



Office of the Comptroller

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

Michael J. Daun
Deputy Comptroller

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

Craig D. Kammholz
Special Deputy Comptroller

May 13th, 2011

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

Re: Common Council Contingent Fund Status

Dear Committee Members:

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

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

Very truly yours,

W. MARTIN MORICS
Comptroller

WMM:td

Attachment

CC: City Clerk
Budget Office
LRB

**2011 COMMON COUNCIL CONTINGENT FUND
Status on 05/13/2011**

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 May 13th, 2011 4,363,373.65

% Expended/Reserved Current status 13%

Comparative Balance Available on May 13th 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	4,368,349	5,000,000	10%
2009	3,987,325	5,000,000	20%
2010	5,000,000	5,000,000	0%
Average of prior years	4,731,135	5,200,000	9%

Office of the Comptroller
CW



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

Wednesday, May 18, 2011

9:00 AM

Room 301-B, City Hall

1. [110011](#) Communication from the Election Commission relating to the payment of poll workers.
Sponsors: THE CHAIR
Attachments: [Hearing Notice List](#)

--May be referred from the Judiciary and Legislation Committee.

2. [110052](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.
Sponsors: THE CHAIR
Attachments: [Hearing Notice List](#)

3. [110019](#) Substitute resolution relative to the application, acceptance and funding of the Universal Newborn Hearing Screening Program from the State of Wisconsin Division of Public Health.
Sponsors: THE CHAIR
Attachments: [Operating Grant Budget](#)
[Grant Analysis Form](#)
[2009 Wisconsin Act 279](#)
[Fiscal Analysis](#)
[Fiscal Impact Statement](#)
[Hearing Notice List](#)

4. [110078](#) Resolution establishing a City of Milwaukee social media policy.
Sponsors: Ald. Hamilton
Attachments: [Social Media Policy](#)
[Hearing Notice List](#)

5. [110079](#) Resolution establishing a City of Milwaukee information technology systems password policy.
Sponsors: Ald. Hamilton

Attachments: [Password Policy](#)
[Hearing Notice List](#)

6. [110014](#) Communication from the Employees' Retirement System relating to its recommendation of an investment manager.
Sponsors: THE CHAIR
Attachments: [Letter from Employees' Retirement System](#)
[PowerPoint Presentation](#)
[Hearing Notice List](#)
7. [110118](#) Substitute resolution authorizing the City of Milwaukee Departments to accept, expend and carryover rebates and incentives generated from grant activities.
Sponsors: Ald. Murphy
Attachments: [Hearing Notice List](#)
8. [110104](#) A substitute ordinance relating to how parking garage management service contracts are awarded.
Sponsors: Ald. Bauman
Attachments: [Hearing Notice List](#)
9. [110051](#) A substitute ordinance to further amend the 2011 offices and positions in the City Service.
Sponsors: THE CHAIR

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.

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Legislation Details (With Text)

File #: 110011 **Version:** 0

Type: Communication **Status:** In Committee

File created: 5/3/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Election Commission relating to the payment of poll workers.

Sponsors: THE CHAIR

Indexes: ELECTION COMMISSION, RATES OF PAY, WAGES AND BENEFITS

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
5/3/2011	0	COMMON COUNCIL	ASSIGNED TO		
5/11/2011	0	JUDICIARY & LEGISLATION COMMITTEE	HEARING NOTICES SENT		
5/13/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
5/16/2011	0	JUDICIARY & LEGISLATION COMMITTEE			

Number
110011
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Communication from the Election Commission relating to the payment of poll workers.

Requestor

Drafter
CC-CC
jro
4/19/11



Legislation Details (With Text)

File #: 110052 **Version:** 0

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

File created: 5/3/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

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

Sponsors: THE CHAIR

Indexes: VACANCY REQUESTS

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
4/29/2011	0	COMMON COUNCIL	ASSIGNED TO		
5/13/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
110052
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
4/29/11

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

DATE: May 18, 2011

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: May 18, 2011

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

I.D. No.	Department and Position	Pay Range	Date Vacant	Number of Positions With Same Title					CSC Status and/or Funding Source	Int/Ext Fill	Code
				Authorized	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>COMPROLLER</u>											
110079	Auditor	577	6/12/10	6	3	1	0	2		Int/Ext	x-3
<u>FIRE DEPARTMENT</u>											
110189	Battalion Chief	863	5/1/11	18	17	1	0	0		Int	x-1
110190-91	Fire Captain (2 positions)	857	4/18/11	57	55	2	0	0		Int	x-1
110192-93	Fire Lieutenant (2 positions)	856	6/12/11 5/29/11 6/12/11	163	161	2	0	0		Int	x-1
<u>POLICE DEPARTMENT</u>											
110194	Telecommunicator Specialist	5		1	0	1	0	0		Int	x-1
110195	Printing, Stores, and Bldg. Serv. Supv.	5		1	0	1	0	0		Int	x-3
110196-97	Police Serv. Spec-Investigator (2 pos.)	465	12/25/10	47	44	2	0	1		Ext	x-1
110198	Office Assistant III	425	5/1/11	26	23	1	0	2		Int	x-3
110204	Communications Systems Manager	9		1	0	1	0	0		Ext	x-1
110205-11	Police Dispatcher (7 positions)	478		53	48	7	0	0		Int/Ext	x-1
110212-15	Police Telecommunicator (Reg) (4 pos.)	425		52	51	4	0	0		Ext	x-1
<u>DPW-OPERATIONS DIVISION</u>											
110216	Field Headquarters Coord. (Aux/Temp)	741	1/26/10	1	0	1	0	0		Int/Ext	x-3
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
110199	Public Health Nurse-TBCC	666	4/30/11	61	60	1	0	0	Refugee Hlth Screening	Int	x-6
<u>DPW-WATER WORKS</u>											
110200	Machine Repair Person	287	12/11/10	16	14	1	0	1	Water Works	Int	x-6
110201-02	Water Distr. Repair Wkr. II (2 positions)	252	1/22/11 3/4/11	26	20	2	0	4	Water Works	Int	x-6
110203	Water Distr. Repair Wkr. I	235	11/30/10	25	20	1	0	4	Water Works	Int	x-6

Finance and Personnel Meeting: May 18, 2011

Department Account Name	Amount of Transfer		Reason
	From	To	
ELECTION COMMISSION 2011 Operating Expenditures 2011 Salaries & Wages	\$248,000.00	\$248,000.00	A change was made in the method of paying election inspectors; from vendors to city employees.
<u>DPW-PARKING FUND</u> 2010 Parking Fund Contingent Fund 2010 Fringe Benefits	\$301,439.47	\$301,439.47	Transfer needed to close 2010 accounts.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters



Legislation Details (With Text)

File #: 110019 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 5/3/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to the application, acceptance and funding of the Universal Newborn Hearing Screening Program from the State of Wisconsin Division of Public Health.

Sponsors: THE CHAIR

Indexes: HEALTH CARE, STATE GRANTS

Attachments: Operating Grant Budget, Grant Analysis Form, 2009 Wisconsin Act 279, Fiscal Analysis, Fiscal Impact Statement, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
5/3/2011	0	COMMON COUNCIL	ASSIGNED TO		
5/6/2011	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
5/6/2011	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
5/12/2011	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
5/13/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
110019

Version
Substitute 1

Reference

Sponsor
The Chair

Title
Substitute resolution relative to the application, acceptance and funding of the Universal Newborn Hearing Screening Program from the State of Wisconsin Division of Public Health.

Analysis
This resolution authorizes the Health Department to apply for, accept and fund the Universal Newborn Screening Program from the State of Wisconsin Department of Public Health in the amount of \$62,614. The purpose of the Universal Newborn Hearing Screening Program is to screen every infant born in Wisconsin for hearing loss and that every child identified as having hearing loss has access to timely and appropriate diagnostic and intervention services.

BODY:

Whereas, The City of Milwaukee appears to be eligible for grant funds from the State of Wisconsin Division of Public Health to screen newborns for hearing loss; and

Whereas, The operation of this grant program from 04/01/11 to 03/31/12 would cost \$62,614 entirely provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the State of Wisconsin Division of Public Health 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:

1. 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 Newborn Hearing Screening Grant:

Project/Grant	GR0001100000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$62,614

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project Levels; budget to these Project/Grant values the amounts required under the grant agreement; and be it

Further Resolved, That these funds are budgeted to the Health Department which is authorized to:

1. Expend from the amount appropriated sums for specified purposes as indicated in the grant budget and incur costs consistent with the award date;
2. Expend from the 2011 grant budget funds for training and out-of-town travel by departmental staff; and,
3. Enter into subcontracts as detailed in the grant budget; and, be it

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

Under

HEALTH DEPARTMENT
Family and Community Health Services Division
Southside/Northwest Health Center

DELETE:

Public Health Nurse (X) (G)(I)(MMM)(O)

ADD:

Public Health Nurse (X)(G)(O)(N)

ADD footnote (N) to read as follows:

To expire 03/31/12 unless the Newborn Hearing Screening Grant is extended. Partially funds one position of Public Health Nurse.

Requestor
Health Department

Drafter
YMR
5-9-11
Newborn Hearing Screening 2011 RES

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: Universal Newborn Hearing Screening Grant
 CONTACT PERSON: Jill Radowicz X6636

PROJECT/PROGRAM YEAR:

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #
NEW	EXISTING					
		PERSONNEL COSTS				
	1.0	Public Health Nurse (X)(G)(O) (0.6 FTE)		33,881	0	0
		TOTAL PERSONNEL COSTS		33,881	0	0
		FRINGE BENEFITS				
		Fringe Benefit Rate 50%		16,941		
		TOTAL FRINGE BENEFITS		16,941	0	0
		SUPPLIES AND MATERIALS				
		Office supplies		1,000		
		Miscellaneous Operating Supplies		9,292		
		TOTAL SUPPLIES AND MATERIALS		10,292	0	0
		SERVICES				
		Mileage Reimbursement		1,500		
		TOTAL SERVICES		1,500	0	0
		EQUIPMENT				
		TOTAL EQUIPMENT		0	0	0

		CONTRACTUAL SERVICES				
		TOTAL CONTRACTUAL SERVICES		0	0	0
		INDIRECT COSTS				
		TOTAL INDIRECT COSTS		0	0	0
		TOTAL COSTS		62,614	0	0

2011

TOTAL
33,881
0
33,881
16,941
16,941
1,000
9,292
10,292
1,500
0
1,500
0
0
0
0

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

Department/Division: **Health Department**

Contact Person & Phone No: **Jill Radowicz 414-286-6636**

Category of Request

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

Previous Council File No.

Previous Council File No.

Project/Program Title: **Universal Newborn Hearing Screening Grant**

Grantor Agency: **Division of Public Health**

Grant Application Date:

Anticipated Award Date: April 1, 2011

Please provide the following information:

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

The overall purposes of the Universal Newborn Hearing Screening Program is to screen every infant born in Wisconsin for hearing loss and that every child identified as having hearing loss has access to timely and appropriate diagnostic and intervention services.

While infants are often covered by insurance, accessing and obtaining proper medical care is often difficult for families. MHD's role is to work with any infant in Milwaukee County who requires repeat hearing screening, and ensure they receive appropriate care. The major activity of this grant is to assist families in accessing medical care for follow-up tests, assuring appropriate medical follow-up for affected infants, and establishing a medical home for ongoing care. In addition, this program provides education to clients and professionals about newborn screening and repeat testing. This project also assures that each client family has a medical home for their infant and has access for resources for insurance.

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

This program helps to improve the health of children, reduce infant mortality and insure that all children entering school are physically and mentally capable of satisfactory education achievement. All of these are departmental objectives and assist in attaining the City-wide objective of making Milwaukee a city of healthy citizens with educational opportunities.

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

This grant funds one Public Health Nurse at approximately 60%

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

Under the grant, MHD follows up with approximately 50 babies per year. A list of all infants who required intervention by MHD is submitted to the funder at the end of every grant year. MHD also tracks the number of infants who have health insurance, receive screening and have a healthcare provider.

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

The grant period is April 1, 2011 through March 31, 2012. Without this funding the program will not continue.

6. Provide a List of Subgrantees:

N/A

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

State of Wisconsin



2009 Senate Bill 323

Date of enactment: **May 11, 2010**
Date of publication*: **May 25, 2010**

2009 WISCONSIN ACT 279

AN ACT *to amend* 20.435 (1) (ja), 20.435 (1) (jb), 253.115 (title) and 253.13 (2); and *to create* 253.115 (1) (title), 253.115 (2) (title), 253.115 (3) (title) and 253.115 (4), (5), (6), (7) and (8) of the statutes; **relating to:** requiring newborn hearing screening and making an appropriation.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 20.435 (1) (ja) of the statutes, as affected by 2009 Wisconsin Act 28, is amended to read:

20.435 (1) (ja) *Congenital disorders; diagnosis, special dietary treatment and counseling.* The amounts in the schedule to provide diagnostic services, special dietary treatment, and follow-up counseling for congenital disorders and periodic evaluation of infant screening programs as specified under s. 253.13 and to provide referrals under s. 253.115. All moneys received by the department under s. 253.13 (2), less the amounts appropriated under par. (jb), shall be credited to this appropriation account.

SECTION 2. 20.435 (1) (jb) of the statutes is amended to read:

20.435 (1) (jb) *Congenital disorders; operations.* From all moneys received under s. 253.13 (2), the amounts in the schedule to be used to administer the program programs under s. ss. 253.115 and 253.13 and for the costs of consulting with appropriate experts as specified in s. 253.13 (5).

SECTION 3. 253.115 (title) of the statutes is amended to read:

253.115 (title) Newborn hearing screening programs.

SECTION 4. 253.115 (1) (title) of the statutes is created to read:

253.115 (1) (title) DEFINITIONS.

SECTION 5. 253.115 (2) (title) of the statutes is created to read:

253.115 (2) (title) SCREENING PROGRAM REPORT.

SECTION 6. 253.115 (3) (title) of the statutes is created to read:

253.115 (3) (title) HOSPITAL SCREENING PROGRAM.

SECTION 7. 253.115 (4), (5), (6), (7) and (8) of the statutes are created to read:

253.115 (4) SCREENING REQUIRED. Except as provided in sub. (6), the physician, nurse-midwife licensed under s. 441.15, or certified professional midwife licensed under s. 440.982 who attended the birth shall ensure that the infant is screened for hearing loss before being discharged from a hospital, or within 30 days of birth if the infant was not born in a hospital.

(5) REFERRAL TO FOLLOW-UP SERVICES. The department shall provide referrals to intervention programs for hearing loss.

(6) EXCEPTIONS. (a) Subsection (4) does not apply if the parents or legal guardian of the child object to a screen for hearing loss on the grounds that the test conflicts with their religious tenets and practices.

* Section 991.11, WISCONSIN STATUTES 2007-08 : Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication as designated" by the secretary of state [the date of publication may not be more than 10 working days after the date of enactment].

(b) No screening may be performed under sub. (4) unless the parents or legal guardian are fully informed of the purposes of a screen for hearing loss and have been given reasonable opportunity to object under par. (a) to the screen.

(7) SCREENING RESULTS. (a) The physician, nurse-midwife licensed under s. 441.15, or certified professional midwife licensed under s. 440.982 who is required to ensure that the infant is screened for hearing loss under sub. (4) shall do all of the following:

1. Ensure the parents or legal guardian are advised of the screening results.

2. If the infant has an abnormal hearing screening result, ensure the parents or legal guardian are provided information on available resources for diagnosis and treatment of hearing loss.

3. Send to the state laboratory of hygiene board screening results and the infant's risk factors to contract a hearing loss.

(b) The state laboratory of hygiene board shall send the information provided under par. (a) 3. to the department.

(8) CONFIDENTIALITY. Except as provided under pars. (a) 3. and (b), no information obtained under this section from the parents or legal guardian may be disclosed except for use in statistical data compiled by the depart-

ment without reference to the identity of any individual and except as provided in s. 146.82 (2).

SECTION 8. 253.13 (2) of the statutes, as affected by 2009 Wisconsin Act 28, is amended to read:

253.13 (2) TESTS; DIAGNOSTIC, DIETARY AND FOLLOW-UP COUNSELING PROGRAM; FEES. The department shall contract with the state laboratory of hygiene to perform the tests specified under this section and to furnish materials for use in the tests. The department shall provide necessary diagnostic services, special dietary treatment as prescribed by a physician for a patient with a congenital disorder as identified by tests under sub. (1) or (1m) and follow-up counseling for the patient and his or her family. The state laboratory of hygiene board, on behalf of the department, shall impose a fee for tests performed under this section sufficient to pay for services provided under the contract. The state laboratory of hygiene board shall include as part of this fee amounts the department determines are sufficient to fund the provision of diagnostic and counseling services, special dietary treatment, and periodic evaluation of infant screening programs, the costs of consulting with experts under sub. (5), the costs of administering the hearing screening program under s. 253.115, and the costs of administering the congenital disorder program under this section and shall credit these amounts to the appropriation accounts under s. 20.435 (1) (ja) and (jb).

LRB-RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE

MAY 12, 2011

ITEM 18, FILE # 110019

File #110019 is a resolution relative to application, funding and expenditure of the Universal Newborn Hearing Screening Grant from the State of Wisconsin – Division of Public Health.

Background

1. This new grant is provided as part of a statewide program of newborn hearing screening required 2009 Wisconsin Act 279, enacted May 11, 2010. The purpose of newborn screening is to assure timely and appropriate diagnostic and intervention services are available regardless of insurance coverage. All Milwaukee County newborn infants are eligible for screening services. The program also provides education to clients and professionals about newborn screening and repeat testing.
2. Under the grant, the Health Department will follow up with approximately 50 babies per year. A list of all infants who required intervention by the Health Department will be submitted to the state at the end of every grant year. The Health Department will also track the number of infants who have health insurance, receive screening and have a healthcare provider.

Discussion

1. This one-year grant is for \$62,614, entirely grantor-funded.
2. The grant period is April 1, 2011 to March 31, 2012.
3. The grant supports an existing Public Health Nurse position at 0.6 FTE. The following is a summary of the project budget:

Salaries and Wages (Public Health Nurse – Grade 666)	\$ 33,881
Fringe Benefits (50%)	16,941
Miscellaneous Operating Supplies	9,292
Office supplies	1,000
Mileage Reimbursement	1,500

Total \$ 62,614.

4. Resolution File #110019 authorizes the City Comptroller to commit \$64,614 grantor share funds within the Project/Grant Parent of the 2011 Special Revenue-Grant and Aid Projects Fund and to create appropriate Special Revenue Fund-Grant and Aid Project/Grant and Project /Grant levels.
5. The resolution further authorizes the Health Department, consistent with the terms of the grant, to: expend from these budgeted amounts; enter into

subcontracts and leases; to expend 2011 budgeted amounts for equipment deemed necessary to the operation of the program; and to expend funds for training and out-of-town travel of departmental staff from the grant funds in 2011.

Fiscal Impact

1. This proposed \$ 64,614 in non-O&M funding has no impact on the tax levy.

Prepared by: Richard L. Withers
LRB-Research and Analysis Section
Extension 8532
May 9, 2011

Cc: W. Martin Morics
Bevan Baker
Raquel Filmanowicz
Yvette Rowe
Jill Radowicz
Anna Benton
Ali Reed
Renee Joos
Jim Carroll

LRB127815



City of Milwaukee Fiscal Impact Statement

A

Date May 9, 2011 **File Number** 110019
Subject Resolution relative to the application, acceptance and funding of the Universal Newborn Hearing Screening Program from the State of Wisconsin Division of Public Health.

B

Submitted By (Name/Title/Dept./Ext.) Yvette 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**
- | | |
|--|--|
| <input type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund |
| <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| <input type="checkbox"/> Debt Service | <input checked="" type="checkbox"/> Grant & Aid Accounts |
| <input type="checkbox"/> Other (Specify) _____ | |

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages			
Supplies/Materials			
Equipment			
Services			
Other		\$62,614	\$62,614
TOTALS		\$62,614	\$62,614

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 #: 110078 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 5/3/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution establishing a City of Milwaukee social media policy.

Sponsors: ALD. HAMILTON

Indexes: INFORMATION TECHNOLOGY

Attachments: Social Media Policy, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
5/3/2011	0	COMMON COUNCIL	ASSIGNED TO		
5/13/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
110078
Version
ORIGINAL
Reference

Sponsor
ALD. HAMILTON

Title
Resolution establishing a City of Milwaukee social media policy.

Analysis

This resolution establishes a City social media policy. This policy prescribes the actions that employees and representatives of the City must follow when posting in an official capacity using social media. This policy also strives to maintain compliance with state and local laws regarding public records, open meetings, record retention and elections.

Body

Whereas, The City Information Management Committee is responsible for policy and management of the City's information resources; and

Whereas, The evolution of the internet has increasingly transformed the nature of web site content from static presentation of information to creation of interactive applications that encourage dialogue and collaboration; and

Whereas, Interactive social media web applications such as Facebook, Twitter and LinkedIn offer opportunities to City residents to interact directly with their City government; and

Whereas, The City Information Management Committee has prepared a City social media policy, which was approved by the committee on March 29, 2011; and

Whereas, For the purposes of this policy, “social media sites” are defined as interactive online pages that allow for and encourage multiple postings or interactions and whose information is constantly altered by its readers and producers; and

Whereas, For the purposes of this policy, “City-supported” or “City-sponsored” social media web sites are defined as sites created or maintained by designated City employees and used for City-related social media content; and

Whereas, All official City presence on social media sites is an extension of the City’s existing information systems and networks, and wherever possible, content posted to City social media sites must also be made available on the City’s website; and

Whereas, This policy prescribes that to ensure consistency of message, City departments should limit the number of staff personnel authorized to post to social media sites by designating an individual or individuals who will act as spokesperson for the City and the department on various social media websites; and

Whereas, City employees, as prescribed in this policy, in their role as designated representatives of the City of Milwaukee, must never post personal information to a City-sponsored social media site, and City representatives who wish to post personal information on social media sites must maintain separate personal pages on social media sites; and

Whereas, This policy recognizes the unique positions of elected officials in City government and exempts elected officials and their representatives from provisions of this policy restricting employees from posting information regarding other City departments; and

Whereas, This policy prescribes that actions that employees and representatives of the City must follow when posting in an official capacity using social media and reserves the right to remove comments or materials the City deems:

1. Are profane, obscene, violent, or pornographic in language or content;
2. Promote, foster or perpetuate discrimination on the basis of gender, race, creed, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity, past or present membership in military service or familial status.
3. Unlawfully defame or attack an individual or group.
4. Make direct or indirect threats against any person or organization.
5. Support or oppose a political campaign or a ballot measure.
6. Advertise or solicit business for a personal or private business or endeavor.
7. Promote or endorse any financial, commercial or non-governmental agency.
8. Defraud or defame any financial, commercial or non-governmental agency.

9. Violate any federal, state or local law or encourage any illegal activity.
10. Violate any existing copyrights, trade secrets or legal ownerships.
11. Compromise the safety or security of the public or public systems.
12. Are unrelated to the original topic.

; and

Whereas, This policy also strives to maintain compliance with state and local laws regarding public records, open meetings, record retention and elections; and

Whereas, Public records laws of the State of Wisconsin and local ordinances may require retention of any information, materials or discussion on social media sites that involve City of Milwaukee employees and relate to official City business; and

Whereas, This policy prescribes that individual City departments will be responsible for ensuring proper retention of content posted by their employees to social media sites; and

Whereas, Communication among members of governmental bodies using social media may constitute a "meeting" under the Wisconsin Open Meetings Law; and

Whereas, For this reason, this policy prescribes that members of these bodies are strongly discouraged from interactions with other members on social media sites, including practices such as or similar to "friending"; and

Whereas, Various social media sites adhere to their own policies regarding the privacy of site users; and

Whereas, As prescribed in this policy, the City of Milwaukee makes no claim to protect or preserve the privacy of users who interact with employees or representatives of the City via these sites beyond those protections which the site owners provide; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that a City social media policy, a copy of which is attached to this file, is adopted as City policy.

Requestor

Drafter
LRB126767-1
Amy E. Hefter
4/14/2011

City of Milwaukee Social Media Policy

BACKGROUND

The evolution of the internet has increasingly transformed the nature of web site content from static presentation of information to creation of interactive applications that encourage dialogue and collaboration. These two-way applications, otherwise known as “Web 2.0”, include web sites such as blogs, wikis, social networking sites, and video-sharing sites among others.

The City of Milwaukee encourages its departments to communicate, collaborate, and exchange information in support of the City’s mission, using social media technologies. Interactive social media web applications such as Facebook, Twitter, and LinkedIn offer enormous opportunities to City of Milwaukee residents to interact directly with their City government. Using these tools, constituents may request services, report problems in their neighborhoods, or express opinions to elected officials and policymakers. Moreover, by opening more direct channels of communication with residents, the City will enhance its ability to respond more quickly to their needs

These opportunities, however, do not come without risk and potential costs. To ensure proper and appropriate use of these new resources, the City has established the following Social Media Policy. The policy prescribes the actions that employees and representatives of the City must follow when posting in an “official” capacity using social media. It also strives to maintain compliance with state and local laws regarding public records, open meetings, record retention, and elections.

GENERAL

For purposes of this policy, “social media sites” are defined as interactive online pages that allow for and encourage multiple postings or interactions and whose information is constantly altered by its readers and producers. Examples of these sites include blogs, wikis, RSS feeds, and web sites such as Facebook, Twitter, GovLoop, YouTube, LinkedIn, Flickr, MySpace, LiveJournal and others.

Any information or materials posted to such sites by City employees representing the City of Milwaukee using tools provided either by the City or the web site is considered “social media content.” “City-related content” will be determined based on the substance of the information or materials posted rather than the identity of the poster, the equipment used, or the site on which it is posted. For purposes of this policy “City-supported” or “City-sponsored” social media web sites are defined as sites created and/or maintained by designated City employees and used for the purpose of posting City-related social media content.

All official City presence on social media sites is an extension of the City’s existing information systems and networks. To ensure that the City’s website (www.city.milwaukee.gov) remains the primary and predominant internet presence for the City of Milwaukee and the central repository for the City’s web-based information, wherever possible, content posted to City social media sites must also be made available on the City’s website. Social media content should contain links directing users back to the City’s official website for in-depth information, forms, documents or online services necessary to conduct business with the City.

AUTHORIZATION AND ACCESS

City departments that choose to participate in social media must designate an individual or individuals who will act as spokespersons for the City and the department on various social media websites. To ensure consistency of message, departments should limit the number of staff personnel authorized to post to social media sites. Employees must have prior authorization to act as a spokesperson for the City before posting official comments regarding City-related business on social media sites. City departments must also ensure that any and all contractors, vendors, or agents of the City who may represent the City in postings to social media sites will comply with all policies, rules, and requirements regarding such actions.

Departments should routinely review access privileges for specific employees to determine if continued access to social media sites remains warranted. Decisions on allowing continued access should be based on the needs of the department and the employee's job responsibilities. The City of Milwaukee reserves the right to deny access to post information on City-sponsored social media sites to any employee or representative of the City who violates this Social Media Policy. Any reference in this document to "employee" or "City employee" shall be considered to include any contractor, vendor, or agent working for or representing the City but not in City employ.

Notwithstanding other provisions of this policy, the policy does not intend in any way to limit or restrict the ability of City employees to speak as private citizens on matters relating to City business. City employees may post comments, questions, or opinions on social media sites, including City-sponsored sites, so long as they make clear that they are acting as private citizens and that their statements in no way represent the official position of the City.

OFFICIAL AND ACCEPTABLE EMPLOYEE USE

Once granted access by the department, employees may post to social media sites in an official capacity only information that pertains to City of Milwaukee business or operations. City employees, in their role as designated representatives of the City of Milwaukee, must never post personal information to a City-sponsored social media site. Instead, City representatives who wish to post personal information on social media sites must maintain separate personal pages on sites such as Facebook or Twitter. Personal messages and the like received on an "official" page must be referred to the owner's personal page. Messages relating to City business sent to a personal page must be forwarded to an official City page.

The same principles and policies that govern interactions with the public generally apply also to social media. Employees representing the City of Milwaukee on social media sites must, at all times, conduct themselves in accordance with all state and local laws and all existing City policies. The City requires all employees who participate in social media on behalf of their departments to adhere to and follow all existing work rules and the City's Code of Ethics.

With the exception of elected officials, City employees posting official information to social media sites generally may do so only for the department they represent. They may post information or links to information already published on existing City web pages or social media sites but may not post any new or original materials relating to the activities or operations of other City departments, governments, organizations, or individuals without prior approval from the group or person discussed. City representatives should refer any questions, comments, or discussion outside of their department's responsibility or their personal expertise to an appropriate responder within their own or another City department.

Elected officials, however, hold unique positions in the operations of City government. They must respond to the needs of and answer directly to the constituents who elected them. This requires elected officials to become knowledgeable about all aspects of City government. It also creates expectations that they have the ability to speak on a wide range of City issues and operations, across any and all functional and departmental boundaries. For this reason, elected officials and their representatives are exempt from provisions of this policy restricting employees from posting information regarding other departments.

Employees representing the City of Milwaukee on social media sites must act responsibly in the posting of material and in their online demeanor. Employees must respond honestly to appropriate queries and should not become hostile or argumentative. They should always exercise good judgment regarding the content and potential need for confidentiality (omitting addresses, phone numbers, and other personal data) of posted information.

Employees representing the City must refrain from using social media tools to express personal opinions or concerns. They may never use their access as City representatives to social media sites for personal gain or to promote endeavors of relatives, friends, or associates. Employees and Elected Officials may not post information on City-sponsored social media sites that is protected under copyright, trade secret, or is proprietary in nature without the express written permission from the lawful holder of the information, prior to posting on a City-sponsored site.

Departments must ensure that their employees constantly monitor material posted to social media sites to:

- Respond promptly to questions or replies.
- Replace stale, outdated, and/or incorrect information.
- Remove inappropriate content (as defined below.)

USER RESPONSIBILITIES

The City of Milwaukee participates in and provides information through social media sites as a public service. The City anticipates that users will use such sites as a means of conveying useful information to and engaging in productive discourse with elected officials, City employees and other representatives.

The City expects that all participants on City-sponsored social media sites, including City employees, other representatives and users will display respect and civility when posting comments or information. The City of Milwaukee reserves the right to remove comments and/or materials solely at its discretion if the City deems that comments and/or materials:

- Are profane, obscene, violent, or pornographic in language or content;
- Promote, foster, or perpetuate discrimination on the basis of gender, race, creed, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity, past or present membership in military service, or familial status;
- Unlawfully defame or attack an individual or group;
- Make direct or indirect threats against any person or organization;

- Support or oppose a political campaign or a ballot measure;
- Advertise or solicit business for a personal or private business or endeavor;
- Promote or endorse any financial, commercial, or non-governmental agency
- Defraud or defame any financial, commercial, or non-governmental agency
- Violate any federal, state, or local law or encourage any illegal activity;
- Violate any existing copyrights, trade secrets, or legal ownerships;
- Compromise the safety and/or security of the public or public systems; or
- Are unrelated to the original topic.

LEGAL REQUIREMENTS

Public records laws of the State of Wisconsin and local ordinances may require retention of any information, materials, and/or discussion on social media sites that involve City of Milwaukee employees and relate to official City business. Individual City departments will be responsible for ensuring proper retention of content posted by their employees to social media sites.

For purposes of complying fully with existing laws, retention of social media content as public records would likely include any comments, queries, information, or materials submitted by end users, including under certain circumstances, personal information submitted voluntarily such as the user's name and/or address. Departments will retain these records in an accessible and usable format that preserves the integrity of the original records for the period designated by appropriate records retention schedules.

Communication among members of governmental bodies using social media may constitute a "meeting" under the Wisconsin Open Meetings Law. For this reason, members of these bodies are strongly discouraged from interactions with other members on social media sites, including practices such as or similar to "friending."

The rapidly-changing nature of social media sites, both in terms of the technology they use and unpredictable swings in their popularity, would almost instantly render useless any proposals for implementing specific technology for backup and retention of social media content. To assist departments in adjusting to rapid changes in social media sites and Public Records law, the City's Chief Information Officer (CIO) will provide directives to departments regarding the most cost-effective options for retaining and storing specific types of social media content. The CIO will inform departments no less than annually, or more frequently, as needed.

Various social media sites adhere to their own policies regarding the privacy of site users. The City of Milwaukee makes no claim to protect or preserve the privacy of users who interact with employees or representatives of the City via these sites beyond those protections which the site owner provides. Further, the City of Milwaukee retains the right to review all information or materials written or contributed by City employees on City social media sites, therefore designated City representatives should have no expectation of privacy when posting to City social media sites.

The content of all communications posted by City employees on City-sponsored social media sites is the sole property of the City of Milwaukee. Unless prohibited or otherwise provided for by the terms of service enforced by social media sites used by the City, postings made by other users may also be considered City property.

Violation of this policy by a City employee may result in discipline up to and including discharge. Users should be aware that the information made available by the City of Milwaukee on social media sites may not be timely, accurate or complete. Any communication from or to the City through these sites will not be considered legal or official notice for any purpose. The City of Milwaukee reserves the right to revise or modify this policy at any time, without prior notice.



Legislation Details (With Text)

File #: 110079 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 5/3/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution establishing a City of Milwaukee information technology systems password policy.

Sponsors: ALD. HAMILTON

Indexes: INFORMATION TECHNOLOGY

Attachments: Password Policy, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
5/3/2011	0	COMMON COUNCIL	ASSIGNED TO		
5/13/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
110079
Version
ORIGINAL
Reference

Sponsor
ALD. HAMILTON

Title
Resolution establishing a City of Milwaukee information technology systems password policy.

Analysis
This resolution establishes a City information technology systems password policy. Through this policy the City will establish a standard for the creation of strong passwords, the protection of those passwords and the frequency of change of passwords to protect information systems and data from unauthorized access.

Body
Whereas, The City Information Management Committee is responsible for policy and management of the City's information resources; and

Whereas, The Comptroller's Office, as a result of an external audit, has prepared and recommended to the City Information Management Committee a City information technology systems password policy, which was approved by the committee on March 29, 2011; and

Whereas, Passwords are an important aspect of computer information system and network security; and

Whereas, Passwords help protect the integrity of City data and safeguard City assets and data against fraud, misuse and theft; and

Whereas, The scope of this policy includes all personnel who use or are responsible for any form of access that supports information systems which reside at any City facility, including all contractors, vendors, or agents who may have access to the City network or electronically store any City information; and

Whereas, Password strength should reflect the environment that the information system is deployed in and the likely threats it will face; and

Whereas, The password requirements outlined in this policy are to provide baseline protection of City data and information systems; and

Whereas, Through this policy, the City will establish a standard for the creation of strong passwords, the protection of those passwords and the frequency of change of passwords to protect information systems and data from unauthorized access;
now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that a City information technology systems password policy, a copy of which is attached to this file, is adopted as City policy.

Requestor

Drafter
LRB126768-1
Amy E. Hefter
4/12/2011

City of Milwaukee Information Technology Systems Password Policy

I. Overview

All City departments that have information systems and networks need to ensure that access to these systems is restricted to safeguard the City's assets and data. Passwords are an important aspect of computer system security. Passwords help protect the integrity of City data and safeguard City assets and data against fraud, misuse, and theft. Employees with administrative and regular access to Active Directory and City applications are responsible for taking the appropriate steps to select and secure strong passwords.

II. Purpose

The purpose of this policy is to establish a standard for the creation of strong passwords, protection of those passwords and the frequency of change to effectively protect information systems and data from unauthorized access.

III. Scope

The scope of this policy includes all personnel who use or are responsible for any form of access that supports information systems which reside at any City of Milwaukee facility; including all contractors, vendors, or agents who have access to the City of Milwaukee network or electronically store any City of Milwaukee information. Any reference in this document to "employee" or "City employee" shall be considered to include any contractor, vendor, or agent working for or representing the City but not in City employ.

IV. Policy

City information systems and networks are required to enforce strong passwords that meet the minimum security standards outlined in Section V. Password strength should reflect the environment that the information system is deployed in, and the likely threats it will face. However, minimal password requirements as outlined in Section V are required to provide baseline protection of City data and information systems.

Information Systems administrative personnel charged with the management of **Active Directories** and **applications** should configure the end user passwords to enforce strong password requirements as outlined in Section V.

Administrative accounts like the Domain Administrator, Application administrator and Database Administrator must also comply with the strong password requirements as outlined in Section V.

The default manufacturer passwords for administrative system and hardware management accounts must be changed at setup.

Some production legacy systems may not be able to comply with this Policy due to system limitations. These systems are discussed in section VI, Policy Exceptions.

System compliance status with the password policy must be reported annually by August 30th through the IT Profiles System on the MINT (www.milwaukee.gov/ITProfile).

V. Password Requirements

All passwords are to be treated as sensitive, confidential information and therefore need to meet the following requirements for AD and applications:

- All passwords must be at least eight characters long.
- All passwords must be alphanumeric (Contain at least one (1) letter and number).
- All passwords must set to change at least every 90 days.
- The number of unsuccessful consecutive attempts by a user to enter a password and log into a system or application should be limited to no more than five (5) attempts.
- System administrators should immediately disable passwords for users that change assignments or leave employment with the City.
- The system administrator should provide an initial password to each user when logging on for the first time. The initial password assigned by the system administrator should be valid only on the user's first session. The user should choose another personal password during the course of the initial session.

Additional User Requirements

- Passwords should not be written down but if it is necessary they should be kept in a secure location like a locked drawer.
- Passwords should not be stored in a file on any computer system or device (including hand held devices, flash drives, or similar devices) without encryption.
- Passwords should not be shared with anyone, including supervisors, other City employees or family with the exception of network administrators during maintenance.
- Create passwords that are easily remembered but meet the requirements of a strong password. The use of pass phrase or key board associations can make strong passwords easy to remember. Refer to Appendix A for tips and guidelines.
- If the user suspects their password has been compromised or observed by others, the password must be changed immediately.

VI. Policy Exceptions

Some information systems including operating systems applications can not comply with this policy due to system limitations. System owners/administrators of such systems must complete the compensating controls worksheet found on the IT Profiles System within the MINT.

System Accounts (Automated program access) are not required to comply with the Password Policy. Systems used by citizens are not required to comply with the Password Policy.

Systems that are not limited in their ability to enforce given password requirements and are functionally able to enforce the password requirements in section V do not qualify for exception status.

Document files from applications like Excel, Word or Adobe PDF are not required to be password protected under this policy.

Appendix A. Tips and Guidance on Creating Strong Passwords

Creating and remembering strong passwords can be constructed using one of the following techniques:

- A Common practice to create easy to remember complex passwords is substituting letters for similar numbers or letters. Some examples include; A=@, B=8, S=\$, i=!, E=3, O=o and L=7. Using this method passwords can be constructed thusly; Il!k3\$tr0ngP@sswords, \$p@in1492, US@Ju7y4th, B3tt3rProt3ct!on.
- A pass phrase can be used to help create a password and use the first letter of each word. A password created with a pass phrase needs to contain a combination of both letters and numbers and can be made stronger through the use of special characters. For example, the phrase might be: "This may be one way to Remember!" and the password could be: "TmB1W2R!" or "TmB1W>r~" or some other variation.
- Shift row on keyboard. A password includes the use of a memorable word, even a dictionary word, but move the hands up a row from the home row on the keyboard when typing it. This way, "GoFishing?" would become T9R8wy8ht?".

Weak passwords contain any of the following characteristics and should not be used:

- Words found in a dictionary (English or foreign), slang, dialect, jargon, etc
- Names of family, user's job, pets, friends, co-workers, fantasy characters, sport team, etc.
- Any part of the individual name or username in the password
- Computer terms and names, commands, sites, companies, hardware, software.
- The "City of Milwaukee" or any derivation of the City's name (cityofmilw).
- Birthdays and other personal information such as addresses.
- Word or number patterns.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit

Appendix B. Considerations for Compensating controls

- Implementing dual factor authentication through an RSA token (<http://www.webopedia.com/TERM/R/RSA.html>)
- Monthly review of system activity log signed off by management
- Manually enforce password changes by generating a stale password report and asking non compliant users to update their passwords.



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: Letter from Employes' Retirement System, PowerPoint Presentation, 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		
4/28/2011	0	FINANCE & PERSONNEL COMMITTEE	HELD IN COMMITTEE	Pass	5:0
5/13/2011	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



City of Milwaukee
Employees' Retirement System

Bernard J. Allen
Executive Director

Thomas A. Rick, CFA
Chief Investment Officer

Martin Matson
Deputy Director

May 12, 2011

To: Michael Murphy, Chairman
Finance & Personnel Committee

From: Jerry Allen, Executive Director
Tom Rick, Chief Investment Officer
City of Milwaukee Employees' Retirement System

Re: Employers' Reserve Fund Investment

The adoption of Common Council File 101378 approved the guidelines for investment of City funds in the Employers' Reserve Fund. The approved resolution and the investment guidelines emphasize preservation of principal and liquidity of assets as the two primary objectives for investment of the Employers' Reserve Fund. In light of projected near-term contribution needs, the stated investment objectives appear consistent from an investment perspective.

The File also requested Employees' Retirement System (ERS) staff to review and recommend an investment manager capable of investing the assets of the Employers' Reserve Fund in a manner consistent with the approved objectives and guidelines.

ERS staff and their investment consultants identified three local investment managers with institutional capabilities and short term fixed income strategies consistent with the established objectives and guidelines. Staff preferred local managers who have investment clients similar to the City of Milwaukee (local government) and are prepared both administratively and operationally to invest assets in conformance with applicable WI state statutes.

ERS staff held meetings with the three managers to discuss the following investment-related topics:

- * Investment Philosophy and Discipline
- * Investment Process
- * Investment Management Fees
- * Firm Organization and Ownership
- * Short Term Investment Strategy
- * Compliance and Trading
- * Portfolio Management and Team
- * Strategy Performance and Track Record
- * Reporting

In addition, ERS staff received additional insight from their investment consultant, Callan and Associates, concerning the three investment managers and their ability to meet the investment objectives of the Employers' Reserve Fund.

Based on our discussions with the investment managers and our consultant, ERS staff believes R. W. Baird's Short Term Investment Fund strategy will provide a solid match for the requirements sent forth in File 101378. Their short-term fixed income strategy is consistent with the principal preservation and liquidity objectives of the Employers' Reserve Fund. In addition, the portfolio is a high quality, duration neutral, strategy that has some customization capabilities. R. W. Baird can construct the portfolio with securities that will provide a better cash flow match for projected City contribution needs. The strategy is competitive from a fee perspective.

The R. W. Baird portfolio team has previously managed fixed income assets in a different strategy for the Employees' Retirement System.

Recommend

ERS staff recommends investment manager R. W. Baird for the investment of Employers' Reserve Fund assets. Our recommendation is contingent upon final contract negotiations and the successful completion of an on-site due diligence conducted by ERS staff, which would begin with the concurrence of the Finance and Personnel Committee.

Cc: W. M. Morics
Mark Nicolini

ERS Update

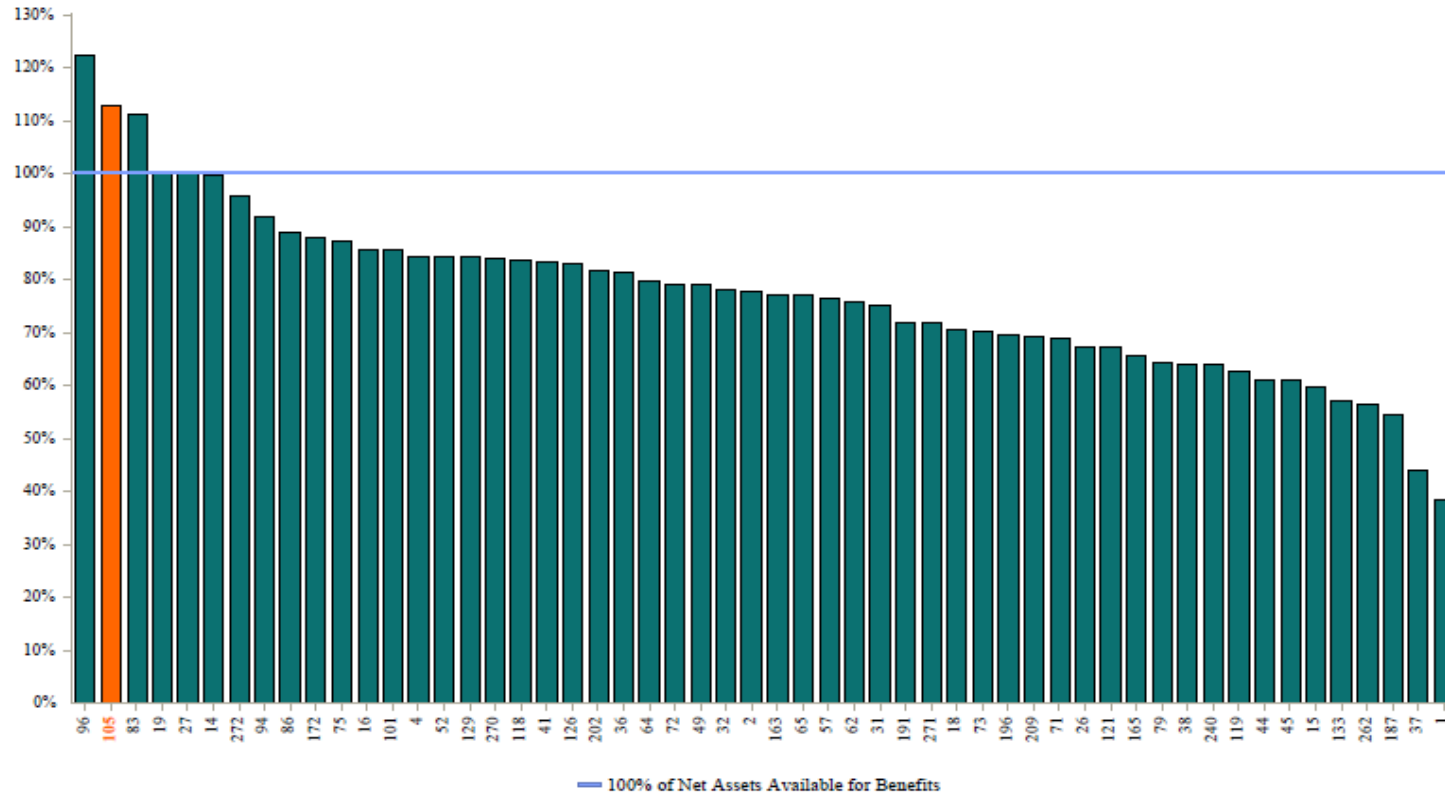
Finance and Personnel Committee

May 18, 2011

Net Assets Available For Benefits
Expressed as a Percentage of the Pension Benefit Obligation
As of December 31, 2010

Fund Number: 105

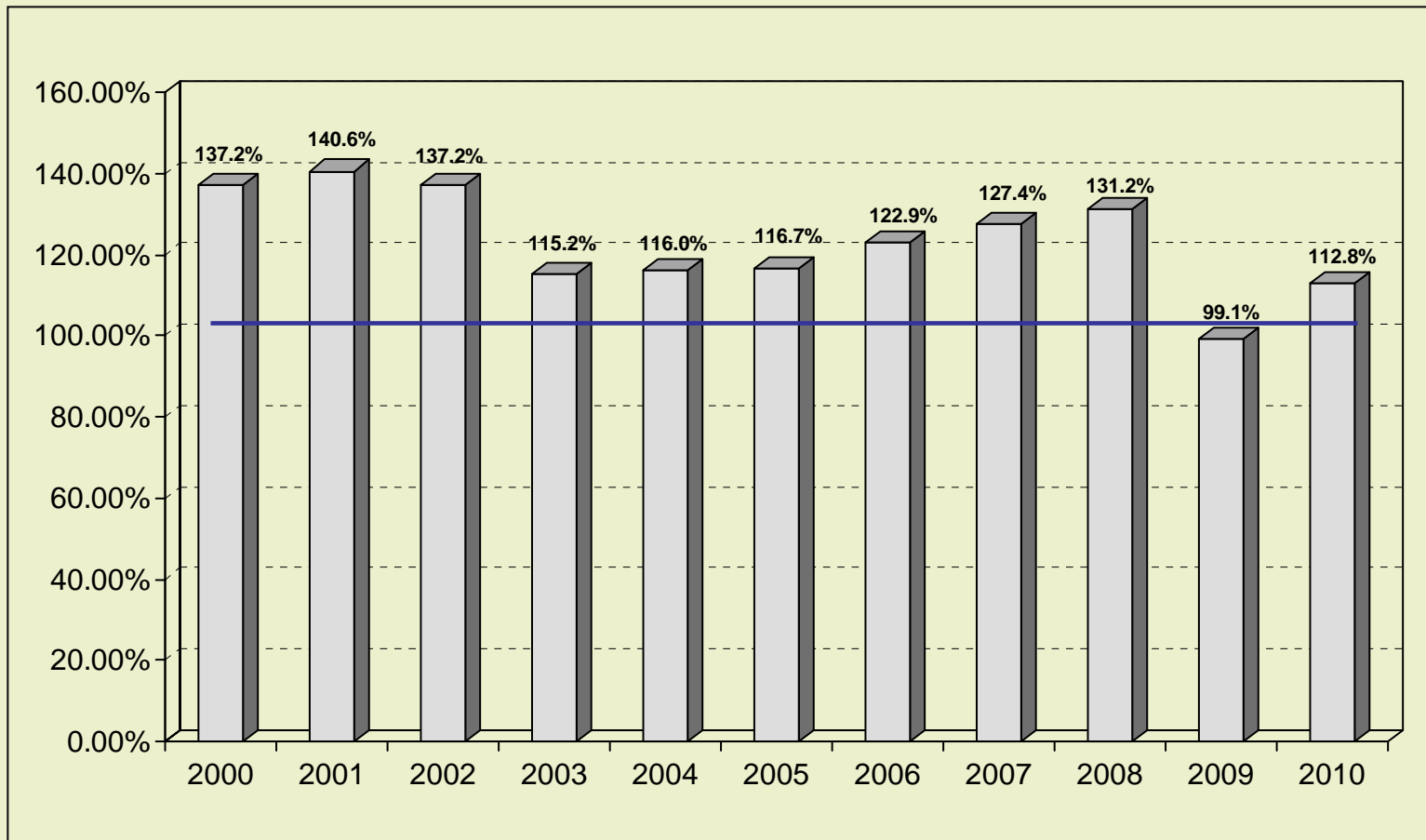
54 of 72 funds provided Net Assets Available data



Funds that did not provide data will not appear in the chart.

RVKuhns
 >>> & ASSOCIATES, INC.

City Employees' Retirement System Year End Funded Ratio* Analysis



*Actuarial Value of Pension Fund Assets
PV of Accumulated Plan Benefits

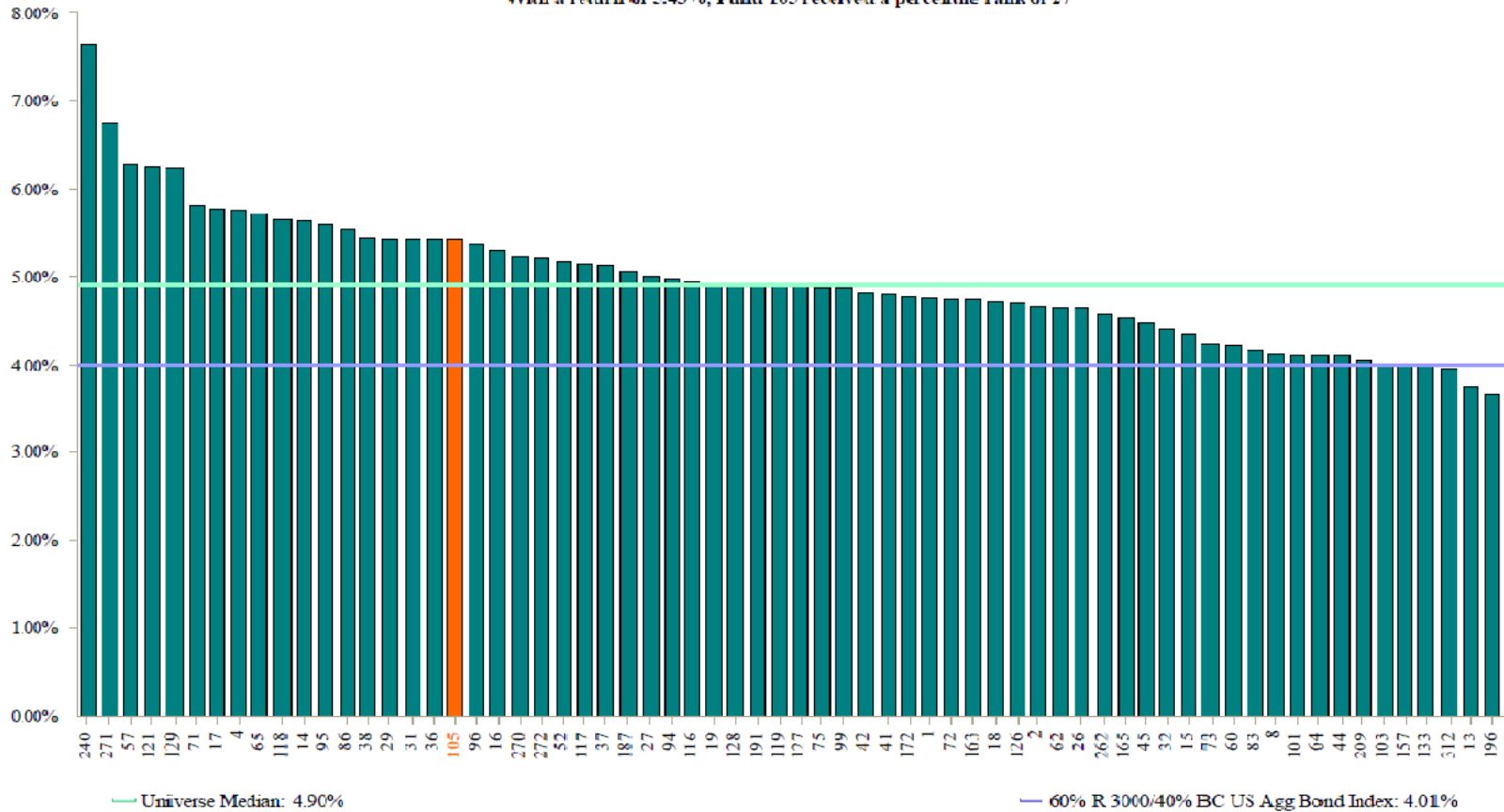
Source: City of Milwaukee Employees' Retirement System

10 Year Annualized Total Fund Returns

As of December 31, 2010

Fund Number: 105

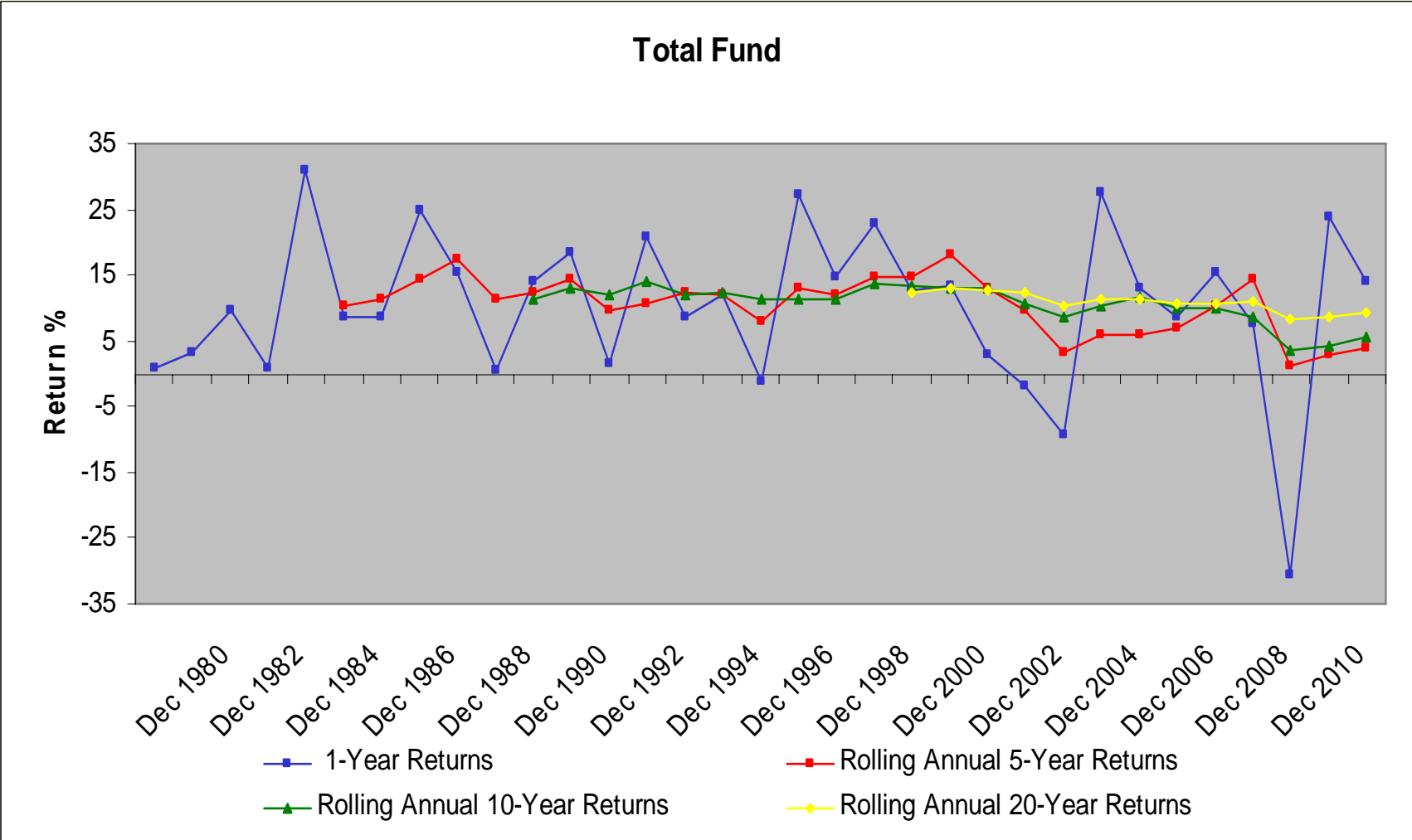
66 of 72 funds provided Total Fund returns for this time period
 With a return of 5.43%, Fund 105 received a percentile rank of 27



Funds with less history than the specified time period will not appear in the chart.

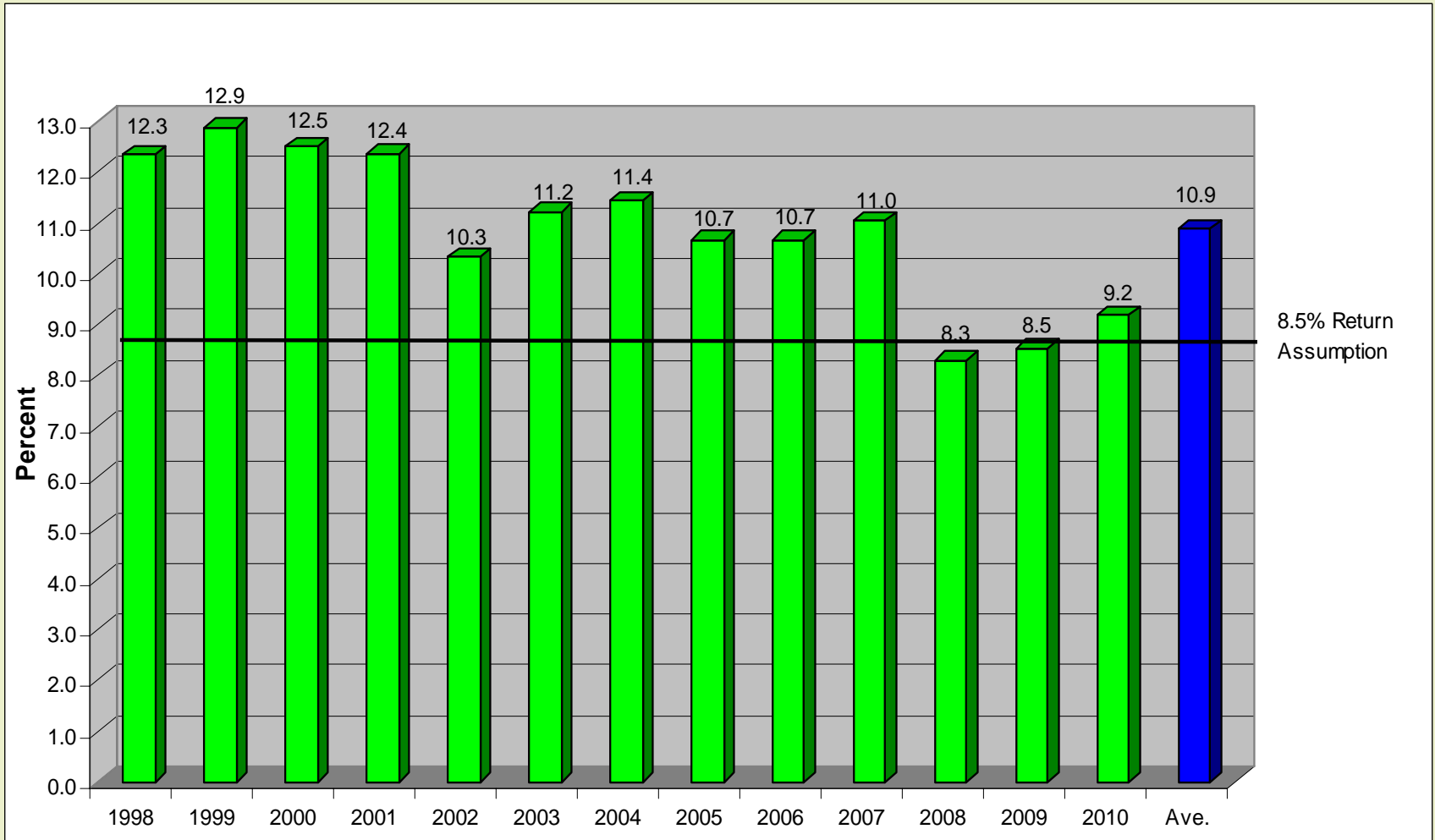
RVKuhns
 & ASSOCIATES, INC.

ERS Rolling Investment Returns 1978-2010



ERS 20 Year Period Rolling Investment Returns

1978-2010



Active Management versus Passive Analysis

10-Year Analysis

1/1/01 - 12/31/10

MERS' decision to hire some active managers versus hiring only passive managers.

MERS Asset Class	Index	Time Weighted Returns			Dollar Weighted Estimates (Net of fees)		
		Annualized MERS Asset Class		Annualized Index	Value of a Dollar Invested in		Active Management Impact
		Gross	Net of fees	Net of fees	MERS Asset Class	Index	\$Millions
Domestic Equity	Russell 3000	3.66%	3.36%	2.14%	\$ 1.39	\$ 1.24	\$ 243.8
International Equity	EAFE	6.00%	5.54%	3.48%	\$ 1.72	\$ 1.41	\$ 139.7
Global Equity *	MSCI World	8.01%	7.64%	8.21%	\$ 1.08	\$ 1.08	\$ 1.2
Fixed Income	Barclays Aggregate	7.60%	7.51%	5.82%	\$ 2.06	\$ 1.76	\$ 155.1
Estimate of Fund's benefit from its decision to hire active managers over past 10 years.							\$ 539.7

Manager Fees for indices are assumed to be:

Russell 3000 Index - 2 basis points

MSCI EAFE Index - 5 basis points

MSCI World Index - 5 basis points

Barclays Aggregate Index - 2 basis points

Value estimates are based on monthly ERS asset class balances.

Data Sources include Northern Trust, Mercer and Index providers

* Global Equity inception was March 2010

Total Fund Fee Summary in Basis Points

Milwaukee ERS vs. Average by Asset Range

As of December 31, 2010

Fund Number: 105

49 of 72 funds provided fee data for this time period

Administrative Expenses	Milwaukee ERS	Under \$500 Million	\$500mm - \$1 Billion	\$1 - \$5 Billion	\$5 - \$10 Billion	\$10 - \$20 Billion	Over \$20 Billion
Personnel	0.80	2.85	4.68	1.46	3.09	1.53	1.75
Actuary	0.46	1.50	0.55	0.48	0.38	0.09	0.14
Legal	0.30	0.14	1.39	0.74	1.48	0.09	0.15
Consultant	0.00	1.39	0.32	0.40	0.51	0.03	0.27
Audit	0.17	0.36	0.25	0.22	0.11	0.09	0.04
Other Professional	0.20	2.81	0.10	0.73	0.31	0.13	0.65
General Administrative	0.34	3.54	1.02	3.17	1.73	1.48	1.10
Total Administrative Expenses	2.27	12.59	8.32	7.20	7.61	3.44	4.10

Investment Expenses	Milwaukee ERS	Under \$500 Million	\$500mm - \$1 Billion	\$1 - \$5 Billion	\$5 - \$10 Billion	\$10 - \$20 Billion	Over \$20 Billion
Custodial	0.33	2.12	2.11	1.10	0.77	0.56	0.27
Investment Consulting	0.61	2.76	1.99	1.08	1.04	0.89	0.49
Domestic Equity	8.03	9.79	18.99	13.03	8.10	4.82	4.52
International Equity	8.08	4.75	5.81	7.18	6.09	5.41	4.28
Fixed Income	2.80	4.18	3.59	4.08	8.95	3.33	3.86
Real Estate	8.52	2.06	2.84	5.23	5.43	1.35	7.58
Other Investment Management	0.12	11.53	0.00	2.13	8.13	1.67	4.48
Total Investment Expenses (ex. Alt Inv)	28.48	37.20	35.32	33.83	38.51	18.03	25.49
Alternative Investments	0.00	1.47	8.48	4.69	6.87	3.61	24.39
Total Investment Expenses	28.48	38.67	43.80	38.52	45.38	21.64	49.88

Total Expenses	30.76	51.26	52.12	45.72	52.99	25.09	53.98
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Expressed in basis points on total fund assets. Funds that did not provide fee data will not appear in the table.

RVKuhns

▶▶▶ & ASSOCIATES, INC.



Legislation Details (With Text)

File #: 110118 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 5/3/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution authorizing the City of Milwaukee Departments to accept, expend and carryover rebates and incentives generated from grant activities.

Sponsors: ALD. MURPHY

Indexes: GRANTS

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
5/3/2011	0	COMMON COUNCIL	ASSIGNED TO		
5/13/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
5/13/2011	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
110118
Version
Substitute 1
Reference

Sponsor
Ald. Murphy

Title
Substitute resolution authorizing the City of Milwaukee Departments to accept, expend and carryover rebates and incentives generated from grant activities.

Analysis
This substitute resolution authorizes the City of Milwaukee Departments and sub-recipients to accept, expend and if necessary carryover rebates and incentives received as a result of expenditures of grant funds. The rebates and incentives will allow the departments to carry out additional program activities.

BODY:
Whereas, The City of Milwaukee and sub-recipients appear to be eligible to receive rebates and incentives from Focus on Energy, We Energies, and other programs as a result of expenditures of grant funds on energy efficiency and conservation activities; and

Whereas, Federal grant regulations require that rebates and incentives accruing to grantees as a result of expenditures of grant funds be treated as applicable credits and otherwise be used to defray

program costs and; the rebates are to be expended first before requesting additional draw down of grant funds; and

Whereas, awarding agencies authorize recipients and sub-recipients of grant funds to use rebate and incentive dollars for more program related activities; now, Therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the departments be authorized to receive, expend and if necessary carryover rebates and incentives generated from grant activities as authorized by the grant; and in accordance with federal regulations; and be it

Further Resolved, That the City of Milwaukee departments are authorized and directed to expend rebates and incentives received first before any additional draw down of grant funds; and comply with any applicable reporting requirements:

Requestor

Drafter
Office of Environmental Sustainability
5/11/11
Ref_Rebates



Legislation Details (With Text)

File #: 110104 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 5/3/2011 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute ordinance relating to how parking garage management service contracts are awarded.

Sponsors: ALD. BAUMAN

Indexes: BIDS, PARKING LOTS, PARKING STRUCTURES

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
5/3/2011	0	COMMON COUNCIL	ASSIGNED TO		
5/13/2011	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
110104

Version
SUBSTITUTE 1

Reference

Sponsor
ALD. BAUMAN

Title
A substitute ordinance relating to how parking garage management service contracts are awarded.

Sections
309-61-1-b am

Analysis
This ordinance clarifies that the commissioner of public works has the option of awarding parking garage management service contracts through means other than competitive bidding when competitive bidding is impracticable, i.e. when contracts require professional judgment, the exercise of discretion or where specifications cannot be drafted.

Body

Whereas, Section 309-61-1-b of the code provides only competitive bidding as the method for awarding management service contracts for city-owned parking garage structures although the charter and common law provides that other award procedures are allowed if competitive bidding is impracticable; and

Whereas, Management service contracts for city-owned parking garage structures do require significant professional judgment, management discretion and reporting obligations to the department of public works, the department of administration and the office of the comptroller which cannot be adequately evaluated through a lowest bidder contract award process; and

Whereas, Current code provisions need to be amended to clarify that management service contracts for city-owned parking garage structures may be awarded by means other than competitive bidding when competitive bidding is impracticable; now, therefore

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

Part 1. Section 309-61-1-b of the code is amended to read:

309-61. Operation of Parking Facilities.

1. CONTRACT REQUIRED.

b. Pursuant to s. 7-22 of the charter, ~~[[a]]~~ contracts for managing city permanent parking structures shall be awarded and administered by the commissioner of public works to the lowest responsible bidder in the manner provided in s. 7-14 of the charter >> except when not practicable, << and shall be for a minimum duration of 3 years with up to 2 one-year extensions allowable. All contracts for management of city parking structures shall be rebid not less than every 5 years. All leases for operating non-permit, non-metered city-owned surface parking lots shall be awarded and administered by the commissioner of public works to the highest responsible bidder after competitive bidding, on the basis of lump sum bids payable in equal monthly installments. All leases shall be for a minimum duration of one year, with up to 4 one-year extensions allowable. All leases for operating city-owned surface parking lots shall be re-bid not less than every 5 years. Any variation to contract or lease terms in this paragraph shall be approved by the common council.

LRB

APPROVED AS TO FORM

Legislative Reference Bureau

Date: _____

Attorney

IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

Office of the City Attorney

Date: _____

Requestor

Drafter

LRB #127724-2

Aaron Cadle

05/12/11



Legislation Details (With Text)

File #: 110051 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 5/3/2011 **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
5/3/2011	0	COMMON COUNCIL	ASSIGNED TO		

Number
110051
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 department:

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 "Health Department, Family and Community Health Services Division, Southside/Northwest Health Center", delete one position of "Public Health Nurse (X) (G)(I)(MMM)(O)", add one position of "Public Health Nurse (X)(G)(O)(N)" and add footnote "(N)" to read as follows: "To expire 03/31/12 unless the Newborn Hearing Screening Grant is extended. Partially funds one position of Public Health Nurse."

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