukee

RE: IT Firewall Audit

Dear Council Members:

As a component of the Comptroller's comprehensive information systems audit work plan, the firewall audit was conducted from August to November of 2010 and involved the review of a sampled number of firewall rule and route configurations (firewall rules and routes govern how various data enters and leaves the City's computing environment). The audit consisted of the comprehensive review of six firewalls, including the Municipal Court firewall, Department of Public Works firewall, Water Department firewall, Health Department firewall, Information Technology Management Division firewall and the PeopleSoft FMIS firewall.

Proper firewall configurations are an important and tangible part of ensuring that the City's computer systems are available and that City services connected to computing resources are not impaired. A firewall must therefore maintain high standards for assuring the security, integrity and functionality of the computer environment.

As recently as 2009 City divisions managed their own firewalls internally. This resulted in the use of various firewall hardware and software being used throughout the City. No single configuration security standard was used by all City divisions to configure and manage their firewall settings. In the first quarter of 2010 most City firewalls were centralized under the Department of Public Works and are now controlled and managed by DPW. The exceptions to this centralization initiative are; the Port of Milwaukee firewall, Employee Retirement System firewall, Police Open Sky firewall and Library firewall. DPW now uses a single standard software to manage all ten firewalls for which they are responsible.

When firewall management responsibilities were centralized DPW inherited the existing configuration rule sets and routes into their firewall management software. This centralization also resulted in a significant information system infrastructure change to update servers and networking equipment. With so much change being introduced into the security layer of the City's network many firewall rules and routes have become either redundant or obsolete.

Firewalls were evaluated for IS industry standard firewall configuration and firewall governance controls. These standards include:

- Firewall configuration and maintenance is governed by a written firewall policy.
- Firewall access management screens are limited to appropriate management personnel through a limited security group.
- Firewall rules and routes are enforced in a logical hierarchy.
- Firewall rules and routes are current and efficiently configured.
- Firewall rule sets are completed with an "Any-Any Deny" rule to protect against unknown communication. This rule states that any communication method not defined by previous firewall rules is not allowed access.
- Firewalls are enabled with traffic activity logging for detective purposes, should an adverse event be detected.
- Firewall settings are regularly backed up on external media for disaster recovery purposes.
- A formal process is in place to request and enact firewall rule changes and maintain efficient firewall configurations.

The Comptroller's Senior IS Auditor, DPW Telecommunication Project Leader, and various firewall owners met weekly and reviewed the sampled firewalls for adherence to the above industry standards and came to a conclusion on each of these criteria.

The audit indicates that the DPW managed firewall rules were somewhat outdated but did not present a security risk. Firewall configurations that were obsolete or unnecessary were immediately disabled or removed during the audit. The Senior IS auditor identified several exceptions as a result of this audit and recommendations for improvement have been communicated to the appropriate City personnel.

Firewall configuration and maintenance is not governed by a formal firewall policy. However it is evident that the DPW managed firewalls are configured and managed using standards of efficiency and uniform logic. In each of the firewalls sampled access to firewall management screens were limited to appropriate management personnel through a limited security group. The administrative users included the DPW network infrastructure team members who actively manage the firewalls and respective business owners of the firewalls like departmental information systems staff.

It was determined that firewall rules and routes are enforced in a logical hierarchy. However, many of the firewall rule sets were not current and were inefficiently configured due to the inheritance of partly outdated rule sets. About 20 percent of rules were deemed outdated or irrelevant by firewall owners and firewall management. These rules were removed or updated during the audit as they were identified. All firewall rule sets that were examined were completed by the "Any-Any

Deny" rule to protect the City's network against unknown communications. The audit determined that network traffic activity logging is enabled on all firewalls for detective purposes should an adverse event be detected. Firewall settings are also backed up daily through an automated process and backup media is taken offsite once a week for disaster recovery purposes.

While an established communication channel and process are in place to request and enact firewall rule changes and maintain efficient firewall configurations this process is not formally documented. This means that firewall owners (various divisions) and firewall managers (DPW network infrastructure team) have not formalized what their responsibilities are regarding firewall management.

1. Firewall configuration, maintenance and change management processes are not governed by a formal firewall policy.

Recommendation: DPW network infrastructure management should consider authoring a formal firewall policy which would outline their configuration best practices, maintenance responsibilities and the formal rule change request process.

2. All 6 sampled firewalls were found to have several antiquated rules and routes but were immediately updated.

Recommendation: The remaining 4 DPW managed firewalls should be reviewed and updated. All firewall configurations should be evaluated at least once a year or as soon as possible after a large IS infrastructure changes.

3. Many firewall rules were not notated as to their purpose in the firewall management software. This can cause confusion in future configurations.

Recommendation: All firewall rules and routes should be notated in the "comments" column of the firewall management module.

All City Employees who participated in this audit should be commended for their availability and cooperation throughout the firewall audit process. The Comptroller thanks all parties involved in this audit for their enthusiastic cooperation with the auditor.

Sincerely,


for W. MARTIN MORICS
Comptroller



Legislation Details (With Text)

File #: 100352 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution authorizing attendance at conventions, seminars and other travel.

Sponsors: THE CHAIR

Indexes: CONVENTIONS, SEMINARS

Attachments: Conference Information

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/27/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100352

Version

Substitute 1

Sponsor

THE CHAIR

Title

Substitute resolution authorizing attendance at conventions, seminars and other travel.

Body

Resolved, By the Common Council of the City of Milwaukee, that attendance of the following person(s) at the following convention(s) and/or seminar(s) is approved, to be paid from departmental budgeted funds, such travel and reimbursement to be in accordance with policy guidelines set forth in 350-181 of the Milwaukee Code of Ordinances:

One City Clerk’s Office Staff (CC-CC); “27th Annual National Bureau of Business License Officers’ State & Local Business Licensing Conference& Exhibitor Showcase”; July 13-15, 2011; New Orleans, LA; \$1,100.00.

; and, be it

Further Resolved, That the dollar amount shown for each authorized convention, seminar and other travel listed above is simply an ESTIMATE of the convention, seminar and other travel attendance expenses anticipated to be paid or reimbursed by the city, and is primarily included to facilitate the making of the necessary dollar advances for such purposes; and, be it

Further Resolved, That ACTUAL city payment (or reimbursement) for convention, seminar and other travel

expenses incurred and reported by the attendee, reporting requirements, control procedures, etc., shall be in accordance with the Authorized Travel Regulations and Procedures Ordinance of the Milwaukee Code of Ordinances.

Further Resolved, That the Common Council President is authorized to attend any of the above conventions that he deems necessary and advisable, to be paid from funds budgeted under section 304-13, Milwaukee Code.

Drafter

City Clerk's Office

tb

1/24/11

..Number

100352

..Version

Proposed Substitute A

..Sponsor

THE CHAIR

..Title

Substitute resolution authorizing attendance at conventions, seminars and other travel.

..Body

Resolved, By the Common Council of the City of Milwaukee, that attendance of the following person(s) at the following convention(s) and/or seminar(s) is approved, to be paid from departmental budgeted funds, such travel and reimbursement to be in accordance with policy guidelines set forth in 350-181 of the Milwaukee Code of Ordinances:

1. One City Clerk's Office Staff (CC-CC); "27th Annual National Bureau of Business License Officers' State & Local Business Licensing Conference & Exhibitor Showcase"; July 13-15, 2011; New Orleans, LA; \$1,100.00.
2. One member of the Common Council; "National League of Cities, 2011 Annual Congressional City Conference"; March 12-16, 2011; Washington, D.C; \$2,700.00.

; and, be it

Further Resolved, That the dollar amount shown for each authorized convention, seminar and other travel listed above is simply an ESTIMATE of the convention, seminar and other travel attendance expenses anticipated to be paid or reimbursed by the city, and is primarily included to facilitate the making of the necessary dollar advances for such purposes; and, be it

Further Resolved, That ACTUAL city payment (or reimbursement) for convention, seminar and other travel expenses incurred and reported by the attendee, reporting requirements, control procedures, etc., shall be in accordance with the Authorized Travel Regulations and Procedures Ordinance of the Milwaukee Code of Ordinances.

Further Resolved, That the Common Council President is authorized to attend any of the above conventions that he deems necessary and advisable, to be paid from funds budgeted under section 304-13, Milwaukee Code.

..Drafter

City Clerk's Office

tb

2/3/11

TWENTY SEVENTH (27th) ANNUAL
National Bureau of Business License Officers'
State & Local Business Licensing Conference & Exhibitor Showcase

July 13-15, 2011

Harrah's Hotel

New Orleans, LA

WHO ATTENDS THE NBBLO ANNUAL CONFERENCE?

- *Business License Officers*
- *Managers, Supervisors and Senior Officers*
- *Public Safety, Code Enforcement and Health Department Officials*
- *Legal Services and Administrative Support*
- *Elected Officials and Policy Makers*
- *Exhibitors of products and services important to the above attendees*



ABOUT THE CONFERENCE

The conference is designed to provide a full and in-depth treatment of both regulatory and revenue issues that affect business licensing officials. There will be a wide variety of subjects presented by excellent speakers and valuable written materials distributed. The formal presentations will be enhanced by enjoyable social activities to increase the interaction with colleagues. The theme this year is *"Economy Recovered or Recovering?"* The conference will include seminars by representatives of several of the state business licensing organizations about their organization's ability to *collect more of the money they are entitled to* and issues of current relevance in their states, which have applicability to licensing officials throughout the country. All activities associated with the Annual Conference will take place at [Harrah's Hotel](#).

AUDIENCE

This conference is geared toward practitioners who administer and work in local government business licensing departments and attorneys who represent such departments. The topics will be given comprehensive coverage, though an extensive background in licensing is not necessary.

HOTEL ACCOMMODATIONS

A limited block of rooms has been reserved at [Harrah's Hotel](#), New Orleans with spectacular views of the Mississippi River, New Orleans' skyline and just steps from the French Quarter. [Harrah's Hotel](#) is conveniently located approximately 15 miles from Louis Armstrong International Airport.

A limited block of rooms has been secured for conference participants at **\$110.00** (including internet service) for single or double occupancy, plus taxes, TOT and charges, Tuesday through Friday. The block of rooms *IS LIMITED* and *will be available until June 11th 2011*, so please be sure to make your reservations early. To make hotel reservations, call the toll-free number at (800/427-7247). **Please be sure to identify your affiliation with the National Bureau of Business Licensing Officials.** New Orleans is a walking city! With parking rates at \$25/day, we might suggest shuttle service (approximately \$40 roundtrip) from and to the airport. Further shuttle information is available by [Clicking Here!](#)

ATTRACTIONS

Explore the Excitement of New Orleans!

Neighboring Harrah's Casino is one of the most exciting casinos in the country. Inside, you'll find life-sized Mardi Gras floats, French Quarter balconies and a pirate's ship.

Nestled on the banks of the majestic Mississippi River, New Orleans is one of the United States' most mesmerizing cities. Its Old World European charm, rich cultural fabric and intriguing history have made it one of the world's top travel destinations, world-class cuisine and inspired jazz notwithstanding.

Just outside lies the magic of the Crescent City. Many of New Orleans' most well-known attractions are just steps from the casino, and countless others are just a short drive away.

Harrah's lies at the foot of Canal Street, literally across the street from both the French Quarter and the Mississippi River. It fills an entire city block, bounded by the Central Business District, the historic Warehouse Arts District and Convention Center Boulevard.

So, get ready to have the time of your life. There's never a dull moment at Harrah's New Orleans.

[Click here for information on a walking tour of the French Quarter!](#)

TWENTY SEVENTH (27th) ANNUAL SPEAKERS

MARK ARNOLD is presently in [private practice](#) in Salt Lake City. He is formerly the City Attorney for Layton, Utah. He graduated from Pepperdine Law School. Mark has made business licensing law a part of his practice. He has addressed many state and local licensing organizations and is one of the co-founders of NBBLO. In his private practice he is heavily involved in business organizations, the various aspects of organizing and choosing a business entity, and land use and construction law.

PAUL MORRIS is one of the co-founders of NBBLO. At this conference Paul will have been presenting Business Licensing Case Law Updates at the annual conference for 25 years. He is a graduate of Brigham Young University Law School and has a B.S. degree in Business Management and a MPA from the University of Utah. Paul was a city attorney for over 20 years and is currently in [private practice](#) and a founder of UTOPIA a high speed communications consortium in Utah.

DAVE MCPHERSON is the Deputy Finance Director in charge of the Revenue Management Division with the [City of Oakland](#) and is currently responsible for the collection and compliance of various revenues. Previously he was employed at the [City of San Jose](#) for 12 years. David has been recognized in California as one of the strategic leaders in the field of local sales tax issues. He has conducted several workshops for local municipalities, private industry and various organizations on helping them implement the "best practice" in complying or enforcing the collection of business and sales/use taxes. He served two terms as State President of the California Municipal, Revenue and Tax Association that represents over 210 cities Statewide. Before going to San Jose he was employed with the City of Newport Beach for over eight years where he was successful at developing a sales tax auditing program. He received his Bachelors degree in History from California State University, Fullerton and his Masters Degree from California State, Long Beach in Public Administration.

SCOTT D. BERGTHOLD has a national practice focused on the drafting and defense of municipal adult business regulations. A recognized leader in assisting cities and counties with sexually oriented business matters, the firm's goal is to leverage its expertise on behalf of municipal clients to provide constitutionally sound ordinances and effective resolution of industry challenges.

KATHY FRANKLIN has served as Tax Supervisor (and business licensing authority) for the City of Wheat Ridge, CO for many years and will share her experiences from her bucolic burg with us.

REBECCA GRILL has served as the manager of the City of Milwaukee License Division and was instrumental in the development and implementation of their new licensing system. The system was obtained from the State of Wisconsin Department of Regulation and Licensing and extensively modified to meet License Division needs.

GLENN VODHANEL is the president of [PROGRESSIVE SOLUTIONS INC.](#) which is located in Brea, CA. Progressive Solutions, an associate member of both the CMRTA & NBBLO, has developed state of the art software since 1979 and administers the NBBLO conferences & website. Glenn received his B.A. degree in Accounting from California State University at Fullerton, earned the designation of Certified Revenue Officer from the CMRTA and a Certified Licensing Official from the NBBLO.

KEN MUSGRAVE based in New Creek, WV serves as our NBBLO conference manager. Ken formerly a professor at [The George Washington University](#) received his Ph.D from Yale University. His work doctoral was featured in an article in the January 1996 [Scientific American](#) (Playing Slartibartfast with Fractals; January 1996; by Gibbs), about fractal curves. The article described computer software that he had designed to generate entire planets at random and allow a user to walk about that world, exploring mountains, forests or any other conceivable creation.

Bios for other speakers will be added as they become available.

Exhibitors: Prospective exhibitors are encouraged to obtain the Exhibitor Conference Registration Form via the NBBLO web site. Any questions may be directed to Ken Musgrave, our Membership Manager at (801) 261-8266, via email at confmgr@nbblo.org or by fax at (866) 936-0963

TWENTY SEVENTH (27th) ANNUAL

REGISTRATION

You may [register online](#) or just fill out the form, print it and send it to us. (The form is in PDF format. If you cannot access it, click here to download a free copy of [Acrobat Reader](#).) Note that, **February 18, 2011** is the deadline for early registration. *The registration fee includes: the course materials, the reception, continental breakfasts, lunch, and coffee breaks.*

Please contact us at least seven days prior to the conference should you require reasonable accommodation under the Americans with Disabilities Act of 1990.

For more information about the conference, contact Ken Musgrave, our Membership Manager via email at confmgr@nbblo.org or by fax at (866) 936-0963.

Conference Agenda (Subject to Change without Notice)

Wednesday, July 13 2011

9:00 AM	FRENCH QUARTER TOUR: 2 hours -includes a Coffee & Beignets stop at "Café du Monde" <i>Those interested in this FREE walking tour should be ready to leave the hotel lobby promptly at 9am!</i>
12:30 PM	Registration Opens
1:30:1:40 PM	Welcome and Introduction from our New Orleans Host:
1:40-3:15 PM	Licensing & Taxation Case Law Update - A review of the previous year's cases dealing with both regulatory licensing and occupational taxation - <i>Paul Morris, NBBLO Founder</i>
3:15-3:30 PM	BREAK
3:30-5:00 PM	Case Law Updates (continued)
5:00 PM	Registration Closes; ADJOURN to Reception
5:30-7 PM	Reception for registered conference participants (Sponsored by Progressive Solutions Inc.) Light refreshments will be served and a cash bar available.

Thursday, July 14 2011

7:30-8:30 AM	Registration Open (Breakfast Buffet provided)
8:30-9:20 AM	Economic Forecast-TBD
9:20-9:35 AM	BREAK
9:35-11:35 AM	Updating Sexually Oriented Business Licensing Ordinances- <i>Scott D. Bergthold, Esq.</i>
11:35-noon	NBBLO Updates- <i>Ken Musgrave, NBBLO Conference Manager</i>
noon-1:00 PM	Lunch Buffet (Provided)
1:10-3:00 PM	Cannabis Ordinance & Business Tax Collection- <i>Dave McPherson, Oakland CA</i>
3:00-3:10 PM	BREAK
3:10-3:55 PM	Mobile & On Line Business Tax Collection- <i>Glenn Vodhanel, Progressive Solutions Inc.</i>
4:00-4:50 PM	Licensing Software Development- <i>Rebecca Grill, License Division Manager Milwaukee, WI</i>
5:00 PM	ADJOURN & Registration Closes

Friday, July 15 2011

7:30-9:30 AM	Continental Breakfast Service Begins
8:30-9:30 AM	Dealing with Multi Jurisdictional Authority- <i>Kathy Franklin, WheatRidge, CO</i>
9:30-9:45 AM	BREAK
9:45AM-noon	<i>Mark Arnold, NBBLO Founder</i>
Noon	ADJOURN to 2012 Conference in Monterey CA

For the latest information please visit: www.nbblo.org/conferences

Housing and Registration Information: All activities associated with the Annual Conference will take place at:

[Harrah's Hotel](#) (800/427-7247)
228 Poydras Street; New Orleans, LA 70130



Legislation Details (With Text)

File #: 101200 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 1/19/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute ordinance to further amend the 2011 rates of pay of offices and positions in the City Service.

Sponsors: THE CHAIR

Indexes: SALARY ORDINANCE

Attachments: DER- Administrative Correction to the Salary Ordinance

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
1/27/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101200
Version
Substitute 1
Reference
100413
Sponsor
THE CHAIR
Title

A substitute ordinance to further amend the 2011 rates of pay of offices and positions in the City Service.

Analysis

This substitute ordinance changes the rates of pay in the following departments:

Election Commission, Health Department, Fire Department and Department of Public Works

Body

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Part I, Section 2 of ordinance File Number 100413 relative to rates of pay of offices and positions in the City Service is hereby amended as follows:

Under Salary Grade 005, add the title "Health Project Coordinator-Public Health Surveillance (PHS)".

Under Salary Grade 006, add the title "Applications Programmer".

Under Salary Grade 008, delete the title "Applications Programmer".

Part 2. Part I, Section 22 of ordinance File Number 100413 relative to rates of pay of offices and positions in the City Service is hereby amended as follows:

Under Pay Range 863, add the footnote designation “3/” to the title “Battalion Chief, Fire 1/” and add footnote “3/” to read as follows: “Two positions to be paid at rates within Pay Range 865 while held by Debra Weber and Steven Gleisner.”

Part 3. Part I, Section 23 of ordinance File Number 100413 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 4, 2011-February 6, 2011):

Under Pay Range 948, Official Rate-Daily, delete the rate of “84.15” and substitute in lieu thereof the rate of “100.00”.

Part 4. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Part 5. The provisions of Part 3 of this ordinance are deemed to be in force and effect from and after Pay Period 4, 2011 (February 6, 2011).

The provisions of all other parts of this ordinance are deemed to be in force and effect from and after its passage and publication.

Part 6. This ordinance will take effect and be in force from and after its passage and publication.

Drafter
City Clerk's Office
tb
1/31/11

..Number

101201

..Version

Substitute 1

..Reference

100414

..Sponsor

THE CHAIR

..Title

A substitute ordinance to further amend the 2011 offices and positions in the City Service.

..Analysis

This substitute ordinance changes positions in the following departments:

Fire Department, Health Department and Municipal Court, Department of Public Works

..Body

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 1 of ordinance File Number 100414 relative to offices and positions in the City Service is hereby amended as follows:

Under “Fire Department”, reorder the three bureaus as follows: “Support Bureau Decision Unit, EMS/Training/Education Bureau Decision Unit, Operations Bureau Decision Unit”; under “Support Bureau Decision Unit, Construction and Maintenance Division”, add footnote “(A)” to read as follows: “Soft red circle one position held by Steven Gleisner at Pay Range 865.”; under “Support Bureau Decision Unit, Administration Division”, add one position of “Fire Captain”; under “EMS/Training/Education Bureau Decision Unit, Training Division”, delete one position of “Firefighter”; under “Operations Bureau Decision Unit, Special Operations”, delete one position of “Battalion Chief, Fire-EMS” and add one position of Battalion Chief, Fire”; under “Operations Bureau Decision Unit, Firefighting Service”, add footnote “(A)” to read as follows: “Soft red circle one position held by Debra Weber at Pay Range 865.”

Under “Health Department, Disease Control and Environmental Health Services Division, Bioterrorism-CDC Public Health Preparedness Grant (A)”, add one position of “Health Project Coordinator – Public Health Surveillance (X)(Y)(FFF)” and amend footnote “FFF” to read as follows: “To expire 01/30/12 unless the Urban Areas Security Initiative Program Grant from the U.S. Department of Homeland Security is extended.”; under “Bioterrorism Grant CRI/Pandemic Flu (P)”, delete one position of “Health Project Coordinator-Immunizations (X)(Y)(A)(DD)(P)(Q)”, add one position of “Health Project Coordinator-Immunizations (X)(Y)(A)(P)(DD)(EE)” and amend footnote “(EE)” to read as follows: “To expire 02/28/12 unless the Community Health Improvement in Metcalfe Park and Concordia (CHIMC): Save Lives-Immunize Grant from the Medical College of Wisconsin (MCW) is extended. Partially funds one Health Project Coordinator-Immunizations.”; under “Immunization Action Plan Grant (DD)”, delete two positions of “Public Health Nurse (X)(G)(DD)(CC)”, add two positions of Public Health Nurse (X)(G)(DD)(CC)(FF)” and amend footnote “(FF)” to read as follows: “To expire 03/31/13 unless the Immunize Milwaukee Grant from the UW School of Medicine and Public

Health-Wisconsin Partnership Program is extended. Partially funds one Public Health Nurse position.”

Under “Municipal Court, Management and Administration”, delete one position of “Programmer I” and add one position of “Programmer Analyst”.

Under “Department of Public Works-Water Works, Meter Services”, amend the position title “Water Meter Technician II” to read “Water Meter Technician” and under “Auxiliary Positions”, amend the position title of “Water Meter Technician II” to read “Water Meter Technician” and change the number of positions from “10” to “18”; under “Plants – South Organization, Howard Control Center”, amend the position title “Water Systems Operator in Charge” to read “Water Systems Operator” and under “Auxiliary”, amend the position title “Water Systems Operator in Charge (0.25 FTE)” to read “Water Systems Operator (0.25 FTE)”.

Part 2. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

The provisions of all parts of this ordinance are deemed to be in force and effect from and after the first day of the first pay period following passage and publication.

Part 3. This ordinance will take effect and be in force from and after its passage and publication.

..Drafter
City Clerk's Office
tb
1/31/11

Technical Correction – 2-3-11 - tb

From: Wragg, Faranda
Sent: Monday, January 31, 2011 10:28 AM
To: Black, Tobie
Cc: Crowbridge, Dawn
Subject: Administrative correction for the Salary Ordinance

Importance: High

Hi Tobie,

On December 21, 2010, the Common Council approved File #100860 which included a job evaluation report for Department of Public Works - Administration Services Division. The report inadvertently placed the Applications Programmer under the incorrect salary grade. Please correct the Salary Ordinance to read as follows:

In the Salary Ordinance, under Salary Grade 08, delete the title "Applications Programmer" and under Salary Grade 06, add the title "Applications Programmer".

Faranda (Faye) Wragg
Dept of Employee Relations
City Hall, Room 706
(414)286-3143

From: Wragg, Faranda

Sent: Monday, January 31, 2011 10:28 AM

To: Black, Tobie

Cc: Daniels, Laura

Subject: Administrative Correction for the Positions Ordinance

Importance: High

Hi Tobie,

Please correct the following titles in the Positions Ordinance:

Under the Department of Public Works-Water Works, Meter Services, the position title should read "Water Meter Technician" without the level, and under Auxiliary Positions, the position title should read "18" positions of "Water Meter Technician" without the level.

Under the Department of Public Works-Water Works, Plants – South Organization, Howard Control Center, the position title should read as "Water Systems Operator" and under Auxiliary, the position title should read "Water System Operator (0.25 FTE)".

Thanks!

Faranda (Faye) Wragg
Dept of Employee Relations
City Hall, Room 706
(414)286-3143



Department of Employee Relations

Tom Barrett
Mayor


Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

MEMORANDUM

TO: Tobie Black, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker,  Human Resources Manager
Department of Employee Relations

DATE: February 1, 2011

RE: Administrative Positions Ordinance change

This memo is regarding four changes to the Positions Ordinance under the Fire Department. Three of these changes are related to the reorganization that was approved through Files #101050 and #101148. The three bureaus listed under the Fire Department should be changed from the order of Support Bureau, Operations Bureau, and EMS/Training/Education Bureau to Support Bureau, EMS/Training/Education Bureau and Operations Bureau. This will clarify the Department listing as the Support Bureau and EMS/Training/Education Bureau are in the same decision unit. The second change is a correction to the number of Firefighters in the Training Division from 4 to 3. The third change is a correction of the title of one position of Battalion Chief, Fire – EMS in Special Operations to Battalion Chief, Fire.

The fourth change is related to the position for the president of Local 215 of the Firefighters Union. The position was inadvertently deleted from the Administration Division in the Support Bureau. The position has been authorized at the Fire Captain level. The current president is underfilling the position as a Fire Lieutenant but the authority should remain at the Fire Captain level.

To make these changes the Positions Ordinance should be changed as follows:

Under "Fire Department", reorder the three Bureaus as follows: Support Bureau, EMS/Training/Education Bureau, and Operations Bureau. Under the Support Bureau, Administration Division, add one position of "Fire Captain". Under the Operations Bureau, Special Operations, delete one position of "Battalion Chief, Fire – EMS" and add one position of "Battalion Chief, Fire". Under the EMS/Training/Education Bureau, Training Division, delete one position of "Firefighter".

C: Michael G. Tobin
Fire Chief Mark Rohlfig
Juliet Lee Battle