



Department of Neighborhood Services

Preston D. Cole  
Commissioner

Thomas Mishefske  
Operations Director

Michael Mazmanian  
Operations Director

May 15, 2018

James Owczarski, City Clerk  
Milwaukee Common Council  
City Hall, Room 205  
200 East Wells Street  
Milwaukee, WI 53202

Re: Communication File Regarding Changes to the 2018 Positions Ordinance

Dear Mr. Owczarski:

The Department of Neighborhood Services (DNS) is submitting this Communication File for inclusion on the June 13, 2018 Finance and Personnel Committee agenda.

This file adds two Neighborhood Improvement Project Inspectors. Neighborhood Improvement Project Inspectors are highly trained inspectors responsible for comprehensive property inspections, creating and approving scopes of work, estimating rehabilitation costs, and assuring rehabilitation and new construction work meets applicable building codes and regulations.

DNS is preparing to take on additional responsibility for Lead Risk Assessment inspections and has identified the Neighborhood Improvement Project Inspectors as the appropriate staff members to assist. In order to keep up with the anticipated workload, the department is requesting two additional inspectors.

The 2018 Positions Ordinance would need to be amended as follows:

<u>Position Title</u>	<u>Pay Range</u>	<u>Existing</u>	<u>With Additions</u>
Neighborhood Improvement Project Inspector (B)(X)	2GN	6	8



Please note that with this addition, the total number of Neighborhood Improvement Project Inspectors will be brought up to 10. DNS employs one NIP inspector (funded through Capital) to assist with the Compliance Loan Program. DNS also has position authority for one additional Neighborhood Improvement Project inspector (funded through Operating) to assist with In Rem inspections.

Please do not hesitate to contact me with questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Preston D. Cole', written in a cursive style.

Preston D. Cole  
Commissioner, Department of Neighborhood Services

c: Eric Pearson, BMD