



Office of the Comptroller

April 1st, 2010

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

Michael J. Daun  
Deputy Comptroller

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

Craig D. Kammholz  
Special Deputy Comptroller

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

Re: Common Council Contingent Fund Status

Dear Committee Members:

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

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

Very truly yours,

W. MARTIN MORICS  
Comptroller

WMM:td

Attachment

CC: City Clerk  
Budget Office  
LRB

**2010 COMMON COUNCIL CONTINGENT FUND**  
**Status on 04/01/10**

**Funds Appropriated**

2010 Adopted Budget 5,000,000.00

**Transfers authorized by prior Council meetings**

Journal ID	Date	Year	Class	Bud Ref	Amount	Description
None						

**Remaining Reserved Commitments Authorized by prior Council meetings**

None

Total Transfers & Reserved -

Balance Available on April 1st, 2010 5,000,000.00

% Expended/Reserved Current status 0%

**Comparative Balance Available on April 1st, of prior years**

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2005	5,000,000	5,000,000	0%
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%
Average of prior years	4,754,071	5,200,000	9%

Office of the Comptroller  
 TD

**2009 COMMON COUNCIL CONTINGENT FUND**  
**Status on 04/01/10**

**Funds Appropriated**

2009 Adopted Budget 5,000,000.00

**Transfers authorized by prior Council meetings**

Journal ID	Date	Year	Class	Bud Ref	Amount	Description
0000206099	1/1/2009	2009	C001	2009	5,000,000.00	2009 Approved Budget
0000208370	1/16/2009	2009	C001	2009	(850,000.00)	Res.081161 1/16/09 CF to S163
0000209961	2/10/2009	2009	C001	2009	(107,270.83)	Res. 080682 CF to S163
0000211079	3/3/2009	2009	C001	2009	(55,403.90)	Res.081432 CF to S163
0000221213	11/6/2009	2009	C001	2009	(208,095.45)	Res. 090711 11/06/09 Sales Tax
0000221331	11/6/2009	2009	C001	2009	208,095.45	Res.090711 11/6/09 Rev. 221213
0000221332	11/6/2009	2009	C001	2009	(208,095.45)	Res.090711 11/6/09 Sales Tax
0000221776	12/3/2009	2009	C001	2009	(30,000.00)	Res. 090671 11/03/09 Rel Encum
0000222027	12/8/2009	2009	C001	2009	(10,000.00)	Res. 090671 11/03/09 Rel Encum
0000223678	12/22/2009	2009	C001	2009	(120,000.00)	Res. 090426 12/22/09 CF to DOA
0000227954	12/31/2009	2009	C001	2009	(50,000.00)	Res 091224 3/2/10 CF- Assesor
0000229113	12/31/2009	2009	C001	2009	(40,000.00)	Res. 091540 3/24/10 Rel. Encum fr. Res.090671 (Waiting for the Mayor to sign as of 04/1/2010)

**Remaining Reserved Commitments Authorized by prior Council meetings**

Res 090671 11/03/09: DNS computer expenses & demolition activities

**Total Transfers & Reserved** (1,470,770.18)

**Balance Available on April 1st, 2010** 3,529,229.82

**% Expended/Reserved Current status** 29%

**Comparative Balance Available on April 1st, of prior years**

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2004	2,886,629.00	5,000,000.00	42%
2005	14,964.00	5,000,000.00	100%
2006	63,198.52	5,500,000.00	99%
2007	1,152,401.15	5,500,000.00	79%
2008	1,268,349	5,000,000	75%
Average of prior years	1,077,108	5,200,000	79%



# City of Milwaukee

City Hall  
200 East Wells Street  
Milwaukee, WI 53202

## Meeting Agenda COMMON COUNCIL

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Tuesday, April 13, 2010

9:00 AM

Council Chambers, 3rd Fl., City Hall

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### THE FINANCE & PERSONNEL COMMITTEE RECOMMENDS:

#### PASSAGE OF THE FOLLOWING:

1. [091485](#) A substitute ordinance to further amend the 2010 offices and positions in the City Service.  
**Sponsors:** THE CHAIR

#### ADOPTION OF THE FOLLOWING:

2. [091535](#) Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a fee-for-service dental plan and for dental maintenance organization plans for 2011-2013.  
**Sponsors:** THE CHAIR
3. [091536](#) Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a Wellness and Prevention Program vendor for 2011-2013.  
**Sponsors:** THE CHAIR

#### PLACING ON FILE THE FOLLOWING:

4. [091258](#) Communication from the Department of Employee Relations relating to classification studies scheduled for Fire and Police Commission action.  
**Sponsors:** THE CHAIR
5. [091575](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.  
**Sponsors:** THE CHAIR
6. [091577](#) Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.  
**Sponsors:** THE CHAIR

Attachments: [Fiscal note](#)  
[Hearing Notice List](#)

6. [091539](#) Resolution establishing a City of Milwaukee web site linking policy.

Sponsors: Ald. Hamilton

Attachments: [Policy](#)  
[Fiscal note](#)  
[Hearing Notice List](#)

7. [091484](#) A substitute ordinance to further amend the 2010 rates of pay of offices and positions in the City Service.

Sponsors: THE CHAIR

8. [091485](#) A substitute ordinance to further amend the 2010 offices and positions in the City Service.

Sponsors: THE CHAIR

This meeting will be webcast live at [www.milwaukee.gov/channel25](http://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](http://www.milwaukee.gov/lobby).



## Legislation Details (With Text)

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**File #:** 091575      **Version:** 0

**Type:** Communication      **Status:** In Committee

**File created:** 3/24/2010      **In control:** FINANCE & PERSONNEL COMMITTEE

**On agenda:**      **Final action:**

**Effective date:**

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

**Sponsors:** THE CHAIR

**Indexes:** VACANCY REQUESTS

**Attachments:** Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/24/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

**Number**

091575

**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

Tjm

3/22/10

**REVISED**

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

DATE: April 8, 2010

TIME: 9:00 A.M.

PLACE: Committee Room 301-B  
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE C: Miscellaneous Matters



SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: April 8, 2010

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

Funding Source - 100% Operating Budget Unless Otherwise Indicated

I.D. No.	Department and Position	Pay Range	Date Vacant	Number of Positions With Same Title					CSC Status and/or Funding Source	Int/Ext Fill	Code
				Authorized	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>CITY ATTORNEY</u>											
10153	Legal Office Assistant II	437	NA	5	4	1	0	0		Int/Ext	x-3
<u>LIBRARY</u>											
10155	Librarian III (job share)	557	2/20/2010 5/17/10	44	42	1	1	0		Ext	x-2b
10156	Librarian III	557	5/26/2010	44	42	1	1	1		Ext	x-2b
<u>MUNICIPAL COURT</u>											
10187	Court Services Assistant II	410	4/17/2010	6	3	1	0	2		Ext	x-2b
<u>POLICE DEPARTMENT</u>											
10157	Police Buildings & Fleet Manager	10	3/16/2010	1	0	1	0	0		Ext	x-3
10158	Telecommunications Supervisor	6	NA	1	0	1	0	0		Int/Ext	x-3
10159	Accountant I	545	NA	1	0	1	0	0		Int/Ext	x-3
10162-63	Lead Police Telecommunicator (2 pos.)	440	7/27/2008 4/26/10	6	5	2	0	0		Int	x-2
10164-68	Office Assistant II (5 positions)	410	NA	85	64	5	0	16		Ext	x-2a
10169-70	Custodial Worker II (2 positions)	215	1/7/2010 12/4/09	43	39	2	0	0		Ext	x-4
<u>DPW-ADMINISTRATIVE SERVICES</u>											
10173	Telecommunications Analyst-Proj. Leader	11	2/6/2010	1	0	1	0			Int/Ext	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
10175	Carpenter Supervisor	991	2/20/2010	1	0	1	0			Int/Ext	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
10176	Vehicle Service Technician	254	5/15/2010	19	17	1	0			Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
10178	Public Health Nurse	666	4/3/2010	61	59	1	0		Grant	Int/Ext	x-6
<u>EMPLOYEES' RETIREMENT SYSTEM</u>											
10179	Pension Specialist, Sr.	3	5/1/2010	4	3	1	0	0	Pension Trust	Int/Ext	x-6
<u>PORT OF MILWAUKEE</u>											
10180	Port Operations Manager	12	3/6/2010	1	0	1	0	0	Port of Milwaukee	Int/Ext	x-2b
10181	Port Facilities Supervisor	8	3/23/2010	1	0	1	0	0	Port of Milwaukee	Int/Ext	x-2b

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

Finance and Personnel Meeting: April 8, 2010

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF PUBLIC WORKS</u>			
2009 Administrative Services Salaries	\$89,332.00		Greater than anticipated costs for asphalt, concrete, and electrical service parts, much of which is due to pavement work for sewer maintenance and water, which generates unanticipated general fund revenue. Available funds in Operations Division from fuel budget surplus. Funds available in DPW Admin salaries due to hiring freeze and reduced use of IT contractors.
2009 Administrative Services Operating	\$128,500.00		
2009 Operations Div. Operating	\$227,080.00		
2009 Infrastructure Serv. Operating		\$444,912.00	
2009 Infrastructure Serv. Equipment	\$21,988.25		Greater than anticipated equipment costs in DPW-Operations.
2009 Operations Div. Equipment		\$21,988.25	
<u>SEWER MAINTENANCE</u>			
2009 Debt Service	\$70,317.78		Debt Service was \$2.98 million less than Comptroller estimate due to Clean Water Fund loan savings. Prior year equipment encumbrances liquidated in 2009, resulting in expenditures applied to 2009 budget.
2009 Equipment		\$70,317.78	
2009 Debt Service	\$871,818.07		Infrastructure charges for services from other units of DPW, such as pavement cuts, higher than budget. Higher than budgeted vehicle rental and repair expenses result in additional \$638,000 of unanticipated general fund revenue.
2009 Operating		\$871,818.07	
2009 Debt Service	\$306,239.34		Higher fringe benefits tied to salary shortfall estimate.
2009 Fringe Benefits		\$306,239.34	
2009 Debt Service	\$450,375.98		Total wage costs were \$236,000 more than budgeted. Overtime use was \$74,653 over budget due to increased sewer cleaning; capital deduction to salaries was underutilized by \$400,000
2009 Salaries		\$450,375.98	
<u>WATER WORKS</u>			
2009 Salaries & Wages	\$1,600,000.00		PILOT was \$1.4m more than estimated by Comptroller, resulting in an addition to unanticipated general fund revenue. Charges from other city departments for pavement cuts facility rent and other expenses resulted in an additional \$289,000. Lower than anticipated contract settlements and overtime and higher vacancy rate resulted in salary savings.
2009 Operating & Maintenance		\$1,600,000.00	

SCHEDULE C - GENERAL MATTERS

1. Request for extension of temporary position authority for Environmental Sustainability Director-Temporary.



Department of Administration  
Budget and Policy Division

April 7, 2010

**Tom Barrett**  
Mayor

**Sharon Robinson**  
Administration Director

**Mark Nicolini**  
Budget and Management Director

Ref: 10020 (05)

Honorable Members  
Finance & Personnel Committee  
Room 205 City Hall

Subject: Request for extension of temporary position authority

Dear Committee Members:

I am writing to request an extension to temporary position authority for the position of Environmental Sustainability Director—Temporary, which has been authorized for the period ending March 24, 2010.

This extension, if it is authorized, will be for a period not to exceed 45 days, beginning March 24, 2010 and ending May 8, 2010. Any necessary extension beyond this date shall also require Finance Committee approval.

This extension does not alter the process to appoint a permanent Environmental Sustainability Director that the Common Council has established, which is subject to Common Council confirmation. The competitive selection process is well underway, and I believe an appointment will be made by the end of this 45-day extension period.

Thank you for your consideration.

Sincerely,

Sharon Robinson  
Director of Administration

MN:cei

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## Legislation Details (With Text)

**File #:** 091577      **Version:** 0  
**Type:** Communication      **Status:** In Committee  
**File created:** 3/24/2010      **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 Relations and job evaluation reports, Fiscal note and spreadsheet, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/24/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

**Number**

091577

**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

TJM

3/22/10



Department of Employee Relations

April 1, 2010

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

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

Dear Committee Members:                      Re: Common Council File Number 091577

The following classification and pay recommendations were approved by the City Service Commission on **March 9, 2010**:

In the Health Department, one new position was recommended for classification to Health Program Manager - PLAN, SG 007.

The following classification and pay recommendations were approved by the City Service Commission on **March 23, 2010**:

Two new positions were recommended for classification to Housing Rehabilitation Specialist, PR 548.

One new position was recommended for classification to Housing Program Specialist, Pr 546.

One new position was recommended for classification to Community Outreach Liaison, SG 04.

One new position was recommended for classification to Office Assistant IV, PR 445.

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

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments:    2 Job Evaluation Reports  
                      2 Fiscal Notes

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Bevan Baker, Ray Weitz, Anna Benton, Richard Marcoux, Martha Brown, Judy Allen, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, James Fields, and Calvin Lee (DC 48).

200 East Wells Street, Room 706, Milwaukee, WI 53202 • Phone (414) 286-3751, FAX 286-0800, TDD 286-2960  
Employee Benefits, Room 701 • Medical Benefits Phone (414) 286-3184 • Worker's Compensation Phone (414) 286-2020, Fax 286-2106  
Labor Relations, Room 701 • Labor Relations Phone (414) 286-2357, Fax 286-0900  
Testing Fax (414) 286-5059    www.milwaukee.gov/der

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: March 9, 2010  
 Department: Health

Present	Request	Recommendation
New Position	Nutrition and Physical Activity Director SG 07 \$53,519 - \$74,922	Health Program Manager - PLAN SG 07 \$53,519 - \$74,922
<p><b>Rationale</b></p> <p>The nature of work and level of responsibility associated with this grant funded position are typical of other program managers in the Milwaukee Health Department allocated to Salary Grade 07 such as the Milwaukee Comprehensive Home Visiting Program (MDHVP) Program Manager and Women, Infants and Children (WIC) Program Manager.</p>		

**Action Required**

In the Salary Ordinance, under Salary Grade 07, add the title "Health Program Manager - PLAN."

In the Positions Ordinance, under Health Department, Family and Community Health Services Division, add the heading "Milwaukee Physical Life and Nutrition Project Grant (LLL)", add one position of "Health Program Manager – PLAN (LLL)" and add footnote (LLL) to read as follows: "To expire 03/31/12 unless the Milwaukee Physical Life and Nutrition (PLAN) Project – ARRA Supplemental from the Centers for Disease Control and Prevention is extend."

**Background**

On February 15, 2010, the Milwaukee Health Department requested that a new grant-funded position referred to as "Nutrition and Physical Activity Director" be studied for proper classification and associated pay level. In reviewing this request, documentation submitted by the Health Department was reviewed, including a job description for the position, and a discussion was held with Anna Benton, Director of Family and Community Health Services regarding the position's duties and responsibilities and job title.

**Duties and Responsibilities**

This new grant-funded position will function in the Division of Family and Community Health Services under the direction Anna Benton, the Director of that Division. The purpose of this job, as articulated in a *Community Action Plan* submitted with the grant application, is to establish and manage a program to reduce rates of obesity in Milwaukee. Program goals will be accomplished through promoting changes in policies, environments, and systems and working with organizations to increase physical activity, enhance nutrition, and promote overall well-being, thereby reducing obesity.

The manager of this program will direct a staff of 9 professionals consisting of five program coordinators and four compliance monitors who will be hired to carry out various aspects of the program. Staff will include both internal City of Milwaukee positions yet to be classified as well

as external contractors. The new incumbent filling this position will establish the program; manage all of the program's financial, reporting, record keeping, and contractual requirements; supervise and coach staff; establish and maintain relationships with many stakeholders, including community groups, and Health Department staff; and evaluate program outcomes. Minimum qualifications for the position, as stated on the job description prepared by the Health Department, include a bachelor's degree in public health, nursing or related field (master's degree preferred) and three years of progressively responsible experience in public health, health education, nutrition, physical activity education, or related area. Work experience would be expected to include experience with the type of duties and responsibilities associated with the job— staff supervision and coaching, program planning and management, budget development and monitoring, contract development, and the like. It should be noted that the above stated minimum requirements have not been validated for staffing purposes.

Knowledge, skills, abilities, and attributes needed to successfully perform this job include:

- Knowledge of the principles and practices of public health promotion
- Knowledge of obesity prevention and intervention programs and their components— nutrition, physical activity, environment, policies
- Passion and commitment to public health
- Creativity and flexibility in developing approaches to prevention and intervention programs.
- Knowledge of community resources, social service organizations, and public health operations
- Ability to supervise, coach, motivate, and evaluate staff
- Ability to make formal and informal presentations
- Ability to create and manage budgets and related financial reports and information
- Ability to establish and maintain effective working relationships with Health Department staff, representatives from agencies/organizations, health care providers, other service groups in the community, other professionals, and the public.
- Ability to use standard office hardware, software, and systems
- Ability to exercise initiative, tact, discretion and judgment in carrying out position responsibilities; work sensitively with persons of various ages, positions, cultures and backgrounds.

The Health Department has requested that this position have the title of "Nutrition and Physical Activity Director" and be placed in Salary Grade 07. The Department employs a number of public health program managers who have responsibility for a specific program or aspect of public health. These positions, all of which are allocated to Salary Grade 07, include the following:

- Milwaukee Comprehensive Home Visiting Program (MDHVP) Program Manager
- School Health Manager
- Women, Infants and Children (WIC) Program Manager (nutritional program), and
- Public Health Emergency Response Planning Coordinator


The position that most resembles the nature of work and scope of responsibilities associated with the position in question is that of the Milwaukee Comprehensive Home Visiting Program (MDHVP) Program Manager. This position, though a staff of 11, provides overall leadership, oversight and coordination of an intensive home-visiting program. This includes oversight for achievement of all program goals and objectives (which involves data collection and analysis);

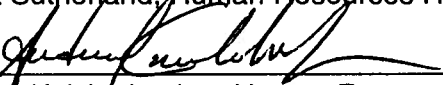


provision of regular reports on project goals and objectives; supervision of all program staff; managing the budget as well as subcontracts with professionals and community-based case management / home visiting providers; ensuring home visiting protocols are effective and standardized, and ensuring that the program is adequately resourced for sustainability.

**Recommendation**

Due to the fact that the position under consideration will exercise the same level of responsibility as other program managers in the Milwaukee Health Department allocated to Salary Grade 07, we recommend that this new grant funded position be allocated to Salary Grade 07 with the title of Health Program Manager - PLAN.

Prepared By:   
Laura Sutherland, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteaquido, Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: March 23, 2010  
Department: City Development

<b>Present</b>	<b>Request</b>	<b>Recommendation</b>
Two New Positions	Housing Rehabilitation Specialist 2 positions PR 548 (\$50,447 - \$59,247)	Housing Rehabilitation Specialist 2 positions PR 548 (\$50,447 - \$59,247)
New Position	Housing Program Specialist PR 546 (\$45,210 - \$55,273)	Housing Program Specialist PR 546 (\$45,210 - \$55,273)
New Position	Community Outreach Liaison SG 04 (\$44,194 - \$61,871)	Community Outreach Liaison SG 04 (\$44,194 - \$61,871)
New Position	Office Assistant IV PR 445 (\$36,902 - \$40,836)	Office Assistant IV PR 445 (\$36,902 - \$40,836)

**ACTIONS REQUIRED**

In the Positions Ordinance, under Department of City Development, Housing Development, delete two positions of "Housing Rehabilitation Specialist Senior (B)", add two positions of "Housing Rehabilitation Specialist (B)(X)(Y)", delete one position of "Housing Program Specialist (B)", add one position of "Housing Program Specialist (B)(Y)", delete one position of "Community Outreach Liaison (B)," and add one position of "Community Outreach Liaison (B)(Y)."

**BACKGROUND**

On February 11, 2010 the Department of City Development requested that these new positions, which will function in the Housing Preservation section, be studied for appropriate job classification and associated rate of pay. In studying this request, job descriptions prepared by the Department were reviewed and discussions were held with Judith Allen, personnel officer for the Department.

These positions, funded by the Department of Housing and Urban Development (HUD) will expand the services and programs currently offered to residents through the Neighborhood Stabilization Program (NSP) administered by the Department of City Development.

The mission of this NSP is to address the issue of foreclosed homes in City neighborhoods by increasing home ownership, increasing the availability of affordable rental housing, eliminating blight, and improving City neighborhoods. This initiative includes government, residents, nonprofits, developers, lenders, and the real estate community.

The Neighborhood Stabilization Program has three major components:

Homebuyer Assistance Program

The NSP Homebuyer Assistance Program provides funding to help prospective homeowners purchase and rehabilitate foreclosed homes they will occupy as their primary residence. Both financial and technical assistance are provided as part of the program.

Buy in Your Neighborhood Program

The NSP Buy in Your Neighborhood Program provides funding to help homeowners buy a foreclosed property within three blocks of where they live for rental purposes. Both financial and technical assistance is provided. If the property is in need of rehabilitation, homeowners may also use the NSP Rental Rehabilitation Program.

Rental Rehabilitation Program

The NSP Rental Rehabilitation Program provides funding to help responsible landlords purchase and rehabilitate foreclosed homes for affordable rental opportunities. Both financial and technical assistance are provided as part of the program.

**Current:** Two New positions  
**Requested:** Housing Rehabilitation Specialist – Two Positions, PR 548  
**Recommended:** Housing Rehabilitation Specialist – Two Positions, PR 548

Like other Rehabilitation Specialists currently employed in the NSP, these two positions will provide assistance to property owners regarding the technical and financial aspects of housing rehabilitation. The employees filling these positions will report to the Commercial and Residential Rehabilitation Manager, SG 09. Major areas of responsibilities and associated duties for these Housing Rehabilitation Specialists will be as follows:

- Determining whether applicants for loans qualify for funding.
- Preparing cost estimates and scopes of work to be completed.
- Creating specifications and drawings of work to be completed
- Assisting clients with obtaining and reviewing bids and proposals
- Inspecting work in progress and completed to determine that improvements meet established standards.
- Preparing contract documents for owners and contractors.
- Conducting preconstruction conferences, performing contract compliance inspections, and approving payments to contractors.
- Mediating problems which may occur during the term of construction
- Preparing and presenting technical reports for review and approval.

The minimum requirements for these jobs, as stated on the job description prepared by the Department of City Development, include a bachelor's degree in architecture, civil engineering or closely related field and two years of building construction or design experience. Equivalent combinations of education and experience are acceptable. To work successfully with property owners and contractors, it is essential that the employees performing these jobs have excellent interpersonal and communication skills in addition to technical knowledge associated with housing rehabilitation. It should be noted that these minimum qualifications have not been validated for purposes of staffing.

Due to the fact that these positions will perform the same work as the existing classification of Housing Rehabilitation Specialist, we recommend that they be classified as such, in PR 548.

**Current:** New Position  
**Request:** Housing Programs Specialist, PR 546  
**Recommendation:** Housing Programs Specialist, PR 546

This position will function as a loan officer for the Neighborhood Stabilization Program, assessing, underwriting, processing, and closing loans for property owners. Major areas of responsibility include:

- Counseling applicants (homeowners and landlords) and loan and grant programs and assisting them in the application process.
- Reviewing and processing applications for loan and grant programs, obtaining the necessary verifications for a loan decision.
- Working with clients to resolve title problems, delinquent taxes, or other issues affecting eligibility.
- Coordinating the development and acceptance of the rehabilitation plan and cost estimates with the customer and Rehabilitation Specialist.
- Preparing and presenting cases for approval by the Loan Committee.
- Documenting progress and the status of individual cases
- Closing loans and grants and ensuring that documents are accurate, complete, and in compliance with program guidelines.
- Promoting housing loan programs to private sector lenders, real estate representatives, and through outreach to potential customers.

As stated in the job description prepared by the Department, the minimum qualifications for this position includes two years of experience in mortgage or community lending or housing counseling. Equivalencies of education and experience are acceptable. Notable knowledge, skills, abilities, and attributes of the employee filling this position include advanced proficiency in standard office hardware and software and database applications; the ability to analyze financial information and make sound loan underwriting decisions; and ability to counsel homeowners and investor-owners regarding available loans and grants. It should be noted that these minimum qualifications have not been validated for staffing purposes.

Due to the fact that another position of Housing Program Specialist currently exists in the section that performs the same duties and responsibilities, we recommend that this position be classified as such, in Pay Range 546.

<b>Current:</b>	<b>New Position</b>
<b>Request:</b>	<b>Community Outreach Liaison, SG 04</b>
<b>Recommended:</b>	<b>Community Outreach Liaison, SG 04</b>

This position will promote the programs and services of the Neighborhood Stabilization Program to many constituencies, including residents, political representatives, neighborhood organizations, businesses, real estate professionals, lenders, and all others having a stake in housing rehabilitation and development. Areas of responsibility and duties will include:

- Representing the Department of City (DCD) development at meetings and events.
- Working with a many stakeholders, including political representatives, community-based organizations, businesses, lenders, real estate professionals, and others to effectively identify and address community issues related to foreclosures.
- Increasing the participation of residents in targeted areas by identifying, training, and supporting grass-roots leadership
- Promoting community-based activities that grow and sustain residents' involvement in their neighborhoods

- Acting as a liaison between community groups, residents, and City services and departments
- Seeking fundraising opportunities, including grants
- Preparing and presenting reports to policy makers, funders, and others.

Minimum qualifications, as contained in the job description submitted by the Department, include a bachelor's degree in the social sciences and a minimum of three years in community development activities. Equivalent combinations of education and experience are acceptable.

Notable knowledge, skills, abilities, and attributes include: experience working with low-income families and diverse populations; thorough knowledge of the principles and practices of community organizing and leadership development; familiarity with City neighborhoods and their housing needs; expertise in public relations and community outreach; effective written and oral communication skills; the ability to work in a fast paced environment; the ability to meet deadlines, perform well under pressure and work effectively on multiple projects simultaneously. It should be noted that the qualifications listed here have not been validated for purposes of staffing.

Due to the fact that a current position of Community Outreach Liaison performs the same duties and responsibilities as this position, it is recommended that this position be classified as a Community Outreach Liaison, SG 04.

<b>Current:</b>	<b>New Position</b>
<b>Requested:</b>	<b>Office Assistant IV, PR 445</b>
<b>Recommended:</b>	<b>Office Assistant IV, PR 445</b>

This position will report to the Commercial and Residential Rehabilitation Manager. The purpose of the position is to provide high level administrative support for the activities and managers working in the Neighborhood Stabilization Program. Areas of responsibility and related duties will include:

- Providing information to prospective customers, current program participants, and others regarding the programs and services of the Neighborhood Stabilization Program via telephone, email, and in-person.
- Assisting with loan closings
- Locating and organizing data and information for projects, reports, educational materials, and marketing materials.
- Managing the collection, distribution, and retention of correspondence, documents, and notices
- Preparing promotional materials and content for website updates
- Maintaining calendars of staff members, scheduling meetings and conferences, and making travel arrangements
- Conducting customer satisfaction surveys
- Preparing agendas and taking minutes at meetings
- Maintaining a manual of program policies and procedures

The minimum qualifications for this job, as stated in the job description prepared by the Department, include four years of office experience, including one year at the Office of Office Assistant III or equivalent. Notable knowledge, skills, abilities, and attributes include: advanced proficiency in standard office hardware and software; the ability to prioritize work; the ability to

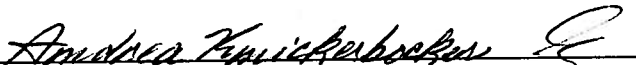
work independently and as part of a team; the ability to provide excellent customer service; high attention to detail; and an ability to learn the programs and services provided by the Neighborhood Stabilization Program. It should be noted that these qualifications have not been validated for purposes of staffing.

The individual filling this position will be expected to work independently perform all of the duties of the job at the time of hire, explain the program to prospective customers, and assist loan officers with application documentation. Due to the fact that this position will report to the Manager of the section and have higher level job performance requirements at the time of hire, it appears that classification as an Office Assistant IV is appropriate. Its duties and responsibilities and level of responsibility and knowledge and skills required are comparable to other Office Assistant IV positions in the City service. For these reasons, we recommend that this position be classified as an Office assistant IV, PR 445.

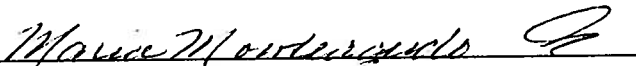
Prepared by:

  
\_\_\_\_\_  
Laura Sutherland, Human Resources Representative

Reviewed by:

  
\_\_\_\_\_  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
\_\_\_\_\_  
Maria Montenegro, Employee Relations Director

**CITY OF MILWAUKEE FISCAL NOTE**

A) Date: 4/1/10

File Number: 091577  
Orig Fiscal Note  Substitute

Subject: Classification and pay recommendations approved by the City Service Commission on March 9 and March 23, 2010

B) Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/X2398

C) Check One:  Adoption of this file authorizes expenditures  
 Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.  
 Not applicable / no fiscal impact.

D) Charge to:  Departmental Account (DA)  Contingent Fund (CF)  
 Capital Projects Fund (CPF)  Special Purpose Accounts (SPA)  
 Perm. Improvement Funds (PIF)  Grant & Aid Accounts (G & AA)  
 Other (Specify)

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	Classification and Pay Recommendations for new or changed positions in the 2010 budget in the departments of Health and City Development.  <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
<b>Totals</b>					

F) 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**.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	

G) List any anticipated future costs this project will require for completion:

H) Computations used in arriving at fiscal estimate:  
*(See attached spreadsheet for details)*

Please list any comments on reverse side or attachment and check here  *(See attached)*

Department of Employee Relations  
Fiscal Note Spreadsheet

Finance & Personnel Committee Meeting of April 8, 2010  
City Service Commission Meeting of March 9, 2010 (Held Position)

**NEW COST FOR 2010**

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health	New Position	NA	Health Program Manager - PLAN	7	N/A	N/A	N/A Grant Funded Position		
1								\$0	\$0	\$0

Assume new position is effective Pay Period 1 (December 27, 2009)

**PROJECTED NEW COST FOR FULL YEAR**

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health	New Position	NA	Health Program Manager - PLAN	7	N/A	N/A	N/A Grant Funded Position		
1								\$0	\$0	\$0



Department of Employee Relations  
Fiscal Note Spreadsheet

Finance & Personnel Committee Meeting of April 8, 2010  
City Service Commission Meeting of March 23, 2010

NEW COST FOR 2010										
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
2	City Development	New Position	N/A	Housing Rehabilitation Specialist	548	N/A	N/A	N/A	Included in 2010 Budget	
1	City Development	New Position	N/A	Housing Program Specialist	546	N/A	N/A	N/A	Included in 2010 Budget	
1	City Development	New Position	N/A	Community Outreach Liaison	4	N/A	N/A	N/A	Included in 2010 Budget	
1	City Development	New Position	NA	Office Assistant IV	445	N/A	N/A	N/A	Included in 2010 Budget	
1								\$0	\$0	\$0

Assume new positions are effective Pay Period 1 (December 27, 2009)

PROJECTED NEW COST FOR FULL YEAR										
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
2	City Development	New Position	N/A	Housing Rehabilitation Specialist	548	N/A	N/A	N/A	Included in 2010 Budget	
1	City Development	New Position	N/A	Housing Program Specialist	546	N/A	N/A	N/A	Included in 2010 Budget	
1	City Development	New Position	N/A	Community Outreach Liaison	4	N/A	N/A	N/A	Included in 2010 Budget	
1	City Development	New Position	N/A	Office Assistant IV	445	N/A	N/A	N/A	Included in 2010 Budget	
1								\$0	\$0	\$0





## Legislation Details (With Text)

**File #:** 091258      **Version:** 0

**Type:** Communication      **Status:** In Committee

**File created:** 1/20/2010      **In control:** FINANCE & PERSONNEL COMMITTEE

**On agenda:**      **Final action:**

**Effective date:**

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

**Sponsors:** THE CHAIR

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

**Attachments:** Letter from Dept of Employee Relations and job evaluation report, Fiscal note and Spreadsheet, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/20/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number  
091258  
Version  
ORIGINAL  
Reference

Sponsor  
THE CHAIR

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

Drafter  
CC-CC  
TJM  
1/14/10



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

April 6, 2010

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

Dear Committee Members:

Re: Common Council File Number 091258

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on April 1, 2010:

In the Police Department, one new position was classified to Accountant I, PR 545.

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:fcw

Attachment: Job Evaluation Report  
Fiscal Note

C: Mark Nicolini, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Chief of Police Edward Flynn, Chief of Staff Judy Pal, Valarie Williams, Pamela Roberts, John Ledvina, Barbara Butler, John Whitman (ALEASP).

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: April 1, 2010

**POLICE DEPARTMENT**

Current	Requested	Recommended
New Position	Accountant I PR 545 (\$42,594 - \$48,825)*	Accountant I PR 545 (\$42,594 - \$48,825)*

\*2006 Rates

**Background**

In a letter dated February 24, 2010, Edward A. Flynn, Chief of Police, requested that a new position in the Budget and Finance Division be studied for proper classification. A new job description was submitted and discussions were held with Pamela Roberts, Personnel Officer.

**Duties and Responsibilities**

The basic function of this position is to perform various duties at a professional level in the Budget and Finance Division relative to general fund accounting, purchasing, grants, accounts payable processing, and cash receipts. The position also serves as a leadworker to two positions of Accounting Assistant I and one position of Office Assistant II. The duties and responsibilities include the following:

- 30% Account reconciliation and analysis
- 30% Grant analysis, billings, and reports
- 30% Assist department members with the purchasing process, and monitor requisitions and purchase orders
- 5% Cash receipt schedules and entries
- 5% Other duties as assigned

Requirements for this position include a Bachelor's Degree in Accounting or Finance and two years of professional experience in accounting functions. Equivalent combinations of education and experience may also be considered.

**Comparisons**

To study these positions, comparisons were made to several other positions in the City that perform accounting functions including the following:

Accounting Program Assistant III in Pay Range 475 (\$38,241 - \$45,901) (2006 Rates)  
 Performs the most complex and responsible accounting-related work in City government that does not require a college degree or equivalent. Examples of work include balancing general or subsidiary ledgers, processing payments, purchasing supplies, materials or services, and compiling financials statements. The work associated with this level carries a degree of responsibility and associated knowledge and skill significantly and demonstrably above that of the Accounting Program Assistant II level. The defining characteristic is that this level serves as a group leader for three or more

employees or provides guidance and assistance to Accounting Assistants II regarding accounting practices and procedures throughout City government.

Accountant I in Pay Range 545 (\$42,594 - \$48,825) (2006 Rates)

A recent position in the City Treasurer's Office performed functions related to cashiering control; general fund accounting; investment portfolio management; payroll administration; and payment distribution services. Requirements included the ability to design, develop, and execute applications utilizing existing software and computer systems in the Cash Management, Investments, and Financial Services Unit; and an ability to utilize applications of the City's accounting, payroll, and tax collection systems. Another position located in the Department City Development (DCD) provides professional accounting and financial management services for the Neighborhood Improvement Development Corporation (NIDC) and required DCD activities. This includes General Accounting, Grant Management, and Miscellaneous Duties. Requirements include an ability to work with computerized accounting systems, loan servicing software, spreadsheets, and Access databases.

Accountant II in Pay Range 594 (\$43,282 - \$52,516) (2006 Rates)

One position located in DCD performs accounting and financial management service for NIDC. This includes preparing consolidated financial statements including statement of cash flow; designing and preparing financial reports for the Board of Directors and management; creating and maintaining databases; maintaining the general ledger; analyzing, extracting, and reporting activity from the City FMIS system; managing grants; managing loan portfolios; preparing tax return information; and making investment recommendations.

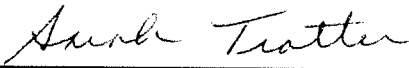
## **Analysis**


Within the City's classification structure the Accountant I classification is representative of positions that perform accounting functions that require a college degree. Within the job description for this new position, the department has indicated that the individual filling this position must have a general knowledge of contemporary accounting theory, principles and practices; and the ability to use computerized accounting systems and spreadsheet software, work in a self directed and well-organized manner, and write clear and concise business letters and documents. The requested position requirements include a Bachelor's Degree in Accounting or Business and two years of experience or an equivalent combination of education and experience. The duties and requirements of this new position indicate that it is stronger than the classification of Accounting Program Assistant III in Pay Range 475.

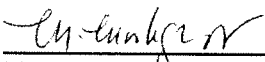
In reviewing the classifications described above, the requested classification of Accountant I in Pay Range 545 is appropriate since the position will be performing various accounting functions at a professional level relative to general fund accounting, purchasing, grants, accounts payable, and cash receipts. The position will also have leadworker responsibility for three other positions. The classification of Accountant II in Pay Range 594 is stronger than the position under study since it has some higher level duties such as the preparation of consolidated financial statements including a statement of cash flow, designing and preparing financial reports, management of loan portfolios, and making investment recommendations.

**Recommendation**

Based on the analysis above we therefore recommend that this new position be classified as Accountant I in Pay Range 545.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Montenegro, Employee Relations Director



**CITY OF MILWAUKEE FISCAL NOTE**

A) Date: 4/6/10

File Number: 091258  
Orig Fiscal Note  Substitute

Subject: Classification and pay recommendations approved by the Fire and Police Commission on April 1, 2010

B) Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/X2398

C) Check One:  Adoption of this file authorizes expenditures  
 Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.  
 Not applicable / no fiscal impact.

D) Charge to:  Departmental Account (DA)  Contingent Fund (CF)  
 Capital Projects Fund (CPF)  Special Purpose Accounts (SPA)  
 Perm. Improvement Funds (PIF)  Grant & Aid Accounts (G & AA)  
 Other (Specify)

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	<i>Classification and pay recommendation for one new or changed position in the 2010 budget in the Police Department.</i>  <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
<b>Totals</b>					

F) 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**.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	

G) List any anticipated future costs this project will require for completion:

H) Computations used in arriving at fiscal estimate:  
  
*(See attached spreadsheet for details)*

Please list any comments on reverse side or attachment and check here  *(See attached)*

Department of Employee Relations  
Fiscal Note Spreadsheet

Finance & Personnel Committee Meeting of April 8, 2010  
Fire and Police Commission Meeting of April 1, 2010

NEW COST FOR 2010										
No.	Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost N/A	Total Rollup+ Sal Budget
1		Police	New Position	NA	Accountant I	545	N/A	N/A	N/A	\$0
1										\$0

Assume new position is effective Pay Period 1 (December 27, 2009)

PROJECTED NEW COST FOR FULL YEAR										
No.	Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost N/A	Total Rollup+ Sal Budget
1		Police	New Position	NA	Accountant I	545	N/A	N/A	N/A	\$0
1										\$0

**NOTICES SENT TO FOR FILE NUMBER: 091258  
Finance & Personnel Committee**

NAME	ADDRESS	DATE SENT		
Maria Monteagudo	Dept. of Employee Relations	4/1/10		
Andrea Knickerbocker	Dept. of Employee Relations	4/1/10		



## Legislation Details (With Text)

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**File #:** 091535      **Version:** 0  
**Type:** Resolution      **Status:** In Committee  
**File created:** 3/24/2010      **In control:** FINANCE & PERSONNEL COMMITTEE  
**On agenda:**      **Final action:**  
**Effective date:**

**Title:** Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a fee-for-service dental plan and for dental maintenance organization plans for 2011-2013.

**Sponsors:** THE CHAIR

**Indexes:** HEALTH INSURANCE

**Attachments:** Fiscal note, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/24/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number  
091535  
Version  
Original  
Reference

Sponsor  
THE CHAIR  
Title

Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a fee-for-service dental plan and for dental maintenance organization plans for 2011-2013.

Body

Whereas, The Department of Employee Relations (DER) has prepared and executed a Request for Proposal (RFP) every three years for dental fee-for-service and dental maintenance organization (DMO) plan vendors; and

Whereas, The City has offered dental benefits, including a fee-for-service dental plan and multiple dental DMO plans for years; and

Whereas, The City desires that DER prepare and execute this dental RFP for a 2011-2013 vendors; and

Whereas, The DER will report back to the Finance and Personnel Committee with the results of this dental RFP process; now, therefore, be it

Resolved, That the DER is authorized to prepare and execute a dental RFP for a fee-for-service dental vendor and for multiple dental DMO plans and report back to the Finance and Personnel Committee regarding the results.

Drafter  
DER  
MB  
03/10/10

# CITY OF MILWAUKEE FISCAL NOTE

A) **DATE** April 6, 2010

**FILE NUMBER:** 091535

Original Fiscal Note  Substitute

**SUBJECT:** Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a fee-for-service dental plan and for dental maintenance organization plans for 2011-2013.

B) **SUBMITTED BY (Name/title/dept./ext.):** Mike Brady, Employee Benefits Director/DER-EBD/Ext. 2317

C) **CHECK ONE:**  ADOPTION OF THIS FILE AUTHORIZES EXPENDITURES  
 ADOPTION OF THIS FILE DOES NOT AUTHORIZE EXPENDITURES; FURTHER COMMON COUNCIL ACTION NEEDED. LIST ANTICIPATED COSTS IN SECTION G BELOW.  
 NOT APPLICABLE/NO FISCAL IMPACT.

D) **CHARGE TO:**  DEPARTMENT ACCOUNT (DA)  CONTINGENT FUND (CF)  
 CAPITAL PROJECTS FUND (CPF)  SPECIAL PURPOSE ACCOUNTS (SPA)  
 PERM. IMPROVEMENT FUNDS (PIF)  GRANT & AID ACCOUNTS (G & AA)  
 OTHER (SPECIFY)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
<b>SALARIES/WAGES:</b>					
<b>SUPPLIES:</b>					
<b>MATERIALS:</b>					
<b>NEW EQUIPMENT:</b>					
<b>EQUIPMENT REPAIR:</b>					
<b>OTHER:</b>					
<b>TOTALS</b>					

F) 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**.

<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS
<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS
<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS

G) **LIST ANY ANTICIPATED FUTURE COSTS THIS PROJECT WILL REQUIRE FOR COMPLETION:**

H) **COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:** Department Estimates

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE





## Legislation Details (With Text)

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**File #:** 091536      **Version:** 0  
**Type:** Resolution      **Status:** In Committee  
**File created:** 3/24/2010      **In control:** FINANCE & PERSONNEL COMMITTEE  
**On agenda:**      **Final action:**  
**Effective date:**

**Title:** Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a Wellness and Prevention Program vendor for 2011-2013.

**Sponsors:** THE CHAIR

**Indexes:** AGREEMENTS, HEALTH CARE, LABOR CONTRACTS

**Attachments:** Fiscal note, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
3/24/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		



Number  
091536  
Version  
Original  
Reference

Sponsor  
THE CHAIR  
Title

Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a Wellness and Prevention Program vendor for 2011-2013.

Body  
Whereas, New City labor contracts have included Wellness and Prevention program for City of Milwaukee employees; and

Whereas, The City Wellness and Prevention Committee of labor and management employees has been meeting to determine what services should be included in a Wellness and Prevention Program; and

Whereas, The City desires that the Wellness and Prevention Program, which will include confidential measurements, a blood draw and a on-line or written questionnaire, as well as follow-up services to employees and spouses who participate; and

Whereas, The Department of Employee Relations (DER) will report back to the Finance and Personnel Committee with the results of this Wellness and Prevention Program RFP process; now, therefore, be it

Resolved, That the DER is authorized to prepare and execute a Wellness and Prevention Program Request for Proposal and report back to the Finance and Personnel Committee regarding the results.

Drafter  
DER  
MB  
03/10/10

# CITY OF MILWAUKEE FISCAL NOTE

A) **DATE** April 6, 2010

**FILE NUMBER:** 091536

Original Fiscal Note  Substitute

**SUBJECT:** Resolution authorizing the Department of Employee Relations to prepare and execute a Request for Proposal for a Wellness and Prevention Program vendor for 2011-2013.

B) **SUBMITTED BY (Name/title/dept./ext.):** Mike Brady, Employee Benefits Director/DER-EBD/Ext. 2317

C) **CHECK ONE:**  ADOPTION OF THIS FILE AUTHORIZES EXPENDITURES  
 ADOPTION OF THIS FILE DOES NOT AUTHORIZE EXPENDITURES; FURTHER COMMON COUNCIL ACTION NEEDED. LIST ANTICIPATED COSTS IN SECTION G BELOW.  
 NOT APPLICABLE/NO FISCAL IMPACT.

D) **CHARGE TO:**  DEPARTMENT ACCOUNT (DA)  CONTINGENT FUND (CF)  
 CAPITAL PROJECTS FUND (CPF)  SPECIAL PURPOSE ACCOUNTS (SPA)  
 PERM. IMPROVEMENT FUNDS (PIF)  GRANT & AID ACCOUNTS (G & AA)  
 OTHER (SPECIFY)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
<b>SALARIES/WAGES:</b>					
<b>SUPPLIES:</b>					
<b>MATERIALS:</b>					
<b>NEW EQUIPMENT:</b>					
<b>EQUIPMENT REPAIR:</b>					
<b>OTHER:</b>					
<b>TOTALS</b>					

F) 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**.

<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	
<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	
<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	

G) **LIST ANY ANTICIPATED FUTURE COSTS THIS PROJECT WILL REQUIRE FOR COMPLETION:**

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H) **COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:** Department Estimates

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PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE





# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Master With Text

**File Number: 091485**

**File ID:** 091485

**Type:** Ordinance

**Status:** In Council-Passage

**Version:** 2

**Reference:** 090458

**Controlling Body:** FINANCE &  
PERSONNEL  
COMMITTEE

**Requester:**

**Cost:**

**File Created:** 03/02/2010

**File Name:**

**Final Action:**

**Title:** A substitute ordinance to further amend the 2010 offices and positions in the City Service.

**Notes:** See file 091577 for attachment.

**Code Sections:**

**Agenda Date:**

**Indexes:** POSITIONS ORDINANCE

**Agenda Number:**

**Sponsors:** THE CHAIR

**Enactment Date:**

**Attachments:**

**Enactment Number:**

**Drafter:** tjm

**Effective Date:**

**Contact:**

**Extra Date 2:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	03/02/2010	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	<b>Action Text:</b>	This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE					
0	FINANCE & PERSONNEL COMMITTEE	04/01/2010	HEARING NOTICES SENT		04/08/2010		
1	CITY CLERK	04/07/2010	DRAFT SUBMITTED				
	<b>Action Text:</b>	This Ordinance was DRAFT SUBMITTED					
1	FINANCE & PERSONNEL COMMITTEE	04/08/2010	AMENDED				Pass
	<b>Action Text:</b>	A motion was made by ALD. KOVAC that this Ordinance be AMENDED. This motion PREVAILED by the following vote:					
	<b>Notes:</b>	<i>Ald. Kovac moved to amend by deleting the following:</i>					
		<i>Under "Health Department, Family and Community Health Services Division", add the title "Milwaukee Physical Life and Nutrition Project Grant (LLL)" and one position of "Health Program Manager - PLAN (LLL)" and add footnote "(LLL)" to read as follows: "To expire 03/31/12 unless the Milwaukee Physical Life and Nutrition (PLAN) Project - ARRRR Supplemental from the Centers for Disease Control and Prevention is extend."</i>					

Mover:	ALD. KOVAC	Aye:5 - Murphy, Bauman, Dudzik, Coggs, and Kovac No:0	5-0
2	FINANCE & PERSONNEL COMMITTEE	04/08/2010 RECOMMENDED FOR PASSAGE	Pass
	<b>Action Text:</b>	A motion was made by ALD. KOVAC that this Ordinance be RECOMMENDED FOR PASSAGE. The motion PREVAILED by the following vote:	
Mover:	ALD. KOVAC	Aye:5 - Murphy, Bauman, Dudzik, Coggs, and Kovac No:0	5-0
2	CITY CLERK	04/08/2010 DRAFT SUBMITTED	
	<b>Action Text:</b>	This Ordinance was DRAFT SUBMITTED	
2	COMMON COUNCIL	04/13/2010	

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**Text of Legislative File 091485**

..Number

091485

..Version

Substitute 2

..Reference

090458

..Sponsor

THE CHAIR

..Title

A substitute ordinance to further amend the 2010 offices and positions in the City Service.

..Analysis

This substitute ordinance changes positions in the following departments:

Department of City Development

..Body

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

Part 1. Section 1 of ordinance File Number 090458 relative to offices and positions in the City Service is hereby amended as follows:

Under "Department of City Development, Housing Development", delete two positions of "Housing Rehabilitation Specialist Senior (B)" and add two positions of "Housing Rehabilitation Specialist (B)(X)(Y)", delete one position of "Housing Program Specialist (B)" and add one position of "Housing Program Specialist (B)(Y)", delete one position of "Community Outreach Liaison (B)" and add one position of "Community Outreach Liaison (B)(Y)."

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

Part 3. The provisions of all other parts of this ordinance are deemed to be in force and effect from and after the first day of the first pay period following passage and publication.

Part 4. This ordinance will take effect and be in force from and after its passage and publication.

..Drafter

City Clerk's Office

TJM

4/8/10