



Office of the Comptroller

April 21st, 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

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 04/21/2011**

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 April 21st, 2011 4,363,373.65

% Expended/Reserved Current status 13%

Comparative Balance Available on April 21st, of prior years

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2006	4,800,000	5,500,000	13%
2007	5,500,000	5,500,000	0%
2008	4,483,028	5,000,000	10%
2009	3,987,325	5,000,000	20%
2010	5,000,000	5,000,000	0%
Average of prior years	4,754,071	5,200,000	9%

2010 COMMON COUNCIL CONTINGENT FUND Status on 04/21/2011

Funds Appropriated

2010 Adopted Budget 5,000,000.00

Transfers authorized by prior Council meetings

Journal ID	Date	Year	Class	Bu 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
0000244425	12/31/2010	2010	C001	2010	(2,868,409.00)	Res. 101255 3/23/11 CF to 3310
0000245380	12/31/2010	2010	C001	2010	(387,587.00)	Res.101434 4/12/11 Rel. Encum
0000244978	12/31/2010	2010	C001	2010	(38,007.00)	Res. 101434 4/12/11 CF to 1510
0000244979	12/31/2010	2010	C001	2010	(3,967.00)	Res. 101434 4/12/11 CF to 1910
0000244977	12/31/2010	2010	C001	2010	(258.00)	Res. 101434 4/12/11 CF to 1320

Remaining Reserved Commitments Authorized by prior Council meetings

Res.100928 12/21/10: Police Dept. for Body armor replacement
(\$387,587 Encumbrance was released above on Res. 101434 4/12/11)

Total Transfers & Reserved (4,098,228.00)

Balance Available on April 21st, 2011 901,772.00

% Expended/Reserved Current status 82%

Comparative Balance Available on April 21st, 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	1,152,401	5,500,000	79%
2008	1,268,349	5,000,000	75%
2009	5,000,000	5,000,000	0%
Average of prior years	1,499,783	5,200,000	71%



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

Thursday, April 28, 2011

9:00 AM

Room 301-B, City Hall

1. [101534](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.
Sponsors: THE CHAIR

2. [101533](#) Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.
Sponsors: THE CHAIR

3. [101522](#) Substitute resolution relative to acceptance and subsequent expenditure of contributions received by the Milwaukee Health Department for Tuberculosis Clinic Activities.
Sponsors: THE CHAIR

4. [101523](#) Substitute resolution amending Common Council File #100030 relative to the application, acceptance and funding of the Sexual Assault Planning Grant from the Office of Justice Assistance.
Sponsors: THE CHAIR

5. [101501](#) Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Health Maintenance Organization or an Exclusive Provider Organization to provide healthcare services to the City and its employees.
Sponsors: THE CHAIR

6. [101500](#) Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Basic Plan Health Benefits Administrator.
Sponsors: THE CHAIR

7. [101502](#) Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Prescription Benefit Manager.
Sponsors: Ald. Murphy

8. [101503](#) Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Long-Term Disability Administrator.
Sponsors: THE CHAIR

9. [110014](#) Communication from the Employees' Retirement System relating to its recommendation of an investment manager.
Sponsors: THE CHAIR

10. [101551](#) Resolution rescinding an obsolete provision relating to designation of public depositories for City funds under the Socially Responsible Investment Program.
Sponsors: THE CHAIR

11. [101569](#) Communication from the City Comptroller relating to an Audit of City Treasurer Cash Controls.
Sponsors: THE CHAIR

12. [101530](#) An ordinance to further amend the 2011 rates of pay of offices and positions in the City Service.
Sponsors: THE CHAIR

13. [101531](#) A substitute ordinance to further amend the 2011 offices and positions in the City Service.
Sponsors: THE CHAIR

14. **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 #: 101534 **Version:** 0

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

File created: 4/12/2011 **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:

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		

Number
101534
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
4/6/11



Legislation Details (With Text)

File #: 101533 **Version:** 0

Type: Communication **Status:** In Committee

File created: 4/12/2011 **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 April 26, 2011, Fiscal Impact Statement and Spreadsheet - CSC Meeting April 26, 2011, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101533
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
4/611



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 20, 2011

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

Dear Committee Members:

Re: Common Council File Number 101533

The following classification and pay recommendations will be submitted to the City Service Commission on April 26, 2011. We recommend these changes subject to approval by the City Service Commission.

In the Common Council – City Clerk, one position of Office Assistant III in PR 425 is recommended for reclassification to License Specialist, PR 455.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:st

Attachments: 1 Job Evaluation Report
1 Fiscal Note

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Ronald Leonhardt, Rebecca Grill, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Daniel Panowitz, and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 26, 2011

Department: Common Council - City Clerk

Current	Request	Recommendation
Office Assistant III PR 425 (\$33,865 - \$37,464)	License Specialist PR 455 (\$38,595 - \$43,028)	License Specialist PR 455 (\$38,595 - \$43,028)

Action Needed – In the Positions Ordinance, under Common Council – City Clerk, License Division, delete one position of “Office Assistant III” and add one position of “License Specialist(Y)”.

Background

The Department of Employee Relations received a letter from Ronald Leonhardt, City Clerk, requesting a classification study of a vacant position of Office Assistant III in Pay Range 425. A new job description was provided and discussions were held with Ron Leonhardt and Rebecca Grill, License Division Manager.

Duties and Responsibilities

The basic function of this position is to process license applications, understand procedures and regulations pertaining to licensing matters, and interact with a diverse population of people. The duties and responsibilities include the following:

100%

- Process license applications, fees, related Police Department, Health Department, and Department of Neighborhood Services reports, insurance and bond certificates, and other required documents.
- Respond to questions from applicants and other employees.
- Update and maintain computerized and physical license records, prepare license agendas for Common Council Committees and lists for Common Council action, and operate office computer programs.
- Search records and databases for information needed by the License Coordinator, License Division Assistant Manager, and License Division Manager for reports, speeches and briefings.
- Compose and initiate routine and non-routine correspondence and memorandums for signature of the License Division Assistant Manager and License Division Manager.
- Notarize license applications and other required forms.
- Perform other duties as assigned.

Requirements include an ability to communicate effectively, both orally and in writing, with elected officials, personnel from other departments, and the general public; perform effectively under pressure; work independently with a minimum of supervision; work cooperatively with other License Division personnel; understand legal entities such as partnerships, corporations, and limited liability corporations as they relate to license application procedures and requirements; take responsibility for all steps in the

processing of licenses; and operate a computer at a level required for the work in the Division. Other requirements include knowledge of computer word processing programs and a broad knowledge of the licenses issued by the Division.

Analysis and Recommendation

This vacant position of Office Assistant III was previously located in the Health Department and had the basic function of supporting the Consumer Environmental Health Unit, assisting customers in the licensing of a variety of establishments, processing license applications and payments, performing data entry, receiving complaints, answering inquiries from operators and consumers, and performing other miscellaneous assignments.

As part of the 2011 budget the Food Licensing process, and this position, were relocated from the Health Department to the License Division of the Common Council – City Clerk’s Office. The Department would like the Office Assistant III position to be reclassified and have it perform all the duties of a License Specialist. The License Division currently has 11 positions of License Specialist and this will provide one more position to help with the workload. The Department also plans to provide cross training so that the other License Specialist positions will also process license applications related to the Health Department.

As this position will be processing license applications related to a variety of areas, rather than just those related to the Health Department, the requested classification level is appropriate. Further, this position will be performing all the duties that the other License Specialist positions will be performing. We therefore recommend that this position of Office Assistant III in Pay Range 425 be reclassified to License Specialist in Pay Range 455.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date April 20, 2011 **File Number** 101533

Subject Classification and Pay Recommendations if approved by the City Service Commission on April 26, 2011

B

Submitted By (Name/Title/Dept./Ext.) Sarah Trotter/Human Resources Representative
Department of Employee Relations/x2398

C

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

D

This Note Was requested by committee chair.

E

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

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages	Classification and Pay Recommendations	Please 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 April 28, 2011
City Service Commission Meeting of April 26, 2011

NEW COST FOR 2011

No.	Pos.	Dept	From	PR/SG	To	License Specialist	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1		Common Council-City Clerk	Office Assistant III	425			455	\$33,865	\$38,595	\$2,729	\$558	\$3,287
1										\$2,729	\$558	\$3,287

Assume changes are effective Pay Period 12 (May 29, 2011)

PROJECTED NEW COST FOR FULL YEAR

No.	Pos.	Dept	From	PR/SG	To	License Specialist	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1		Common Council-City Clerk	Office Assistant III	425			455	\$33,865	\$38,595	\$4,730	\$967	\$5,697
1										\$4,730	\$967	\$5,697

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



Legislation Details (With Text)

File #: 101522 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to acceptance and subsequent expenditure of contributions received by the Milwaukee Health Department for Tuberculosis Clinic Activities.

Sponsors: THE CHAIR

Indexes: DONATIONS, HEALTH CARE, HEALTH DEPARTMENT

Attachments: Statement of Fiscal Impact, Hearing Notice List-FP, Hearing Notice List-PS

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/15/2011	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/21/2011	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
4/21/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101522

Version
Substitute 1

Reference

Sponsor
The Chair

Title
Substitute resolution relative to acceptance and subsequent expenditure of contributions received by the Milwaukee Health Department for Tuberculosis Clinic Activities.

Analysis
This resolution authorizes the Health Department to accept and expend contributions received for Tuberculosis Clinic Activities.

BODY:
Whereas, the contributions will enable the Health Department to assist with expenditures towards the Tuberculosis Clinic activities; and

Whereas, The Health Department anticipates receiving \$50,000 from various organizations and/or foundations for the Tuberculosis Clinic activities; now therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that Health Department is authorized to accept \$50,000 of contributions for the department's Tuberculosis Clinic activities and to expend such funds for this purpose or any purpose specified by the contributor, no more than the amount actually received, in accordance with established City policies and procedures; and, be it

Further Resolved, That upon the receipt and deposit of these funds, the City Comptroller is authorized and directed to establish a special account within the Health Department's budget for the expenditure of the contributions; and, be it

Further Resolved, That the City Comptroller is authorized and directed to transfer appropriations and estimated revenue from the Special Purpose Account for Contribution, 0001-2110-0001-006300, and the Estimated Revenue Account for Contributions, 0001-2110-0001-009850, to the Health Department's Special Account, 0001-3810-006300-DXXX and the Health Department's Estimated Revenue Account, 0001-3810-0001-009850, up to the amount of \$50,000.

Requestor

HEALTH DEPARTMENT

Drafter

YMR

04-15-11

TB Activities - Contributions Res-2011



City of Milwaukee Fiscal Impact Statement

A

Date April 15, 2011 **File Number** 101522

Subject Substitute resolution relative to acceptance and subsequent expenditure of contributions received by the Milwaukee Health Department for Tuberculosis Clinic Activities.

B

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

C

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

D

- This Note** Was requested by committee chair.

E

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

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages			
Supplies/Materials			
Equipment			
Services			
Other		\$25,000	\$25,000
TOTALS		\$25,000	\$25,000

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.



Legislation Details (With Text)

File #: 101523 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution amending Common Council File #100030 relative to the application, acceptance and funding of the Sexual Assault Planning Grant from the Office of Justice Assistance.

Sponsors: THE CHAIR

Indexes: FEDERAL GRANTS, HEALTH CARE

Attachments: Grant Budget 2010-12-REVISED, Grant Analysis, Fiscal Impact Statement, Hearing Notice List-FP, Hearing Notice List-PS

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/15/2011	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/21/2011	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
4/21/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101523

Version
Substitute 1

Reference

Sponsor
The Chair

Title
Substitute resolution amending Common Council File #100030 relative to the application, acceptance and funding of the Sexual Assault Planning Grant from the Office of Justice Assistance.

Analysis
This resolution amends Common Council File #100030 relative to application for, acceptance and funding of the Sexual Assault Planning Grant from the Office of Justice Assistance. The purpose of the program is to examine the findings of the Sexual Assault Needs Assessment.

BODY:
Whereas, Common Council File #100030 authorized the Health Department to apply for, accept and fund the 2010-2011 Sexual Assault Planning Grant from the Office of Justice Assistance. This grant provided for a Grantor share total of \$59,725 and City share total of \$32,000; and

Whereas, The operation of this grant program is amended to 05/01/10 to 09/30/12; and

Whereas, the total expenditures of this program is increased by \$190,855 of which \$60,750 would be provided by the city and \$130,105 would be provided by the grantor; now, therefore, be it

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

Further Resolved, That the City Comptroller is authorized to commit funds within the Project/Grant parent account of the 2011 Special Revenue-Grant and Aid Projects Fund, the following amounts for the project titled Sexual Assault Planning Grant:

Project/Grant	GR0001100000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$130,105

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

Amend footnote (RRR) to read as follows:

To expire 09/30/12 unless the Sexual Assault Planning Grant from the Office of Justice Assistance is extended.

And, be it

Further Resolved, That all standard resolved clauses articulated in Common Council File #100030 remain applicable.

Requestor
Health Department

Drafter
ymr
04/15/11
Sexual Assault Planning 2011 AMENDMENT RES

CITY OF MILWAUKEE OPERATING GRANT BUDGET

REVISED 4/15/11

PROJECT/PROGRAM TITLE: Sexual Assault Planning Grant
 CONTACT PERSON: Terry Perry, X8553

PROJECT/PROGRAM YEAR: May 2010-Sept 2012

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
1		Health Project Coordinator (X) (Y) (RRR)	004	92,833		0	92,833
	1	Violence and Prevention Initiative Manager	010			37,385	37,385
	1	Injury & Prevention Program Coordinator	005			18,500	18,500
		TOTAL PERSONNEL COSTS		92,833	0	55,885	148,718
		FRINGE BENEFITS					
		48% Fringe Benefit Rate		46,142		27,635	73,777
		TOTAL FRINGE BENEFITS		46,142	0	27,635	73,777
		SUPPLIES AND MATERIALS					
		Computer/Printer/Laptop		3,950			3,950
		Training and Outreach Materials		15,480			15,480
		TOTAL SUPPLIES AND MATERIALS		19,430	0	0	19,430
		EQUIPMENT AND FACILITY RENT					
		TOTAL EQUIPMENT AND FACILITY RENT		0	0	0	0
		SERVICES					
		Travel/Training		6,175		30	6,205
		Telephone		750			750

		Retreats/Summits/Community Meetings		12,000			12,000
		TOTAL SERVICES		18,925	0	30	18,955
		EQUIPMENT					
							0
		TOTAL EQUIPMENT		0	0	0	0
		CONTRACTUAL SERVICES					
		Consultant - Speaker's Bureau		12,500			12,500
		TOTAL CONTRACTUAL SERVICES		12,500	0	0	12,500
		INDIRECT COSTS					
		2009 Rate = 31.69%				9,200	9,200
		2011 Rate = 27.56%				24,488	
		TOTAL INDIRECT COSTS		0	0	9,200	9,200
		TOTAL COSTS		189,830	0	92,750	282,580

GRANT ANALYSIS FORM OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: **Health Department**

Contact Person & Phone No: Terry Perry X8553

Category of Request

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

Previous Council File No. 100030

Previous Council File No.

Project/Program Title: **Sexual Assault Planning Grant**

Grantor Agency: **Office of Justice Assistance (OJA)**

Grant Application Date: April 2011 (Amendment)

Anticipated Award Date: May 2011 (Amendment)

Please provide the following information:

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

The proposed project will engage the local CCR, the Milwaukee Commission on Domestic Violence and Sexual Assault, and its community partners to examine the findings of the Sexual Assault Needs Assessment. These findings will provide the foundation for developing the plan to improve Milwaukee's sexual assault service system, with an emphasis on providing comprehensive and seamless service through development of community-based advocacy services. The local CCR planning process will address both long-term and short-term needs of sexual assault/abuse survivors through examination of data, group strategic planning processes, and increased inclusion of survivor perspectives.

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

The Sexual Assault Planning grant will assist the Milwaukee Commission on Domestic Violence & Sexual Assault and its member agencies and organizations to fulfill the legislative mandate of the Common Council "to increase safety for victims of domestic violence...and for victims of sexual assault" by improving systems response and increasing access to services.

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

The project intends to improve existing services and to create a community plan to harness strengths and fill gaps in order to better serve victims and survivors of violence. The plan addresses the continuum of services, from issues related to primary prevention, reporting, and training for first-responders through seamless community-based advocacy and healing. Progress will be measured using process evaluation.

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

Conduct planning and assessment activities that yield information about the level of occurrence of crimes of violence against women, the challenges surrounding and capacity of the community to keep women safe, the current status of offender accountability and the improvement of data collection to improve the reporting of info above. Also, this grant will clarify the level and nature of the "Consensus of the Crime" operating on the team and in the community at large and conduct activities that provide opportunities for leadership development in the team and the community, provide peer exchange opportunities designed to share skills and develop collaborative working situations, and provide opportunities for training to individuals and groups as barriers to consensus development.

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

May 1, 2010 – September 30, 2012. (Extended 18 months)

6. Provide a List of Subgrantees:

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



City of Milwaukee Fiscal Impact Statement

A

Date April 11, 2011 **File Number** 101523

Subject Substitute resolution amending Common Council File #100030 relative to the application, acceptance and funding of the Sexual Assault Planning Grant from the Office of Justice Assistance.

B

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

C

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

D

This Note Was requested by committee chair.

E

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

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages			
Supplies/Materials			
Equipment			
Services			
Other		\$190,855	\$130,105
TOTALS		\$190,855	\$130,105

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.



Legislation Details (With Text)

File #: 101501 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Health Maintenance Organization or an Exclusive Provider Organization to provide healthcare services to the City and its employees.

Sponsors: THE CHAIR

Indexes: DEPARTMENT OF EMPLOYEE RELATIONS, HEALTH INSURANCE

Attachments: HMO Administrator RFP Letter, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101501
Version
SUBSTITUTE 1
Reference

Sponsor
THE CHAIR
Title

Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Health Maintenance Organization or an Exclusive Provider Organization to provide healthcare services to the City and its employees.

Analysis

This resolution authorizes the Department of Employee Relations to initiate a request for proposal for a Health Maintenance Organization or an Exclusive Provider Organization.

Body

Whereas, The contract between the City and UnitedHealthcare to provide healthcare services will end on December 31, 2011; and

Whereas, The Department of Employee Relations, working with Willis of Wisconsin, has prepared a request for proposal to help determine the best Health Maintenance Organization or Exclusive Provider Organization to provide future services to the City and its employees; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, the Department of Employee Relations is authorized to initiate a request for proposal process for a Health Maintenance Organization or an Exclusive Provider Organization to provide healthcare services to the City and its employees; and, be it

Further Resolved, The Department of Employee Relations shall report to the Finance and Personnel Committee with a recommendation on the best healthcare provider.

Requester

Department of Employee Relations

Drafter

LRB127421-2

Mary E. Turk

04/20/11



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 19, 2011

Alderman Michael Murphy, Chairman
City of Milwaukee Common Council Finance and Personnel Committee
200 East Wells Street, Room 205
Milwaukee, WI 53202

**File No: 101501 a Request for Proposal for an HMO/EPO vendor to provide
Health Insurance Benefits**

Dear Alderman Murphy:

The Department of Employee Relations (DER) with Willis of Wisconsin will prepare a request for proposal (RFP) for a Health Maintenance Organization – insured HMO Plan – or an Exclusive Provider Organization – self-funded EPO with same benefits as HMO.

The City has gone out to bid on this contract on an annual basis. The current vendor for the City is UnitedHealthcare which provides an insured HMO type plan, UHC Choice, which has a contract through December 31, 2011.

The City will closely review the value of a self-funded EPO plan, compared with an insured HMO plan. The City will make sure the RFP allows the City to make smart benefit design changes that will help control costs for employees and the City. The City will ask the vendor to include a four tier plan – single adult only, single adult with dependent, two adults only and two adults with dependent – to more appropriately break out costs of health insurance. The City will ask the vendor to provide flexibility so the City can provide more than one HMO/EPO plan that allows the employee to pay the full difference for a more expensive plan.

While the City may not make final decisions on employee contributions and plan design, the result of the RFP will allow the City to select the best vendor to work with as those issues are resolved.

The City will review the responses to the RFP and report back to the Finance and Personnel committee with a recommendation regarding the best option for an HMO/EPO plan. Approval of this resolution allows the City to proceed with the RFP. There is no fiscal impact.

If you have any questions or comments regarding this file, please contact me at mbrady@milwaukee.gov or 286-2317 if you have any questions.

Sincerely,

Michael Brady
Employee Benefits

CC: Maria Monteagudo, DER
Troy Hamblin, DER
Dennis Yaccarino, Budget



Legislation Details (With Text)

File #: 101500 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Basic Plan Health Benefits Administrator.

Sponsors: THE CHAIR

Indexes: DEPARTMENT OF EMPLOYEE RELATIONS, HEALTH INSURANCE

Attachments: Basic Plan Administrator RFP Letter, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101500
Version
SUBSTITUTE 1
Reference

Sponsor
THE CHAIR
Title

Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Basic Plan Health Benefits Administrator.

Analysis

This resolution authorizes the Department of Employee Relations to initiate a request for proposal for a Basic Plan Health Benefits Administrator.

Body

Whereas, The contract between the City and Anthem Blue Cross Blue Shield to administer the City self-funded Basic Plan will end on December 31, 2011; and

Whereas, The Department of Employee Relations, working with Willis of Wisconsin, has prepared a request for proposal to help determine the best administrator to provide future services to the City and its employees; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, the Department of Employee Relations is authorized to initiate a request for proposal process; and, be it

Further Resolved, The Department of Employee Relations shall report to the Finance and Personnel Committee with a recommendation on the best administrator.

Requester

Department of Employee Relations

Drafter

LRB127413-2

Mary E. Turk

04/20/11



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 19, 2011

Alderman Michael Murphy, Chairman
City of Milwaukee Common Council Finance and Personnel Committee
200 East Wells Street, Room 205
Milwaukee, WI 53202

**File No: 101500 a Request for Proposal for an Administrator
For the City's Basic Plan Health Insurance Benefit**

Dear Alderman Murphy:

The Department of Employee Relations (DER) with Willis of Wisconsin will prepare a request for proposal (RFP) for an administrator for the City's Basic Plan health insurance benefit. The City last did a request for proposal for the Basic Plan in 2008, and awarded Anthem Blue Cross Blue Shield a three-year contract, 2009-2011, to provide these services.

The City, in the RFP, will keep in mind the value of allowing certain flexibility if the benefits of the Basic Plan shall change, in order to better control health care costs. The City will also note the value of flexibility if there is an opportunity to work with other employers, or a need to terminate the contract because of collaboration with other employer or governmental groups.

The current City benefit design does not include "steerage" which is often required by the administrator in order to respond to the RFP. The City has noted this important change in benefit design needs to be made and/or negotiated in the future.

The City will review the responses to the RFP and report back to the Finance and Personnel committee with a recommendation regarding an administrator. Approval of this resolution allows the City to proceed with the RFP. There is no fiscal impact.

If you have any questions or comments regarding this file, please contact me at mbrady@milwaukee.gov or 286-2317 if you have any questions.

Sincerely,

Michael Brady
Employee Benefits

CC: Maria Monteagudo, DER
Troy Hamblin, DER
Dennis Yaccarino, Budget



Legislation Details (With Text)

File #: 101502 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Prescription Benefit Manager.

Sponsors: ALD. MURPHY

Indexes: DEPARTMENT OF EMPLOYEE RELATIONS, HEALTH INSURANCE

Attachments: Prescription Benefit Manager RFP Letter, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	1	CITY CLERK	Sponsor added		
4/21/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101502
Version
SUBSTITUTE 1
Reference

Sponsor
Ald. Murphy
Title

Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Prescription Benefit Manager.

Analysis

This resolution authorizes the Department of Employee Relations to initiate a request for proposal for a Prescription Benefit Manager.

Body

Whereas, The contract between the City and Navitus Health Solutions to provide Prescription Benefit Manager services will end on December 31, 2011; and

Whereas, The Department of Employee Relations, working with Willis of Wisconsin, has prepared a request for proposal to help determine the best manager to provide future services to the City and other governmental groups; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, the Department of Employee Relations is authorized to initiate a request for proposal process for a Prescription Benefit Manager; and, be it

Further Resolved, The Department of Employee Relations shall report to the Finance and Personnel

Committee with a recommendation on the best manager.

Requester

Department of Employee Relations

Drafter

LRB127419-2

Mary E. Turk

04/20/11



Department of Employee Relations

April 19, 2011

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

Alderman Michael Murphy, Chairman
City of Milwaukee Common Council Finance and Personnel Committee
200 East Wells Street, Room 205
Milwaukee, WI 53202

File No: 101502 a Request for Proposal for a Prescription Benefit Manager

Dear Alderman Murphy:

The Department of Employee Relations (DER) with Willis of Wisconsin will prepare a request for proposal (RFP) for a Prescription Benefit Manager (PBM) for a three-year period. The City last went out to bid on this contract in 2008 and awarded a three year contract to Navitus Health Solutions for 2009 through 2011.

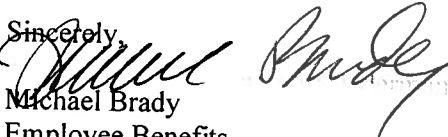
The City at the direction of Alderman Michael Murphy has been working with other Milwaukee governmental groups, including – Milwaukee County, Milwaukee Public Schools, Milwaukee Sewage District and Milwaukee Area Technical College – and has invited them to participate in this RFP process. The City will review the value of the current transparent PBM model and the value of traditional PBM model as part of this process. The process will allow the City flexibility as to any design changes in the employee contributions for medications that would better control the cost for both employees and the City, if those changes are to be made at a later date.

The process will allow the City and other governmental bodies the options of reviewing the response individually or collectively and responding individually or collectively. The City will select a vendor through this process. Other governmental groups may select a vendor through this process. The process will indicate the value of a collaborative effort.

The City will review the responses to the RFP and report back to the Finance and Personnel committee with a recommendation regarding the best option for a PBM. Approval of this resolution allows the City to proceed with the RFP. There is no fiscal impact.

If you have any questions or comments regarding this file, please contact me at mbrady@milwaukee.gov or 286-2317 if you have any questions.

Sincerely,


Michael Brady
Employee Benefits

CC: Maria Monteagudo, DER
Troy Hamblin, DER
Dennis Yaccarino, Budget



Legislation Details (With Text)

File #: 101503 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Long-Term Disability Administrator.

Sponsors: THE CHAIR

Indexes: DEPARTMENT OF EMPLOYEE RELATIONS, HEALTH INSURANCE

Attachments: Long Term Disability Administrator RFP Letter, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101503
Version
SUBSTITUTE 1
Reference

Sponsor
THE CHAIR
Title

Substitute resolution authorizing the Department of Employee Relations to initiate a request for proposal process for a Long-Term Disability Administrator.

Analysis

This resolution authorizes the Department of Employee Relations to initiate a request for proposal for a Long-Term Disability Administrator.

Body

Whereas, The contract between the City and Standard Insurance to provide Long-Term Disability Administrator services will end on December 31, 2011; and

Whereas, The Department of Employee Relations, working with Willis of Wisconsin, has prepared a request for proposal to help determine the best Long-Term Disability Administrator to provide future services to the City for 2012 through 2014; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, the Department of Employee Relations is authorized to initiate a request for proposal process for a Long-Term Disability Administrator for 2012 through 2014; and, be it

Further Resolved, The Department of Employee Relations shall report to the Finance and Personnel Committee with a recommendation on the best administrator.

Requester
Department of Employee Relations
Drafter
LRB127422-2
Mary E. Turk
04/20/11



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 19, 2011

Alderman Michael Murphy, Chairman
City of Milwaukee Common Council Finance and Personnel Committee
200 East Wells Street, Room 205
Milwaukee, WI 53202

File No: 101503 a Request for Proposal for a Long Term Disability Administrator

Dear Alderman Murphy:

The Department of Employee Relations (DER) with Willis of Wisconsin will prepare a request for proposal (RFP) for an administrator for the City's Long Term Disability Plan. The current contract with Standard Insurance will expire on December 31, 2011.

The City provides long term disability benefits to about 50% of the employees, and allows those employees to purchase a shorter waiting period for the long term disability benefit.

The City will review the responses to the RFP for long term disability insurance and report back to the Finance and Personnel committee with a recommendation regarding an administrator. Approval of this resolution allows the City to proceed with the RFP. There is no fiscal impact.

If you have any questions or comments regarding this file, please contact me at mbrady@milwaukee.gov or 286-2317 if you have any questions.

Sincerely,

Michael Brady
Employee Benefits

CC: Maria Monteagudo, DER
Troy Hamblin, DER
Dennis Yaccarino, Budget



Legislation Details (With Text)

File #: 110014 **Version:** 0

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

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Employees' Retirement System relating to its recommendation of an investment manager.

Sponsors: THE CHAIR

Indexes: EMPLOYES RETIREMENT SYSTEM, POSITIONS ORDINANCE

Attachments:

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/21/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
110014
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Communication from the Employees' Retirement System relating to its recommendation of an investment manager.

Requestor

Drafter
CC-CC
jro
4/20/11



Legislation Details (With Text)

File #: 101551 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution rescinding an obsolete provision relating to designation of public depositories for City funds under the Socially Responsible Investment Program.

Sponsors: THE CHAIR

Indexes: SOCIAL CONCERNS

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/21/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
101551
Version
ORIGINAL
Reference
980598, 970624
Sponsor
THE CHAIR

Title
Resolution rescinding an obsolete provision relating to designation of public depositories for City funds under the Socially Responsible Investment Program.

Analysis
Resolution File Number 980598, adopted on September 23, 1998, authorizes the City Comptroller to annually designate public depositories for City funds under the Socially Responsible Investment Program from among those financial institutions placing in the top half of institutions in the City Comptroller’s Annual Financial Institution Lending Report. Adoption of that resolution rendered obsolete a list of 10 financial institutions designated as public depositories for City Funds in a previously-adopted resolution (File Number 970624, adopted July 7, 1997). This resolution rescinds the obsolete list of financial institutions designated as public depositories for City funds under the Socially Responsible Investment Program.

Body
Whereas, Common Council Resolution File 980598, adopted on September 23, 1998, authorizes the City Comptroller to annually designate public depositories for City funds under the City’s Socially Responsible Investment Program from among those institutions placing in the top half of institutions in the City Comptroller’s Annual Financial Institution Lending Report relating to residential loans in the target area and business loans to low and moderate-income areas; and

Whereas, Common Council Resolution 970624 designated 10 financial institutions as public depositories for City funds under the City's Socially Responsible Investment Program; and

Whereas, Since the adoption of Resolution File Number 980598, the list of public depositories contained in File Number 970624 has become obsolete and needs to be rescinded; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that Common Council File Number 980598, adopted on September 23, 1998, is amended by inserting the following text as the first "Further Resolved" clause:

"Further Resolved, That Item 2 in the "Resolved" clause of File Number 970624, relating to the list of public depositories for City funds, is rescinded."

Requestor
LRB 125804-1
Drafter
Teodros W. Medhin/sd
4/6/2011



Legislation Details (With Text)

File #: 101569 **Version:** 0
Type: Communication-Report **Status:** In Committee
File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE
On agenda: **Final action:**

Effective date:
Title: Communication from the City Comptroller relating to an Audit of City Treasurer Cash Controls.
Sponsors: THE CHAIR
Indexes: AUDITS, CITY TREASURER, COMPTROLLER
Attachments: Audit, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		
4/21/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

101569

Version

Original

Reference

Sponsor

The Chair

Title

Communication from the City Comptroller relating to an Audit of City Treasurer Cash Controls.

Drafter

City Comptroller

WMM

4/11/11



**Audit of
City Treasurer
Cash Controls**

W. MARTIN MORICS
City Comptroller
City of Milwaukee, Wisconsin

April 2011

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Office of the Comptroller

April 7, 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

Dear Council Members:

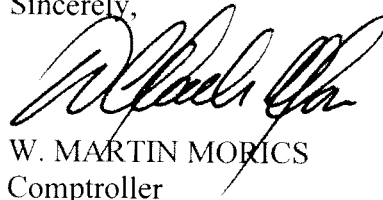
The attached report summarizes the results of our Audit of City Treasurer Cash Controls. The objectives of the audit were to determine whether cash controls in the Office of the Treasurer are adequate; whether cash receipts are properly and timely secured and deposited to the bank; and whether daily cash transactions are accurately and timely recorded in the City's Financial Management Information System (FMIS).

The audit determined that cash controls in the Treasurer's Office are strong. The Treasurer's office has implemented all prior audit recommendations. Consequently, there are many preventative and detective controls in place. The computerized cashing system is utilized to receipt cash timely and accurately. Subsequently, daily activity from the system is uploaded and posted to the City's FMIS. Cash is deposited to the bank and transferred between accounts timely and appropriately. The audit makes eight recommendations to further strengthen controls.

Audit findings are discussed in the Audit Conclusions and Recommendations section of this report, which is followed by the Treasurer's response.

Appreciation is expressed for the cooperation extended to the auditors by the staff of the Office of the Treasurer.

Sincerely,



W. MARTIN MORICS
Comptroller

I Audit Scope and Objectives

The audit examined procedures and controls for cash handling in the Office of the Treasurer, including vault and cash drawer access and security, cash counting and reconciling, cash transaction processing and posting as well as the system security of the iNovah cashiering system. The audit also examined wire transfers, Automated Clearing House (ACH) transactions, and bank account reconciliations.

This audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. The Office of the Comptroller believes that the evidence obtained provides a reasonable basis for the audit's findings and conclusions based on the audit objectives.

Audit procedures for this report were conducted periodically throughout 2010. The auditors conducted unannounced sample cash counts and observations. The auditors observed daily and monthly transaction close-out activities, as well as the annual close-out on December 31, 2010. The audit utilized reports and documents from the iNovah cashiering system, deposit and fund transfers, bank accounts, and the City's accounting system, the Financial Management Information System (FMIS).

The objectives of the audit were to:

- Determine the adequacy of cashiering controls
- Determine the adequacy of controls over wire transfers, ACH transactions, and bank account reconciliations
- Determine whether cash transactions are recorded accurately and timely in the Treasurer's automated cashiering system and the FMIS.

II Organizational and Fiscal Impact

In accordance with Wisconsin State Statutes 34.105 and 74.07, and City of Milwaukee Charter Ordinances, the City Treasurer is primarily responsible for the following:

- Receiving and accounting for all monies paid to the City of Milwaukee
- Making disbursements vouchered for payment by the City Comptroller
- Investing City funds not needed to meet current expenditures

- Collecting property taxes for the City, Milwaukee Public Schools, Milwaukee County, Milwaukee Area Technical College
- Collecting miscellaneous fees for the Milwaukee Metropolitan Sewerage District, and the State of Wisconsin
- Collecting delinquent property taxes for all taxing jurisdictions within the City
- Settling property tax levy collections on a pro-rata basis with the other taxing jurisdictions and remitting to each jurisdiction their share of the taxes collected.

In fulfilling its property tax collection functions, the Treasurer collects property taxes for all government units and remits to each unit its share of the tax collections. Considerable funds are also received from the State and Federal governments by wire transfer. The Treasurer's Office processes water bill payments, inter-departmental deposits and various licensing payments. About \$3.1 billion in cash transactions were processed by the Treasurer in 2010, including \$1 billion for the Milwaukee Public Schools. The Treasurer's tellers processed about \$499 million.

The Office of the Comptroller conducts periodic cash audits of the Treasurer and other City departments to ensure that cash is adequately handled and controlled.

III Audit Conclusions and Recommendations

Cash controls are designed to provide management with assurance that cash is received and disbursed accurately; that cash transactions are processed and recorded properly; and that cash on hand is adequately safeguarded and deposited.

Overall, cash controls are strong. Prior audit recommendations have been fully implemented. The Treasurer has many preventative and detective controls in place. Consequently, upper management has taken a zero tolerance policy on its approach of cash shortages for the tellers' cash drawers. The iNovah cashiering system has automated system controls to process transactions accurately. Additional manual controls are in place to supplement system controls. Year-end controls and procedures for the teller staff on December 31st appear to be working effectively. Proper controls appear to be in place surrounding the creation and approval of ACH and wire transactions. Cash received at the Treasurer's Office is processed into the iNovah cashiering system timely and accurately and uploaded to the City FMIS daily. This audit makes eight recommendations to further improve cash controls.

The audit noted that some payments received directly by other City departments are not

submitted to the Treasurer's Office timely. Separate audits will be conducted to examine cash handling and controls in these other departments.

A. Cashiering Controls

Internal controls over cash are designed to: assure that cash is received and disbursed accurately; that cash transactions are recorded properly; and that remaining cash, or inventory, is safeguarded from loss, including theft. Strong controls also provide protection to employees from charges of inappropriate handling or misreporting of cash. By defining job responsibilities and granting access rights to the cashiering system accordingly, automatic and manual controls are further strengthened.

Cash needs to be monitored on a consistent basis in order to determine that cash on hand is accurately accounted for and secure. This can be done through management oversight that is manual or automatic. Manual oversight is the process of management stepping in and performing procedures. Automatic monitoring are controls within the cashiering system and video surveillance that monitors the tellers and the vault.

The audit disclosed that there are strong controls over cashiering functions. The surprise cash counts conducted by the Administrative Services section on the Revenue Collection Manager and the vault are operating effectively and occurring on an unannounced basis. Surprise cash counts of the tellers that are performed by the Revenue Collection Manager are occurring regularly. Any detected variances are immediately addressed.

Through observation of year-end collections, the audit also determined that there are strong controls over the temporary tellers. The Revenue Collections Manager and the Lead Teller logon each seasonal teller at the start of the day and count each teller to close at the end of the day. Temporary tellers can only process tax payment transactions. Finally, the supervisors do not allow them to independently transfer cash in and out of their drawers whenever too much cash is accumulated.

During the audit, the following were observed as areas for improvement over cashiering functions.

- The Revenue Collection Manager is not independent from the cash collection function as this position also processes transactions. However, the manager is the only one who counts the tellers.

- The Revenue Collection Manager only counts the cash in the drawer and not other transaction related documents such as licenses, tax bills, water bills, etc.
- The Revenue Collection Manager maintains a manual log of the surprise cash counts conducted. This manual log is the only documentation of the surprise cash counts. There is no further documentation to provide as an audit trail of the counts.

Void and adjustment cashing transactions appear to be properly authorized and all tellers are properly documenting reasons for each void or adjustment. However, the audit disclosed the following lack of separation of duties:

- Currently, second-party authorization is required for all teller initiated void or adjustment transactions. However, the Revenue Collection Manager and the Lead Teller can void their own transactions, without second-party review . These two supervisors are, thus, in the position to record a transaction, authorize a transaction, maintain the related assets and then void or cancel a transaction.

As noted above, there are opportunities to further strengthen current controls. Of the following recommendations, the first and fourth ones relate to a lack of separation of duties. The second and third recommendations are further enhancements to the controls already in existence.

Recommendation 1: Someone independent of cashing should count the tellers

The Revenue Collection Manager currently performs the surprise cash counts of teller cash drawers, but this position also collects, records, and maintains custody of cash and is therefore not independent of the cashing function. The professional staff of the Financial Services group should count the permanent tellers in order to strengthen the surprise count procedures and further segregate duties. This would allow an independent knowledgeable professional who does not participate in the daily cash collections to count the tellers.

Recommendation 2: Improve surprise cash count documentation

Substantiating documentation should be retained for all cash counts, such as printouts of the teller's allocation reports and screen shots of the cash counter screen and batch totals. The Deputy Treasurer reviews the current count logs, and this additional documentation would provide evidence and an audit trail indicating that the counts were performed adequately and that there were no discrepancies in the cash balances.

Recommendation 3: Surprise cash counts should include verification of other transaction documents

Surprise cash counts should be timed towards the end of the business day so the counter can observe the normal close-out procedure when a teller counts all of their transaction documents. Another option would be for the surprise cash counter to independently count and verify the transaction documents against the teller's allocation report during each surprise cash count, regardless of the time of the count. When only the cash is counted there is a risk that the teller's transactions are not in balance. It is not uncommon for tellers to make mistakes while processing transactions.

Recommendation 4: Management should monitor void and adjustment transactions by the Revenue Collection Manager and Lead Teller

Currently, second-party approval in the cashiering system is required from the Revenue Collection Manager or Lead Teller to process teller initiated void or adjustment transactions. However, a second-party is not required to approve voids or adjustments by the Revenue Collection Manager and Lead Teller. Either second-party approval should be required on all voids and adjustments or a process needs to be established for management to review a voids and adjustments report on a regular basis. Timely management review of this report would serve as a compensating control if the Revenue Collection Manager and Lead Teller continue to authorize their own voids and adjustments.

B. iNovah Cashiering System Security

The audit examined the system controls of the iNovah cashiering system as well as the access rights to all of the features that employees of the Treasurer's office are assigned.

Audit procedures were to understand the system security within the iNovah cashiering system. Within the Treasurer's Office setup for iNovah, there are six user groups. The Administrative Services group possesses the capabilities to create, modify, and delete usernames for the system. Employees' access to different screens and modules of the system were analyzed for appropriateness. The iNovah cashiering system provides a reliable audit trail if system controls are utilized correctly. Various employees in the Treasurer's office need different levels of access

to the system in order to ensure proper segregation of duties. The following were identified as weaknesses within the current setup for the iNovah cashiering system.

- As a member of the Administrative Services group, the Special Deputy Treasurer possesses the access rights to create, modify and delete usernames as well as having few transactional access rights. However, the Special Deputy Treasurer does not perform these functions and the related access rights are not needed.
- Certain other staff members and management were included in more than one user group and have access to more system functionality than their job duties may require.
- The Treasurer's office has seasonal employment due to the nature of its activities with tax collections. The seasonal employees do not need to have access rights beyond their temporary employment time frame at the city. The audit found that a couple terminated employees were still classified as active within the system.
- Temporary tellers do not have specific usernames, but rather use generic names identified by teller station number.
- The Financial Services group has a generic username that multiple employees use daily to process transactions and make journal entries.

The following recommendations will mitigate these weaknesses and further strengthen controls.

Recommendation 5: Administrative Services group should perform a formal review of system access rights twice a year

Conducting a formal review of the appropriateness of access rights for all employees including management is necessary. The review should be performed twice a year; once before the busy collection season and again afterwards, in order to remove unneeded system access. Seasonal employees not returning to the Treasurer's Office after the tax collection season do not need continued access rights. When upper management does not have direct responsibility to perform daily transactions, they should not need to have access rights allowing them to enter or modify any transactions or accounts. Removing their capability to modify any balances and granting read-only rights will further strengthen the segregation of duties.

Recommendation 6: Create a separate system user group for administering user accounts

Currently, every user in the Administrative Services group has the same level of access which means that anyone in this group can add, delete or modify a user's access rights. Adding a separate user group would allow for one individual to grant these rights and relieves the other

users in the group from the implied perception that they can make changes within the system.

Recommendation 7: Require individual usernames for each temporary teller

Specific usernames should be assigned to temporary tellers and removed at the end of the tax collection season (see Recommendation 5). Each teller will then be accountable for the transactions and functions processed under their username. Currently, the Revenue Collection Manager and the Lead Teller log-on the temporary tellers each morning and also perform their cash transfers. When multiple users are performing transactions under one username, a lack of accountability exists. Specific usernames will ensure that there is no confusion on who processed a transaction at any given time.

Recommendation 8: Eliminate generic Financial Services username and require individual usernames

Any employee of the Financial Services group processing transactions or completing end of day entries should use their own username when performing these duties. This procedure ensures accountability of each employee's actions. The generic username does not provide any assurance and should be eliminated.

C. Banking and Investment Controls

ACH and wire transfers occur frequently throughout the week. The audit tested these transactions and noted that controls surrounding these transfers are appropriate.

Bank reconciliations were examined and the audit obtained a high level understanding of the process. The audit observed that the bank reconciliations are very manual and cannot occur timely because the recording of cash at the department level is sometimes not timely. Due to the complexity of the reconciliations, the audit is not assessing the strength or weakness of the process in this audit. The 2011 Treasurer's audit intends to examine these issues.



WAYNE F. WHITTO
City Treasurer

James L. Hanna
Deputy City Treasurer

James F. Klajbor
Special Deputy City Treasurer

OFFICE OF THE CITY TREASURER
Milwaukee, Wisconsin

April 6, 2011

2011 APR -6 PM 2:19
COMPTROLLER

W. Martin Morics
Comptroller
City Hall, Room 404

RE: 2010 CASH CONTROLS AUDIT RECOMMENDATIONS

Dear Mr. Morics:

This is written in response to the Audit of the City Treasurer's Cash Controls dated March 2011. Below are the responses to the eight recommendations cited in the audit.

Recommendation 1 – Someone independent of cashiering should count the tellers

We agree with the recommendation and have implemented this procedure.

The Financial Services Division will perform unannounced cash counts of the Revenue Collection Manager and the vault once per pay period. The Lead Teller will perform weekly unannounced counts of the tellers. The Lead Teller does not maintain custody of the assets in the vault and is therefore independent of the tellers.

Recommendation 2 – Improve surprise cash count documentation

We agree with this recommendation and have implemented this procedure.

Screen prints of the cash counter screen have always been printed, initialed, and maintained with the cash count log. The Treasurer's Office will now also include screen prints of the daily deposit spreadsheet maintained by the Financial Services Division which includes totals for all checks and non-cash activity in the teller drawers that the Financial Services Division verifies.

Recommendation 3 – Surprise cash counts should include verification of other transaction documents

We agree with this recommendation and have implemented this procedure.

Surprise cash counts have historically been timed at the end of the business day and were changed per the request of the Comptroller's Office to ensure the element of surprise. We will now time the counts at the end of the business day to facilitate counting the drawer in its entirety.

Recommendation 4 – Management should monitor void and adjustment transactions by the Revenue Collection Manager and Lead Teller

We agree with this recommendation and have implemented this procedure.

Due to the configuration of the iNovah system, it is not feasible for the Revenue Collection Manager and the Lead Teller to have rights to approve voids and adjustments of tellers without the ability to approve their own. Consequently, a monthly void and adjustment report will be printed and reviewed by the Deputy City Treasurer.

Recommendation 5 – Administrative Services group should perform a formal review of system access rights twice a year.

We agree with this recommendation and have implemented this procedure.

The current procedure of an annual review of user access rights will be updated to semi-annually. There are certain temporary staff members that return on a monthly basis and need to remain active in the system. All other temporary staff members are deactivated at the end of the tax collection period. After each review, user access reports will be printed and signed, documenting that the review has occurred.

Recommendation 6 – Create a separate system user group for administering user accounts

We do not agree with this recommendation due to impracticability, but have implemented compensating controls.

Having only one employee able to add, delete, or modify a user's access rights is impractical. When this user is out of the office due to vacation or sick leave, it is imperative that another employee have the ability to modify user accounts due to the urgency of the nature of the Treasurer's Office business in serving taxpayers. Accordingly, all but three employees have been removed from the administrative group. These three employees do not have any transaction processing rights within the iNovah system.

Recommendation 7 – Require individual usernames for each temporary teller

We agree with this recommendation and will implement this procedure going forward.

Although generic user names are used for temporary tellers, the generic user names are still unique to each temporary teller for the entire tax collection period. We will, however, use more specific usernames for temporary tellers in the future.

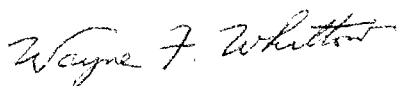
Recommendation 8 – Eliminate generic Financial Services username and require individual usernames.

We do not agree with this recommendation due to impracticability but have implemented compensating controls.

Due to the nature of the Financial Services' use of the iNovah system, it would create an unnecessary hardship on staff to require individual user names. The current procedure is for staff to initial the receipts that print with each entry performed. An additional procedure has been implemented requiring each user to enter their initials in a field which prints on the receipt and creates a traceable log within the iNovah system. Due to the fact that transactions are time stamped in iNovah and that individual user names are required to log on to the computer to gain access to iNovah, if it were necessary, the individual user name that was logged on to the computer at the time an entry was performed could also be obtained, thus creating accountability for all transactions. It is our belief that these compensating controls are sufficient for the minimal risk associated with the entries performed by the Financial Services employees.

Please direct any questions on the above responses to Jim Hanna, Deputy City Treasurer, at extension 3761.

Sincerely,



WAYNE F. WHITTOW
City Treasurer



Legislation Details (With Text)

File #: 101530 **Version:** 0
Type: Ordinance **Status:** In Committee
File created: 4/12/2011 **In control:** FINANCE & PERSONNEL COMMITTEE
On agenda: **Final action:**

Effective date:
Title: An 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
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		

Number

101530

Version

ORIGINAL

Reference

100414

Sponsor

THE CHAIR

Title

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

Drafter

City Clerk

TB:dkf

4/6/11



Legislation Details (With Text)

File #: 101531 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 4/12/2011 **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
4/12/2011	0	COMMON COUNCIL	ASSIGNED TO		

Number
101531
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:

Common Council-City Clerk and Health Department

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 "Common Council - City Clerk, License Division", delete one position of "Office Assistant III" and add one position of "License Specialist(Y)".

Under "Health Department", amend footnote (RRR) to read as follows: "To expire 09/30/12 unless the Sexual Assault Planning Grant from the Office of Justice Assistance is extended."

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

The provisions 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
4/21/11

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.