



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

February 20, 2023

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

*Re: Common Council File # 221646 – Communication from the Department of Employee Relations amending the Salary Ordinance to add an assignment footnote to the titles of Parking Enforcement Officer, Lead Parking Enforcement Officer, and Communications Assistant IV.*

Dear Committee Members:

This communication requests to amend the 2023 Salary Ordinance to add an assignment rate to the titles of Parking Enforcement Officer in Pay Range 5IN (\$48,219.60 - \$56,877.86); Lead Parking Enforcement Officer in Pay Range 5JN (\$48,997.52 – \$59,452.64) with a recruitment rate of \$50,631.10; and Communications Assistant IV in Pay Range 6JN (\$36,256.74 - \$46,345.26). This footnote provides a pay rate consistent with a promotion to Parking Enforcement Supervisor when a Parking Enforcement Officer, a Lead Parking Enforcement Officer, or a Communications Assistant IV located in the Department of Public Works (DPW) is assigned to perform the work of a Parking Enforcement Supervisor in Pay Range 1AX (\$50,636.20 - \$65,989.04). The basic functions of these four classifications are listed below.

**Parking Enforcement Officer** – Under the direction of a Parking Enforcement Supervisor; the Parking Enforcement Officer is responsible for customer service; enforcing parking and abandoned vehicle regulations; efficiently and accurately entering citation, tow, location and vehicle data; recording relevant notes into the software system; responding to subpoenas, scheduling and testifying in court; determining eligibility for citations and tows; operating LPR (License Plate Recognition System) or other assigned enforcement equipment; creating tow authorizations; conducting stolen vehicle checks; performing routine maintenance and hooding operations for parking meters; and performing other duties as directed by supervisors.

**Lead Parking Enforcement Officer** - Under the direction of a Parking Enforcement Supervisor, the Lead Parking Enforcement Officer is responsible to assist in the supervision of the Parking Enforcement staff and conduct all duties of the Parking Enforcement Officer.

**Communications Assistant IV – (DPW–Parking Enforcement/Information Desk)** Under the direction of the Supervisor and the Assistant Manager, the Communications Assistant IV functions as a lead worker, assisting in the day-to-day operations of the Parking Enforcement Desk.

**Parking Enforcement Supervisor** – Under the direction of a Parking Enforcement Assistant Manager this position is responsible for the supervision of the Parking Enforcement Staff. The staff will be engaged in the enforcement of city parking regulations, towing of illegally parked and abandoned vehicles, and responding to citizen complaints. This position is also responsible for the supervision of the City's Parking Information Desk, a 24-hour operation, which processes requests for towing services and dispatches tow equipment; and performs other duties as directed by managers.

**Action Required – Effective Pay Period 05, 2023 (February 19, 2023)**

In the Salary Ordinance:

Under Pay Range 5IN:

- Create footnote (7).  
(7) To be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1AX when assigned to perform the work of a Parking Enforcement Supervisor.
- Add footnote (7) to the title 'Parking Enforcement Officer'.

Under Pay Range 5JN:

- Create footnote (3).  
(3) To be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1AX when assigned to perform the work of a Parking Enforcement Supervisor.
- Add footnote (3) to the title 'Lead Parking Enforcement Officer'.

Under Pay Range 6JN:

- Create footnote (5).  
(5) For positions located in the Department of Public Works, to be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1AX when assigned to perform the work of a Parking Enforcement Supervisor.
- Add footnote (5) to the title of 'Communications Assistant IV'.

Respectfully Submitted,



Harper Donahue, IV  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b>	<u>2/14/2023</u>	<b>File Number</b>	<u>221646</u>	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b>	<u>Communication from the Department of Employee Relations amending the Salary Ordinance to add an assignment footnote to the titles of Parking Enforcement Officer and Communications Assistant IV.</u>				

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b>	<u>Sarah Trotter/ Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
	<input type="checkbox"/> <b>Suspends expenditure authority.</b>	
	<input type="checkbox"/> <b>Increases or decreases city services.</b>	
	<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>	
	<input type="checkbox"/> <b>Increases or decreases revenue.</b>	
	<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>	
	<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>	
	<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>	
	<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>	

<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> <b>Department Account</b>	<input type="checkbox"/> <b>Contingent Fund</b>
	<input type="checkbox"/> <b>Capital Projects Fund</b>	<input type="checkbox"/> <b>Special Purpose Accounts</b>	
	<input type="checkbox"/> <b>Debt Service</b>	<input type="checkbox"/> <b>Grant &amp; Aid Accounts</b>	
	<input type="checkbox"/> <b>Other (Specify)</b>	<u></u>	

<b>E</b>	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

**F**

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet.

**G**

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

**H**

List any costs not included in Sections D and E above.

**I**

Additional information.

**J**

This Note ☐ Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of February 23, 2023

<b>NEW COSTS FOR 2023</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Transportation Fund	Three Titles	N/A	Assignment Pay	N/A	\$0	\$365	\$309	\$63	\$372

Assume effective date is Pay Period 5, 2023 (February 19, 2023).

Note: Cost estimate is based on ten hours of overtime per year paid at rates consistent with a promotion to Parking Enforcement Supervisor.

<b>NEW COSTS FOR FULL YEAR</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Transportation Fund	Three Titles	N/A	Assignment Pay	N/A	\$0	\$365	\$365	\$75	\$440

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