



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

Revised 10/24/2023

October 11, 2023

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No 230937 - Communication from the Department of Employee Relations amending the Salary Ordinance to add an assignment rate to the Residential and Commercial Code Enforcement Inspectors in the Department of Neighborhood Services.*

Dear Committee Members:

This communication requests to amend the 2023 Salary Ordinance to add a 5% assignment rate to the titles 'Residential Code Enforcement Inspectors 1, 2, 3, and 4' and 'Commercial Code Enforcement Inspectors 1, 2, 3, and 4'. This would properly compensation incumbents of the position for when they conduct various types of inspections for the Housing Authority of the City of Milwaukee (HACM).

Per the Common Council File #230571, the Department of Neighborhood Services was directed to inspect and enforce building and zoning code provisions of the Milwaukee Code of Ordinances at properties owned or managed by the Housing Authority of the City of Milwaukee.

The Residential Code Enforcement Inspectors 1, 2, 3, and 4 and Commercial Code Enforcement Inspectors 1, 2, 3, and 4 who take on the additional duties will conduct various types of inspections of HACM properties. These inspections will assess the maintenance, construction, plumbing, electrical systems and other conditions of these buildings and their surroundings to determine their overall safety and habitability. The inspectors will also be responsible for coordinating inspections and regulation of violations out of the scope of their job duties with the appropriate trade or enforcement sections as needed.

**Action Required – Effective Pay Period 23, 2023 (October 29, 2023)**

*In the Salary Ordinance*

Under Pay Range 7AN:

- Apply footnote (9) to the titles 'Residential Code Enforcement Inspector 1' and 'Commercial Code Enforcement Inspector 1'.

Under Pay Range 7CN:

- Apply footnote (9) to the titles 'Residential Code Enforcement Inspector 2' and 'Commercial Code Enforcement Inspector 2'.

Under Pay Range 7DN:

- Apply footnote (8) to the titles 'Residential Code Enforcement Inspector 3' and 'Commercial Code Enforcement Inspector 3'

Under Pay Range 7EN:

- Apply footnote (11) to the titles 'Residential Code Enforcement Inspector 4' and 'Commercial Code Enforcement Inspector 4'

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harper Donahue, IV". The signature is stylized with a large initial "H" and a long horizontal stroke.

Harper Donahue, IV  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 10/25/2023 **File Number** 230937  **Original**  **Substitute**

**Subject** Communication from the Department of Employee Relations regarding the costs to to add an assignment rate to the Residential and Commercial Code Enforcement Inspectors in the Department of Neighborhood Services.

**B** **Submitted By (Name/Title/Dept./Ext.)** Sarah Wangerin/ Human Resources Representative / Employee Relations

**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
<b>E</b>	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**F****Assumptions used in arriving at fiscal estimate.**

The total cost for 2023 is \$1,557 and the total cost for 2024 is \$13,493.  
 Please see attached spreadsheet for details. Cost breakdown is in  
 attached spreadsheet.

**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.

**Department of Employee Relations**

**Fiscal Note Spreadsheet**

Footnote Regarding HACM Inspections performed by DNS

Finance and Personnel Committee Meeting of October 25, 2023

**NEW COST FOR 2023**

No. Pos.	Dept	Title	PR	Biweekly Salary	Annual Salary	Biweekly HACM Inspection (5%)	EffPP	Annual HACM Inspection	Rollup	Total Rollup + HACM Inspection
2	Dept of Neighborhood Services	Residential Code Enforcement Inspector 3*	7DN	\$2,154.12	\$56,007.12	\$108	24	\$646	\$132	\$778
2	Dept of Neighborhood Services	Commercial Code Enforcement Inspector 3*	7DN	\$2,154.12	\$56,007.12	\$108	24	\$646	\$132	\$778
4								\$1,293	\$264	\$1,557

\* As the footnote has not yet been assigned, this fiscal note assumes 2 positions from each title series, at the mid-series level (3). Actual assignments will vary. Assume the changes are effective Pay Period 24, 2023 (November 12, 2023).

**PROJECTED NEW COST FOR FULL YEAR**

No. Pos.	Dept	Title	PR	Biweekly Salary	Annual Salary	Biweekly HACM Inspection (5%)	EffPP	Annual HACM Inspection	Rollup	Total Rollup + HACM Inspection
2	Dept of Neighborhood Services	Residential Code Enforcement Inspector 3*	7DN	\$2,154.12	\$56,007.12	\$108	1	\$5,601	\$1,145	\$6,746
2	Dept of Neighborhood Services	Commercial Code Enforcement Inspector 3*	7DN	\$2,154.12	\$56,007.12	\$108	1	\$5,601	\$1,145	\$6,746
4								\$11,202	\$2,291	\$13,493

\* As the footnote has not yet been assigned, this fiscal note assumes 2 positions from each title series, at the mid-series level (3). Actual assignments will vary. Note: Totals may not be to the exact dollar due to rounding.