



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

March 11th, 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

2011 COMMON COUNCIL CONTINGENT FUND

Status on 03/11/2011

Funds Appropriated

2011 Adopted Budget 5,000,000.00

Transfers authorized by prior Council meetings

Journal ID	Date	Year	Class	Bud Ref	Amount	Description
238874	1/1/2011	2011	C001	2011	5,000,000.00	2011 Approved Budget
242301	2/8/2011	2011	C001	2011	(636,626.35)	Res. 101189 2/8/11 CF to S163

Remaining Reserved Commitments Authorized by prior Council meetings

None -

Total Transfers & Reserved (636,626.35)

Balance Available on March 11th, 2011 4,363,373.65

% Expended/Reserved Current status 13%

Comparative Balance Available on March 11th 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	4,943,028	5,000,000	1%
2009	3,987,325	5,000,000	20%
2010	5,000,000	5,000,000	0%
Average of prior years	4,986,071	5,200,000	4%

**2010 COMMON COUNCIL CONTINGENT FUND
Status on 03/11/2011**

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 March 11th, 2011 3,812,413.00

% Expended/Reserved Current status 24%

Comparative Balance Available on March 11th, of prior years

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2005	14,964	5,000,000	100%
2006	63,199	5,500,000	99%
2007	2,217,000	5,500,000	60%
2008	1,268,349	5,000,000	75%
2009	3,529,230	5,000,000	29%
Average of prior years	1,418,548	5,200,000	73%



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, March 18, 2011

1:30 PM

Room 301-B, City Hall

AMENDED 3/15/11: Items # 12 & 17 added; CCFN 101378 (previously item #13) removed

1. [101415](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.
Sponsors: THE CHAIR

2. [101326](#) Communication from the Budget and Management Division relating to exempting Department of Public Works Parking Fund Tow Lot non-management positions.
Sponsors: THE CHAIR

3. [101275](#) Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.
Sponsors: THE CHAIR

4. [101364](#) Communication from the Department of Employee Relations relating to classification studies scheduled for Fire and Police Commission action.
Sponsors: THE CHAIR

5. [101377](#) A substitute ordinance amending the accrued time-off donor program.
Sponsors: Ald. Zielinski

6. [101132](#) A substitute ordinance relating to the reporting of emerging business enterprise participation in city contracts.
Sponsors: Ald. Wade

7. [101210](#) A substitute charter ordinance relating to reverse auction purchasing of goods and services.
Sponsors: Ald. Bohl, Ald. Donovan and Ald. Witkowski

8. [101306](#) A substitute resolution relating to reverse auction purchasing.

Sponsors: Ald. Bohl

9. [101245](#) A substitute ordinance relating to the bid preference for local business enterprises.

Sponsors: Ald. Bohl

10. [101344](#) Substitute resolution amending Common Council File #100984 relative to the application, acceptance and funding of the 2011 HIV Risk Reduction Grant from the Medical College of Wisconsin.

Sponsors: THE CHAIR

11. [100482](#) Substitute resolution relating to expenditure of funds to be reimbursed by greater than anticipated revenue (Department of Neighborhood Services).

Sponsors: THE CHAIR

12. [101253](#) Substitute resolution relating to the expenditure of funds to be reimbursed by greater than anticipated revenue.

Sponsors: THE CHAIR

13. [101332](#) Resolution authorizing \$95,000,000 of contingent borrowing for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

Sponsors: THE CHAIR

14. [101421](#) Communication relating to the granting of property tax exemptions and the monitoring of tax exempt properties.

Sponsors: THE CHAIR

15. [101278](#) A substitute ordinance to further amend the 2011 rates of pay of offices and positions in the City Service.

Sponsors: THE CHAIR

16. [101363](#) A substitute ordinance to further amend the 2011 offices and positions in the City Service.

Sponsors: THE CHAIR

17. [101255](#) Substitute resolution appropriating funds from the 2010 Common Council Contingent Fund for the purpose of closing the 2010 financial books due to unanticipated shortfalls in current-year operating expenses.

Sponsors: THE CHAIR

18. **The FINANCE & PERSONNEL COMMITTEE may convene into closed session, pursuant to s. 19.85(1)(e), Wis. Stats., for the purpose of formulating collective bargaining strategies.**

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 #: 101415 **Version:** 0

Type: Communication **Status:** In Committee

File created: 3/1/2011 **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: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/1/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101415
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
3/7/11

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

DATE: March 18, 2011

TIME: 1:30 P.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: March 18, 2011

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>DOA-BUDGET & MANAGEMENT DIV.</u>											
110162	City Economist	11	1/23/11	1	0	1	0	0		Int	x-3
110163	Fiscal Planning Specialist	8	TBD	1	0	1	0	0		Int/Ext	x-3
110164	Budget & Mgmt. Special Assistant	8	TBD	4	2	1	0	1		Int/Ext	x-3
<u>DEPT. OF CITY DEVELOPMENT</u>											
110113	Office Assistant IV	445	2/20/11	4	3	1	0	0		Int	x-3
110114	Office Assistant III	425		4	2	1	0	1		Int/Ext	x-3
<u>COMPTROLLER</u>											
110168	Auditor Lead	578	3/1/11	2	1	1	0	0		Int/Ext	x-2b
110116	Executive Administrative Assistant II	2	2/25/11	1	0	1				Int/Ext	x-3
<u>FIRE DEPARTMENT</u>											
110117	Fire Lieutenant	856	3/1/11	163	159	1	2	2		Int	x-1
110119	Personnel Payroll Assistant II	445	2/19/11	1	0	1	0	0		Int	x-3
<u>LIBRARY</u>											
110120	Librarian III	557	2/20/11	44	40	1	3	0		Int/Ext	x-2a
110121	Library Reference Assistant	504	12/31/10	17	14	1	1	1		Int/Ext	x-2b
<u>MUNICIPAL COURT</u>											
110122	Municipal Court Clerk I	540	2/22/11	8	6	1	1	0		Int/Ext	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
110165	Plumbing Inspector II	788	12/1/10	17	15	1	1	0	Reimb. Cross. Conn. Prog.	Ext	x-2b
110166	Office Assistant III	425	2/6/11	15	12	1	2	0		Int/Ext	x-2b
110167	Office Assistant II	410	3/6/11	11	7	1	0	3		Int/Ext	x-2b
<u>POLICE DEPARTMENT</u>											
110124-33	Police Telecommunicator (Seasonal) (10 pos.)	928	NA	10	0	10	0	0		Ext	x-1
<u>DPW-ADMINISTRATIVE SERVICES</u>											
110105	Business Operations Manager*	8	2/5/11	2	1	1	0	0	30% Reimbursable	Int	x-3
<u>DPW-INFRASTRUCTURE SERVICES</u>											
110150	Electrical Mechanic	978	2/4/11	61	58	1	0	2	50% Cap., 50% O&M	Int/Ext	x-2b
110151	Electrical Mechanic	978	2/5/11	11	9	1	1	0	100% Capital	Ext	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
110155	Program Assistant I	460	1/26/10	1	0	1	0	0		Int/Ext	x-3
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
110156	Environmental Hygienist	555	9/25/10	1	0	1	0	0	Lead Detection Grant	Int	x-6
110157	Health Care Access Assistant II	425	1/19/11	8	6	1	1	0	MAO Forward Hlth Grant	Int/Ext	x-6
<u>LIBRARY</u>											
110158	Office Assistant II	410	1/23/11	4	0	1	2	1	WI Talking Book Grant	Int/Ext	x-6

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: March 18, 2011

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.			
110169-70	<u>DPW-PARKING FUND</u> Tow Lot Assistant III (2 Positions)	445	3/5/2011 10/29/10	7	3	2	2	0	Parking Fund	Ext	x-3
110159	<u>DPW-WATER WORKS</u> Water Plant Operations Mgr. - North	9	5/1/11	1	0	1	0	0	Water Works	Int	x-6
110160	Water Plant Steamfitter/HVAC Specialist	287	11/18/10	5	4	1	0	0	Water Works	Int/Ext	x-6
110161	Office Assistant III	425		1	0	1	0	0	Water Works	Int/Ext	x-6
110109	Office Assistant IV*	445	3/6/11	4	3	1	0	0	Water Works	Int	x-6

BMA 30 SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Meeting: March 18, 2011

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF EMPLOYEE RELATIONS</u> Operating Expenditures Salaries & Wages	\$23,000.00	\$23,000.00	Funding will help cover salary shortage.
<u>DEPT. OF EMPLOYEE RELATIONS</u> Health Maintenance Org. Health Care Claims	\$647,100.00	\$647,100.00	This transfer is necessary to cover anticipated final accrual expenditures in the Claims account for 2010. No additional Contingent Fund appropriations are necessary.
<u>PORT OF MILWAUKEE</u> Salaries & Wages Fringe Benefits	\$75,000.00	\$75,000.00	Funding for fringe benefits does not cover year end accrual for post employee benefits. In addition, the actual 2010 applied fringe benefits exceeded the allocated percentage budgeted for the year.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters



Legislation Details (With Text)

File #: 101326 **Version:** 0

Type: Communication to Finance **Status:** In Committee

File created: 2/8/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Budget and Management Division relating to exempting Department of Public Works Parking Fund Tow Lot non-management positions.

Sponsors: THE CHAIR

Indexes: BUDGET AND MANAGEMENT DIVISION, DEPARTMENT OF PUBLIC WORKS, POSITIONS ORDINANCE

Attachments: Letter from Budget and Management Division, Vacancy Form Instructions, Tow Lot Personnel Data 2011, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
2/8/2011	0	COMMON COUNCIL	ASSIGNED TO		
2/18/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
2/23/2011	0	FINANCE & PERSONNEL COMMITTEE	HELD IN COMMITTEE	Pass	5:0
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101326
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Communication from the Budget and Management Division relating to exempting Department of Public Works Parking Fund Tow Lot non-management positions.
Requestor

Drafter
CC-CC
dkf
2/17/11

Tobie Black



Department of Administration
Budget and Management

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

February 15, 2011

Ref: 11025

Alderman Michael Murphy
Finance and Personnel Committee Chairperson
City of Milwaukee

Subject: Exempting DPW Parking Fund Tow Lot non-management positions from the
Vacancy Agenda requirement.

Dear Alderman Murphy:

The Department of Administration, Budget and Management Division requests exemption for DPW Parking Fund Tow Lot non-management positions from the Finance and Personnel Committee Vacancy Agenda requirement. Currently, Parking Fund Parking Checkers are also exempt from this process.

The Tow Lot Assistant and Attendant positions are crucial to the efficient and effective handling of Tow Lot operations, which include: vehicle identification, ownership verification, State license processing, and conflict mitigation. Vacancies in Tow Lot operations significantly disrupt services to the public and create workload issues for staff. The Tow Lot functions are also a significant source of revenue for the City of Milwaukee.

I recommend your consideration of the positions listed below for exemption from the Vacancy Agenda process. All other hiring and processing rules will be followed for these positions.

ENTERPRISE FUND - PARKING
TOW LOT

Tow Lot Assistant IV	2 positions
Tow Lot Crew Leader	1 position
Tow Lot Assistant III	7 positions
Tow Lot Attendant	11 positions

Sincerely,

Mark Nicolini
Budget and Management Director

JRM:cei

cc: Finance & Personnel Committee Members

i:/finance/letters/exempt tow lot positions.doc

INSTRUCTIONS FOR PREPARING A
VACANCY FORM

I. PURPOSE OF FORM

To begin the process of filling a vacant position. For all positions, the form will request specific actions from the Department of Employee Relations regarding who may fill the vacancy. When Finance and Personnel Committee approval is required to fill the vacancy, the form will provide pertinent information to decision makers on whether to authorize the request.

II. PREPARATION OF VACANCY FORM

Prepare all requests in accordance with the following instructions. Incomplete requests will be returned to the requestor for completion and resubmission.

1. When to Prepare a Vacancy Form

A. Do not request authority to fill a vacant position:

- 1) UNLESS the filling of that vacancy is critical to the services you must provide; and
- 2) UNTIL authority to fill that position cannot be delayed beyond another Finance and Personnel Committee meeting date.

B. Complete and submit a Vacancy Form to fill a vacancy in any position for which action by DER is required. The form must be complete regardless of whether Finance and Personnel Committee approval is required. An individual shall not be hired or be given an employment commitment to fill a vacant position prior to vacancy approval by the Finance and Personnel Committee.

2. Submission and Number of Copies: Prepare one original and four copies. Submit four copies to the Budget and Management Division, Room 307, City Hall. Retain one copy for departmental records. No copies will be returned to the requesting department. Prepare and submit three copies of Form CS-25, Job Description, with each vacancy request. Please ensure that the Job Description is current. (See Page 204-1 for instructions for preparing Form CS-25.)

3. Time of Submission: When Finance approval is required, this form must be received by the Budget and Management Division no later than **4:00 PM, two Fridays (or eight business days) prior to the meeting of the Finance and Personnel Committee** at which it is to be considered. Vacancy requests for which Finance approval is not required may be submitted at any time.

4. Method of Preparation: Typing is preferred although ink is permissible. All copies must be identical and legible.

III. DETAILED INSTRUCTIONS

SECTION I: Position Information & Authorization

Vacancy Number and DER Report Number: Leave Blank.

1. Department-Bureau-Decision Unit: Enter the departmental name and, if applicable, the bureau (and/or budgetary control unit) and decision unit initiating the request.

2. Position Title: Enter the exact title of the position to be filled as it is listed in the Positions Ordinance.

Salary/Pay Grade: Enter the salary grade or pay range number for the position in the box.

EEO Job Group Category: Each city job title has been assigned a corresponding job group by the Personnel Division. Questions relating to appropriate job group should be directed to either the Affirmative Action Unit or the Classification Section. In the box provided, enter the number corresponding to the appropriate job group.

EEO CODE	POSITION TYPE	DESCRIPTION
<i>OFFICIALS AND ADMINISTRATORS</i>		
100	DIRECTORS AND CHIEF ADMINISTRATORS	Department heads or equivalent, such as DPW division heads who are not exempt from the AA/EEO program.
101	ASSISTANT AND DEPUTY DEPARTMENT HEADS, DIVISION HEADS	Assistant department heads and managers of major departmental (or bureau) functions.
102	ADMINISTRATIVE SUPERVISORS	Supervisors and managers who directly supervise professional and/or clerical personnel who work in administrative and staff functions. (Includes data processing supervisors.)
103	CRAFTS/MAINTENANCE/SERVICE SUPERVISORS	Supervisors and managers who directly manage employees who work in skilled trades, crafts, maintenance, and service occupations commonly thought of as "blue collar".
104	TECHNICAL SUPERVISORS	Managers and Supervisors of personnel in technical/professional functions who work in "line" or "operating" functions such as property appraisal, engineering, property related technical and professional work. It includes titles such as the Supervising Assessor and Management Civil Engineer IV, Manager - Urban Design, and Manager - Land Use Planning.
110	EXEMPT APPOINTED OFFICIALS/ADMINISTRATORS	Appointed city officials and appointed administrators by elected officials who are exempt under Section 701(f) of the Equal Employment Opportunity Act of 1972.
<i>PROFESSIONALS</i>		
201	ENGINEERING AND TECHNICAL PROFESSIONALS	Engineers in all specialties, architects, and planners.
202	ACCOUNTING, BUDGETING AND FINANCE PROFESSIONALS	Professionals in accounting, auditing, budgeting, or other financial functions.
203	DATA PROCESSING PROFESSIONALS	All data processing professionals.
204	ADMINISTRATIVE AND OTHER SUPPORT PROFESSIONALS	All professionals in administrative or support functions, not listed elsewhere. Examples are: Management Administrative Assistant I and II; Program Analyst, and Buyers.
205	LEGAL PROFESSIONALS	Assistant City Attorneys only.
206	SCIENTIFIC AND HEALTH PROFESSIONALS	Science and health related professionals such as Physicians, Chemists and Sanitarians I and II.
207	ENFORCEMENT/PROPERTY PROFESSIONALS	Professionals who are in housing, property, or neighborhood related positions. Examples are Housing Specialists and Property Appraisers, Housing Managers, and Code Enforcement Inspectors.
208	PERSONNEL/COMMUNITY SERVICE/COMMUNITY RELATIONS	Human Resource professionals and professionals in community service or community relations positions.
209	LIBRARIANS	All Librarians who do not supervise other Librarians.
210	EXEMPT APPOINTED PROFESSIONALS	Certain appointed professionals directly serving elected officials who are exempt under Section 701(f) of the Equal Employment Opportunity Act of 1972.
211	PUBLIC HEALTH NURSES	
212	POLICE PROFESSIONALS	
213	FIRE PROFESSIONALS	

TECHNICIANS		
301	INSPECTORS	All Inspectors, except those positions requiring a college degree, are classified as Technicians.
302	DATA PROCESSING TECHNICIANS	All Computer Operators and Computer Programmers.
303	ENGINEERING AND DRAFTING TECHNICIANS	All Engineering and Drafting Technicians.
304	ALL OTHER TECHNICIANS	This group includes all other positions classified as Technicians which do not fall into any of the other technician subgroups. Plan Examiners I and II.
305	FIELD HEALTH TECHNICIANS	Vector Control Officers and Pest Control Officers.
306	POLICE TECHNICIANS AND PROFESSIONAL/TECHNICAL SUPERVISORS	
PROTECTIVE SERVICE WORKERS		
401	POLICE OFFICERS	
402	SCHOOL CROSSING GUARDS	All School Crossing Guards.
403	TECHNICIANS AND INVESTIGATIVE SPECIALISTS	
404	FIREFIGHTERS/FIRE PARAMEDICS/PARAMEDICS	
PARAPROFESSIONALS		
501	PARAPROFESSIONALS	
502	POLICE AIDES	
503	POLICE SERVICES SPECIALISTS	
504	FIRE CADETS	
OFFICE AND CLERICAL		
601	CLERICAL I	Beginning and journey level clerical workers in administrative support positions associated with Pay Ranges 400 - 410.
602	CLERICAL II	Clerical workers in specialized administrative support positions working at the journey level or above associated with Pay Ranges 415 - 425.
603	CLERICAL III	Clerical workers in specialized administrative support positions working above the journey level.
604	FIELD CLERICAL	Clerical workers in field support positions and Meter Readers.
605	INTERNS	All interns and student occupied positions.
606	TEMPORARY CLERICAL	All temporary clerical positions in all pay grades.
SKILLED CRAFT WORKERS		
701	SKILLED WORKER SUPERVISORS	All craft workers in mechanic and repair positions.
702	MECHANICS AND REPAIRERS	All craft workers in mechanic and repair positions.
703	CONSTRUCTION TRADES	All skilled trades including Painters, Carpenters, Bricklayers, and Ironworkers.
704	SKILLED WORKERS - GENERAL	
SERVICE - MAINTENANCE		
801	CUSTODIAL WORKERS	All custodial workers.
802	LABORERS - GENERAL	All laborers and unskilled helpers.
803	EQUIPMENT OPERATORS AND DRIVERS	All Truck Drivers/Bridge Operators, and operators of machines or equipment.
804	SANITATION WORKERS	All laborers in the Bureau of Sanitation.

805	GENERAL SERVICE/MAINTENANCE WORKERS	
806	LABOR CREW LEADERS	All Labor Crew Leaders and Chief Repair Workers.
899	SEASONAL LABORERS	All seasonal laborers.

3. Current Job Description: Submit three copies of the current job description (form CS-25) for the requested position. When many positions of the same title are requested simultaneously, a standard job description may be used. In all other situations, a separate job description form must be completed for each position.

4. Name and Title of Interviewer: Indicate the name and title of the person who will interview than candidates for the requested positions.

Interviewer Telephone: Indicate the telephone number where the interviewer can be reached.

5. Type of Request: Check the appropriate box.

A. Regular Approval: Request for authority to fill a position now vacant or about to be vacated. Approval is required for all city positions unless exempted by the Finance and Personnel Committee. (See below for authorized exemptions.) Authority to fill is valid for six months from the date of approval, even if the position is filled and again vacated within that period, or within 12 months of its creation if the recruitment process begins during the first six months.

B. Renewal of Authority: Extension of authority to fill a position for an additional six month period. Renewal of authority is requested in the same manner as regular authority, prior to the expiration of the regular authority. If renewal is requested, indicate the last date the Finance and Personnel Committee approved this position in Box 6.

C. Finance and Personnel Committee Approval Not Required: The Finance and Personnel Committee does not require some positions to be approved by the Committee, even though these may be subject to review, on an exception basis, whenever such review shall be deemed advisable. Although Committee approval is not required, **submit a vacancy form to the Budget Office** requesting the proper action of DER. The following positions do not require Committee approval:

- 1) All NEW positions within the first six months of their creation or within 12 months of their creation if the recruitment process begins during the first six months.
- 2) All SEASONAL positions used for peak period activity.
- 3) The following positions in the Department of Public Works and its divisions only:

- | | |
|---|-------------------------------|
| Asphalt Worker | Labor Crew Leader I |
| Cement Finisher | Operations Driver Worker |
| Urban Forestry Specialist | Parking Checker |
| Urban Forestry (Specialist) Trainee | Public Works Inspector I |
| Bridge Laborer I, II, III and Auxiliary | Public Works Inspector II |
| City Laborer | Sewer Laborer I and II |
| Crane Operator | Special Pipe Yard Laborer |
| Emergency City Laborer | Special Street Repair Laborer |
| Engineering Intern | Water Distribution Laborer |
| Urban Forestry Laborer | Water Plant Operator I |
| Laborer (Elec. Services) | Water Plant Operator Trainee |

- 4) The following positions **not** in the Department of Public Works:

Accounting Intern	Legislative Assistants
College Intern	Library Circulation Assistant I, II and III
Graduate Intern	Library Circulation Aide
High School Intern	School Crossing Guard

- 5) Elected officials and certain appointed officials are exempt from this procedure by reason of State statutes. Please contact the Budget and Management Division for clarification of this status for a particular position.

D. Temporary Appointment: The term “temporary appointment” is an appointment made according to Rule IX, Section 2 of the rules of the City Service Commission. The Budget and Management Director may grant approval for up to 45 days. Subsequent extensions must be approved by the Finance and Personnel Committee.

E. City Service Status:

- 1) Select “Non-Exempt” if the position is subject to city service laws and regulations.
- 2) Select “Exempt” if the position is exempt from city service laws and regulations. **Note:** Exempt authority for a position exempted by earlier City Service Commission action ends when the position is vacated by the incumbent. New exemption authority must be obtained from the commission if it is desired for the vacated position (see personnel policy no. 88/2). Do not indicate city service status as exempt unless exempt authority for the vacant position has been requested of and approved by the City Service Commission

F. Type of Position: Check the appropriate box.

G. Fill Type: Check the appropriate box.

- 1) Internal: Indicates the position will be open only to existing city employees.
- 2) External: Indicates no current city employees are eligible, qualified, or interested in the position and the position will likely be filled by someone currently not employed by the city.
- 3) Int/Ext: Indicates the position will be open to both current city employees and those not currently employed by the city.

6. Last Finance Committee Approval Date: If the department is seeking renewal authority for an authorized position that was not filled within six months of previous committee approval date, enter the renewal date.

7. Classification: Indicate whether DER is currently studying the position to determine whether it is properly classified.

8. Number of Positions Authorized in Department with the Above Title: Indicate the number of positions in the current budget within the requesting decision unit.

A. Total Number Requested: Indicate the number of positions requested to be filled at time of submission.

B. Vacancies Previously Approved: Indicate the number of positions with this title that the Finance and Personnel Committee has approved in the last six months but which have not yet been filled.

9. Indicate the Total Number of Positions Filled, Excluding Those Requested: Enter the number of persons filling the position, excluding those that the department is requesting or requisitioning, in the race/gender table. The total automatically sums in the upper left hand box. For example, if two Hispanic females currently fill the position, enter “2” in the Hispanic female box.

10. Underfilling: The term “underfill” is used to designate the condition where an employee has been appointed to a class which is at a level lower than for which is authorized by the City of Milwaukee Positions Ordinance. If the

position is to be underfilled, check the “Yes” box, indicate the title and pay range at which the position is to be filled, and submit a form CS-107 form found on DER’s Intranet page.

11. Source of Funds: Indicate what type of funding the salary of this position will be charged against. If the position is to be funded through a mix of sources, check the “Other” box and explain the mix. If the position is to be funded fully or partially through a grant, complete question 12.
12. If the Position is Funded Fully or Partially by a Grant: List the name of the grant.
13. Will this Position Have Direct Contact with the Non-English Speaking Residents of Milwaukee? Check the appropriate box.
14. New or Existing Position: Check the appropriate box. If the position was newly created in the last budget or through resolution, mark “New” and give the ordinance and file number that authorizes the position. If the position has had a current or prior incumbent, check “Existing” and complete the following table.
15. Incumbent Table: If the position has had prior incumbents, list the name of the current or prior incumbent for every position requested. List the relevant dates, and where the employee worked. If the employee was promoted or transferred within the department, list the title of the new position. If more than four positions of this title are requested, list the names of all incumbents on additional pages.
 - A. Name of Incumbent (Present or Last): Enter the name of the individual who last filled, or is currently filling the position.
 - B. Last Date Employee Was or Will be Working in this Position: Indicate the last date that the present incumbent will actually be at work in this position. If the position is not presently filled, indicate the last date that the last incumbent worked in this position.
 - C. Last Date Employee Was or Will be on Payroll: Indicate the last date that the present incumbent will be on the payroll in this position. If the position is not presently filled, indicate the last date that the last incumbent was on the payroll in this position.
 - D. Work Location: Specify the building or other location where the individual who fills the position will work. If this is a position which regularly operates in the field, specify the general area in which the individual carries out his or her duties and the building and location where the individual reports for duty or maintains an office.
 - E. Promoted/Transferred: Indicate with a “yes” or “no” whether the incumbent was promoted or transferred to another position within the department. If “Yes” list the title of the position to which the incumbent was promoted or transferred.
16. Explain Why it is Necessary to Fill the Position: Explain consequences, impact on service levels, etc., if the position is not filled.

SECTION II: ACTION REQUESTED OF DER

1. Check all boxes that apply. For more information, consult the City Service Rules located on DER’s Intranet site. If provisional or temporary appointments are requested, included the name of the employee who will fill the requested position.

IV. SIGNATURES

ALL REQUESTS MUST BE SIGNED BY THE DEPARTMENT HEAD. ALSO ENTER THE DATE THE DEPARTMENT HEAD SIGNS THIS REQUEST.

**City of Milwaukee
Department of Public works
Milwaukee Tow Lot**

Friday, January 21, 2011

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Summary

The Milwaukee Tow Lot is authorized to fill five positions. These positions include one Tow Lot Assistant and four Tow Lot Attendants. The Department of Public Works is requesting that 1) the minimum requirements for these positions be upgraded, 2) a reclassification study be authorized, and 3) the job classification of Tow Lot Assistant and Tow Lot Attendant be combined.

The current minimum requirements for either position do not include either a high school diploma or relevant experience. During the past eight years, there has been an average of 108% turnover in staff. The expected turnover average, given the specific demographics for these positions, is 20%. In addition, the last two candidates hired were terminated within their probationary period. Neither of the probationary candidates was able to satisfactorily perform the requirements of this position.

The job skills required for employees in all positions at the Tow Lot has changed dramatically since its inception in 1995. Numerous services, such as sales permits, parking permits, vehicle registration and vehicle titling, have been added. Operations are automated and require specialized computer knowledge, advanced customer service skills, and administrative skills typically obtained with post high school education and specialized experience.

Part One: Employment and Retention Statistics

As indicated below, there has been significant turnover above the expected value in both of the primary positions at the Tow Lot. This can be attributed to two factors: The increased skill level and the nature of the position.

SKILL LEVEL REQUIRED: Of those positions terminated, discharged, resigned or transferred, 73% of these employees had documented difficulties performing many of the required tasks. This includes both long term (five years or more) and short term employees. As noted above, the previous two hires were terminated during the probationary period.

Chart: Turnover Statistics

Type	Positions Authorized	Turnover	8 year Percent Turnover
Management	4	2	50%
Tow Lot Assistant	9	15	167%
Tow Lot Attendant	12	10	83%
Total	25	27	108%

Chart: Reason for Leaving

Type	Number	Percent of Total
Resigned	8	30%
Discharged/Terminated	8	30%
Transferred	5	19%
Medical	4	15%
Retired	1	4%
Work Comp	1	4%

Chart: Difficulty Factor among Previous Employees by Experience

	Total	Difficulty meeting Position Requirements	Percentage with Difficulty
Short term employees resigned, discharged or transferred	15	11	73%
Long term employees resigned, discharged or transferred	12	5	42%
Total long and short term resigned, discharged or transferred	27	17	63%

NATURE OF POSITION: The Tow Lot positions differ from many other City positions. The number of customers and revenue has doubled.

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Abuse by Customers: As written in a recent 2011 Milwaukee Journal Jim Stigl article, there are “no happy customers” at the Tow Lot. Three facts: We have near tripled the number of customers served, people are not pleased when their car is towed, and twenty percent of tows are due to potential criminal activity. It takes a specific personality type and substantial experience to take customer abuse while maintaining a high level of customer service.

Cash handling: The tow lot generates in excess of six million dollars per year, the majority cash. Currently, there are no financial history safeguards, bonding or background checks required. Note: This is over double the cash received since 2001.

Chart: 2011 Tow Lot Positions Authorized

Management	Grade	Authorized Positions	Union	Grade	Authorized Positions
Tow Lot Manager	9	1	Tow Lot Assistant IV	460	2
Tow Lot Assistant Manager	6	1	Tow Lot Crew Leader	235	1
Vehicle Salvage Supervisor	4	1	Tow Lot Assistant III	445	7
Tow Lot Supervisor	4	1	Tow Lot Attendant	220	11

Part Two: How the Job has changed

The Milwaukee Tow Lot has near tripled the number of customers, dramatically increased services and automated the tow process. The below table is a partial summary of the additional responsibilities assumed by Tow Lot personnel.

Assumes Responsibility of MPD Stolen Vehicle desk	Automated Vehicle Sales and Assessment	Utilization of Ownership Tracking Data Through DOR, DOJ, DMV
Issue Summons and Complaints for Milwaukee Municipal Court on Behalf of the Milwaukee City Attorney	DMV Services for Vehicle Registration, Titling,	Implements Emergency Snow Towing Program
Digital Filming and Archiving	Access to DOJ Law Enforcement Vehicle Identity and Stolen Searches to Include: NCIC, CIB, DMV	Implements Street Sweep Tow System
Payment Plan for Outstanding Citations	Incorporates Tax Intercept Program	Administers Automated Vehicle Tracking and Inventory System
Administers Vehicle Night Parking, Sales Permit Program	Implements Vehicle Registration Hold System	

Part Three: Parity and Disparity

The new programs and requirements have impacted the job duties of many employees. However, not all employees are performing these newer programs and tasks. There is a skill level and responsibility disparity between employees. For example, all employees (Tow Assistants and Attendants) are required to be cross trained, however several employees are unable or unwilling to satisfactorily perform some essential tasks.

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It is in the best interest of the organization to combine these titles and potentially upgrade them to a more appropriate classification. This would help ensure the future success of the division as well as for prospective employees. However, this potential upgrade should not come unconditionally to all current employees. It is recommended that the potential upgrade for current staff be contingent upon the successful, competent performance of all requirements for the potentially upgraded classification or title. Those employees unable to successfully perform the required job duties and authorizations would remain at their present title and classification.

Part Four: Pre-Employment Screening Recommendations

For licensure, certification and access requirements established by the Wisconsin Department of Justice and Wisconsin Division of Motor Vehicles, background checks must be administered to any applicant as a condition of employment. These checks are required to include criminal history and should be expanded to include credit background because of the amount of cash handling.

Part Five: Comparable Education and Experience Chart

Skill	Education	Corresponding Experience	Why
Oracle Database Inquiries and Queries	Oracle or Database Coursework	Inventory, Automotive Sales, Service Writer, Parts Specialist	Over 70% of this position involves the use of an Oracle Database. Employees must be able to locate vehicles, create lists for recycling and establish stolen or other relevant statuses.

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Skill	Education	Corresponding Experience	Why
Advanced Customer Service	Customer Service, Business Classes	Automotive Service Writer, Warehouse, Stock Room, Vehicle Sales, Customer Service	Most time is spent helping customers directly. Our last hire was terminated in part for poor customer service skills. This position is classified above an OA III and must have skills above this level.
Legislation Analysis	Political Science, Public Administration, Business, Government Relations, Economics, Law Related Coursework	DMV Customer Service Center, Legislative Aide	Based on current law, employees must advise customers regarding regulations about vehicle release, handling and disposition.
Data Entry	Microsoft Certification or Related Coursework, Oracle or Other Database	Data Entry, Website Maintenance, Accounts Payable/Receivable, Customer Service Representative, Vehicle or Auto Part Sales, Internet Sales	60% of the job duties involve the use of computers. Persons without skills in data entry will not hit the productivity standard. A recent hire was terminated for poor productivity. There are millions of dollars of inventory at any one time and data entry errors can be very costly.
Data Quality Control	Mathematics, Statistics, Quality Control	Service Manager, Parts Coordinator, Inventory Specialist	There are millions of dollars of inventory at any one time and data entry errors can be very costly.

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Skill	Education	Corresponding Experience	Why
Uploading to Websites	Web Applications, Operations or Administration, JAVA, HTML, Video	Website Operations, Updates or Entry, Adobe, Photo Shop	Every vehicle is videotaped upon intake and photos are taken for complaints. Videos and photos are used for legal or open record purposes. They are enhanced for MPD usage and are often subpoenaed. The attendant or assistant will have to download, locate and possibly upload to the Internet for vehicle sales purposes.
Vehicle Evaluation	Automotive Service, Insurance Adjusting	Vehicle Sales, Automotive Parts, Managerial, Inventory	Each vehicle that enters the Tow Lot must be evaluated for price. This is highly important as this evaluation determines whether the vehicle is recycled or sold. It is also used to determine if a bid is accepted. Inaccuracies can cause great harm to a customer and directly effects how long a vehicle is held.
Ability to Communicate: Written Reports	Business Writing, Journalism, Communications	Customer Service	Vehicles are often the subject of litigation. The documents written by Tow Lot employees are often used in legal proceedings. If written improperly or unclearly, they create significant liability.

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Skill	Education	Corresponding Experience	Why
Inventory	Economics	Warehouse, Stock Room	There are millions of dollars of inventory at any one time and data entry errors can be very costly. If you cannot locate a vehicle, then the city is liable. The employee must be able to manipulate the Oracle System to locate a vehicle using a variety of fields and creating queries.
Ability to Communicate Verbally	Communications, Customer Service, Telephone	Customer Service, Automotive Parts, Recycling Coordinator	Employees must be able to articulate to customers and contractors what is legal and within policy and what is not.
Cash Handling	Accounting, Economics, Business	Government Type Cashiering and Customer Service, DMV Service Center	The Milwaukee Tow Lot handles over 7 million dollars annually. A large percentage is cash.
Security Clearance	Law Enforcement, Security	As required for Wisconsin Department of Justice, Certification for NCIC (Same as MPD)	We must determine if vehicles are stolen. Tow Lot employees are required to pass a security check as required by the Wisconsin Department of Justice. This standard applies to any employee working at the Milwaukee Tow Lot.

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Skill	Education	Corresponding Experience	Why
Interdepartmental Relations: MPD, Health, DMV	Political Science, Public Administration, Business, Government Relations, Economics	Customer Service	Tow Lot employees work directly with customers, City departments and state agencies. Tow Lot employees must understand jurisdiction criterion as well as applicable regulations.
Regulatory Compliance	Political Science, Public Administration, Business, Government Relations, Economics	Service Center Experience	In order to seize or impound any vehicle, there is a multitude of changing regulations. Tow Lot employees must be able to interpret grey areas of the law and act upon them. This involves issues of impoundment, sales, recycling and customer release criterion.
Mathematical Skills: Basic Statistics	Statistics, Mathematics	Inventory Experience	Employees must understand averages for vehicle weight calculations, quality control calculations for verifying data integrity, and be able to account for vehicles with basic inventory.
Tow a Vehicle	Will Train	Will Train	Tow trucks operate differently. As long as the applicant has a driver's license and no physical driving limitations, we are able to train in towing.

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Skill	Education	Corresponding Experience	Why
Drive a Vehicle	Wisconsin DL Required	Wisconsin DL Required	This is a state requirement.
Ability to Work any Shift and Rotate Shifts including Holidays and Weekends	Physical Requirement	Physical and Mental Requirement	As with seniority, new employees work third, second and rotating shifts. They will be required to make decisions independently as limited supervisors are available.
Exceptional Clerical Speed	Basic Business Operations, Clerical and Office Operations	Clerical, Managerial, Data Entry	Since we are heavily data dependent, persons without superior data entry skills will not meet the productivity requirement.
Ability to Work Independently	Coursework Requiring Independent Study	Independent Job or Exercises Independent Decision-Making in Previous Position	Employees are required to work without supervision at times and to make independent decisions based on policy and procedure.
Telephone	Communications, Customer Service, Telephone	Customer Service, Automotive Parts, Recycling Coordinator	Must be able to efficiently and correctly answer telephone inquiries.
Microsoft Products	Excel	Working knowledge of Excel, Word, Outlook	We use and manipulate spreadsheets for ownership, inventory, recycling and quality control purposes daily. Employees must be able to generate a query in Oracle, then download and manipulate the data in a spreadsheet.

Part Six: Changes in Scope and Duties of Position

The Tow Lot has been through dramatic changes in volume and scope since its inception in 1995. Volume has increased by more than 100% and substantial customer service activities have been added. The chart below summarizes duties that have either been added or changed. Some of these duties and responsibilities are in preparation for items that are implemented and monitored by management staff.

Item	Category	Name	Description	Specific Skills Required	Change
1-A	Software Utilization	NCIC (Wilenet, Etime)	Replaced stolen vehicles desk function for towing, check ownership, check if vehicle or plates are stolen	Data entry, background security check, must be able to pass background check, reading comprehension, query parameters, maneuver in system.	In 2006, this access was prompted by the elimination of the stolen vehicle desk at MPD. The Tow Lot now runs vehicles for stolen status.
1-B	Software Utilization	DMV	Registration, ownership, QA/QC, searches, temporary plates, titles, payment of holds, clearing incidents, TVRP holds	Data entry, verify ownership and information (do not want to suspend wrong person), must be accurate, upload info into DMV's database by Excel, data validation, query, customer service, clerical speed and accuracy, independent decision making	Since 2007, the Tow Lot has progressed towards becoming a full service DMV subunit. This includes registrations, titles, temporary plates and trailer permits.
1-C	Software Utilization	TRIP through WI Dept. of Revenue	Tax intercept, look up tax info based on social security number or driver's license number, remove from tax intercept, monitor daily and monthly reports, answer customer questions	Data validation, data entry, accounting skills for amounts and tracking, annual training required through Dept. of Revenue and also collection training, credit checks, collections and accounting programs	This procedure is based on new legislation that allows the collection of fees through the tax refund interception.

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Item	Category	Name	Description	Specific Skills Required	Change
1-D	Software Utilization	DMV- Agency Partnership Unit (APU)	Payment of forfeitures related to registration holds from Milwaukee, DMV quarterly audit, registration renewals, issuing titles and plates	Accounting, advanced computer and data accuracy skills	2009: Payment of forfeitures related to registration holds from Milwaukee. Because of the large volume of Milwaukee registration holds, the Milwaukee Tow Lot was granted special permission to access internal DMV databases that allow our customers to identify and pay any registration holds.
1-E	Software Utilization	TriVIN	Registration and title information	Data entry, query and data manipulation/retrieval	2009: TriVIN is the current vendor for DMV tracking, payments received and DMV services applied at the City of Milwaukee Tow Lot. This is accounting and tracking software.

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Item	Category	Name	Description	Specific Skills Required	Change
1-F	Software Utilization	Accurint	Search engine for updating addresses, social security numbers and business ownership	Accounting, advanced computer, and data accuracy skills	2009: This is a fee based software system that identifies historical and current addresses, including aliases for the purposes of owner identification. This includes people and businesses.
1-G	Software Utilization	WAMS	Requires background checks, fingerprints and online training	Must have for any state application, queries and data entry. Data cannot be transposed.	2005: WAMS is the portal for any state application. It allows access to a number of state and federal programs administered by the state. Access includes the Department of Justice, Department of Revenue and specific DMV applications.

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Item	Category	Name	Description	Specific Skills Required	Change
1-H	Software Utilization	Auto Process	Vehicle and financial tracking software	Data entry, test, generate reports and queries	Auto Process is an Oracle based vehicle citation and tracking system. The application was recently upgraded (2010) to include comprehensive vehicle sales and inventory tracking as well as permit, summons and other new applications.
1-I	Software Utilization	Adhoc	Queries	Data entry, test, generate reports and queries	Adhoc is the querying system with the Auto Process application. It requires the use and development of existing and user generated queries for financial and vehicle tracking. Updated in 2010.
1-J	Software Utilization	J-Bid	Track vehicle sales, inventory	Data entry, test, generate reports, financials, cashiering vehicle knowledge, and queries	2009: Financial, proper notice, data entry, verify and input data, customer service.

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Item	Category	Name	Description	Specific Skills Required	Change
1-K	Software Utilization	Pitney Bowes System	Generate and track certified mail, all mail correspondence, invoice totals, check to ensure notification, open records requests, invoice verification	Data entry, queries, invoices, tracking, scanning required, postage units, QA/QC	2008: In order to reduce the costs associated with required notification, the Milwaukee Tow Lot began the use of a web based postage tracking system for certified and first class mailing. Additional cost saving through the program is paperless tracking through the web for all notifications.
1-L	Software Utilization	Microsoft Excel	Inventory, reports, financial, invoices, IRI's	Data entry, test, generate reports, vehicle terminology and queries	2010: Microsoft Excel, besides the reporting applications, is used as the transfer mechanism for any database downloads. In addition, Excel is used to upload transitions to the Department of Revenue for TRIP.

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Item	Category	Name	Description	Specific Skills Required	Change
1-M	Software Utilization	Microsoft Word	Legal, correspondence, reports, notifications, DMV forms, salvage vehicle (MV11), suspensions for merge (MV2502), mail merge, auto format	Proper correspondence formats, basic vehicle knowledge, vehicle terminology	Increasingly, the Milwaukee Tow Lot is involved in legal transactions to include open records requests and responses. This includes all correspondence. The tracking system was established in 2009.
1-N	Software Utilization	Security Round System	Used to ensure security rounds	Data entry, test, generate reports and queries	2007: This new program, "Deggy," tracks the required electronic security check points for employees performing security rounds.
1-O	Software Utilization	Digital Video Security	Used to monitor the facility and lot	Upload video, operate video camera, video archive and retrieval	The Milwaukee Tow Lot is under 24/7 video monitoring. This system was recently upgraded to include 32 cameras. These are digitally stored. This is an ongoing change.

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Item	Category	Name	Description	Specific Skills Required	Change
1-P	Software Utilization	Phone Recording System	Used to monitor all customer calls	Data entry, test, generate reports and queries	In 2009, the Milwaukee Tow Lot began recording all customer phone transactions for quality purposes. This is a computer based application that stores and allows retrieval of specific phone calls. It is used for quality purposes.
1-Q	Software Utilization	Outlook	Used for communications, scheduling and calendar	General computer inquiry	In 2010, all schedules are distributed electronically through Outlook. This is planned for implementation for Tow Lot Attendant staff in 2011.

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Item	Category	Name	Description	Specific Skills Required	Change
1-R	Software Utilization	Notary Site	Used to verify notary status	General computer Inquiry	In 2008, the number of false or inadequate notarizations rose dramatically. This requires staff to be trained in and utilize (where necessary) the Wisconsin Secretary of State database to determine the validity of the notary as well as examine each notarized item for authenticity and compliance.
1-S	Software Utilization	Secretary of State, Articles of Incorporation	Verify business ownership	General Computer Inquiry	In 2007, because of questionable business ownership in vehicle requested releases, it became necessary to use the Articles of Incorporation database to determine the validity of parties signing for business owned vehicles.

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Item	Category	Name	Description	Specific Skills Required	Change
1-T	Software Utilization	Office Supply System	Ordering Supplies	General computer inquiry, financials, data entry	In 2008, all supplies are ordered through the automated supply order system. Several key employees were issued Procards.
1-U	Software Utilization	Download Video	Sony System	Upload video, operate video camera, video archive and retrieval	In 2007, the Tow Lot converted from analog to digital for all electronic recordings of vehicles. This involves the uploading, archiving and retrieval of digital files. There are currently 4 terabytes of data stored.
1-V	Software Utilization	Scanning System	Corporate Express	General computer inquiry, scanning and upload	In 2011, the department intends to scan and electronically store all documentation. This will require all employees to be able to scan and upload images and files.
1-W	Software Utilization	People Soft Financials	Financial System	General computer inquiry, financials, data entry	In 2011, the department will increase the number of employees with access to the People Soft financials for direct entry of receivable and payable accounts.

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Item	Category	Name	Description	Specific Skills Required	Change
1-Z	Software Utilization	Black Book Database	Vehicle Evaluation Database	General computer inquiry	In 2006, a new electronic database of used car values was used for evaluation purposes for sales or recycling.
2-A	Customer Service	Deceased Owners	Policy	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	New safeguards were implemented in 2008 to establish proper ownership in probate cases.
2-B	Customer Service	Personal Property	Policy	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	2008: Personal property searches and releases. Updated policies for item release in conjunction with MPD.
2-C	Customer Service	Seizures (MPD, Court)	Policy	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	2006: MPD seizures of applicable vehicles. Seizure of vehicles for municipal purposes.
2-D	Customer Service	Businesses, Multi-Owner	Policy	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.

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Item	Category	Name	Description	Specific Skills Required	Change
2-F	Customer Service	Payment Plans	Process Multiple Citation Payment Plans	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	In 2010, the Tow Lot was allowed to implement the payment plan procedure for customers.
2-G	Customer Service	Repossessions	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Repossession laws changed in 2009. This change effected the notification and seizure requirements necessary for the release of a potentially repossessed vehicle.
2-H	Customer Service	Insurance	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	In July of 2010, Wisconsin became a mandatory insurance state. This required all persons to show proof of insurance prior to vehicle release.
2-I	Customer Service	Power of Attorney/Deceased Owners	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	2008: Updated policy and procedure includes the use of domiciliary letters and established criteria in accordance with DMV policies to release accordingly.

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Item	Category	Name	Description	Specific Skills Required	Change
2-J	Customer Service	Divorce	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.
2-K	Customer Service	Recovered Stolen	Perform Vehicle Release Waivers for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	2006: Retrieval and examination of fees which include the requirements for police reporting as well as the examination for tow authorization in conjunction/compliance with the City Attorneys Office.
2-L	Customer Service	Health Tows	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties. Assess and Authorize disposal.	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.
2-M	Customer Service	Evidence	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.

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Item	Category	Name	Description	Specific Skills Required	Change
2-N	Customer Service	Abandoned	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.
2-O	Customer Service	Title Turn-In	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.
2-P	Customer Service	Lien Perfections	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Repossession laws changed in 2009. This change effected the notification and seizure requirements necessary for the release of a potentially repossessed vehicle.
2-Q	Customer Service	Hold Harmless	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	2010: New requirements for insurance carriers or attorneys when retrieving a vehicle on behalf of the vehicle owner.
2-R	Customer Service	Voluntary Surrender	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.

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Item	Category	Name	Description	Specific Skills Required	Change
2-S	Customer Service	Court Order/Judgment	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.
2-T	Customer Service	Multiple Lien Holders	Perform Vehicle Releases for Owners, Lien Holders or Authorized Parties	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	In 2007, because of questionable business ownership in vehicle requested releases, it became necessary to use the Articles of Incorporation database to determine the validity of parties signing for business vehicles.
2-U	Customer Service	Registration Issues	Process registration applications in accordance with DMV guidelines	Interpretation of complex legislation, statutes, ordinances, regulatory compliance, customer service, clerical speed and accuracy, independent decision making	Ongoing changes to ordinances and statutes.
2-V	Customer Service	Night Parking Permits	Process Applications for Parking Permits	Interpretation of ordinances, customer service, clerical speed and accuracy	Ongoing changes to ordinances and statutes.
3-A	Legal	Summons Issuance	Issue Summons to Appear in Court	Respond in writing or verbally, interpretation of legislation, customer service, decision making, clerical speed and accuracy	Ongoing changes to ordinances and statutes.

Milwaukee Tow Lot 2011

Item	Category	Name	Description	Specific Skills Required	Change
3-B	Legal	Notice of Appearance	Issue Summons to Appear in Court	Respond in writing or verbally, interpretation of legislation, customer service, decision making, clerical speed and accuracy	Ongoing changes to ordinances and statutes.
3-C	Legal	Open Records	Process and respond to Open records requests	Respond in writing or verbally, interpretation of legislation, customer service, decision making, clerical speed and accuracy	2007: Complexities of requests have changed dramatically from the media and legal representatives.
3-D	Legal	Receive Subpoenas	Testify, supply documentation or appear as required	Respond in writing or verbally, interpretation of legislation, decision making	Provide legal testimony as required (ongoing).
3-E	Legal	Court Appearance	Testify, supply documentation or appear as required	Respond in writing or verbally, interpretation of legislation, decision making	Provide legal testimony as required (ongoing).
3-F	Legal	City Attorney Waivers	Process, investigate, obtain documents/video for processing of complaints	Respond in writing or verbally, interpretation of legislation, decision making	New electronic tracking and produce responses for claims or inquiries (ongoing).
3-G	Legal	Court Ordered Dispositions and Waivers	Process, investigate, obtain documents/video for processing of complaints	Respond in writing or verbally, interpretation of legislation, decision making	New electronic tracking and produce responses for claims or inquiries. This is ongoing since 2005.
4-A	Data Entry/Validation	VINs	Validate and Enter Vehicle Identification Data	Data validation, 17 digit data entry, alpha numeric, clerical speed and accuracy	New electronic VIN reader proposed for 2011.
4-B	Data Entry/Validation	Plates	Validate and Enter Vehicle Identification Data	Data validation, 17 digit data entry, alpha numeric, clerical speed and accuracy	New in 2010 is the ability to issue plates, temporary plates and registration.

Milwaukee Tow Lot 2011

Item	Category	Name	Description	Specific Skills Required	Change
4-C	Data Entry/Validation	Tow Record Descriptions	Validate and Enter Vehicle Identification Data	Data validation, 17 digit data entry, alpha numeric, clerical speed and accuracy	Produce queries to identify and correct (ongoing).
4-D	Data Entry/Validation	Memos	Enter Descriptive Notes in Tow Records	Data validation, 17 digit data entry, alpha numeric, clerical speed and accuracy	Notes required in electronic form for any discrepancy in tow record or unusual circumstance. Ongoing since 2004.
4-E	Data Entry/Validation	Notes	Enter descriptive notes in Tow records	Data validation, 17 digit data entry, alpha numeric, clerical speed and accuracy	Notes required in electronic form for any discrepancy in tow record or unusual circumstance. Ongoing since 2002.
4-F	Data Entry/Validation	Financial	Determine Ownership Using Appropriate Software, Verify and Update as Required	Data validation, 17 digit data entry, alpha numeric, clerical speed and accuracy	TriVIN, TRIP, TVRP and other financial systems are new since 2008.
5-A	Accuracy/Quality Control	VINs	Determine Ownership Using Appropriate Software, Verify and Update as Required	Verify Data, Data Entry, Data Analysis, Searches	Verify new data and ensure accuracy (ongoing).
5-B	Accuracy/Quality Control	Financial	Track Project Expenses by Category	Verify Data, Data Entry, Data Analysis, Searches	Required to track project expenses (ongoing).
5-C	Accuracy/Quality Control	DMV	Process, Issue DMV Related Documents	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	New in 2009: Track payments, collect taxes and receive City share.

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Item	Category	Name	Description	Specific Skills Required	Change
6-A	Website	Upload Pictures, Files, Scan Files	Paperless Scanning Program	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service, Data Retrieval	Proposed in 2011: Upload vehicle auction data to website and implement electronically. Expand out of state sales.
7-A	Vehicle Evaluation	Determine Current Market Value	Evaluate Vehicles Based on Current Market Value	Vehicle Evaluation, Software Inquiries	In 2008, the Tow Lot used new resources such as an electronic black book for vehicle evaluation.
7-C	Vehicle Evaluation	Determine if Preferable to Fix	Assess Vehicle for Repair and Possible Value Enhancements	Vehicle Evaluation, Software Inquiries	In 2007, the Tow Lot utilized secondary auctions and repaired vehicles to increase sales value.
7-D	Vehicle Evaluation	Notification Requirements	Notify all Interested Parties of Vehicle Towing per Statute. Track and Archive Notifications	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	Ongoing changes to ordinances and statutes.
7-E	Vehicle Evaluation	Salvage Requirements	Determine if a vehicle is to be recycled or sold at auction.	Vehicle Evaluation, Software Inquiries	Ongoing changes to ordinances and statutes.
7-G	Vehicle Evaluation	Health Tow Assessment	Process Vehicles Deemed as Health Nuisances	Vehicle Evaluation, Software Inquiries	In 2008, the Tow Lot used new resources such as an electronic black book for vehicle evaluation.
7-I	Vehicle Evaluation	RP Bid: Parts, Sales, Inventory	Inventory and Sales or Abandoned Vehicle Contents	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	The RP (recycled for parts) Bid process was instituted in 2008.

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Item	Category	Name	Description	Specific Skills Required	Change
8-A	Verbal Communication	Phone	Utilize Phone Recording system	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	In 2009, the Tow Lot started using the AVAYA phone system. Use reports to track staffing and quality.
8-C	Verbal Communication	Other Departments	Process Interdepartmental Requests	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	Since 2008, the Tow Lot is working with multiple agencies such as DMV, DOT, and DOR on a much expanded basis.
8-G	Written Communication	Auction House	Vehicle Assessment for Secondary Auction or Re-bid	Write Correspondence	In 2008, secondary auction houses were utilized for better prices.
8-H	Written Communication	Legal Inquiries	Process Open Records Requests and Claims	Write Correspondence, Investigation Skills	In 2010, electronically automate and track correspondence.
8-I	Verbal Communication	Insurance Companies and Lien Holders	Process Verbal/Written Requests from Insurance and Lien Holders	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	Ongoing changes to ordinances and statutes.
8-J	Verbal Communication	Repossessions	Process Verbal/Written Requests from Insurance and Lien Holders	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	Ongoing changes to ordinances and statutes.
9-A	Schedule	Produce Daily Schedule	Follow Schedule and Assignment	Organizational	In 2010, all clerical schedules were developed and tracked electronically.
9-F	Schedule	Productivity	Maintain Productivity based on Evaluations	Organizational	In 2011, productivity will be monitored electronically to determine efficiency.

Milwaukee Tow Lot 2011

Item	Category	Name	Description	Specific Skills Required	Change
10-A	Analytical	TVRP	Quarterly Report, Financial Reconciliation, Fund Account for Future Transactions	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	In 2010, quarterly reporting was required from the DMV.
10-B	Analytical	TRIP	Upload Eligible Tax Intercept Customers, Process Inquires and Clear Holds as Indicated	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	New in 2010: Download transactions to Excel form Oracle. Upload these transactions to TRIP.
10-E	Analytical	Compliance Reporting	Evaluate Tow Compliance with Established Towing Standards, Reconcile Invoices, Provide Recommendations for Non-Contractual Compliance and Recommend Penalties	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service, Basic Accounting	In addition to invoice reviews, contractor penalties as described in 2009 towing contracts must be evaluated for compliance. This requires complex query download and analysis. The contracts are valued at \$3.5 million.
11-A	Written Communication	Open Records	Process and Investigate Open Records Requests	Verbal and Written Skills	The volume and complexity of requests have increased substantially since 1995.
11-C	Written Communication	Dispute Billing, Holds or Intercept	Process Initial Abandoned Vehicle Billing Claims and Complaints, Respond Accordingly	Verbal and Written Skills, Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	In 2010, a dispute process was implemented for recycling bills.

Milwaukee Tow Lot 2011

Item	Category	Name	Description	Specific Skills Required	Change
11-F	Written Communication	Dispute Appeals	Investigates Appeal Requests for Abandoned Vehicle Bills	Verbal and Written Skills, Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service, Decision Making	In 2010, an appeals process was implemented.
11-G	Written Communication	Notification for Tax Intercept	Provide Proper Notification for Persons Eligible for TRIP/TVRP Based on Vehicle Status	Verbal and Written Skills, Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service, Decision Making	In 2010, electronic changes were made.
13-B	Cash Handling	J-Bid	Process Payments from Vendors in J-Bid Sales Program	Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	Implemented in 2010.
13-C	Cash Handling	ACH Electronic Deposits	Process and Reconcile DOR Direct Deposits	Basic Accounting, Verify Data, Data Entry, Data Analysis, Searches, Cashiering, Customer Service	In 2010, accounts receivable from DOR are received electronically.
14-A	Inventory	Miller Weights	Compile Annual Weight Average and Report for Recycled Vehicle (Annual)	Basic Statistics and Excel	In 2005, annual weight verification was implemented as was reconciliation with Miller Compressing.
14-B	Inventory	In-House Tracking of Invoices	Track all Items Purchased	Maintain Complete Inventory, Update as Ordered	In 2010, electronic inventory of all capital and supply was implemented.

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Item	Category	Name	Description	Specific Skills Required	Change
15-A	Security	Enforce "No Soliciting" and Restrictions	Enforce Insurance Tow Policy	Policy Analysis	In 2010, mandatory insurance was put in place. This requires the checking of all tow drivers for insurance and proper licensure. Vendors must be monitored for soliciting violations. Violations must be reported to MPD.
15-B	Security	Licensure for all Visitors, Insurance Agents, Lien Holders, J-Bid Agents	Enforce Security Policy for Outside Entrants	Policy Analysis	In 2008, security requirements for all outside personnel were put in place.

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Item	Category	Name	Description	Specific Skills Required	Change
16-B	Interdepartmental	Billing/Inventory for Evidence Vehicles, Health Tows and other Intra/Inter Departmental Charges	Bill as Appropriate for Abandoned or Recycled Vehicles. Bill Utilities for Relocations.	Basic Accounting, Advanced Computer and Data Accuracy Skills	2010 changes occurred in interdepartmental billing for MPD vehicles in the anticipated addition of an indoor storage facility. Provide storage and monitoring for evidence vehicles. Proposed and planed for implementation in 2011.
17-B	Regulatory Compliance	Salvage Vehicles	Assist MPD and Take Payments for Salvage Vehicle Clients	Cashiering, Data Entry, Data Validation	Assist MPD with salvage vehicle inspections and provide cash collection for services.
17-C	Regulatory Compliance	Notaries	Enforce Policy for Notary Authorization, Notify Secretary of State for Violations	Correspondence, Policy Analysis and Typing	In 2009, non-compliance reports were sent to the Secretary of State for notary discrepancies.
18-A	Statistical	Monitor and Enter Production Daily	Review, Run and Evaluate Productivity	Statistical	2011 productivity tracking.
20-E	Towing Related	Photograph Damage	Take Digital Pictures	Digital Photography, Upload Videos or Images, Retrieve Archived Images	Since 2005, employees are to assess and photograph alleged damage claims (digital). This requires download, storage and retrieval of digital files.

Milwaukee Tow Lot 2011

Item	Category	Name	Description	Specific Skills Required	Change
20-F	Towing Related	Remove and Recycle Plates	Tow Vehicles	Towing	The volume of tows has more then doubled. Tows to the Recycling facility have been added (ongoing).
20-G	Towing Related	Bobcat for Snow and Sweeping	Operation of Skid Steer Loader	Ability to Operate a Skid Steer Loader, Training is Available	A skid steer loader was purchased in 2008 for sweeping, snow removal and vehicle relocation. This was previously contracted out.
20-H	Towing Related	Use Laptop for Inventory	Field Computer use for Inventory and Evaluation	Vehicle Evaluation, Basic Vehicle Parts, Terminology, Computer Skills	In 2009, a wireless laptop to perform vehicle inventory and assess vehicles was purchased.
20-K	Towing Related	Cross Training	All Employees Must be able to Perform Both Duties of Tow Lot Attendant and Tow Lot Assistant	Comprehensive Set	In 2008 it was required, where feasible, for all employees to be able to perform assistant and attendant duties.
20-M	Towing Related	Locksmith Monitoring	Monitor Locksmiths for Compliance with Policy	Verbal and Written Communication and Customer Service	In 2010, a locksmith policy for insurance and signage requirements for entry were implemented.
20-N	Towing Related	Street Sweeps	Perform Street Sweeping Tow Operations as Required	Organization, Verbal and Written Communication	In 2006, street sweeping was implemented in specified areas.

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Item	Category	Name	Description	Specific Skills Required	Change
20-Q	Towing Related	For Sale Permit Inspections	Process and Issue Vehicle Sales Permits	Data Entry, Customer Service, Data Lookup	In 2007, permits for vehicles for sale on public streets require inspections by Tow Lot Attendants.
21-A	Auxiliary Systems	Bar-coding Vehicles	Inventory of Vehicles	Data Entry, Customer Service, Data Lookup	Use of handheld devices for vehicle intake proposed in 2011.
21-B	Auxiliary Systems	Scanning of Driver's Licenses for Data Entry	Electronic Process of Identification	Data Entry, Customer Service, Data Lookup	Proposed 2011
21-C	Auxiliary Systems	Ticket/Citation Scanner	Barcode scanning of Citations and Permits	Data Entry, Customer Service, Data Lookup	Proposed 2011

Chart: Reason for Leaving by Position (Detailed)

Vacancy ID	Position	Comments	Short or Long Term Employee	Category	Reason for Leaving: Notes
794	Tow Lot Assistant	Long Term Employee	L	Transferred	Lateral Transfer
336	Tow Lot Assistant	Long Term Employee , difficulty with position	L	Transferred	Lateral Transfer
671	Tow Lot Attendant	Short Term Employee, difficulty with position	S	Discharged	Work Performance
481	Lead	Long Term Employee , difficulty with position	L	Medical	Medical Reasons
173	Supervisor	Short Term Employee, difficulty with position	S	Resigned in lieu of discharge	Work Performance
289	Tow Lot Assistant	Short Term Employee, difficulty with position	S	Transferred	Did not want to work with customers
584	Tow Lot Assistant	Short Term Employee, difficulty with position	S	Terminated	Work Performance
474	Tow Lot Assistant	Short Term Employee, difficulty with position	S	Resigned	Work Performance

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Vacancy ID	Position	Comments	Short or Long Term Employee	Category	Reason for Leaving: Notes
618	Tow Lot Assistant	Long Term Employee	L	Resigned	Did not want to work with customers
791	Tow Lot Attendant	Short Term Employee, difficulty with position	S	Discharged	Work Performance
638	Tow Lot Attendant	Long Term Employee	L	Medical	Medical Reasons
568	Tow Lot Attendant	Short Term Employee	S	Resigned	Unknown
763	Tow Lot Attendant	Long Term Employee	L	Medical	Medical Reasons
686	Tow Lot Attendant	Long Term Employee	L	Injury	Medical Reasons
37	Tow Lot Assistant	Short Term Employee, difficulty with position	S	Resigned	Did not want to work with customers, worked less then three months
219	Tow Lot Attendant	Long term Employee with difficulty	L	Discharged	Work Performance
120	Tow Lot Assistant	Short Term Employee, difficulty with position	S	Discharged	Work Performance
924	Supervisor	Short Term Employee, difficulty with position	S	Resigned	Unknown (Short term)
597	Tow Lot Attendant	Long Term Employee , difficulty with position	L	Discharged	Work Performance

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Vacancy ID	Position	Comments	Short or Long Term Employee	Category	Reason for Leaving: Notes
587	Tow Lot Assistant	Long Term Employee , difficulty with position	L	Resigned	Longer term, struggled with position
124	Lead	Long Term Employee	L	Transferred	Lateral
933	Tow Lot Assistant	Short Term Employee	S	Resigned	Did not want to work with customers
863	Tow Lot Assistant	Long Term Employee	S	Transferred	Lateral
968	Tow Lot Attendant	Short Term Employee, difficulty with position	S	Discharged	Work Performance
613	Tow Lot Attendant	Long Term Employee	L	Discharged	Work Performance
942	Tow Lot Assistant	Short Term Employee, difficulty with position	S	Medical	Could not meet minimum physical, retired
49	Tow Lot Assistant	Short Term Employee	S	Retired	Retired



Legislation Details (With Text)

File #: 101275 **Version:** 0

Type: Communication **Status:** In Committee

File created: 2/8/2011 **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 March 8, 2011, Fiscal Impact Statement and Spreadsheet - CSC Meeting March 8, 2011, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
2/8/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101275
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
2/2/11



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

March 14, 2011

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

Dear Committee Members:

Re: Common Council File Number 101275

The following classification and pay recommendations were approved by the City Service Commission on March 8, 2011.

In the Department of Neighborhood Services,

One position of Program Assistant II, PR 530 currently held by Margaret Piwaron was recommended for reclassification to Program Assistant III, PR 550.

One position of Office Supervisor II, SG 02 currently held by Laurie Petrie was recommended for reclassification to Administrative Services Supervisor, SG 05.

In DPW-Operations Division, one vacant position of Accounting Assistant II, PR 445, was recommended for reclassification to Program Assistant I, Pay Range 460.

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, Art Dahlberg, Thomas Mishefske, Lynne Steffen, Cristopher Kraco, Laurie Petrie, Margaret Piwaron, Jeffrey Mantes, Preston Cole, Dan Thomas, Paul Klajbor, David Sivyer Wanda Booker, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Daniel Panowitz, and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission: March 8, 2011
Department: Neighborhood Services

Current	Request	Recommendation
Program Assistant II PR 530 (\$41,495 - \$46,975) Incumbent: Margaret Piwaron	Study of Position	Program Assistant III PR 550 (\$46,607 - \$53,328)

Action Required

In the Positions Ordinance, under Department of Neighborhood Services, Administrative Services Section, delete one position of "Program Assistant II" and add one position of "Program Assistant III".

Background

The former Commissioner of Neighborhood Services, Martin Collins, requested that the position of Program Assistant II held by Margaret Piwaron be studied for proper job classification and associated pay level. In his letter, Commissioner Collins stated that the position's duties and responsibilities had changed as a result of the addition of duties related to monitoring prevailing wages paid by contractors who carry out demolition contracts.

In studying this request, written documentation in the form of the position's current job description and a job analysis questionnaire completed by the employee was reviewed. A job audit interview was also held with Ms. Piwaron in her work area and subsequent discussions were held with Christopher Kraco, the Building Construction Inspection Supervisor responsible for the condemnation process—the section in which the position functions; Lynne Steffen, the Business Operations Manager for the department; Thomas Mischefske, Neighborhood Services Operations Manager; and Art Dahlberg, Commissioner of Building Inspection. In addition to reviewing the position's job description and job analysis questionnaire, work products produced by the employee performing the job were also examined. In conjunction with the most recent reexamination of the duties and responsibilities of this position, further discussions were held with Ms. Steffen.

Duties and Responsibilities

The major purpose of this Program Assistant II is to perform the majority of administrative work associated with the demolition of buildings, from the inception of each process to its conclusion. When a building is in serious disrepair, to the point that it is dangerous and/or unsound and the cost of repairs it exceeds 50% of the building's assessed value, the City has the authority under State law to order the building's owner to tear it down. If the owner does not comply, the City may hire a private contractor to raze the building. The costs for razing may be filed as a lien on the real estate or the City may sue the owner for costs. Since the demolition of an owner's property is a serious action, there are many legal safeguards for owners and many steps that must be taken prior to a razing actually taking place. During a typical year, the Program Assistant II handles the demolition of approximately 100 buildings. Most demolished buildings are privately owned but some are owned by the Redevelopment Authority of the City of Milwaukee, Milwaukee Public Schools, and the City of Milwaukee itself.

The major areas of responsibility associated with this job are as follows:

- Document preparation and maintenance
- Compliance with prevailing wage ordinance and EBE participation
- Invoice review and payment
- Standards and Appeals Commission
- Billing property owners for demolition and related charges

In late 2011 an additional Program Assistant II was added to this Section to work with Ms. Piwaron in some of these areas. The impact of this change is discussed later in this report.

The duties associated with each of these areas are set forth below.

Document preparation and maintenance consists of the following duties:

- Writing bid specifications for the demolition of buildings owned by private owners and the City according to a standard format
- Coordinating the removal of gas and electric services with WE Energies
- Providing information to contractors at pre-bid meetings and conducting bid openings
- Maintaining a database of parcels referred for pre-demolition inspections to identify hazardous materials, parcels awarded for demolition, and vacant lots referred for landscaping
- Reviewing asbestos inspection reports
- Providing monthly reports to the Condemnation section managers regarding the department's budget
- Assisting in planning what buildings can move to the bidding stage
- Responding to contractors' requests for change orders. Entering approved change orders in FMIS and submitting to the Comptroller's Office for countersignature
- Maintaining contract documents and responding to open record requests regarding such documents
- Preparing requests to the City Attorney to submit a motion to lift the bankruptcy stay in cases where owners have a pending bankruptcy
- Suggesting changes to general bid specifications

Prevailing wage compliance and Emerging Business Enterprise (EBE) participation compliance, consists of the following duties:

- Reviewing the affidavits of all contractors and subcontractors for compliance with prevailing wages and required reports
- Identifying wages incorrectly paid by comparing wage reports submitted by contractors with a list of current prevailing wage rates for various occupations
- Preparing and sending correspondence requesting contractors to rectify wages erroneously paid
- When necessary, withhold contractor's payments and recommend disqualification of contractors from future contracts for noncompliance with prevailing wages
- Preparing monthly reports regarding Emerging Business Enterprise (EBE) participation in demolition contracts and submitting them to the EBE Program analyst

Invoice review and payment consists of the following:

- Verifying with departmental Inspectors that work has been completed and inspected
- Verifying that all required documentation, including wage reports, affidavits of compliance, completed EBE forms, copies of notice of intent to demolish asbestos waste manifest, and recycling reports have been submitted to the proper agencies
- Reviewing invoices. As required, questions and disputes costs submitted
- Submitting vouchers in the FMIS system. Maintaining records of payments made on each contract
- Monitoring compliance with the City's prompt payment Ordinance

Invoicing property owners for demolition and related charges consists of the following duties:

- Reviewing ownership and invoicing property owners for demolition and related charges
- Referring unpaid charges to the City's collection agent
- Maintaining a database of referrals made to the City's collection agent, judgments taken, and payments made

- Coordinating with the City's collection agent regarding charges to the Tax Refund Interceptor Program
- Signing affidavits in support of motion for summary judgment in appropriate cases. Providing testimony for the City in Circuit Court or Small Claims Court when charges are contested.
- Researching and assessing charges for files returned by the City's collection agent.
- Answering questions from property owners regarding charges

Knowledge, Skills, Abilities, and Attributes Required

Notable knowledge, skills, abilities, and attributes required for successful job performance include the following:

- A high proficiency in independently organizing and prioritizing one's work
- Knowledge of the City's condemnation process
- Ability to prepare specifications for bids for demolition work according to set standards
- Ability to orient, train, and oversee the work of an employee
- A high attention to detail
- Knowledge of the principles of bid specifications and contracting
- Ability to work on multiple projects at the same time
- Ability to meet deadlines
- Knowledge of hazardous materials in the demolition process
- A high degree of proficiency using standard office software and hardware
- Ability to create and maintain good working relationships with contractors, coworkers, Inspectors in the Department, outside agencies, the public, and others
- Ability to assert one's authority appropriately
- Ability to explain processes and procedures to the public
- Ability to create and maintain physical files
- Ability to maintain electronic databases
- Ability to use electronic bill payment systems
- Ability to understand and interpret asbestos inspection reports
- Extreme conscientiousness in coordinating the disconnection of utilities

The job analysis indicates that the minimum requirements for the job are an associate's degree in business and two to 4 years of experience independently performing high-level office support and administrative work. Equivalent combinations of education and experience are acceptable.

Changes in Duties and Responsibilities

The job analysis indicates that the Program Assistant II under consideration has acquired two new responsibilities: monitoring wages paid to contractors, and coordinating the removal of gas and electric service with WE Energies. Although the employee performing the work stated that meeting with appellants and providing information to them regarding their appeals was a new duty, the Business Operations Manager for the Department stated that the employee had been performing this work for some time. Due to the fact that changes in duties and responsibilities and their impact upon the level of responsibility and degree of knowledge and skill required drive a reclassification decision, it is fitting to examine these changes in detail.

In order to ensure that contractors are complying with prevailing wage rates, the Program Assistant II must examine documents submitted by contractors, called affidavits of compliance, to ensure that contractors have assigned correct wages to jobs and correctly calculated wages according to the number of hours worked. The State of Wisconsin's Department of Workforce Development recognizes some 150 different job classifications for the construction industry. According to the work products examined, however, it appears that approximately 15 different job categories may be found in contractors' affidavits of compliance.

When errors are discovered in rates or calculations, the Program Assistant II notifies the contractor in writing, stating the amounts that must be corrected. The contractor may then dispute the findings or agree

that errors occurred and take corrective action. The work products that were examined indicated that in some cases contractors were required to mail checks to the Department of Neighborhood services that were payable to their employees. The Program Assistant II then mailed the checks to the employees. In other cases, contractors were required to send evidence in the form of payroll ledgers, pay stubs, and time sheets proving that errors made in wages had been corrected. If a contractor fails to correct errors in paying wages, the Program Assistant II has the authority to ban the offending company from receiving future contracts from the Department.

The other relatively new duty is to ensure that gas and electric service is disconnected prior to the start of any demolition work. This task was formerly performed by the contractors hired to perform demolition work. These requests to WE Energies are handled in an extremely conscientious manner and methodical manner. The Program Assistant II sends a signed request to disconnect services to WE Energies via email. WE Energies then approves the request to disconnect services and returns a signed document via fax to the Department. In the event that the City receives a restraining order prohibiting the removal of services, the request to remove services is immediately cancelled. Prior to issuing payment to WE Energies, the Program Assistant checks that electrical and gas service was in fact disconnected. It appears that the addition of this duty has also raised the level of responsibility associated with the job.

Since the time this position was studied in the spring of 2010, an additional grant-funded position of Program Assistant II has been added to Neighborhood Services. The employee filling the position is in the midst of creating a new database to track properties that are in the condemnation process.

In addition to maintaining information regarding these properties, this new position of Program Assistant II will assist Ms. Piwaron with the following duties:

- Writing specifications for the demolition of buildings
- Verifying that contracted work has been completed and inspected
- Preparing restoration agreements
- Maintaining contract documents
- Responding to open records requests regarding contract documents
- Reviewing all contractor's and subcontractor's affidavits of compliance and wage reports
- Preparing monthly reports regarding Emerging Business Enterprise, Local Business Enterprise, HUD Section 3, and Residence Preference Program participation on contracts
- Assisting with verifying that all required documentation has been submitted with contractor invoices.

In addition, once the employee filling this Program Assistant II position has been adequately trained in the above-mentioned areas, she will assume responsibility as staff to the Standards and Appeals Commission.

As a result of the addition of this Program Assistant, it appears that the Program Assistant II position filled by Ms. Piwaron has assumed a set of new duties that involve orienting and training a new employee in complex processes associated with property condemnation.

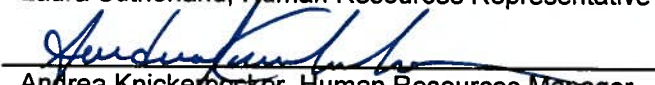
For that reason, we feel that overall level of responsibility and level of knowledge and skill required to perform the work has increased to the point that reclassification to a higher level is warranted. In addition, we reconsidered the overall impact this position will continue to have upon property owners and the role this new position will play in carrying new proactive Departmental initiatives. In making this reconsideration, we concluded that it now would be appropriate to recommend that this position be reclassified to Program Assistant III in Pay Range 550.

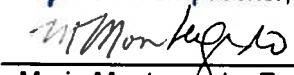
In terms of pay levels, the maximum rate of pay for this position, as a Program Assistant III in Pay Range 550, will be approximately the same as that of an Accountant I. The Accountant I job classification is a benchmark entry-level professional job requiring a bachelor's degree in accounting or equivalent combinations of formal education and work experience. The requirements for this Program Assistant III, as stated in the preceding analysis, includes an associate's degree in business and two to four years of successful work experience performing high-level office support and administrative work

Recommendation

Based upon the changes in duties and level responsibility we recommend that this position of Program Assistant II in Pay Range 530 be reclassified to Program Assistant III, in Pay Range 550.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: March 8, 2011
Department: Neighborhood Services

Present	Request	Recommendation
Office Supervisor II SG 02 (\$38,902 - \$54,455) Incumbent: Laurie Petrie	Study of Position	Administrative Services Supervisor SG 05 (\$47,109 - \$65,957)

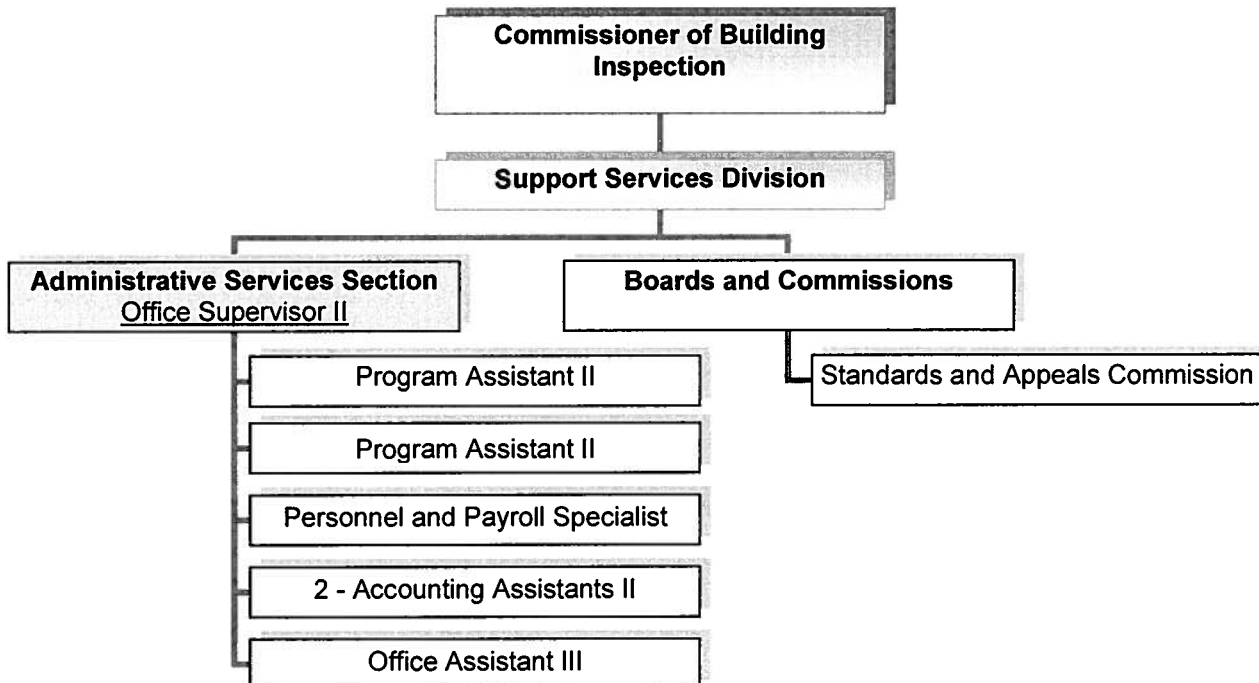
Action Required

In the Positions Ordinance, under Department of Neighborhood Services, Administrative Services Section, delete one position of "Office Supervisor II" and add one position of "Administrative Services Supervisor".

Background

In studying this request, documentation in the form of a revised job description was reviewed and discussions were held with Laurie Petrie, the employee performing the work, and Lynne Steffan, Business Operations Manager for the Department and the immediate supervisor of Ms. Petrie. Discussions with Ms. Petrie included a detailed examination of the position's duties and responsibilities, an examination of the special charges data base, and work products.

This Office Supervisor II functions in the Administration Division of the Division of Neighborhood Services, as illustrated below.



The basic function of this first-line supervisor in the Department of Neighborhood Services is twofold: to ensure the efficient and effective operation of the Administrative Services Section by directing a staff of six administrative employees; and to independently manage several databases and processes related to properties, property owners, fines levied for failure to comply with orders to fix code violations, and bankruptcies. Other responsibilities include monitoring and balancing the Department's escrow accounts, co-managing the Property Recording Program, coordinating telephone services, and carrying out special projects.

The revised job description submitted for the position provides more detailed information on the duties and responsibilities of the job.

1. Staff Supervision

This area includes supervising five employees who perform the following work:

- Personnel and payroll administration
- Purchasing
- Customer service
- Property title searches
- Cash handling
- Accounts receivable and payable
- Licensing
- Contract administration associated with property demolition

Supervision includes the full range of responsibilities associated with a first-line manager including: interviewing potential employees; making hiring recommendations employees; training and coaching employees; directing work in progress, planning work, assessing employees' job performance, and effectively recommending any disciplinary action that may be necessary.

2. Database Administration

This Supervisor personally maintains two databases, one of which contains all records regarding properties, property owners, and fines levied by the Department for failure to be in compliance with building, signage, and zoning codes. This database is referred to as the special charges database. The other database contains information related to board-ups. The special charges database uses dBase IV, a modern object-oriented language that runs on 32 bit Windows.

The Office Supervisor II maintains defining tables for the database; ensures that all data entered is correct and up-to-date; produces reports; and provides technical assistance to others in using the database. In addition, on an annual basis this Supervisor submits a comprehensive list of all charges that remain unpaid and submits this information to the Comptroller's Office for placement on the tax rolls. In 2000, this database contained 8,652 entries totaling approximately \$2,100,000 in charges. In 2010, the number of items in the database had more than doubled, to a total of 20,358 items, and the amount of charges had tripled, to approximately \$6,600,000.

In addition, the employee filling this position oversees five other databases that are used by the staff containing information regarding projecting signs, billboards, covered openings; rent that has been withheld by tenants living in buildings where violations remain uncured; special privileges; fire cleanups; and elevators. The Office Supervisor II is responsible for ensuring that the data in all of these databases is accurate, thorough, and up-to-date and that employees know how to correctly enter information into the system and retrieve it when needed.

3. Bankruptcy Filings

The employee filling this position was responsible for creating a process to track bankruptcies and ensure that this information is entered into the Department's database regarding properties. This process requires the Supervisor to research filings in the US Court's Pacer System and check which properties are located in the City of Milwaukee to ensure that no charges are placed

on the tax roll while in a property owner is in active bankruptcy status. This position must also determine the proper disposition of special charges based upon the type of bankruptcy filed and the rules associated with each.

4. Property Recording Program

This Supervisor assists the Administrative Specialist in managing the Property Recording Program.

5. Department Escrow Accounts and Other Assignments

The Office Supervisor II balances the Department's escrow accounts, including cash adjustments and year-end reporting to the Comptroller's Office. The employee filling the job also represents the Department at Judicial and Legislative hearings in her supervisor's absence.

Knowledge, Skills, Abilities and Attributes (KSAs) Required

The most noteworthy knowledge, skills, abilities, and attributes required to perform this job are as follows:

- Knowledge of accounting principles and processes
- Very high attention to detailed numerical information
- Knowledge of proper cash handling procedures
- Knowledge of the programs, processes, and procedures associated with the Department of Neighborhood Services
- Ability to train, coach, develop, and motivate employees
- Ability to plan work, coordinate work, and oversee the work of others
- Knowledge of database structure
- Ability to accurately enter data into a database
- Ability to maintain a constantly changing database containing financial information
- Ability to identify issues, analyze options, and recommend solutions
- The ability to identify systems and processes and make improvements in them
- Expert ability in to use databases, spreadsheet software, word processing software, and standard office software
- Ability to produce reports from a database
- Knowledge of excellent customer service and the ability to model this level of customer service
- Knowledge of bankruptcy processes and laws in Wisconsin

The job analysis performed for this study indicates that the minimum requirements for this position include a bachelor's degree in business with significant coursework in accounting and a minimum of two years of job-related work experience, at least one year of which must have been in a leadership capacity. Equivalent combinations of education and experience are acceptable. It should be noted that neither these KSAs nor minimum requirements have been validated by the Staffing Division for purposes of employee selection.

Analysis

From a job evaluation perspective, there are two major considerations when assessing any given position for an appropriate pay level and job title: the nature of work performed and the level of work performed. The nature of work refers to the type of work, most commonly thought of as an occupational area, and is usually a straightforward consideration. Assessing the level of work is much more complex and is based upon the relative degree of knowledge, skill, and ability required to perform the job; the degree of responsibility exercised; the physical or mental effort required to perform the work; and the conditions under which the work is performed. For managerial positions, the level of responsibility exercised is given the greatest weight, followed by knowledge/ skill. For professional and paraprofessional positions, the degree of knowledge and skill required is given the most consideration and responsibility exercised is a

secondary consideration. The other factors, mental and physical effort and environmental conditions are also considered in evaluation some positions.

A position's scope of responsibility is indicated by the scope of data, things, people, information, and money for which the position is responsible. Responsibility may also be inferred by assessing the type and extent of negative impact that poor job performance creates. The level of knowledge and skill required is indicated by the amount of formal and informal training required to successfully perform the job. Under the rules of the City Service Commissions, positions are assumed to be properly classified at the present time and a change in job classification must be based upon changes in duties and responsibilities that increase a position's level of responsibility and/or knowledge and skill.

The nature of work performed by this position is a combination of leading administrative employees and independently managing several complex databases and processes related to properties, owners, and code violations. The employee performing this job spends more than two-thirds of her time in these two areas. During the past three years, the following changes have occurred in the duties and responsibilities of this position:

1. The work associated with the special charges database has grown tremendously, along with the critical year-end report that is forwarded to the Comptroller's Office. The process to prepare and complete this report has become more complex. The creation and implementation of a process to track bankruptcies and place that information into the special charges database.
2. This Supervisor assists the Administrative Specialist in managing the Property Recording Program.
3. The Supervisor now co-manages the Property Recording Program for commercial property.
4. Assists the Business Operations Manager in representing the Department at the Judicial and Legislative Committee at hearings determining whether former property owners will be allowed to reclaim their properties.
5. Calculation of the costs associated with the time and materials required to board up properties and generating bills to property owners to recover those costs.
6. Creation of three new programs in DNS including a database to identify and track the status of vacant buildings, creation of the residential inspection program, and fire prevention permits for commercial buildings have impacted the volume and complexity of the special charges database.

Considered as a whole, these changes have increased the scope of responsibility associated the job. Furthermore, the requirement to track bankruptcies and represent the Department at Judicial and Legislative Committee hearings indicates that a higher level of knowledge and skill is now required to perform the job. It should also be noted that the Department has indicated their belief that the pay level for job has been low, even before these changes occurred.

Comparison with Other Positions

This position is currently allocated to Salary Grade 02, as an Office Supervisor II. It is part of the Office Supervisor series, consisting of Office Supervisor I, Salary Grade 01 and Office Supervisor II, Salary Grade 02. The concept of this series, which was established in 1997, is that of a first-line supervisor of office personnel. Nearly all positions in this series were classified at the II level at that time.

The document that established this series stated that typical duties of the Office Supervisor II included the following:

Directly supervising a small staff of office support personnel. In the largest operations, such as the Police Department, emphasis is placed upon efficient scheduling, administration of personnel documents, and overall work flow. Smaller departments emphasize training, leading and coaching employees.

Analyzing work processes and making improvements where practicable.

Performing a variety of administrative duties needed to run an office such as ordering supplies and materials; evaluating equipment, hardware and software needs and ordering upgrades; creating and maintaining files and filing systems; administering record retention systems; assessing telephone needs and coordinating installations; and maintaining financial, budgetary, personnel, and other types of records.

Preparing budget documents and supporting documentation for annual and ongoing budget requests. Monitoring budget expenditures. Preparing requisitions and payment certifications for office supplies, equipment, and services

Researching and analyzing issues related to the work of the section. Presenting conclusions and recommendations regarding issues, orally and or in writing.

Preparing technical, financial, statistical, and other types of written reports.

In comparing the current duties and responsibilities of the Office Supervisor II in Neighborhood Services with this definition from 1997, it is clear that the position continues to function as a first-line supervisor for office personnel. There is, however, an implication in this definition that the work supervised is somewhat routine in nature. To repeat the above definition, the Office Supervisor II was expected to order office supplies and materials, evaluate equipment, hardware, software and order upgrades; create and maintain files and filing systems; administer record retention systems; assess telephone needs and coordinate installations; and maintain financial, budgetary, personnel, and other types of records."

The job analysis indicates that the work supervised by this Office Supervisor II is more complex and technical in nature than that provided in the 1997 definition. The staff in the Administrative Support Section in Neighborhood Services is engaged in personnel and payroll administration; accounts receivable and payable, purchasing, customer service, licensing, and contract administration related to property condemnation. Each of these areas requires some type of financial record keeping. The questions that arise during the course of work in these areas, to which the Supervisor must respond, appear to be more complex than those described in the 1997 definition and involve more use of information technology systems than was in existence 14 years ago.

Additionally, the 1997 definition did not specifically indicate the type of work or kinds of projects for which a typical Office Supervisor II would be personally responsible. The duties and responsibilities performed by the position under consideration include the maintenance of information related to properties, owners, and fines assessed. After close scrutiny, these charges are added to the tax roll. Several years ago, the added responsibility of monitoring all of these records to ensure that owners were not in active bankruptcy was added to the position. This level of responsibility for financial information directly affecting property owners appears to be above the level described for an Office Supervisor II in 1997.

The job analysis indicates that an appropriate level of education for this job would be a bachelor's degree with coursework in accounting and two years of job related experience, one year of which should have been in a leadership position. These requirements indicate that the knowledge and skills needed to perform the work has increased to a significant degree.

The best matches for this position within the City Service in terms of impact and accountability, knowledge and skill, and relationship responsibility appear to be the positions of Administrative Supervisor in the Department of City Development and Assessors Office. Duties and responsibilities of these two positions include:

Administrative Services Supervisor, SG 05, Department of City Development

This position oversees several critical administrative functions for the department including managing the Department's facilities usage with DPW and outside companies; oversight of payroll and employment records; coordination of communications and files submitted to the Common Council; and undertaking special projects for the Commissioner of City Development. The position supervises a staff of five.


Administrative Services Supervisor, SG 05, Assessor's Office


This position reports to the Commissioner of Assessments through the Chief Assessor. The position has department wide responsibilities that include supervision of ten staff in the work areas of billing and payroll; property combinations, divisions, and status changes; the Office reception area; filing and recordkeeping; electronic appointments for all appraisers; deed processing; personal property recording; and appeals before the Board of Review. The position is also responsible for the process whereby organizations request to exempt their property from taxation and the department's budget preparation.

Recommendation

We therefore recommend that this position of Office Supervisor II in Salary Grade 02 be classified in Salary Grade 05. This title reflects the emphasis on administrative functions and the role of supervising staff.

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: March 8, 2011

Department: DPW – Operations Division

Current	Requested	Recommended
Accounting Assistant II PR 445 (\$36,902-\$40,836) Vacant	Program Assistant II PR 530 (\$41,495-\$46,975)	Program Assistant I PR 460 (\$39,507 - \$44,277)

No Action Required

Background

The Department of Employee Relations received a letter dated May 27, 2010 from Jeffrey Mantes, Commissioner of Public Works, requesting a reclassification study of one position of Accounting Assistant II in Pay Range 445 that primarily provides support to the Forestry Section of the Operations Division. The department submitted a new job description and discussions were held with the prior incumbent; the immediate supervisor, Paul Klajbor, Administrative Services Manager; David Sivyer, Forestry Services Manager; Wanda Booker, Sanitation Services Manager; and Dan Thomas, Public Works Personnel Administrator.

Duties and Responsibilities

The basic function of this position is to provide accounting, administrative, and programming support for the Operations Division of the Department of Public Works (DPW), primarily for the Forestry Services Section, and maintain the Encroachment Code Enforcement Program. The specific duties and responsibilities include the following:

- 45% Accounting and Bookkeeping – Create purchase orders; create and process IRI's; prepare requisitions using the FMIS system; record labor and equipment costs and prepare billings; create work orders for damages caused by auto impact and contractor damage; administer petty cash; coordinate travel arrangements and reimbursement for Environmental Services staff; create reimbursable numbers and enter into the FMIS system; coordinate and process information related to the Division's procard usage; prepare billings for flower purchases from the Municipal Nursery; order supplies; and serve as a coordinator for the Combined Giving Campaign.
- 40% Office Administration – Format and word-process correspondence, orders and reports for the Environmental Services Management staff; oversee deadlines for Division projects, correspondence and reports; coordinate and schedule meetings of the Environmental Services staff with Common Council Members, and staff from other City departments and divisions; answer queries from Common Council Members, Superintendents, City Attorneys, employees and the public on Forestry related matters; serve as lead person for computerization of office procedures and serve as Forestry's liaison for the DPW Network; identify software applications and training needs; identify,

develop, and implement changes or improvements in office procedures; assist in the activities of Forestry's outreach programs such as Arbor Day and the City Hall Christmas Tree, and collect, collate, and distribute materials; and sort and distribute mail.

- 15% Encroachment Code Enforcement Program – Retrieve information from the Assessor's Office; complete encroachment field report; enter property information into the proprietary DPW application; print and prepare letters for mailing; complete encroachment compliance check report for Districts; and create work orders if homeowner hasn't complied.

Requirements include one year of related credits from a university, community college or business school; and two years of significant office experience including maintaining financial records, developing public sector budgets, and the use of computer software such as MS Word and Excel. Other requirements include knowledge of and ability to use the FMIS system and PeopleSoft; knowledge of accounting activities and Forestry and DPW policies, procedures and programs; and familiarity with the City budget and ordinances. These requirements have not been assessed for staffing purposes.

Changes to the Position

Changes in the position include the following additional duties:

- Format and word-process correspondence, orders, and reports for the Environmental Services Management staff.
- Oversee deadlines for Division on projects, correspondence, and reports.
- Coordinate and schedule meetings of the Environmental Services Staff with Common Council Members, and other Divisions and Departments.
- Answer queries from Common Council Members, Superintendents, City Attorneys, employees and the public on Forestry related matters.
- Serve as lead office person for computerization of office support procedures and to identify software applications and training needs; serve as Forestry's liaison for the DPW Network; and work with the Department of Employee Relations regarding training needs and tuition reimbursement.
- Identify, develop and implement changes or improvements in office procedures; and assist Environmental Services staff with these changes.
- Assist in the preparation and activities of Forestry's public outreach programs such as Arbor Day, and the City Hall Christmas Tree; and collect, collate, and distribute materials.
- Sort and distribute mail.
- Provide backup support to other office support positions as needed; and provide support and assistance to Environmental Services staff as needed.

Analysis

The position under study is currently classified as an Accounting Assistant II in Pay Range 445 and has recently taken on duties of an Administrative Assistant II in Pay Range 445. Nearly all of the changes listed above were previously performed by the Administrative Assistant II position. By definition this would be an increase in the volume of duties and responsibilities but the level would arguably be the same. These additional duties, however, have also expanded the scope of the position. Further, the elimination of the other office support position has resulted in this position working very independently.

To study this position we made comparisons to numerous job classifications and to the specifications for the Accounting Assistant, Administrative Assistant, and Program Assistant job series as described below.

Accounting Assistant Job Series consists of positions that perform office support and accounting related tasks in activities such as purchasing, paying bills, receiving payments, maintaining production and budgetary records, checking payroll records, examining accounting records, and other activities related to accounting and finance.

Administrative Assistant Job Series consists of office support positions performing secretarial duties directly supporting the work of one or more managers or high level professionals

Program Assistant Job Series consists of positions that perform a variety of office support and administrative work in support of a program or distinct area of operations within a city department. The term "program" is intended to be broad in application, encompassing the work of a bureau, division, section, or specific program in a department. The level of work is considered semi-professional and the position serves as a "bridge" between office support positions and professional occupations that require a bachelor's degree or equivalent.

The levels and pay ranges within each job series are as follows:

Job Title	Pay Range (PP 14, 2009 Rates)
Accounting Assistant I	PR 435 (\$35,363 - \$38,963)
Accounting Assistant II (current level)	PR 445 (\$36,902 - \$40,836)
Accounting Assistant III	PR 460 (\$39,507 - \$44,277)
Administrative Assistant I	PR 435 (\$35,363 - \$38,963)
Administrative Assistant II	PR 445 (\$36,902 - \$40,836)
Administrative Assistant III	PR 530 (\$41,495 - \$46,975)
Administrative Assistant IV	PR 550 (\$46,607 - \$53,328)
Program Assistant I	PR 460 (\$39,507 - \$44,277)
Program Assistant II (requested level)	PR 530 (\$41,495 - \$46,975)
Program Assistant III	PR 550 (\$46,607 - \$53,328)

As the position under study is performing a broad range of financial and administrative duties we agree with the requested job series of Program Assistant which covers a variety of office support and administrative duties. To determine which level we looked at specifications as shown below.

Program Assistant I in Pay Range 460

Performs duties and responsibilities to support the work of professionals and/or managers in a specific area of operations or program within a City department. Requires a good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience in the area.

Carries out duties and responsibilities very independently and consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

Program Assistant II in Pay Range 530

Positions in this classification require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some positions function as group leaders for other employees. A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from the information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistants II are expected to independently initiate new work projects and improve processes on a continuous basis.

There are currently 16 filled positions of Program Assistant I and 30 filled positions of Program Assistant II in the City. These positions have changed over time, and there is some overlap of duties and responsibilities, but generally they are divided by the specifications for Program Assistant I and II listed above. Both classifications are high level administrative support paraprofessional classifications and perform a variety of duties depending on their area of focus. Some analysis work may be performed at both levels but there is a stronger focus on analysis for the Program Assistant II level.

The position under study more closely matches the specification for the Program Assistant I in Pay Range 460 as it performs duties and responsibilities to support the work of the Forestry Services Manager and the Sanitation Services Manager; must work very independently; and requires a good working knowledge of the policies and procedures associated with the Environmental Services Division, particularly for Forestry. The position compiles and gathers information but does not have an emphasis on analysis which is the hallmark of the Program Assistant II classification.

Examples of Program Assistant I and II include the following:

Program Assistant I (DPW – Operations – Sanitation Section)

Provides accounting, administrative, and programmatic support for the Operations Division of the Department of Public Works, primarily for the Sanitation Services Section which includes generating accounts receivable billings for cart returns, snow and ice removal, and weed abatements; coordinating clean-ups referred from the Department of Neighborhood Services (DNS), including coordinating with DNS, documenting offenses, billing homeowners, and collecting payments; responding to inquiries and investigating complaints from the general public, elected officials, and other City staff related to Solid Waste Fees and Snow and Ice Fees; coordinating and updating records on Construction Debris Charges; and coordinating the neighborhood weekend clean-up box, and the cart and snow hardship program; coordinating removal of billing for City services on City owned vacant lots; updating and maintaining various spreadsheet reports for Sanitation operations regarding frequency, evictions, etc.; and performing office administration including commuting miles for Sanitation managers, coordinating office mail, and other general secretarial duties.

Program Assistant I (Health Department)

Works with computer consultants to develop, maintain, and manage the Division's database (licensing portion); works with management in creating new policies,

procedures, and data collection methods and makes recommendations for same; compiles and analyzes data used in reports and spreadsheets; serves as the assistant to the Program Manager; oversees the use and reconciling of a cash register and credit terminal used in the collection and disbursement of license fees; and serves as a backup to other office support position. This position requires independent judgment; problem solving skills; understanding of numerous policies and procedures governing licensing; and the ability to handle large sums of money and confidential records, and communicate with a variety of customers.

Program Assistant II (DPW – Water Works)

Assists in the research, development, implementation, and analysis for the Water Works Computerized Maintenance System (CMMS) for equipment at the Water Works plants. Duties include recommending preventive maintenance strategies on identified equipment; utilizing CMMS software to set-up, track, and modify equipment entries, tasks, schedules for vendors, and inventory requirements; investigating and analyzing records of work performed on specific pieces of equipment; conducting physical inspections and visits throughout the plant facilities; and analyzing historical data on costs of labor and parts for preventive and breakdown maintenance.

Program Assistant II (City Treasurer's Office)


Performs various administrative service support functions relating to procurement and contract administration, budget administration, general office administration, financial services, the Automated Tax Collection System, the Special Improvement Bond System, and backup duties for the other Program Assistant II in the Administration Division. Specific duties and responsibilities include analyzing procurement and service contract data and preparing related reports; analyzing bids/proposals and preparing recommendations; and analyzing and preparing reports on expenditure data.


These examples illustrate that positions in the Program Assistant I classification have a number of high level office support and administrative duties and responsibilities but not a strong emphasis on analysis of data whereas positions in the Program Assistant II classification generally do have an emphasis on analysis of data.

Recommendation

Based on the above analysis we therefore recommend that this position be reclassified from Accounting Assistant II in Pay Range 445 to Program Assistant I in Pay Range 460.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date March 14, 2011 **File Number** 101275
Subject Classification and pay recommendations approved by the City Service Commission on March 8, 2011.

B

Submitted By (Name/Title/Dept./Ext.) Sarah Trotter, Human Resources Representative
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

<input checked="" 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 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	Classification and Pay recommendations.	See the attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

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.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance & Personnel Committee Meeting of March 18, 2011
City Service Commission Meeting of March 8, 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	Neighborhood Services	Office Supervisor II	2	Administrative Services Supervisor	5	\$44,237	\$46,449	\$1,531	\$260	\$1,792
1	Neighborhood Services	Program Assistant II	530	Program Assistant III	550	\$46,975	\$48,133	\$802	\$164	\$966
1	DPW-Operations	Accounting Assistant II	445	Program Assistant I	460	\$36,902	\$39,507	\$1,803	\$369	\$2,172
3								\$4,137	\$793	\$4,930

Assume changes are effective Pay Period 9 (April 17, 2011)

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	Neighborhood Services	Office Supervisor II	2	Administrative Services Supervisor	5	\$44,237	\$46,449	\$2,212	\$376	\$2,588
1	Neighborhood Services	Program Assistant II	530	Program Assistant III	550	\$46,975	\$48,133	\$1,158	\$237	\$1,395
1	DPW-Operations	Accounting Assistant II	445	Program Assistant I	460	\$36,902	\$39,507	\$2,605	\$533	\$3,138
3								\$5,975	\$1,146	\$7,121

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



Legislation Details (With Text)

File #: 101364 **Version:** 0

Type: Communication **Status:** In Committee

File created: 3/1/2011 **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: Fiscal Impact Statement and Spreadsheet - FPC Meetings March 3 and March 17, 2011, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/1/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101364
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
2/25/11



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

March 14, 2011

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

Dear Committee Members:

Re: Common Council File Number 101364

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on **March 3, 2011**:

In the Fire Department, one new position was classified as Fire Lieutenant, Pay Range 856.

The following classifications and pay levels will be submitted to the Board of Fire and Police Commissioners on **March 17, 2011**. We recommend these changes subject to approval by the Board of Fire and Police Commissioners:

In the Fire Department, Three positions of Administrative Captain-EMS, Pay Range 857 were reclassified to Fire Captain, Pay Range 857.

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: 2 Job Evaluation Reports

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Fire Chief Mark Rohlfing, Assistant Fire Chief Gerard Washington, Fire Battalion Chief, James Ley, David Seager (MPFFA), Juliet Battle

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: March 3, 2011

Department: Fire

Current	Requested	Recommended
New Position	Fire Lieutenant PR 856 (\$60,434 - \$70,509)	Fire Lieutenant PR 856 (\$60,434 - \$70,509)

No Action Required

Background

The Department of Employee Relations received a letter dated February 7, 2011 from Michael Tobin, Executive Director of the Fire and Police Commission, regarding classification of a new grant funded position in the Fire Department. This position will be funded by the Urban Areas Security Initiative (UASI) Program grant and will report to the Battalion Chief, Fire (Homeland Security Preparedness Chief). The position will be located at the Police Administration Building and will receive daily assignments from a Police Lieutenant. The department submitted a new job description and discussions were held with James Ley, Battalion Chief, Fire; and Juliet Battle, Fire Personnel Officer.

Duties and Responsibilities

The basic function of this position is, under the direction of the Homeland Security Preparedness Chief, to be responsible for the collection, correlation, evaluation, and dissemination of criminal and threat intelligence within law enforcement environments; provide subject matter expertise to the Southeast Wisconsin Terrorism Center (STAC); assist in critical infrastructure inspections and assessments; develop and train threat liaison officers in Southeastern Wisconsin; and develop and disseminate fire-specific intelligence to Fire Departments in Southeastern Wisconsin. Duties and responsibilities include the following:

- 45% Collect, correlate, evaluate and disseminate criminal and threat intelligence
- 35% Develop and train threat liaison officers in Southeastern Wisconsin
- 10% Perform inspections and assessments of critical infrastructure
- 10% Develop and disseminate fire-specific intelligence on a monthly basis to Fire Departments in Southeastern Wisconsin

Requirements include significant knowledge and experience in working with hazardous materials, heavy urban rescue, building construction, and emergency medical services; certification as an Emergency Medical Technician – Basic (EMT-B); excellent written and

verbal communication skills; and the ability to pass a background check to allow for security clearance. A college degree and instructional experience is desired.

Analysis

This new position is funded under the Milwaukee Urban Area Security Initiative (UASI) Program Grant. This grant provides funds for collaborative efforts between the City of Milwaukee and Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties regarding public safety. These funds have been used for many projects such as emergency medical team training, public health laboratory upgrades, volunteer training and credentialing, and increased infrastructure protection.


This new position will work as an intelligence analyst and will focus on the collection, correlation, evaluation, and dissemination of criminal and threat intelligence, especially in areas that are fire related. These areas include hazardous materials, heavy urban rescue, building construction, and emergency medical services. This position will also be involved with developing and training threat liaison officers and developing and disseminating fire specific intelligence to Fire Departments throughout Southeastern Wisconsin.


The requested classification of Fire Lieutenant is appropriate since positions in this classification assign duties, conduct training sessions, and write and maintain reports and records in addition to first line supervision. This new position will be conducting training and writing and sending reports related to fire specific intelligence.

Recommendation

Based on the above analysis we therefore recommend that this new grant funded position in the Fire Department be classified as Fire Lieutenant in Pay Range 856.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: March 17, 2011
 Department: Fire

Current	Request	Recommendation
Administrative Captain - EMS PR 857 (\$67,839 - \$82,289) Three Positions	Fire Captain PR 857 (\$67,839 - \$82,289) Three Positions	Fire Captain PR 857 (\$67,839 - \$82,289) Three Positions

Action Required

In the Salary Ordinance, under Pay Range 857, delete the title "Administrative Captain – EMS".

In the Positions Ordinance, under Fire Department, EMS/Training/Education Bureau Decision Unit, EMS (Emergency Medical Services) Division, delete three positions of Administrative Captain – EMS and add three positions of Fire Captain.

Background

The Department of Employee Relations received a letter dated January 24, 2011 from Michael Tobin, Executive Director of the Fire and Police Commission, forwarding a request from Fire Chief Mark Rohlfing to reclassify one position of Administrative Captain – EMS. The Department of Employee Relations received a second letter dated March 4, 2011 forwarding a request to reclassify two more positions of Administrative Captain – EMS. This report combines these two requests. To study this position, job descriptions were reviewed and discussions were held with Gerard Washington, Assistant Fire Chief, and Juliet Battle, Fire Personnel Officer.

Analysis

The Milwaukee Fire Department (MFD) currently has three positions of Administrative Captain - EMS in Pay Range 857. In the past, these positions were filled by promotion or transfer and the individual did not need to be a current Fire Captain or on the eligible list for Fire Captain. Last summer a decision was made to discontinue the practice of promoting individuals into these positions. Instead, the positions would only be filled by individuals who are current Fire Captains or who are next on the eligible list. This change in policy would affect new appointments but not current incumbents.

To make this policy clear the MFD has requested that these three positions be reclassified as Fire Captain in Pay Range 857 as the positions become vacant. One of the incumbents retired at the end of December, 2010. The other two incumbents placed number one and number two on the recently approved eligible list for Fire Captain. They, therefore, could be immediately appointed into the new classification of Fire Captain. The pay range is the same so there is no change in pay.

Fire Captains generally have the primary duty of performing first level supervision of a firefighting company operating at the scene of an alarm. Prior to the arrival of the Battalion Chief, the Fire Captain commands all forces operating at the alarm. The secondary duty is to supervise activities of their assigned company and set company policies for all shifts. Duties

include maintaining discipline, submitting personnel review reports, assigning duties, conducting training sessions, and maintaining reports and records.

These three positions will continue to focus on administrative duties but may be called out to serve as a Fire Captain when needed. The administrative duties vary for each of the positions as shown below:

Fire Captain - Continuous Quality Improvement Coordinator

Manages and provides ongoing evaluation of the Continuous Quality Improvement Program for the MFD's Emergency Medical Services (EMS) system which includes monitoring the EMS system's operations for compliance with state and federal regulations, the MFD's Standard Operating Guidelines, and written protocols; makes referrals and recommendations to the EMS/Training/Education bureau Assistant Chief and/or the EMS Division Battalion Chief when problems or potential risk situations are identified; assists in the development of EMS Standard Operating Guidelines; and participates in the development of educational programs aimed at improving the quality of emergency medical services provided by the MFD.

Fire Captain - Education Coordinator

Develops, coordinates and implements EMS related training for MFD personnel; identifies other agency educational needs related to EMS and community health; and assists with the implementation of education programs to address these needs.

Fire Captain - Technical Resource Specialist

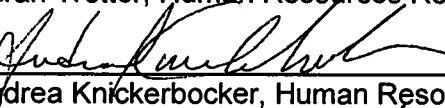
Facilitates supply and maintenance of EMS equipment and supplies on MFD apparatus and provides training and education on the use of EMS equipment; and supports distributive learning and electronic field data reporting.

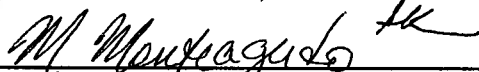
The requested reclassification of these three positions will reflect more accurately the new policy of filling these positions with individuals who are currently a Fire Captain or who are eligible to be appointed next from the eligible list for Fire Captain. The reclassification will consist only of a title change and there will be no change in pay.

Recommendation

Based on the above analysis we recommend these three positions of Administrative Captain - EMS in Pay Range 857 be reclassified to Fire Captain in Pay Range 857.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



Legislation Details (With Text)

File #: 101377 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 3/1/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute ordinance amending the accrued time-off donor program.

Sponsors: ALD. ZIELINSKI

Indexes: SICK LEAVE, WAGES AND BENEFITS

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/1/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/11/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101377
Version
SUBSTITUTE 1
Reference
932015
Sponsor
ALD. ZIELINSKI

Title
A substitute ordinance amending the accrued time-off donor program.

Sections
350-45-2-h am
350-45-2-i rn

Analysis
Currently, the city's accrued time-off donor program for city employes limits the number of hours donated by an employe to 40 hours per calendar year. This ordinance removes the limit on the number of hours donated per calendar year.

...Body

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

Part 1. Section 350-45-2-h of the code is repealed.

(Note: The provision being repealed reads as follows:

350-45. Accrued Time-Off Donor Program.

2. DONATION RULES. h. Employees may donate no more than 40 hours of accrued time per calendar year.)

Part 2. Section 350-45-2-i of the code is renumbered to 350-45-2-h.

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: _____

Drafter

LRB125901-2

Rich Watt

3/7/2011



MEMORANDUM

LEGISLATIVE REFERENCE BUREAU

WWW.MILWAUKEE.GOV/LRB

To: Ald. Michael Murphy
From: Rich Watt – Legislative Fiscal Analyst, 286-2253
Date: March 14, 2011
Subject: Legislative History of Accrued Time-Off Donor Program, 350-45

You requested a legislative history of Section 350-45 of the Code, the City's accrued time-off donor program. Please find the requested information.

350-45 Accrued Time-Off Donor Program

Council File Number 932015, sponsored by Ald. Murphy and passed on April 26, 1994, established the City's accrued time-off donor program. The program allows employees to donate up to 40 hours of vacation time per year to City employees unable to work due to terminal or catastrophic illness. A provision in the file provided that the program would expire as of January 1, 1995. City employee unions were required to sign a memorandum of agreement with the City before members of the bargaining unit could participate in the program.

Council File Number 941313, sponsored by the Chair and passed on December 20, 1994, removed the expiration date from the program and stipulated that the section would expire for each employee group when a successor benefit was implemented. This provision was adopted to prevent conflict between the program and the forthcoming long-term disability insurance benefit.

Council File Number 960782, sponsored by Ald. Scherbert and passed on September 24, 1996, extended the program to employees suffering from terminal or catastrophic illness, but that still worked part-time.

Council File Number 971494, sponsored by Ald. Scherbert and passed on April 7, 1998, reduced the maximum number of hours an employee could receive through the program from 3,120 to 2,080.

Council File Number 101307, sponsored by Ald. Zielinski, proposes to remove the limit of 40 hours that an employee can donate through the program per calendar year.



Legislation Details (With Text)

File #: 101132 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 12/21/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute ordinance relating to the reporting of emerging business enterprise participation in city contracts.

Sponsors: ALD. WADE

Indexes: EMERGING BUSINESS ENTERPRISES

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
12/21/2010	0	COMMON COUNCIL	ASSIGNED TO		
2/18/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
2/23/2011	1	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
3/11/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/11/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101132
Version
SUBSTITUTE 1
Reference

Sponsor
ALD. WADE
Title

A substitute ordinance relating to the reporting of emerging business enterprise participation in city contracts.

Sections
360-06-c-2 rc

Analysis
This ordinance requires departments to include in the quarterly reports they provide to the emerging business manager, the emerging business enterprises dollar percentage and dollar amount for all contracts.

Body

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

Part 1. Section 360-06-c-2 of the code is repealed and recreated to read:

360-06. Requirements of Contracting Departments.

4. DUTIES OF DEPARTMENTS.

c-2. The emerging business enterprises dollar percentage and dollar amount for all contracts.

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

LRB124371-2

JWC

1/11/11

Clerical correction -- jro -- 2/23/11



Legislation Details (With Text)

File #: 101210 **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 charter ordinance relating to reverse auction purchasing of goods and services.

Sponsors: ALD. BOHL, ALD. DONOVAN, ALD. WITKOWSKI

Indexes: PURCHASING PROCEDURES

Attachments: Memo from Wisconsin Underground Contractors Assoc Inc, Press Release from Ald Jim Bohl, Daily Reporter Article- January 17, 2011, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/19/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101210

Version
SUBSTITUTE 1

Reference

Sponsor
ALD. BOHL, DONOVAN AND WITKOWSKI

Title
A substitute charter ordinance relating to reverse auction purchasing of goods and services.

Sections
7-14-1 rc
16-05-2.5 am
16-05-3-d cr

Analysis

This ordinance gives the city purchasing director and the commissioner of public works the option of using reverse auctions - either as the sole bidding vehicle or in conjunction with other bidding vehicles - when purchasing goods and services for the city. Under a reverse auction, vendors bid the lowest price they are willing to sell goods and services.

Body

Whereas, Reverse auctions give vendors the opportunity to openly bid against each other the lowest price they are willing to sell specified goods and services, and promise to yield the lowest market price to buyers; and

Whereas, Various cities, states, government agencies and private sector buyers report significant savings on goods and services purchased through reverse auctions; and

Whereas, Giving the city purchasing director and the commissioner of public works the option of using reverse auctions for purchasing goods and services may help the city contain, and possibly reduce costs and prudently manage city resources; now, therefore

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

Part 1. Section 7-14-1 of the code is repealed and recreated to read:

7-14. Duties when Common Council Orders Public Works.

1. SEALED BIDS, REVERSE AUCTION BIDS, ETC.

a. Whenever any public work or improvement or, notwithstanding the provisions of s. 16-05-1, other work, shall be ordered by the common council, the commissioner of public works shall advertise for proposals. A plan or profile of the work to be done, accompanied with specifications for doing the same, or other appropriate and sufficient description of the work required to be done, and of the kinds and quality of material to be furnished, shall be placed on file in the office of the commissioner for the information of bidders and others. Such advertisement shall be published at least 2 days in the official city papers, and shall state the work to be done and the time for doing the same, which shall in all cases be such reasonable time as may be necessary to enable a contractor with proper diligence to perform and complete such work.

b. The commissioner of public works shall solicit sealed, competitive bids, or a reverse auction as defined in s. 16-05-3-d, or a combination of these 2 methods when awarding contracts under this section. The commissioner of public works shall establish and maintain a reverse auction bidding process, either in-house, or through a hosting vendor, or by sharing the reverse auction vehicle established by the city purchasing director, and this reverse auction bidding process shall comply with vendor notice and fairness policies. This reverse auction bidding process shall be designed, established and used as a tool to ensure goods and services purchased by the city are purchased at market-competitive rates.

c. Each sealed, competitive bid shall be accompanied with a bid bond of a surety company licensed to do business in the state of Wisconsin, to the city of Milwaukee in such penal sum, not less than 10% of the amount of the bid. Prior to a reverse auction

participants shall provide a bid bond as described in this paragraph equal to 10% of the highest bid the bidder expects to make during the reverse auction and no bid greater than 10 times the face amount of bidder's bid bond will be registered as a bona fide bid. The face amount of the required bid bond will be equal to 10% of the dollar amount of the work contract award. The bond shall be conditioned that such bidder will execute and perform the work for the price mentioned in the proposals and according to the plans and specifications on file, in case the contract shall be awarded to the bidder. In case of default on the bidder's part to execute a contract to perform the work specified and to comply with all requirements set forth in the bidding documents, including the furnishing of a performance and payment bond, the bid bond shall be prosecuted in the name of the city, and judgment recovered thereon for the full amount of the penalty thereof, as liquidated damages, in any court having jurisdiction of the action, unless the common council shall, by resolution, direct that no action shall be commenced.

d. A bidder required by the commissioner of public works to provide a bid bond per par. c may satisfy this requirement by depositing with the commissioner of public works cash or a certified check equal to 10% of the face amount of the bid bond, under an agreement that the same shall be returned to such bidder in case the contract for the work is not awarded to such bidder, or in case the bidder does not default in the execution of the contract if it is awarded to such bidder, and that in case the contract is so awarded, and the bidder fails to execute a contract to perform the work specified, for the price named in the bid, within a reasonable time after such contract is prepared and ready for execution, then said sum of money shall become the property of the city, as fixed and liquidated damages for such default, and shall be paid by the commissioner to the city treasurer, per s. 1, Ch. 388, L. 1889.

16-05. Purchasing.

Part 2. Section 16-05-2.5-b of the code is amended to read:

2.5. APPEALS.

b. Recommendations. Appeals from recommendations made by the city purchasing director for awards involving purchases which exceed \$30,000 for which bids were advertised>>, or for which bid were solicited for a reverse auction,<< shall be heard and determined by the purchasing appeals board. Appeals involving purchases under \$30,000 may be heard by the purchasing appeals board.

Part 3. Section 16-05-3-d of the code is created to read:

3. EXCEPTION TO BID REQUIREMENTS.

d. The city purchasing director shall establish and maintain a reverse auction bidding process, either in-house or through a hosting vendor, which complies with vendor notice and fairness policy, where reverse auction means a public auction in which vendors bid the lowest price they are willing to sell specified goods and services. A reverse auction event may be either live, with bidders physically present, or virtual, with bidders participating in an Internet-based system, or an event conducted with similar technology, enabling a vendor to competitively bid against other vendors with some knowledge of bid rankings. The reverse auction bidding process shall be designed, established and used as a tool to ensure goods and services purchased by the city are purchased at market-competitive rates. The city purchasing director shall, unless

contrary to federal, state or local law or regulation, conduct a reverse auction to purchase any good or service, whether the estimated cost is more than \$30,000 or less, whenever the director determines a reverse auction is likely to yield a significantly lower contract cost. This reverse auction may be conducted as the sole bid award vehicle, or in conjunction with a competitive bid, or any other suitable bid award vehicle.

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 124612-1

Aaron Cadle

03/15/11

..Number

101210

..Version

PROPOSED SUBSTITUTE A

..Reference

..Sponsor

ALD. BOHL, DONOVAN AND WITKOWSKI

..Title

A substitute charter ordinance relating to reverse auction purchasing of goods and services.

..Sections

7-14-1 rc

16-05-2.5 am

16-05-3-d cr

..Analysis

This ordinance gives the city purchasing director and the commissioner of public works the option of using reverse auctions – either as the sole bidding vehicle or in conjunction with other bidding vehicles - when purchasing goods and services for the city. Under a reverse auction, vendors bid the lowest price they are willing to sell goods and services.

..Body

Whereas, Reverse auctions give vendors the opportunity to openly bid against each other the lowest price they are willing to sell specified goods and services, and promise to yield the lowest market price to buyers; and

Whereas, Various cities, states, government agencies and private sector buyers report significant savings on goods and services purchased through reverse auctions; and

Whereas, Giving the city purchasing director and the commissioner of public works the option of using reverse auctions for purchasing goods and services may help the city contain, and possibly reduce costs and prudently manage city resources; now, therefore

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

Part 1. Section 7-14-1 of the code is repealed and recreated to read:

7-14. Duties when Common Council Orders Public Works.

1. SEALED BIDS, REVERSE AUCTION BIDS, ETC.

a. Whenever any public work or improvement or, notwithstanding the provisions of s. 16-05-1, other work, shall be ordered by the common council, the commissioner of public works shall advertise for proposals. A plan or profile of the work to be done, accompanied with specifications for doing the same, or other appropriate and sufficient description of the work required to be done, and of the kinds and quality of material to be furnished, shall be placed on file in the office of the commissioner for the information of bidders and others. Such advertisement shall be published at least 2 days in the official city papers, and shall state the work to be done and the time for doing the same, which shall in all cases be such reasonable time as may be necessary to enable a contractor with proper diligence to perform and complete such work.

b. The commissioner of public works shall solicit sealed, competitive bids, or conduct a reverse auction as defined in s. 16-05-3-d, or a combination of these 2 methods when awarding contracts under this section. The commissioner of public works shall establish and maintain a reverse auction bidding process, either in-house, or through a hosting vendor, or by sharing the reverse auction vehicle established by the city purchasing director, and this reverse auction bidding process shall comply with vendor notice and fairness policies. This reverse auction bidding process shall be designed, established and used as a tool to ensure goods and services purchased by the city are purchased at market-competitive rates.

c. Each sealed, competitive bid shall be accompanied with a bid bond of a surety company licensed to do business in the state of Wisconsin, to the city of Milwaukee in such penal sum, not less than 10% of the amount of the bid. Prior to a reverse auction participants shall provide a bid bond as described in this paragraph equal to 10% of the highest bid the bidder expects to make during the reverse auction and no bid greater than 10 times the face amount of bidder's bid bond will be registered as a bona fide bid. The bond shall be conditioned that such bidder will execute and perform the work for the price mentioned in the proposals and according to the plans and specifications on file, in case the contract shall be awarded to the bidder. In case of default on the bidder's part to execute a contract to perform the work specified and to comply with all requirements set forth in the bidding

documents, including the furnishing of a performance and payment bond, the bid bond shall be prosecuted in the name of the city, and judgment recovered thereon for the full amount of the penalty thereof, but not more than 10% of a reverse auction participant's lowest bid, as liquidated damages, in any court having jurisdiction of the action, unless the common council shall, by resolution, direct that no action shall be commenced.

d. A bidder required by the commissioner of public works to provide a bid bond per par. c may satisfy this requirement by depositing with the commissioner of public works cash or a certified check equal to 10% of the face amount of the bid, under an agreement that the same shall be returned to such bidder in case the contract for the work is not awarded to such bidder, or in case the bidder does not default in the execution of the contract if it is awarded to such bidder, and that in case the contract is so awarded, and the bidder fails to execute a contract to perform the work specified, for the price named in the bid, within a reasonable time after such contract is prepared and ready for execution, then said sum of money shall become the property of the city, as fixed and liquidated damages for such default, and shall be paid by the commissioner to the city treasurer, per s. 1, Ch. 388, L. 1889.

16-05. Purchasing.

Part 2. Section 16-05-2.5-b of the code is amended to read:

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d. The city purchasing director shall establish and maintain a reverse auction bidding process, either in-house or through a hosting vendor, which complies with vendor notice and fairness policy, where reverse auction means a public auction in which vendors bid the lowest price they are willing to sell specified goods and services. A reverse auction event may be either live, with bidders physically present, or virtual, with bidders participating in an Internet-based system, or an event conducted with similar technology, enabling a vendor to competitively bid against other vendors with some knowledge of bid rankings. The reverse auction bidding process shall be designed, established and

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..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 124612-1
Aaron Cadle
03/16/11

Some Questions or Issues with Reverse Auctions for Procurement of Construction Services by the City of Milwaukee

1. Who really benefits with reverse auctions?
2. Is the process fair to all bidders?
3. Is reverse auction used exclusively for bidding or used on occasion?
4. With reverse auctions, are contractors awarded the contract based on lowest price or for some other reason?

In March 2005 the Wisconsin Legislature considered the idea of reverse auctions with the following statement by the legislative sponsor:

"In light of legislative proposals to restrict the revenue that local governments can collect, we must also find ways to partner with them that will allow tax dollars to be spent more effectively. This bill requires the Department of Administration to devise rules and fees for making the state 's reverse auction system available to local units of government. Reverse auctions work just like e-Bay but in the opposite direction. Instead of posting things it wants to sell, this bill will allow local governments to post requests for items it wishes to purchase. Vendors then compete in an open, honest process to provide goods or services at the lowest cost. By encouraging public competition, we can not only save local governments tax dollars, but move our procurement system towards greater transparency and openness. More access should mean more bidders and more bids. That will lead to lower government costs and lower taxes for Wisconsin residents. Additionally, by making the system available for labor procurement, DWD will have access to additional data, allowing it to more accurately determine appropriate labor rates for other state projects."

Five years ago when this legislation was proposed, Rep. Samantha Kerkman, Chairperson of the Assembly Budget Review Committee decided that after talking to a number of constituents and interested parties decided to withdraw AB 161, the Reverse Auction bill from consideration.

Five years ago, many Wisconsin contractor trade associations opposed AB161 and worked collectively to defeat this legislative proposal. Contractor groups wrote:

- Because there is so much at stake, it is important to have a system in place that all parties can regard as fair.
- From the contractor's point of view, nobody wants to put time and energy into quote that is just going to be used for price shopping.
- Only a sealed bid provides the lowest responsible bid from any particular contractor. In a reverse auction contractors can submit bids that are considerably higher than their bottom line number in hopes that they can pick up a "plum" job.
- Reverse auctions will increase the likelihood of disputes, change orders, bad faith bidding, and increased risk damaging the relationship between contractors and owners.
- The use of reverse auctions may lead to higher costs due to decreased competition in the market place.

- Reverse auctions may compromise the quality of the project and the safety and wages of the employees working on the project if a contractor is pressured into submitting an artificially low bid.
- Many contractor organizations have strong reservations about the use of reverse auctions for construction services. There have been numerous negative articles on the topic as contractors see the topic as bid gaming.
- Many contractors see reverse auction as compromising the industry.
- In the past the U.S. Office on Federal Business Opportunities office withdrew a reverse auction proposal after contractors opposed the procedure.
- Minority contractors are concerned that only the largest contractors would win work under reverse auctions. Many believe that small contractors will not bid through reverse auctions and larger contractors would benefit.
- As with the 5% local geographic bid preference already in force, the traditional use of sealed competitive bids on tax-funded construction is gone. The use of reverse auctions for procurement just makes it worse. The use of sealed competitive bids is something that area municipalities and contractors have used for 100 years in Wisconsin due to fear of corruption, graft and/or favoritism in the award of construction contracts.

Contractors ask that the City of Milwaukee to drop the idea of reverse auctions for procurement of construction services.

(January 18, 2011 WUCA)

FOR IMMEDIATE RELEASE



FOR INFORMATION CALL

January 14, 2011

Ald. Jim Bohl
(414) 286-3870

Proposed "Reverse Auction" Legislation Could Save City Time and Money

A bold online-centered "reverse auction" approach to securing goods and services could be saving the City of Milwaukee time and money, according to **Alderman Jim Bohl**, who will introduce legislation Wednesday seeking Common Council support in establishing such a system.

The reverse auction approach – long used in the corporate world and which has become increasingly popular with many state and local governments across the U.S. – was a recommendation of the Kettl Commission (formally the Governor's Blue-Ribbon Commission on State-Local Partnerships for the 21st Century) in January 2001.

Reverse auctions follow a structured bid process that works much like online auction site E-Bay, only in reverse. Alderman Bohl said. "With reverse auctions, the city would put out an invitation to purchase a quantity of goods or services online, which pre-qualified vendors -- instead of using a single, blind sealed bid -- would compete over to win. During the bidding process, vendors would be able to view the current status of the bids online, allowing them to adjust their bids in real-time. This more competitive process establishes a true market value that usually results in a major cost savings to the buyer," he said.

Alderman Bohl said that in traditional government blind-bid procurement situations, it is not uncommon for losing vendors to state that they would have bid lower to secure a contract if they were only given an additional opportunity to re-bid. "Because these vendors can see the low bid in a reverse auction process, they can adjust their own bid in that situation," he said.

-More-

Reverse Auction/ADD ONE

Significant time savings have also been realized by using reverse auctions, Alderman Bohl said. “Typical 30-day sealed bid process timelines can be reduced, in many cases, to just hours, resulting in huge time savings for the local government and greatly improving efficiency,” he said. “An added benefit to utilizing open technology in reverse auctions is the increased transparency and legitimacy to the process.”

To protect the city, bidders would be pre-approved by city officials in terms of quality of the goods or services to be provided, and in terms of ability to deliver those goods and services, Alderman Bohl said.

Alderman Bohl said the following are examples of savings realized by government use of reverse auctions:

- State of Minnesota officials estimate that they’ve saved \$1 million in the first year of their program, and those savings jumped to \$22 million over the five-year life of the contracts awarded through the state’s Internet bidding system, according to the Minnesota Materials Management Division.
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- The City of Chicago shaved \$1 million dollars from the purchase of snow removal equipment for O’Hare airport in 2009 by utilizing a reverse auction instead of a traditional sealed bid process that had taken place only months before with the same 4 suppliers.
- In a pilot first-year trial, the Louisville Metro Government ran eight reverse auctions and realized a savings of nearly \$600,000.

Online auction for contractors could be up for bids (UPDATE)

by Marie Rohde

Published: January 17th, 2011

By Marie Rohde

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The bidding idea, which Alderman Jim Bohl will introduce to the Common Council on Wednesday, would let competitors for a city project view online what others are bidding and give them the opportunity to go lower to get the contract. It would be a departure from the city's closed-door approach when opening bids, Bohl said, and an opportunity to save money.

"It's a more competitive process that establishes a true market value," he said. "Around the country, it has resulted in major cost savings."

The ordinance could not require the city's purchasing department use the online bidding system. Still, Bohl said, he would want the ordinance to recommend the city use the process.

But there are no guarantees the auction approach would save the city money, according to some in the construction industry.

"The Army Corps of Engineers did a one-year pilot study and found no savings over typical bidding process," said Mike Fabishak, chief executive officer of the Associated General Contractors of Greater Milwaukee. "They also found that it can have an adverse effect on safety and work quality."

Still, Bohl said, the proposal is drawing attention from other members of the Common Council.

"I think that sends a strong message," Bohl said, adding the expected loss of state aid will make cost-cutting more important.

The procedure has withstood court challenges, the last in 2005, and the federal government now recommends its use, said David Wyld, professor of management at Southeastern Louisiana University and director of the Reverse Auction Research Center.

"It varies from agency to agency, but Customs and Border Protections is a strong user," Wyld said. "Even the Department of Defense uses it worldwide."

The concept, Bohl said, was proposed a decade ago in the Kettl Report, which is a set of recommendations made by the Blue Ribbon Commission on State and Local Relations created by then-Gov. Tommy Thompson.

Bohl said he was able to find only one state contract, let by the Department of Administration in 2001, using reverse auction.

"I found a press release that the state had saved 20 percent on a \$200,000 contract," Bohl said. "I haven't found anything since then."

Reverse auctions still play a relatively small role in government spending, but interest is growing, Wyld said.

"It's a combination of the technology getting better and budget pressures," he said. "It's a no-lose proposition. You're making sure the competition is open and free."

The process might work fine for buying concrete or computers, but that doesn't mean it's appropriate for construction projects, said Kevin O'Toole, executive vice president of Hunzinger Construction Co., Brookfield.



Legislation Details (With Text)

File #: 101306 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 2/8/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute resolution relating to reverse auction purchasing.

Sponsors: ALD. BOHL

Indexes: PURCHASING PROCEDURES

Attachments: Attachment A, Attachment B, Daily Reporter Article- January 17, 2011, Press Release from Ald Jim Bohl, Memo from Wisconsin Underground Contractors Assoc Inc, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
2/8/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101306

Version
SUBSTITUTE 1

Reference

Sponsor
ALD. BOHL

Title
A substitute resolution relating to reverse auction purchasing.

Analysis
This resolution directs the City Purchasing Director and the Commissioner of Public Works to conduct 6 reverse auctions in the next 8 months and then report the results of these reverse auctions to the Common Council with in 45 days of the final sixth auction.

Body
Whereas, Reverse auctions give vendors the opportunity to openly bid against each

another the lowest price they are willing to sell specified goods and services, and promise to yield the lowest market price to buyers; and

Whereas, Recent changes in the Milwaukee Code of Ordinances give the City Purchasing Director and the Commissioner of Public Works to option to use reverse auctions when purchasing goods and services for the City; and

Whereas, The Common Council is anxious to learn how much reverse auction purchasing in likely to save the City on goods and services as the Common Council considers the impact of proposed state funding cuts on City services; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the City Purchasing Director is directed to conduct not fewer than 6 reverse auctions in the 9 months following adoption of this resolution to purchase a variety of goods or services as described in Attachment A; and, be it

Further Resolved, That the Commissioner of Public Works is directed to conduct not fewer than 6 reverse auctions in the 9 months following adoption of this resolution to purchase a variety of goods or services where the expected contract is more than \$25,000 as described in Attachment B; and, be it

Further Resolved, The City Purchasing Director and the Commissioner shall report the results of these reverse auctions to the Common Council not later than 45 days after completing the sixth reverse auction.

Requester

Drafter

LRB #125300-1
Aaron Cadle
02/14/11

Attachment A

The Common Council of the City of Milwaukee, through Resolution #101306, directs the City Purchasing Director to conduct not fewer than 6 reverse auctions in the next 8 months to purchase a variety of goods or services as follows:

1. These Reverse Auctions:
 - a. At least 4 shall be conducted where the expected contract is more than \$30,000.
 - b. At least 2 shall be conducted as the sole bid award vehicle.
 - c. At least 2 shall be conducted in conjunction with a competitive-bid, a request-for-proposal or any other bid award vehicle.
2. At least 4 of these reverse auctions shall be conducted with the help, consultation and services of a bona fide expert in the conduct of reverse auctions.
3. To the extent practicable and reasonable, all fees and charges for the conduct of these reverse auctions shall be borne by the bidders.

Attachment B

The Common Council of the City of Milwaukee, through Resolution #101306, directs the Commissioner of Public Works to conduct not fewer than 6 reverse auctions in the next 8 months to purchase a variety of goods or services where the expected contract is more than \$25,000 as follows:

1. The Commissioner shall first conduct a sealed, competitive-bid auction, and then invite some, or all, bidders participating in this sealed, competitive-bid auction to participate in a second round of reverse auction bidding on the same work before awarding the contract.
2. The Commissioner shall seek the help, consultation and services of a bona fide expert in the conduct of at least 4 of these 6 reverse auctions to ensure an effective and successful reverse auction.
3. To the extent practicable and reasonable, all fees and charges for the conduct of these reverse auctions shall be borne by the bidders.

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by Marie Rohde

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FOR IMMEDIATE RELEASE



FOR INFORMATION CALL

January 14, 2011

Ald. Jim Bohl
(414) 286-3870

Proposed "Reverse Auction" Legislation Could Save City Time and Money

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The reverse auction approach – long used in the corporate world and which has become increasingly popular with many state and local governments across the U.S. – was a recommendation of the Kettl Commission (formally the Governor's Blue-Ribbon Commission on State-Local Partnerships for the 21st Century) in January 2001.

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-More-

Reverse Auction/ADD ONE

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Some Questions or Issues with Reverse Auctions for Procurement of Construction Services by the City of Milwaukee

1. Who really benefits with reverse auctions?
2. Is the process fair to all bidders?
3. Is reverse auction used exclusively for bidding or used on occasion?
4. With reverse auctions, are contractors awarded the contract based on lowest price or for some other reason?

In March 2005 the Wisconsin Legislature considered the idea of reverse auctions with the following statement by the legislative sponsor:

"In light of legislative proposals to restrict the revenue that local governments can collect, we must also find ways to partner with them that will allow tax dollars to be spent more effectively. This bill requires the Department of Administration to devise rules and fees for making the state 's reverse auction system available to local units of government. Reverse auctions work just like e-Bay but in the opposite direction. Instead of posting things it wants to sell, this bill will allow local governments to post requests for items it wishes to purchase. Vendors then compete in an open, honest process to provide goods or services at the lowest cost. By encouraging public competition, we can not only save local governments tax dollars, but move our procurement system towards greater transparency and openness. More access should mean more bidders and more bids. That will lead to lower government costs and lower taxes for Wisconsin residents. Additionally, by making the system available for labor procurement, DWD will have access to additional data, allowing it to more accurately determine appropriate labor rates for other state projects."

Five years ago when this legislation was proposed, Rep. Samantha Kerkman, Chairperson of the Assembly Budget Review Committee decided that after talking to a number of constituents and interested parties decided to withdraw AB 161, the Reverse Auction bill from consideration.

Five years ago, many Wisconsin contractor trade associations opposed AB161 and worked collectively to defeat this legislative proposal. Contractor groups wrote:

- Because there is so much at stake, it is important to have a system in place that all parties can regard as fair.
- From the contractor's point of view, nobody wants to put time and energy into quote that is just going to be used for price shopping.
- Only a sealed bid provides the lowest responsible bid from any particular contractor. In a reverse auction contractors can submit bids that are considerably higher than their bottom line number in hopes that they can pick up a "plum" job.
- Reverse auctions will increase the likelihood of disputes, change orders, bad faith bidding, and increased risk damaging the relationship between contractors and owners.
- The use of reverse auctions may lead to higher costs due to decreased competition in the market place.

- Reverse auctions may compromise the quality of the project and the safety and wages of the employees working on the project if a contractor is pressured into submitting an artificially low bid.
- Many contractor organizations have strong reservations about the use of reverse auctions for construction services. There have been numerous negative articles on the topic as contractors see the topic as bid gaming.
- Many contractors see reverse auction as compromising the industry.
- In the past the U.S. Office on Federal Business Opportunities office withdrew a reverse auction proposal after contractors opposed the procedure.
- Minority contractors are concerned that only the largest contractors would win work under reverse auctions. Many believe that small contractors will not bid through reverse auctions and larger contractors would benefit.
- As with the 5% local geographic bid preference already in force, the traditional use of sealed competitive bids on tax-funded construction is gone. The use of reverse auctions for procurement just makes it worse. The use of sealed competitive bids is something that area municipalities and contractors have used for 100 years in Wisconsin due to fear of corruption, graft and/or favoritism in the award of construction contracts.

Contractors ask that the City of Milwaukee to drop the idea of reverse auctions for procurement of construction services.

(January 18, 2011 WUCA)



City of Milwaukee
Text File
Ordinance

200 E. Wells Street
Milwaukee, Wisconsin
53202

Introduced: 2/8/2011

File Number: 101245

Status: In Committee

Version: 1

Sponsors: Ald. Bohl

..Number
101245

..Version
substitute 1

..Reference

..Sponsor
ALD. Bohl

..Title
A substitute ordinance relating to the bid preference for local business enterprises.

..Sections
365-3-1 rn
365-3-1 cr
365-3-2 rn
365-3-4 cr
365-3-5 cr
365-3-6 cr
365-3-7 cr
365-7-1 rc

..Analysis
Current code grants a local business enterprise a competitive bid preference of 5%. This preference means a local business enterprise is awarded a contract if its bid does not exceed the lowest bid received by more than 5% if that lowest bid was made by a non-local business enterprise. Current code does not require the local business enterprise to lower its bid to match the lowest bid.

This ordinance increases the local business enterprise's competitive bid preference to 10%. It also requires a preference-qualifying local business enterprise to lower its bid to the meet the lowest bid before the local business enterprise can be awarded the contract.

..Body

Whereas, The city desires to encourage and support local business, yet also must be mindful and prudent in spending city funds; and

Whereas, The city's current local business enterprise preference program, especially with regard to competitive bid contract awards, can result in the city paying as much as 5% more for goods and services than the city might otherwise pay; and

Whereas, Giving a local business enterprise bidding within 10% of the lowest bid an opportunity to win the contract by reducing its bid to match the lowest bid can be expected to support local business while saving money on city purchases; now, therefore

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

Part 1. Section 365-3-1 and 2 of the code are renumbered 365-3-2 and 3.

Part 2: Section 365-3-1 and 4 to 7 of the code is created to read:

365-3. Definition.

1. Competitive Bid means a bid evaluated and awarded based on the dollar amount of the submitted bid.
4. Low bid means the lowest dollar amount of a bid submitted by bidder.
5. lowest bid means the lowest dollar amount of a group of submitted bids.
6. Match the lowest bid means reducing a bidder's low bid to equal the lowest bid.
7. Proposal means the response from a request for proposal evaluated based on a point scale awarded the submitted proposal.

Part 3. Section 365-7-1 of the code is repealed and recreated to read:

365-7. Obligations of Contracting Departments.

1. CONTRACT AWARD.

- a. A contracting department, shall, unless contrary to federal, state or local law or regulation, award a competitive bid contract to a local business enterprise that is otherwise a responsive and responsible bidder, provided its low bid does not exceed the lowest bid by more than 10%, and the local business enterprise agrees to match the lowest bid.
- b. If the bids of 2 or more local business enterprises do not exceed the lowest bid by more than 10%, the contract shall be awarded to the local business enterprise that agrees to match the lowest bid, and, if more than one local business enterprise agrees to match the lowest bid, the contract is awarded to the local business enterprise which submitted a low bid that exceeds the lowest bid by the smallest dollar amount.
- c. If a bid submitted by a non-local business enterprise and a bid submitted by a local business enterprise tie for lowest bid, the contract shall be awarded to the local business enterprise. If the bids of 2 or more local business enterprises tie for lowest bid, or the low bid of 2 or more local business enterprises tie, and each local business enterprise agrees to match the lowest bid as provided in par. b, the contract shall be awarded based on the process established by the city purchasing director for breaking ties.
- d. A contracting department shall, unless contrary to federal, state or local law or regulation, apply an award standard in the composition of scales used to evaluate proposals submitted in response to formal requests for proposals to procure goods or services. An additional

number of points, equal to 5% of the maximum number of points used in the evaluation, shall be applied to increase the total score attained by a local business enterprise.

..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 125033
Aaron Cadle
03/15/11
Clerical Correction- tb- 3-16-11



Legislation Details (With Text)

File #: 101344 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 3/1/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution amending Common Council File #100984 relative to the application, acceptance and funding of the 2011 HIV Risk Reduction Grant from the Medical College of Wisconsin.

Sponsors: THE CHAIR

Indexes: GRANTS, HEALTH CARE, HIV/AIDS

Attachments: REVISED Grant Budget 2010, REVISED Grant Analysis 2010-11, Fiscal Impact Statement, Fiscal Analysis, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/1/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/3/2011	1	CITY CLERK	DRAFT SUBMITTED		
3/9/2011	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
3/11/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101344

Version
Substitute 1

Reference

Sponsor
The Chair

Title
Substitute resolution amending Common Council File #100984 relative to the application, acceptance and funding of the 2011 HIV Risk Reduction Grant from the Medical College of Wisconsin.

Analysis
This resolution amends Common Council File #100984 relative to application, acceptance and funding of the HIV Risk Reduction Grant from the Medical College of Wisconsin in the amount of \$95,351. The purpose of the project seeks to develop a new intervention that addresses life issues (employment, housing, domestic violence, substance abuse), as well individual behaviors, in order to reduce risk among people at high vulnerability for HIV infection.

Body

Whereas, Common Council File #100984 authorized the Health Department to apply for, accept and fund the 2011 HIV Risk Reduction Grant from the Medical College of Wisconsin. This grant provided for a Grantor share total of \$95,351; and

Whereas, The Grantor share for this program remains the same, however the budget has been amended; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the Medical College of Wisconsin 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 Common Council directs that the 2011 Positions Ordinance C.C. File Number 100414, should be amended as follows:

Under

HEALTH DEPARTMENT

Disease Control and Environmental Health Services Division

HIV Women's Project (L)

ADD Footnote (AAA) to the (2) positions of Public Health Nurse (X)(G)(L)

Amend footnote (AAA) to read as follows:

To expire 07/31/11 unless the HIV Risk Reduction Grant from the Medical College of Wisconsin is extended. A portion of the Nurse Practitioner position may be funded by the Dual Protection Grant. Also funds a portion of the Public Health Nurse positions in the HIV Women's Project.

Requestor

Health Department

Drafter

03/03/11

ymr

HIV Risk Reduction Grant RES AMENDMENT 2011

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM HIV Risk Reduction for Repeat STI Patients
 CONTACT PERSON: Irmine Reitl x8555

PROJECT/PROGRAM YEAR: 9/1/10 - 7/31/11

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
	1	Nurse Practitioner (X)(BBB)(AAA)	670	39,447			39,447
	1	Public Health Nurse (X)(G)(L)(AAA)	666	12,163			12,163
		TOTAL PERSONNEL COSTS		51,610			51,610
		FRINGE BENEFITS (48%)					
		48%		24,773			24,773
		TOTAL FRINGE BENEFITS		24,773			24,773
		SUPPLIES AND MATERIALS					
		Program Supplies/Condoms/Literature		9,968			9,968
		TOTAL SUPPLIES AND MATERIALS		9,968			9,968
		EQUIPMENT					
		Computers		9,000			9,000
		TOTAL EQUIPMENT		9,000			9,000
		TOTAL COSTS		95,351	0	0	95,351

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

Department/Division: **Health Department**

Contact Person & Phone No: **Irvine Reitl x8555**

Category of Request

- New Grant**
- Grant Continuation**
- Change in Previously Approved Grant**

Previous Council File No. 100984

Previous Council File No.

Project/Program Title: HIV Risk Reduction for Repeat STI Patients

Grantor Agency: Medical College of Wisconsin

Grant Application Date: 8-1-10

Anticipated Award Date: 1-1-11

Please provide the following information:

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

People repeatedly affected by sexually transmitted infections (STIs) are at increased risk for exposure and infection with HIV. The project seeks to develop a new intervention that addresses life issues (employment, housing, domestic violence, substance abuse), as well individual behaviors, in order to reduce risk among people at high vulnerability for HIV infection. The target population will include people of both genders who come to the City's Sexually Transmitted Disease (STD) clinic for STD examinations or HIV testing, who consent to participate in the study and are age 18 or older, present for a diagnosis of a STI, have had a previous bacterial STI diagnosis in the clinic more than 30 days ago and within the past 12month and no HIV-positive test result in the past.

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

The project is directly related to the City-wide goals of improving health in the community and to the specific Health Department objectives related to decreasing the rate of STDs and HIV.

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

These grant funds support the majority of a nurse practitioner position, program supplies and computer equipment for the STD program.

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

Please refer to Question 1 above.

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

The funding period is September 1, 2010 – July 31, 2011

6. Provide a List of Subgrantees:

N/A

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



City of Milwaukee Fiscal Impact Statement

Date

File Number

Original

Substitute

A

Subject

B

Submitted By (Name/Title/Dept./Ext.)

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			
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

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.

G

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

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

H

Assumptions used in arriving at fiscal estimate.

I

Additional information.

J

LRB-RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE

MARCH 9, 2011

ITEM __, # 101344

File # 101344 amends File # 100984, a resolution relating to application for, and acceptance and funding of, the HIV Risk Reduction for Repeat STI Patients Grant from the Medical College of Wisconsin (MCW).

Background

1. This resolution amends File # 100984, adopted December 21, 2010, authorizing the Milwaukee Health Department (MHD) to apply for, accept and fund the HIV Risk Reduction for Repeat STI Patients Grant from the Medical College of Wisconsin (MCW). MCW has funded related programs in the past with support from the U.S. Department of Health and Human Services – Health Resources and Services Administration (HRSA).
2. This new City-wide project is designed to develop new interventions for persons who, because of repeated Sexually Transmitted Infections (STIs), are at increased risk of contracting HIV. This is a new grant.

Discussion

1. There is no change in the amount of the award by grantor for the authorized budget period beginning September 1, 2010 and ending July 31, 2011.
2. In addition to partially funding one Nurse Practitioner, the amended grant reduces supplies and equipment to partially fund one Public Health Nurse (both existing positions). The current and amended budgets are as follows:

<u>Budget Items</u>	<u>Current</u>	<u>New Budget</u>
Personnel		
1 Nurse Practitioner (pay grade 670)	\$39,447	\$39,447
1 Public Health Nurse (pay grade 666)	-	12,163
Fringe		
(48%)	18,935	24,773
Program Supplies and Educational Materials		
(supplies, condoms and literature)	18,969	9,968
Computers	18,000	9,000
TOTAL	\$95,351	\$95,351

Fiscal Impact

1. The amount of the grant is \$95,351, entirely from the grantor.
2. The amendment does not reflect a change in the total award and has no impact on the tax levy.

Prepared by: Richard L. Withers, ext. 8532
LRB-Research and Analysis Section
March 3, 2011

Cc: Jim Owczarski W. Martin Morics James Carroll
 Bevan Baker Paul Biedrzycki Yvette Rowe
 Ted Medhin Irmine Reitl Renee Joos



Legislation Details (With Text)

File #: 100482 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 9/1/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relating to expenditure of funds to be reimbursed by greater than anticipated revenue (Department of Neighborhood Services).

Sponsors: THE CHAIR

Indexes: DEPARTMENT OF NEIGHBORHOOD SERVICES, REIMBURSABLE SERVICES

Attachments: Cover Letter, Letter from Budget and Management Division, Fiscal Impact Statement, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
9/1/2010	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
100482
Version
SUBSTITUTE 1

Reference

Sponsor
THE CHAIR

Title
Substitute resolution relating to expenditure of funds to be reimbursed by greater than anticipated revenue (Department of Neighborhood Services).

Analysis
The Residential Rental Inspection Program was established after the adoption of the 2010 Budget. Hence, expenditure authority and a revenue estimate for the Residential Rental Inspection Program were not included in 2010 Budget. This resolution authorizes the City Comptroller to increase the 2010 estimated revenue account and the 2010 appropriations in the Department of Neighborhood Services salary account by \$169,000 to reflect the 2010 Residential Rental Inspection Program's revenue and expenditures.

Body
Whereas, Section 304-91 of the Milwaukee Code of Ordinances establishes procedural guidelines related to the expenditure of funds to be reimbursed by greater than anticipated revenues; and

Whereas, Common Council File Number 090429, adopted December 1, 2009, established a Residential Rental Inspection program for 2010 after the 2010 budget had already been adopted; and

Whereas, To effectuate the intent of Common Council File Number 090429, the appropriations and revenue for the Residential Rental Inspection program need to be included in the 2010 budget; and

Whereas, The City Comptroller has certified greater than anticipated revenue in the amount of \$169,000, pursuant to s. 304-91,

Pursuant to s. 304-91, I hereby certify that the money required for this is anticipated to be realized on or before December 31, 2010 and to be expended only for the purpose in this resolution.

Comptroller

Date

; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the City Comptroller is authorized to increase appropriations in the amount of \$169,000 in the Department of Neighborhood Services 2010 Salary account (0001-3600-R999-006000) and to increase the 2010 Estimated Revenue account (0001-3600-009400) by \$169,000.

; and be it

Further Resolved, That the City Comptroller is authorized and directed to establish the necessary accounts and accounting procedures to carry out the intent of this resolution.

Requestor
DOA-Budget
Drafter
LRB126184-1
Jim Carroll
3/15/11



Department of Administration
Budget and Policy Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

August 17, 2010

Ref: 10010

Common Council
City of Milwaukee

Subject: Introduction of Greater than Anticipated Revenue Resolution

Dear Honorable Members:

We are submitting the attached resolution for introduction at the September 1, 2010, Common Council meeting. We are requesting this file to be introduced by title at this time and will provide the detailed resolution and fiscal note for this purpose at a later date.

This is a Greater than Anticipated Revenue Resolution under Section 304-91 of the Milwaukee Code of Ordinances. The Common Council adopted CCFN 090429 establishing the Residential Rental Certificate and Inspection program in December 2009. Since the program was established after the 2010 budget had already been adopted, the 2010 budget did not include either the revenue from the program or the appropriations necessary to implement the program. Adoption of the attached resolution will effectuate the intent of CCFN 090429 by establishing the 2010 budget appropriations necessary to fund the program and also recognizing the 2010 revenue that the program will generate.

Respectfully submitted,

Mark Nicolini
Budget and Management Director

EP:dmr
Attachment
Dns/2011/intro letter RRI great than ant rev file 2010 Title Only



Department of Administration
Budget and Management

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

March 8, 2011

File Ref: 11010

Alderman Michael Murphy, Chair
Finance and Personnel Committee
City Hall, Room 205

Subject: Resolution Relating to Expenditure of Funds to be Reimbursed by Greater than Anticipated Revenue

Dear Alderman Murphy:

The Department of Administration Budget and Management Division requests the attached resolution be included at the Finance and Personnel Committee's March 18, 2011 agenda, under Common Council File Number 100482, titled "Resolution relating to expenditure of funds to be reimbursed by greater than anticipated revenue (Department of Neighborhood Services)". This file was previously opened by title only. The attached resolution is needed to effectuate the intent of the file.

The resolution is a Greater than Anticipated Revenue Resolution under Section 304-91 of the Milwaukee Code of Ordinances. Adoption of the resolution will establish the 2010 budget appropriations and 2010 revenue recognition for the Residential Rental Certificate and Inspection program adopted by the Common Council in CCFN 090429.

Thank you for your consideration of this item.

Sincerely,

Mark Nicolini
Budget and Management Director

ECP:dmr
Attachment

Common/finance/resolutions/RRI GTAR 2010 FP letter



City of Milwaukee Fiscal Impact Statement

A	Date <u>3/10/2011</u>	File Number <u>100482</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject <u>Resolution relating to expenditure of funds to be reimbursed by greater than anticipated revenue (DNS)</u>			

B	Submitted By (Name/Title/Dept./Ext.) <u>Eric Pearson, Budget & Policy Manager, DOA-Budget & Mgmt. Div., x8554</u>
----------	--

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

D	Charge To	<input checked="" 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 type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify) _____	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages	\$0.00	\$169,000.00	\$169,000.00
		\$0.00	\$0.00	\$0.00
	Supplies/Materials	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Equipment	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Services	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	TOTALS	\$ 0.00	\$169,000.00	\$169,000.00

F Assumptions used in arriving at fiscal estimate. _____

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 D and E above. _____

I Additional information. The Residential Rental Inspection program was adopted by the Common Council in CCFN 090429 in December 2009. Since the program was established after the 2010 budget had already been adopted, the 2010 budget did not include either the revenue from the program or the appropriations necessary to implement the program. Adoption of this resolution will establish the 2010 budget appropriations necessary to fund the program and also recognize the 2010 revenue that the program will generate.

J This Note Was requested by committee chair.



Legislation Details (With Text)

File #: 101253 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 2/8/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relating to the expenditure of funds to be reimbursed by greater than anticipated revenue.

Sponsors: THE CHAIR

Indexes: BUDGET, REIMBURSABLE SERVICES

Attachments: Fiscal Impact Statement

Date	Ver.	Action By	Action	Result	Tally
2/8/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101253
Version
Substitute 1
Reference

Sponsor

Title
Substitute resolution relating to the expenditure of funds to be reimbursed by greater than anticipated revenue.

Analysis
The resolution authorizes supplemental appropriations necessary for salaries in the City Attorney’s Office, the Mayor’s Office and DPW-Operations Division; and for operating expenses in DPW-Operations. The appropriations will be offset by revenue.

Body
Whereas, Section 304-91 of the Milwaukee Code of Ordinances establishes procedural guidelines related to the expenditure of funds to be reimbursed by greater than anticipated revenues; and

Whereas, The City Attorney’s Office exceeded their salary budget due to a change in the billing process for services to HACM and RACM; and

Whereas, The Mayor’s Office received payment from the Milwaukee Area Workforce Investment Board for staff salaries; and

Whereas, The DPW-Operations Division received revenue for construction debris in amount that exceeded the initial estimate; and

Whereas, The DPW-Operations Division received a payment for equipment maintenance and usage from FEMA; and

Whereas, The Comptroller has certified that greater than anticipated revenue from RACM and HACM in the City Attorney's Office (\$200,000), from MAWIB in the Mayor's Office (\$36,000), from construction debris in DPW-Operations (\$356,000) and from FEMA in DPW-Operations (\$407,000) pursuant to s. 304-91,

Pursuant to s. 304-91, I hereby certify that the money required for this to be realized on or before December 31, 2010, and is to be expended only for the purposes specific in this resolution.

Comptroller

Date

; Now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the Comptroller is hereby authorized and directed to increase appropriations in the amount of \$200,000 in the City Attorney's salary account (0001-1490-0001-R999-006000) and to increase the estimated revenues for the City Attorney Office charges for service revenue account (0001-1490-0001-0094000) by \$200,000; and be it

Further Resolved, By the Common Council of the City of Milwaukee, that the Comptroller is hereby authorized and directed to increase appropriations in the amount of \$36,000 in the Mayor's salary account (0001-1110-0001-R999-006000) and to increase the estimated revenues for the Mayor's Office charges for service revenue account (0001-1110-0001-009400) by \$36,000; and be it

Further Resolved, By the Common Council of the City of Milwaukee, that the Comptroller is hereby authorized and directed to increase appropriations in the amount of \$356,000 in the DPW-Operations Division salary account (0001-5450-0001-R999-006000) and to increase the estimated revenues for the DPW-Operations Division charges for service revenue account (0001-1110-0001-009400) by \$356,000; and be it

Further Resolved, By the Common Council of the City of Milwaukee, that the Comptroller is hereby authorized and directed to increase appropriations in the amount of \$407,000 in the DPW-Operations Division operating expenditures account (0001-5450-0001-R999-006300) and to increase the estimated revenues for the DPW-Operations Division charges for service revenue account (0001-5450-0001-009400) by \$407,000; and be it

Further Resolved, That the City Attorney's Office, Mayor's Office and DPW-Operations Division is authorized to expend these funds for payment; and be it

Further Resolved, That the Comptroller is authorized and directed to establish the necessary accounts and accounting procedures to carry out the intent of this resolution.

Requestor

Drafter
Budget and Management Division
Ref: 10021;DY
March 8, 2011
FINANCE:reimb greater than anticipated to close 2010 books



City of Milwaukee Fiscal Impact Statement

A **Date** 3/15/2011 **File Number** 101253 **Original** **Substitute**

Subject Substitute resolution relating to the expenditure of funds to be reimbursed by greater than anticipated revenue.

B **Submitted By (Name/Title/Dept./Ext.)** Dennis Yaccarino/Budget & Policy Manager-Senior

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 **Charge To**

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

	Purpose	Specify Type/Use	Expenditure	Revenue
E	Salaries/Wages	\$0.00	\$592,000.00	\$592,000.00
		\$0.00	\$0.00	\$0.00
	Supplies/Materials	\$0.00	\$407,000.00	\$407,000.00
		\$0.00	\$0.00	\$0.00
	Equipment	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Services	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	TOTALS		\$ 0.00	\$999,000.00

F

Assumptions used in arriving at fiscal estimate. n/a

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 D and E above. _____

I

Additional information. _____

J

This Note Was requested by committee chair.



Legislation Details (With Text)

File #: 101332 **Version:** 0
Type: Resolution **Status:** In Committee
File created: 3/1/2011 **In control:** FINANCE & PERSONNEL COMMITTEE
On agenda: **Final action:**
Effective date:

Title: Resolution authorizing \$95,000,000 of contingent borrowing for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

Sponsors: THE CHAIR

Indexes: MILWAUKEE PUBLIC SCHOOLS, MUNICIPAL BORROWING, PROMISSORY NOTES

Attachments: Cover Letter, Fiscal Analysis, Fiscal Impact Statement, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/1/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101332
Version
ORIGINAL

Reference
100279

Sponsor
THE CHAIR

Title
Resolution authorizing \$95,000,000 of contingent borrowing for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

Analysis
In 2010, \$253,000,000 of school revenue anticipation notes (RANs) were authorized by Resolution 100279 to be issued, of which \$225,000,000 was issued. The resolution authorized up to \$100,000,000 of general obligation debt, of which \$95,000,000 was issued, may be used on a temporary basis and then refunded by the RANs. For State Statute purposes, \$95,000,000 of RANs were "refunding notes" that refunded the temporary general obligation debt. However, accounting, for Generally Accepted Accounting Principles purposes, desires the refunding RANs to be authorized as Contingent Borrowing debt, not as Refunding Debt.

Body

Whereas, The Milwaukee Public Schools (the "MPS") is a department of the City of Milwaukee (the "City")

authorized by Sections 65.05 and 119.46, Wisconsin Statutes, to establish a School Operations Fund, and to determine its expenditures and the taxes to be levied therefore; and

Whereas, MPS was temporarily in need of funds in the amount not to exceed \$353,000,000 to meet the immediate expenses of operating and maintaining the public instruction in MPS during the 2010-2011 fiscal year commencing July 1, 2010 and ending June 30, 2011 (the "Need"); and

Whereas, In accordance with Section 67.12(1)(a), Wisconsin Statutes, the total amount borrowed shall not exceed 60% of MPS's total actual and anticipated receipts in the fiscal year, and shall be repaid no later than 18 months after the first day of the fiscal year;

Whereas, In 2010, \$95,000,000 of general obligation debt was issued to provide temporary funding for the Need pending the issuance of School Revenue Anticipation Notes; and

Whereas, In 2010, the City issued \$225,000,000 of School Revenue Anticipation Notes, \$95,000,000 of which were refunding notes in order to refund the \$95,000,000 of general obligation debt (the refunding portion being "Refunding Notes") issued for the Need; and

Whereas, General Accepted Accounting Principles desires the Refunding Notes to be authorized as Contingent Borrowing, rather than as Refunding Borrowing; and

Whereas, The 2010 Budget of the City authorizes the issuance of \$150,000,000 of Contingent Borrowing, of which \$18,377,600 was used, and \$130,670,400 is remaining; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that it hereby and herewith authorizes and declares its purpose to use \$95,000,000 of 2010 Contingent Borrowing for school revenue anticipation notes (the "RANs") pursuant to the provisions of Section 67.12(1), Wisconsin Statutes, in order to financing the operating budget of the Milwaukee Public Schools on an interim basis; and, be it

Further Resolved, That \$95,000,000 of the \$225,000,000 of School Revenue Anticipation Notes, Series 2010 M8 are deemed to be issued pursuant to this resolution.

Requestor
Comptroller

Drafter
RSL
PD-7803aW.rtf



Office of the Comptroller

February 17, 2011

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
the Common Council
City of Milwaukee
City Hall - Room 205
Milwaukee, WI 53202

Dear Council Members:

I would like to request the introduction of the enclosed resolutions that relate to School Revenue Anticipation Note Borrowing in 2010.

These resolutions are typically referred to the Finance and Personnel Committee. If we may be of any additional assistance, please contact Richard Li (x-2319) of my staff.

Very truly yours,

W. MARTIN MORICS
Comptroller

WMM:RL
REF: PD-7803W.DOC



LRB – RESEARCH AND ANALYSIS

MARCH 18, 2011 AGENDA

ITEM #9, FILE # 101332

FINANCE & PERSONNEL COMMITTEE

JAMES CARROLL

File # 101332 is a resolution authorizing \$95,000,000 of contingent borrowing for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

Background

1. The City of Milwaukee annually issues short-term debt (cash flow borrowing) on behalf of MPS in anticipation of MPS receiving general aid revenue payments from the State of Wisconsin and property tax levy.
2. On July 27, 2010, the Common Council adopted a resolution (File #100279) authorizing the issuance of up \$253 million of school revenue anticipation notes (RANs), of which \$225 million was issued. The \$253 million borrowing authorization included authorizing the issuance of up \$100 million in general obligation borrowing, of which \$95 million was issued, to be used on a temporary basis and then refunded by the RANs.
3. For state statute purposes, the \$95 million of RANs were considered refunding notes. However, Generally Accepted Accounting Principles require that the \$95 million be issued as Contingent Borrowing debt, not refunding debt.

Discussion

1. To comply with Generally Accepted Accounting Principles, this resolution authorizes \$95,000,000 of contingent borrowing, which has been previously issued, for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.
2. Adoption of this resolution is necessary to facilitate the closing of the City's 2010 books.

Fiscal Impact

The resolution has no fiscal impact.

Cc:

Mark Nicolini
Craig Kammholz
W. Martin Morics
Richard Li
Mike Daun

Prepared by:

Jim Carroll, X8679
LRB Research & Analysis
March 14, 2011



City of Milwaukee Fiscal Impact Statement

Date

File Number

Original **Substitute**

A

Subject

Resolution authorizing \$95,000,000 of contingent borrowing for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

B

Submitted By (Name/Title/Dept./Ext.)

Richard Li / Public Debt Specialist / Comptroller / x2319

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			
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS		0	0

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.

G

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

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

H

Assumptions used in arriving at fiscal estimate.

I

Additional information.

Notes have already been issued. This file has no fiscal impact.

J



Legislation Details (With Text)

File #: 101421 **Version:** 0

Type: Communication **Status:** In Committee

File created: 3/1/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication relating to the granting of property tax exemptions and the monitoring of tax exempt properties.

Sponsors: THE CHAIR

Indexes: CITY PROPERTY, TAXATION

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/9/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101421
Version
ORIGINAL
Reference

Sponsor

Title

Communication relating to the granting of property tax exemptions and the monitoring of tax exempt properties.

Requestor

Drafter
CC-CC
jro
3/9/11



Legislation Details (With Text)

File #: 101278 **Version:** 1
Type: Ordinance **Status:** In Committee
File created: 2/8/2011 **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:

Date	Ver.	Action By	Action	Result	Tally
2/8/2011	0	COMMON COUNCIL	ASSIGNED TO		
2/18/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
2/23/2011	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101278

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:
Fire Department

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

Part 1. Part 1, Section 20 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 857, delete the title "Administrative Captain - EMS".

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 its 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
3/16/11



Legislation Details (With Text)

File #: 101363 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 3/1/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

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

Sponsors: THE CHAIR

Indexes: POSITIONS ORDINANCE

Attachments:

Date	Ver.	Action By	Action	Result	Tally
3/1/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/11/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

101363

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 Department of Neighborhood Services

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, EMS/Training/Education Bureau Decision Unit, EMS (Emergency Medical Services) Division", delete three positions of "Administrative Captain - EMS" and add three positions of "Fire Captain".

Under "Health Department, Disease Control and Environmental Health Services Division, HIV Women's

Project (L)", add footnote "(AAA)" to the two positions of "Public Health Nurse (X)(G)(L)" and amend footnote "(AAA)" to read as follows: "To expire 07/31/11 unless the HIV Risk Reduction Grant from the Medical College of Wisconsin is extended. A portion of the Nurse Practitioner position may be funded by the Dual Protection Grant. Also funds a portion of the Public Health Nurse positions in the HIV Women's Project."

Under "Department of Neighborhood Services, Administrative Services Section", delete one position of "Program Assistant II" and one position of "Office Supervisor II" and add one position of "Program Assistant III" and one position of "Administrative Services Supervisor".

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
3/16/11



Legislation Details (With Text)

File #: 101255 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 2/8/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution appropriating funds from the 2010 Common Council Contingent Fund for the purpose of closing the 2010 financial books due to unanticipated shortfalls in current-year operating expenses.

Sponsors: THE CHAIR

Indexes: BUDGET, CONTINGENT FUND

Attachments: Fiscal Impact Statement

Date	Ver.	Action By	Action	Result	Tally
2/8/2011	0	COMMON COUNCIL	ASSIGNED TO		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
3/15/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101255
Version
SUBSTITUTE 1
Reference

Sponsor
THE CHAIR
Title

Substitute resolution appropriating funds from the 2010 Common Council Contingent Fund for the purpose of closing the 2010 financial books due to unanticipated shortfalls in current-year operating expenses.

Analysis
The 2010 Police Department salary account has an unanticipated shortfall, primarily due to contact settlements. This resolution authorizes a transfer of up to \$2,868,409 from the Common Council Contingent Fund to the Police Department Salary Account to facilitate closing of year 2010 financial books.

Body
Whereas, To facilitate closing of year 2010 financial books, transfers from 2010 Common Contingent Fund are necessary; now therefore, be it

Resolved, By the Common Council of the City of Milwaukee that up to \$2,868,409 from the Common Council Contingent Fund (#0001-9990-C001-006300) (2010) shall be transferred to the Police

Department Salary Account (#0001-3310-R999-006000) (2010), if necessary.

Requestor
Department of Administration
Budget and Management Division

Drafter
LRB126185-1
Jim Carroll
3/15/11



City of Milwaukee Fiscal Impact Statement

A	Date <u>3/15/2011</u> File Number <u>101255</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Substitute
	Subject <u>Substitute Resolution appropriating funds from the 2010 Common Council Contingent Fund for the purpose of closing the 2010 financial books due to unanticipated shortfalls in current year operating expenses.</u>

B	Submitted By (Name/Title/Dept./Ext.) <u>Dennis Yaccarino/Budget & Policy Manager-Senior/DOA/x8552</u>
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C	This File <input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
	<input type="checkbox"/> Suspends expenditure authority.
	<input type="checkbox"/> Increases or decreases city services.
	<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
	<input type="checkbox"/> Increases or decreases revenue.
	<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
	<input type="checkbox"/> Authorizes borrowing and related debt service.
	<input type="checkbox"/> Authorizes contingent borrowing (authority only).
	<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

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

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages	\$0.00	2,868,409.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Supplies/Materials	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Equipment	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Services	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	TOTALS	\$ 0.00	\$2,868,409.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. _____

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 D and E above. _____

I

Additional information. _____

JThis Note Was requested by committee chair.

The FINANCE & PERSONNEL COMMITTEE may convene into closed session, pursuant to sec. 19.85(1)(e), Wis. Stats., for the purpose of formulating collective bargaining strategies.