

## Lee, Chris

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**From:** Zelazny, Dana  
**Sent:** Monday, September 26, 2022 3:25 PM  
**To:** Lee, Chris  
**Cc:** Norfolk, Tea  
**Subject:** RE: FP Chair Memo on 2023 Finance and Personnel Committee Department Budget Hearings  
**Attachments:** City Clerk Supplementary Information.pdf; CC-CC Contact list.pdf

Good afternoon,

Attached is the CC-CC response to the request below, along with our "org chart" as requested in the Chair's July 12, 2022, memo.

### Dana J. Zelazny

Deputy City Clerk  
414-286-2362

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**From:** Lee, Chris <clee@milwaukee.gov>  
**Sent:** Monday, September 26, 2022 2:16 PM  
**To:** Allen, Jerry (contact) <jerry.allen@cmers.com>; Benson, Joshua <jbenso@milwaukee.gov>; Bohl, James <jabohl@milwaukee.gov>; Bowers, Bill <bbower@milwaukee.gov>; Cleary, Beth <bcleary@milwaukee.gov>; Coggs, Spencer <scoggs@milwaukee.gov>; Cooney, Jim <Jim.Cooney@milwaukee.gov>; Crump, Lafayette <Lafayette.Crump@milwaukee.gov>; DeFillips, Suzanne <sdefil@milwaukee.gov>; Donahue IV, Harper <hdonahue@milwaukee.gov>; Edwards, Myra <medwards@milwaukee.gov>; FINGER, CHERYL <cfinger@milwaukee.gov>; Fleck, Nicole <nfleck@milwaukee.gov>; Hamilton, Ashanti <Ashanti.Hamilton2@milwaukee.gov>; Henke, David A. <dhenke@milwaukee.gov>; Himle, Sheldyn <shimle@milwaukee.gov>; Johnson, Joan <JRJohns@milwaukee.gov>; Johnson, Kirsten <Krijohns@milwaukee.gov>; Joos, Renee <rjoos@milwaukee.gov>; Kelsey, Rhonda <Rhonda.Kelsey@milwaukee.gov>; Klajbor, Jim <jklajb@milwaukee.gov>; Kovac, Nik <nikovac@milwaukee.gov>; Kruschke, Jerrel <jkrusc@milwaukee.gov>; Larsen, Nicole <nilarse@milwaukee.gov>; LIPSKI, AARON <ALIPSK@milwaukee.gov>; Mahan, Steven <Steven.Mahan@milwaukee.gov>; Meyer-Stearns, Jennifer <jrmeyer@milwaukee.gov>; Montgomery, Kimberly <Kimberly.Montgomery@milwaukee.gov>; Norman, Jeffrey <jnorma@milwaukee.gov>; Owczarski, Jim <jowcza@milwaukee.gov>; Pauly, Patrick <Patrick.W.Pauly@milwaukee.gov>; Roberts, Erica <errober@milwaukee.gov>; Robinson, Sharon <srobins@milwaukee.gov>; Rodriguez, Danielle <DRodri@milwaukee.gov>; Sawa, Aycha <asawa@milwaukee.gov>; Shambarger, Erick <Eshamb@milwaukee.gov>; Spencer, Tearman <tspencer@milwaukee.gov>; Thomas, Dan <dthoma@milwaukee.gov>; Tindall-Schlicht, Adam <adam.tindall.schlicht@milwaukee.gov>; Todd, Leon <letodd@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>; Zelazny, Dana <D.Zelazny@milwaukee.gov>; Zollicoffer, Ryan <rzolli@milwaukee.gov>; mpdchief <mpdchief@milwaukee.gov>; DeSiato, Nicholas <nidesi@milwaukee.gov>; Farris, Todd <tfarris@milwaukee.gov>; Ohiku, Odalo <oohiku@milwaukee.gov>; McGowan, Yolanda <ymcgowan@milwaukee.gov>  
**Cc:** Grote, Terri <Terri.Grote@milwaukee.gov>; McHenry, Arlisia <Arlisia.McHenry2@milwaukee.gov>; Byrne, Jennifer <Jennifer.Byrne@milwaukee.gov>; Coggs, Milele <mcoggs@milwaukee.gov>; Dantzler, Akuwa <adantz@milwaukee.gov>; Dimitrijevic, Marina <Marina@milwaukee.gov>; Doherty, Patricia <pdoher@milwaukee.gov>; Murphy, Michael (Alderman) <mmurph@milwaukee.gov>; Peterson, Todd <t.peterson@milwaukee.gov>; Spiker, Scott <Scott.Spiker@milwaukee.gov>; Williams, Terri <Terri.Williams@milwaukee.gov>; Zamarripa, JoCasta <JoCasta@milwaukee.gov>; Fowler, Andrea <anfowler@milwaukee.gov>; Ivy, Crystal <civy@milwaukee.gov>; King, Molly <mcking@milwaukee.gov>; Lavey, Mason N <malavey@milwaukee.gov>; Osborn, Sarah <sosborn@milwaukee.gov>; Pearson, Eric <Epears@milwaukee.gov>;

Rynders, Bryan <brynde@milwaukee.gov>; Brengosz, Kathleen <Kathleen.Brengosz@milwaukee.gov>; Broadnax, Keith <Keith.Broadnax@milwaukee.gov>; Cadle, Aaron <acadle@milwaukee.gov>; Highley, Alex <Alex.Highley@milwaukee.gov>; Hillard, Christopher <Christopher.Hillard@milwaukee.gov>; Medhin, Ted <tmedhi@milwaukee.gov>; Norfolk, Tea <Tea.Norfolk@milwaukee.gov>; Osterman, Jeffrey <joster@milwaukee.gov>; Raasch, Gunnar <Gunnar.Raasch@milwaukee.gov>

**Subject:** FP Chair Memo on 2023 Finance and Personnel Committee Department Budget Hearings

**Importance:** High

Good afternoon Department Heads,

Please see attached an additional memo from the Finance and Personnel Committee Chair Ald. Marina Dimitrijevic on letterhead and as follows:

To: All Department Heads

From: Ald. Marina Dimitrijevic, Chair, Finance and Personnel Committee

Re: Effect of Proposed Budget Cuts on Departmental Supervisory Ratios

As we, collectively, prepare for our annual budget process, I want to thank all of you for the work you've done getting us this far. These are difficult times and your efforts are noted and appreciated.

One issue that my colleagues and I have been discussing is the effect proposed staffing reductions may have on the ratio of supervisors to those they supervise in your departments. My respect for front-line workers is a matter of record, and I think it is very important that we demonstrate to our co-workers and our citizens that whatever reductions we are deliberating are made in consideration of the work they do and the effect that their loss would have on our ability to deliver necessary services to the public.

With that in mind, please submit, in writing, for every area of your department in which reductions are contemplated, a current account of the ratio between supervisors and those supervised and what that ratio would be if the reductions were implemented. These may be submitted to both Chris Lee ([clee@milwaukee.gov](mailto:clee@milwaukee.gov)) and Tea Norfolk ([Tea.Norfolk@milwaukee.gov](mailto:Tea.Norfolk@milwaukee.gov)). At a minimum, I would ask that you be prepared to discuss these ratios at your budget hearing, but it would be better if these accounts could be had 24 hours in advance.

Should you have any questions, please do not hesitate to contact my office.

Sincerely,

Chris Lee  
Staff Assistant

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**From:** Lee, Chris

**Sent:** Wednesday, September 21, 2022 10:36 AM

**Subject:** 2023 Finance and Personnel Committee Budget Hearings & Amendment Day Agendas

**Importance:** High

Dear Finance & Personnel Committee Members, Common Council Members, Department Heads, and Staff Participants,

**Attached are the agendas to the Finance & Personnel Committee 2023 Budget Hearings and Amendment Days as follows::**

- *Thursday, September 29, 2022 at 9:00 a.m.*
- *Monday, October 3, 2022 at 9:00 a.m.*
- *Tuesday, October 4, 2022 at 1:30 p.m.*
- *Wednesday, October 5, 2022 at 1:00 p.m.*
- *Thursday, October 6, 2022 at 9:00 a.m.*
- *Friday, October 7, 2022 at 9:00 a.m.*
- *Monday, October 10, 2022 at 9:00 a.m.*
- *Tuesday, October 11, 2022 at 1:30 p.m.*
- *Wednesday, October 12, 2022 at 9:00 a.m.*
- *Thursday, October 13, 2022 at 9:00 a.m.*
- *Friday, October 14, 2022 at 9:00 a.m. – Budget Public Input Hearing*
- *Thursday, October 27, 2022 at 9 a.m. – Budget Amendment Day*
- *Friday, October 28, 2022 at 9 a.m. – 2nd Budget Amendment Day (subject to cancellation)*

All meetings are hybrid in Room 301-B (in-person) and GoToMeeting (hybrid) presently unless circumstances change. In-person is preferred for essential participants. Non-essential support staff may utilize the virtual component, if needed. The October 14<sup>th</sup> meeting is a public input hearing taking public testimony, and there will be no review of a department budget. Note that the second 10/28 budget amendment day meeting is tentative and may be cancelled if determined unnecessary.

All budget hearing sessions and amendment day(s) will utilize this same [GoToMeeting access link below](#). Please share this link to other essential participants as necessary. Please refrain from sharing this access link opening to nonparticipants. Nonparticipants are advised to view the hearings on Spectrum cable or online at Channel 25 website.

## **FINANCE & PERSONNEL COMMITTEE BUDGET HEARINGS/AMENDMENT DAY(S)**

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/254581413>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code: 254-581-413**

**Join from a video-conferencing room or system.**

Dial in or type: 67.217.95.2 or [inroomlink.goto.com](https://inroomlink.goto.com)

Meeting ID: 254 581 413

Or dial directly: [254581413@67.217.95.2](tel:254581413) or 67.217.95.2##254581413

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

**Please note that the FP Budget Public Input Hearing for 10/14 will utilize a different virtual platform for virtual participants – GoToWebinar.** FP Members and staff participating in this meeting should have been sent unique virtual panelist access information from Channel 25 in the event you were to attend virtually. If you need your unique virtual panelist access info, please contact Paul Karczewski at Channel 25 at [pkarcz@milwaukee.gov](mailto:pkarcz@milwaukee.gov) or 414-286-5918. Those wishing to sign up to offer public testimony can do so in-person, by phone or internet via GoToWebinar. If via GoToWebinar, advance registration is required, and the registration link is provided on the agenda for this meeting.

You can access all available budget related documents in CCFN 220001 online at <https://milwaukee.legistar.com/LegislationDetail.aspx?ID=5564539&GUID=ED2E0216-4E01-484E-BB96-9BCC82A5C076&Options=ID|Text|&Search=220001>.

**For departments who are making PowerPoint Presentations at your scheduled session, please submit your presentations at least 48 hours in advance of your budget hearing session for placement in the 2023 Proposed Budget file CCFN 220001.** There is preference to have advance access to your presentation digitally for the committee to review. You may submit presentations to me to assist in placing it in the file.

If presenting in-person at the meeting, please bring a few hardcopies to the meeting. **If making your presentations remotely it is expected that you will have, present, and control your own presentations on your own device (you will be made a presenter to share your screen).**

**Please limit your presentations to 15 or fewer slides and less than 20 minutes to allow for Q&A. Please see attached correspondence sent to you previously from the FP Chair, Ald. Dimitrijevic, on preparing and presenting your department's budget.**

If you have any questions, please contact me or Chair Ald. Marina Dimitrijevic accordingly.

Sincerely,

Chris Lee  
Staff Assistant  
Council Records Section  
City Clerks Office  
City of Milwaukee  
200 E. Wells St., Room 205  
Milwaukee, WI 53202  
Phone: 414-286-2232  
Fax: 414-286-3456

[clee@milwaukee.gov](mailto:clee@milwaukee.gov)

**COMMON COUNCIL—CITY CLERK'S OFFICE • OFFICE TELEPHONE NUMBERS • August 30, 2022**

Council Members		Legislative Assistants		Council Members		Legislative Assistants	
<b>DISTRICT</b>	1 Vacant.....3779	Dorothy Johnson.....2228	<b>DISTRICT</b>	10 Michael J. Murphy.....3763	Jennifer Byrne .....2074		
	2 Vacant.....3777	Haley Nemeth.....3787		11 Mark A. Borkowski.....3768	Sherry Prochaska.....3446		
	3 Vacant.....3765	Amanda Cervantes.....3447		12 Joŝe G. P�rez.....3762	Maribel Murillo.....2861		
	4 Robert J. Bauman.....3774	Ax DeLessio Parson.....2886		13 Scott Spiker.....2883	Todd Peterson.....8537		
	5 Nikiya Dodd.....2219	Danielle Venus.....3870		14 Marina Dimitrijevic.....3769	Terri Williams ..... 2873		
	6 Milele A. Cogs.....2994	Akuwa Dantzler.....8640		15 Russell W. Stamper, II.....2659	Dameon Ellzey..... 3771		
	7 Khalif J. Rainey.....3764	Yvonne Lasley.....2863		<b>Council President's Office</b>			
	8 JoCasta Zamarripa.....3778	Patricia Doherty.....3533		Luke Knapp .....8637	Latasha Williamson.....3591		
	9 Vacant.....3767	Cherie Ray.....2868		Chief of Staff, Pres. Jose Perez	Executive Admin. Assistant II		

City Clerk Jim Owczarski.....2998		Deputy City Clerk Dana Zelazny.....2362	
Central Administration-205	Legislative Reference Bureau-307	Municipal Research Center-ZMB	License Division-105
<b>Council Records Section</b> Staff Assistants Linda Elmer.....2231 Chris Lee.....2232 Yadira Melendez-Hagedorn.....2775 Joanna Polanco.....2366 Laurie Phillip.....3219 Administrative Services Coordinator	Keith Broadnax, Manager.....2267 Legislative Research Supervisor Ted Medhin.....8681 Jeff Osterman.....2262 Fiscal Planning Specialist Kathy Brengosz (Capital Improvements)..3926 Tea Norfolk.....8012 Legislative Fiscal Analyst-Lead Aaron Cadle.....8666 Gunner Raasch.....3467 Vacant.....8679 Alex Highley.....8661 Chris Hillard.....2170	<b>City Records Center-B-1</b> Brad Houston, Manager.....5478 Records Supervisor Jack Gaboury.....8083 Maggie Turner.....8161 Document Technicians Renate Hense.....3613 Sophia Larson Wickman.....8672 Andrew Marten.....2634 Don McLeod.....8671 Christopher Sather.....8147 Front Desk.....3393	Jim Cooney, Manager.....2365 Faviola Martin.....5596 Assistant Manager Vacant.....2364 License Coordinator License Specialist-Lead Carmen Roman .....2325 Vacant.....2353 License Specialist Alan Canacasco Rubio .....2643 Rolanda Collins.....3781 Yvette Crite.....2316 Andrew Cox.....5546 Annette Jackson.....2378
<b>Administrative Support Section</b> Terry MacDonald.....2233 Business Operations Manager Irma Bickham.....2236 Program Assistant I Gloria Ware.....4412 Communications Assistant II Administrative Assistant II D'Lana Reed.....2238 Ashaunti Horton.....3185 Angelyn Ward.....2288 Council Administrative Manager Brenda Wood.....2371 Legislative Coordinator-Senior Kim Berry.....8026 Network Coordinator-Senior Deborah Moore.....2206 Events and Outreach Coordinator Ronda Kohlheim.....2146 Inspector General	<b>Public Information Division-301K</b> William M. Arnold, Manager.....3285 <b>Public Relations Section</b> David Kuta.....3881 Supervisor Brittany Thompson.....3251 Graphic Designer-Lead Graphic Designer II Danny Sherman.....3312 Dan Petry.....3625 <b>City Channel Section</b> Paul Karczewski.....5918 City Channel Manager Production Specialist II John Dorsey .....5914 Jamie Sodd.....5963 Tom Loppnow .....5173 Studio .....5919 Master Control .....5915	<b>Municipal Research Library-B-3</b> Eileen Lipinski, Manager.....8818 Librarian II Kathy Williams.....2299 Munic. Research Library Services Assistant Caravaughn Frizzell.....3905 Janice Wagner.....2280 Front Desk.....2297 <b>Historic Preservation Commission-B-1</b> Senior Planner Carlen Hatala.....5722 Tim Askin.....5712 Vacant.....8693 HPC Intern <b>After-Hours Urgent Requests</b> City Hall Operator.....2150 <b>Emergency Response</b> Police, Mayor's Office .....5522 Police, Treas. Office.....0791	D'Lana Reed/Vacant.....3790 Customer Service Representative II Daniela Leon-Van Meter .....2253 Business Systems Specialist Front Desk.....2238 & 4858 <b>Committee Rooms</b> 301-A.....8067 301-B.....3794 301-C.....5109 301-G.....2440 303.....0905 B-1 .....2466 MB102.....0408 Cable TV Room.....2422 <b>Departmental Liaisons</b> Arlisia McHenry, Mayor's Office.....3528 Terri Grote, DCD.....5801



Office of the City Clerk

**Jim Owczarski**  
City Clerk  
jowcza@milwaukee.gov

**Dana J. Zelazny**  
Deputy City Clerk  
d.zelazny@milwaukee.gov

September 26, 2022

Ald. Marina Dimitrijevic  
Chair, Finance and Personnel Committee

RE: Changes to supervisor/supervisee ratio contemplated in 2023 Proposed Executive Budget.

The Mayor's 2023 Proposed Executive Budget eliminates funding for one vacant Legislative Fiscal Analyst – Lead position in the Legislative Reference Bureau.

When fully staffed, the Legislative Reference Bureau has a supervisor/supervisee ratio of 3:7. Following the contemplated funding reduction, that ratio will adjust to 3:6. It bears mention that these supervisors, in addition to their supervisory duties, are expected to perform "line work" including drafting and budget analysis.

We have also provided a copy of the Common Council – City Clerk's Office Directory in response to your request for department organization chart.

Respectfully,

Jim R. Owczarski  
City Clerk

Atch.

