City of Milwaukee

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

April 23rd, 2010

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

Room 404, City Hall, 200 East Wells Street, Milwaukee, Wisconsin 53202 - 3566 Phone: (414) 286-3321, Fax: (414) 286-3281

2009 COMMON COUNCIL CONTINGENT FUND
Status on 04/23/10

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
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
0000229263	12/31/2009	2009	C001	2009	40,000.00	Rev.J229113 Res.091540 3/24/10
0000229664	12/31/2009	2009	C001	2009	(28,994.00)	CF to cover 09' overdrawn appr
0000230105	12/31/2009	2009	C001	2009	10,000.00	CF to cover 09' part Rev229664
0000229925	12/31/2009	2009	C001	2009	(3,540,235.82)	close 2009 approp ***
0000230175	12/31/2009	2009	C001	2009	(10,000.00)	close 2009 approp ***

Remaining Reserved Commitments Authorized by prior Council meetings

Res 090671 11/03/09: DNS computer expenses & demolition activities	-
Total Transfers & Reserved	**(5,000,000.00)**
Balance Available on April 23rd, 2010	**-**
% Expended/Reserved Current status	**100%**

Comparative Balance Available on April 23rd, of prior years

	Balance	Budgeted	% Expended
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%

***Note: 2009 ending balance is $3,550,235.82. This amount is transferred to Budget-Closed Operating Expend account CL6300

Office of the Comptroller
TD

2010 COMMON COUNCIL CONTINGENT FUND
Status on 04/23/10

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 23rd, 2010	5,000,000.00
% Expended/Reserved Current status	0%

Comparative Balance Available on April 23rd, of prior years

	Balance	Budgeted	% Expended
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

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, Terry MacDonald
Phone: (414)-286-2233; Fax: (414) 286-3456, E-mail: tmacdo@milwaukee.gov

Wednesday, April 28, 2010 | **9:00 AM** | **Room 301-B, City Hall**

1. **091648**

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

Sponsors: THE CHAIR

Attachments: Letter from Budget & Management Div regarding 45 day extension
Hearing Notice List

2. **091655**

Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.

Sponsors: THE CHAIR

Attachments: Letter and job evaluation reports
Fiscal note
Hearing Notice List

3. **091657**

Communication from the Department of Employee Relations relating to citywide administrative guidelines for automobile and travel allowance for City of Milwaukee Management Pay Plan employees.

Sponsors: THE CHAIR

Attachments: Department of Employee Relations Letter
Memo from Dept of Employee Relations re summary of auto guidelines
Management Auto Guidelines
Hearing Notice List

4. **091631**

Communication from the Health Department relative to technical corrections to the 2010 Positions Ordinance

Sponsors: THE CHAIR

Attachments: Letter from Health Dept
Hearing Notice List

5. **091628**

Substitute resolution relative to application, acceptance and funding of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

Sponsors: THE CHAIR

Attachments: Fiscal Note
Grant Analysis Form
Operating Grant Budget
Fiscal Analysis
Hearing Notice List
F&P Hearing Notice List

6. **091629** Substitute resolution relative to application, acceptance and funding of the Tuberculosis (TB) Clinical Services - Case Management Grant from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

Attachments: Fiscal Note
Grant Analysis Form
Operating Grant Budget
Fiscal Analysis
Hearing Notice List
F&P Hearing Notice List

7. **091642** A charter ordinance clarifying the intent of common council contingent fund appropriations.

Sponsors: Ald. Murphy

Attachments: Hearing Notice List

8. **091680** Substitute resolution relating to the application, acceptance and expenditure of the 2010 Metropolitan Medical Response System grant.

Sponsors: Ald. Donovan

Attachments: Fiscal Note - Substitute
Fiscal Note
Revised Fiscal Analysis
Fiscal Analysis
Grant Analysis Form
Operating Grant Budget
Hearing Notice List
F&P Hearing Notice List

9. **091670** Resolution authorizing the release of borrowing authority provided in the 2009 City Budget and the expenditure of funds for the Fire Department's Fire Repair Shop-Study Only capital improvement project.

Sponsors: Ald. Murphy

Attachments: Fiscal Note
Barrientos Preliminary Estimate
Hearing Notice List

10. **091625** Resolution relative to expenditure of funds to be recovered by greater than anticipated revenue (Metro Sewer User Charge Fund 0460).

Sponsors: THE CHAIR

Attachments: Fiscal Note.doc
Cover Letter
Hearing Notice List

11. **091668** Substitute resolution authorizing the Commissioners of the Public Debt to market up to $38,000,000 of general obligation corporate purpose bonds of the City for school purposes.

Sponsors: Ald. Murphy

Attachments: Cover Letter
Fiscal Note
First Amendment to Intergovernmental Cooperation Agreement
Hearing Notice List

12. **081477** Communication from the Police Department transmitting 2009 quarterly reports relative to the status of overtime expenditures.

Sponsors: THE CHAIR

Attachments: 6-9-09 letter from Dept. of Admin_re 2009 Police Dept overtime status report
11 20 09 Police Overtime Report.PDF
Hearing Notice List

13. **091682** Communication from the Police Department transmitting 2010 quarterly reports relative to the status of overtime expenditures.

Sponsors: THE CHAIR

Attachments: Hearing Notice List

14. **100001** Resolution appropriating funds from the 2009 Common Council Contingent Funds for the purpose of closing the 2009 financial books due to unanticipated shortfalls in current year operating expenses.

Sponsors: Ald. Murphy

Attachments: Hearing Notice List

15. **091539** Resolution establishing a City of Milwaukee web site linking policy.

Sponsors: Ald. Hamilton

Attachments: Policy
Fiscal note
4-13-09 City Attorney opinion relating to Community Use of city website
Link policies used by other cities
Hearing Notice List

16. **091612** Reappointment of Mark Nicolini to the Deferred Compensation Plan Board by the Mayor.

Sponsors: THE CHAIR

Attachments: Reappointment Letter

Hearing Notice List

17. **100002** Communication from the Budget and Management Analysis Division relating to an update on the 2009 budget adjustment plan.

Sponsors: THE CHAIR

Attachments: Cover Letter

Hearing Notice List

18. **091576** Substitute resolution authorizing attendance at conventions, seminars and other travel.

Sponsors: THE CHAIR

Attachments: Fiscal note

2010 WMCA conference registration form

19. **091573** A substitute ordinance to further amend the 2010 rates of pay of offices and positions in the City Service.

Sponsors: THE CHAIR

20. **091574** A substitute ordinance to further amend the 2010 offices and positions in the City Service.

Sponsors: THE CHAIR

Attachments: Letter from Dept of Employee Relations regarding admin.

21. **091094** Communication relating to the Request For Proposal for the Unified Call Center.

Sponsors: THE CHAIR

Attachments: Hearing Notice List

The FINANCE & PERSONNEL COMMITTEE may convene into closed session, pursuant to s. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or formulating negotiation strategies relating to the Request For Proposal for the Unified Call Center.

The committee may thereafter reconvene in open session.

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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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.

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091648 **Version:** 0		
Type:	Communication	**Status:**	In Committee
File created:	4/13/2010	**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:	Letter from Budget & Management Div regarding 45 day extension, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091648
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
4/9/10

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Approved for final agenda 4/26/10

Ref: CC File No. 091648
10025

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

DATE:	April 28, 2010
TIME:	9:00 A.M.
PLACE:	Committee Room 301-B City Hall
SCHEDULE A:	Vacancy Requests
SCHEDULE C:	Miscellaneous Matters
SCHEDULE D:	Vacancy Request

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: April 28, 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: Authorized	Filled excl. this pos.	Recomm. Authori-zation	Vac. Prev. Appr.	Other Vac.	CSC Status and/or Funding Source	Int/ Ext Fill	Code
	PROPERTY TAX LEVY SUPPORTED POSITIONS										
	DOA INFORMATION & TECHNOLOGY MGMT. DIVISION										
10188	Programmer Analyst	598	3/21/10	5	4	1	0	0		Int/Ext	x-3
	COMMON COUNCIL-CITY CLERK										
11020	Management and Accounting Officer	6	5/1/10	1	0	1	0	0		Int	x-2b
11021	Staff Assistant	6	TBD	3	2	1	0	0		Int/Ext	x-2b
10154	Legislative Fiscal Analyst-Lead	7	3/20/10	8	7	1	0	0		Int/Ext	x-2b
	FIRE DEPARTMENT										
10189	Administrative Captain-EMS	857	3/6/10	3	2	1	0	0		Int	x-1
10190	Fire Equipment Repairer II	732	4/8/10	3	1	1	0	1		Int	x-1
	HEALTH DEPARTMENT										
10191	Laboratory Assistant II	355	4/1/10	1	0	1	0	0		Ext	x-2b
	DEPT. OF NEIGHBORHOOD SERVICES										
10192	Code Enforcement Inspector II	541	5/31/09	50	40	1	0	9		Int/Ext	x-2a
10193	Nuisance Control officer II	516	12/27/09	19	15	1	0	3		Int/Ext	x-2a
	POLICE DEPARTMENT										
10194-98	Police Sergeant (5 positions)	831	TBD	194	194	5	0	0		Int	x-1
10199-11000	Identification Technician (2 positions)	804	4/5/09 12/28/08	37	34	2	0	1		Int	x-1
11001-02	Police Services Spec.-Investigator (2 pos.)	465	3/31/10	47	43	2	0	2		Ext	x-2a
11003	Accounting Assistant II	445	5/16/10	2	1	1	0	0		Int/Ext	x-3
11004-06	Police Telecommunicator (Reg) (3 pos.)	425	TBD	52	49	3	0	0		Ext	x-1
11007-11	Police Aide (5 positions)	480	TBD	67	58	5	0	4		Ext	x-2a
10161	Personnel Payroll Assistant III	460	5/15/10	1	0	1	0	0		Int/Ext	x-3
	DPW-INFRASTRUCTURE SERVICES										
11012	Architect Designer III	628	6/2/10	1	0	1	0	0	Reimb.	Int/Ext	x-5
11013	Engineering Drafting Technician II	602	3/21/10	10	9	1	0	0	75% Capital	Ext	x-2b
11014	Duplicating Equipment Operator II	330	1/7/10	1	0	1	0	0	Reimb.	Ext	x-2b
10089	Recreation Facilities Coordinator	607	2/21/10	1	0	1	0	0	100% Capital	Int/Ext	x-5
	DPW-OPERATIONS DIVISION										
10143	Vehicle Services Tech.-Heavy	260	12/21/09	33	30	1	1	2		Int/Ext	x-2a
	TREASURER										
11015	Customer Service Representative II	435	5/1/10	6	5	1	0	0		Int/Ext	x-2b
	NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)										
	DPW-SEWER MAINT. FUND										
11016	Civil Engineer II	626	4/10/10	13	12	1	0	0	Sewer Maint. Fund	Int/Ext	x-6
	DPW-WATER WORKS										
11017	Sr. Water Treatment Plant Operator	291	4/29/10	24	23	1	0	0	Water Works	Int	x-6
11018-19	Water Treatment Plant Oper. (2 pos.)	252	4/4/10	14	12	2	0	0	Water Works	Int/Ext	x-6

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

Finance and Personnel Meeting: April 28, 2010

Department Account Name	Amount of Transfer From	 To	Reason
NONE			

SCHEDULE C - GENERAL MATTERS

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

BMA-29 SCHEDULE D - SUPPLEMENTARY AGENDA OF OTHER MISCELLANEOUS MATTERS TO BE CONSIDERED BY THE FINANCE COMMITTEE (NOT ON REGULAR AGENDA)

Finance & Personnel Committee Meeting: April 28, 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: Authorized	Filled excl. this pos.	Recomm. Authori-zation	Vac. Prev. Appr.	Other Vac.	CSC Status and/or Funding Source	Int/ Ext Fill	Code
	PROPERTY TAX LEVY SUPPORTED POSITIONS										
	DOA-BUDGET AND MANAGEMENT DIVISION										
11022	Budget & Mgmt. Special Asst.-Auxiliary	8	NA	1	0	1	0	0		Ext	x-2b

City of Milwaukee

Department of Administration

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

April 22, 2010

Honorable Members
Finance & Personnel Committee
City Hall, Room 205

Dear Committee Members:

I am writing to request an extension to temporary position authority for the position of Environmental Sustainability Director-Temporary, which the Committee authorized for the period ending May 8, 2010. This extension, if authorized, will be for a period not to exceed 45 days, beginning May 9, 2010 and ending June 22, 2010.

This position was created to fill a management void when the Director of the Office of Environmental Sustainability slot became vacant. The competitive selection process to fill this position is well underway. It is anticipated that an appointment will be made, subject to Common Council confirmation, by early June.

This position was created and warrants an extension for the following reasons:

1. The Department of Administration requires a position that has the sole management responsibility for daily operations of the Office of Environmental Sustainability, including American Recovery and Reinvestment Act (ARRA) grants management. The position is responsible for administering the City's $5.8 million Energy Efficiency Conservation Block Grant (EECBG) formula award. It will also manage the City's portion of a $20 million EECBG competitive award to the cities of Milwaukee, Madison and Racine announced by the White House just yesterday. Both awards will allow the City to build on its efforts to overcome barriers to retrofit public, commercial and residential properties. In addition to replacing outdated and inefficient fixtures with the latest in conservation technology, the project provides job training and employment opportunities for local residents.

2. The position is also responsible for developing and implementing policy initiatives in consultation with the Mayor and Common Council related to environmental sustainability. It is the frontline contact for rapidly responding to policy, budget and other financial implications resulting from newly imposed federal guidelines, timelines and milestones associated with ARRA grants.

3. The nature of the position's responsibilities and the need for continuity to its multiple liaisons make it impractical to assign these duties to multiple positions. In fact, this would diminish our current efforts to position Milwaukee as a leader and innovator on environmental sustainability and promote economic growth in the green industry.

It is also important to note that the extension of this position has no tax levy impact, as the position is funded entirely through the Energy Efficiency and Conservation Block Grant.

Equally important, the Steering and Rules Committee has indicated that ensuring adequate administration of American Recovery and Reinvestment Act (ARRA) funds should be a high priority. This position is critical to achieving that objective.

Thank you for your thoughtful consideration.

Sincerely,

Sharon Robinson

Sharon Robinson

Room 606 – City Hall, 200 E. Wells Street, Milwaukee, Wisconsin 53202
Phone (414) 286-3647 • Fax (414) 286-8547
www.milwaukee.gov

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091655 **Version:** 0		
Type:	Communication	**Status:**	In Committee
File created:	4/13/2010	**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:	Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
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Version
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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
4/9/10

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City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 26, 2010

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

Dear Committee Members: Re: Common Council File Number 091655

The following classification and pay recommendations will be submitted to the City Service Commission on April 27, 2010. We recommend these changes subject to approval by the City Service Commission:

In the Department of City Development, one new position is recommended for classification to Accountant I, Pay Range 545.

In Employes' Retirement System, two positions of Pension Investment Analyst, Salary Grade 08, currently held by David Silber and Bruce Thomas is recommended for reallocation to SG 10.

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
1 Fiscal Notes

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Richard Marcoux, Martha Brown, Judy Allen, Jerry Allen, Martin Matson, David Silber, Bruce Thomas, 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

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 27, 2010
Department: City Development

Current	Requested	Recommended
New Position	Accountant I PR 545 ($45,210 - $51,824)	Accountant I PR 545 ($45,210 - $51,824)

Background

The Department of City Development requested that a new position in the Department's Housing Stabilization Program be studied for proper job title and pay level. In studying this request, a job description for the position was reviewed and Judith Allen, Human Resources Officer for the Department was consulted.

Duties and Responsibilities

The basic function of this position is to provide professional accounting and financial management services for the Neighborhood Stabilization Program (NSP) and Department of City Development (DCD). Duties and responsibilities include the following:

- Performing general accounting, such as auditing payment documents and processing checks
- Setting up and new loans and tracking NSP expenditures
- Reconciling outstanding loan balances, activity reports, and cost reports monthly
- Preparing budget amendments
- Processing project clseout evaluation forms to loan clients
- Maintaining ledgers, funding sheets and accounting documentation
- Creating and analyzing data regarding the NSP to improve the program and enhance decision-making
- Processing payments and creating creates vouchers through the City's financial system.
- Preparing financial reports for HUD, CDBG and DCD
- Createing and updating vendor information on the City's financial system

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 are acceptable.

It should be noted that neither the minimum qualifications, as stated on the job description prepared by the Department, nor the above KSAs have been validated for purposes of staffing.

Analysis

In the City Service, the Accountant I job classification is defined as an entry-level job requiring a college degree in accounting and whose duties and responsibilities are more standard in nature. The job description submitted for this new position indicates that the individual filling the job must have a bachelor's degree in accounting, which would place it in the Accountant I classification. Furthermore, comparison with higher-level Accountants' (Accountant II), particularly the position in Department of City Development located in the in the Neighborhood Improvement Development Corporation (NIDC). This particular Accountant II performs accounting and financial management services for the NIDC including: preparing consolidated financial statements, including statements 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's financial management system; managing grants; managing loan portfolios; preparing tax return information; 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: Laura C. Sutherland
Laura Sutherland, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Monteagudo
Maria Monteagudo, Employee Relations Director

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 27, 2010
Department: Employes' Retirement System

Present	Request	Recommendation
Pension Investment Analyst SG 08 ($57,028 - $79,836) Incumbents: David Silber, Bruce Thomas	Pension Investment Analyst SG 10 ($64,805 - $90,728)	Pension Investment Analyst SG 10 ($64,805 - $90,728)
Rationale: These positions play a key role in monitoring the investments of the Annuity and Pension Board. Salary survey information presented by McLagan in April of 2009 indicates that the pay level for these positions is inadequate. This is confirmed by the difficulty the ERS has experienced in recruiting individuals with the skill set required to perform these jobs. Reallocating these positions from SG 08 to 10 will bring the pay level of the Pension Investment Analysts more in line with comparable positions in public sector funds.		

Action Required

In the Salary Ordinance, under Salary Grade 10, add the title "Pension Investment Analyst" and under Salary Grade 08, delete the title "Pension Investment Analyst."

Background

The Executive Director of the Employees Retirement System (ERS), Jerry Allen, requested that several managerial and investment-related positions in his department be reviewed in light of a report submitted by McLagan, a consulting firm specializing in compensation for the financial services industry, and difficulties experienced by the ERS in recruiting qualified employees to fill these positions.

The report, entitled *Competitive Pay Analysis, Employes' Retirement System of the City of Milwaukee,* dated April 7, 2009, indicated that a number of managerial and investment-related positions in the ERS were under compensated in comparison with their counterparts employed in private and public sector funds. Page 78 of that report states "there are significant discrepancies between the salaries for comparable Midwest Public Funds and those of the ERS' staff, especially among the ranks of senior staff and management."

The Department of Employee Relations addressed this situation by holding discussions with the ERS Executive Director and Deputy Director and recommending options and courses of action. As a result of those discussions a report was submitted to your Commission in January of this year regarding the position of Information Systems Manager-ERS, SG 12, which your Commission reclassified to Chief Technology Officer, SG 16. This report deals with two key positions that were also mentioned in the aforementioned report by McLagan that are responsible for analyzing and monitoring pension investments and fund managers.

In studying this request, written documentation in the form of job descriptions and job announcement sheets were reviewed and discussions were held with Jerry Allen, ERS Executive Director, and Martin Matson, ERS Deputy Director. In addition, the McLagan report was carefully reviewed.

Duties and Responsibilities

The investment section of the ERS consists of a Chief Investment Officer (Thomas Rick), two Pension Investment Analysts, and a half-time College Intern. These individuals work closely with the Executive Director of the ERS, the Investment Committee of the Annuity and Pension Board, the general investment consultant, custodian bank, actuary, real estate consultant, and 12 external investment managers. The Annuity and Pension Board establishes overall investment strategy and makes investment decisions such as changes in asset class allocations; adoption or discontinuation of investment strategies and tactics; and the selection of and allocation to external investment managers. The asset classes currently used are: domestic equity, foreign equity, fixed income, and real estate. (Page 63, *Employes' Retirement System of the City of Milwaukee, Organizational Review: Final Report,* R. Wechsler, Ltd.May 14, 2009.)

Pension Investment Analysts perform a number of duties and responsibilities that support investment decision making and compliance, specifically they:

- Analyze the investment portfolio and potential subsequent changes to the investment strategy such as reallocation within investment classes. Analyze the performance of individual investment managers to ensure their compliance with guidelines on risk, asset allocation, etc. Perform quantitative analysis of the above and other investment related activities as requested. Advises the Chief Investment Officer (CIO) of any discrepancies and supports the CIO in reporting same to the Board and its subcommittees as necessary
- Provide summary and detailed reports on the above and on any special projects for management, the Board and its subcommittees.
- Execute special projects as assigned.

Knowledge, Skills, Abilities, and Attributes (KSAs)

Notable knowledge skills, abilities, and attributes include the following:

- An exceptionally high degree of analytical ability
- In-depth knowledge of investment vehicles, portfolio theory, and the investment process
- Absolute honesty and integrity
- Ability to remain independent and objective in analyzing investment results and monitoring fund managers
- Ability to solve and manage problems independently
- Knowledge of financial controls, investment accounting, and investment systems
- Ability to prepare executive summaries and other written communications for senior management
- Ability to present complex financial concepts and information in nontechnical terms
- A high degree of proficiency using spreadsheets, word processing software, presentation software, Zephyr, and various investment custody software

- Knowledge and understanding of statistics and statistical concepts
- Ability to understand and interpret actuarial data
- Ability to establish good working relationships with the ERS staff and those involved with investments.

The minimum requirements for the job, as stated in an advertisement ("announcement sheet") for the position dated July 13, 2006 were as follows: a bachelor's degree in accounting, finance, business or related field and three years of work experience analyzing investments and financial information and preparing written summary reports of those findings. (The job description developed by the ERS in October of 2009 indicated that three to five years of experience were required for entry into the job.) Well qualified applicants for this position were expected to have the designation of Chartered Financial Analyst (CFA). It should be noted that neither the new work experience requirements nor the KSAs listed above have been validated for staffing purposes

It is important to note that the monitoring and oversight function performed by these positions (and of course that of the Chief Investment Officer) play a critical role in enabling ERS management and the Annuity and Pension Board to maintain an independent status in regard to its investment decisions. Pension Investment Analysts regularly scrutinize information and reports from outside fund managers, the Board's consultant, and its actuary to ensure that the information presented is comprehensive, correct, and internally consistent, with the ultimate goal of protecting the interests of the Board's investments.

This job, which is unique in the City service, but commonly found in other public and private sector funds, is currently compensated in Salary Grade 08 at the following rates of pay.

Current Salary Grade /Pay Range of Pension Investment Analyst

	Min	Mid	Max
SG 08	$57,028	$68,433	$79,836

Each Pension Investment Analyst is compensated at a different point within this range.

Comparison to Other City Positions

In surveying other positions in City government, the only other position that could be legitimately compared to the nature of work performed by Pension Investment Analysts was that of Investments and Financial Services Manager, SG 12, in the City Treasurer's Office. This Manager is responsible for the management of the City funds, including the development of investment strategies, in the custody of the City Treasurer. Subsequent to Executive Staff approval of the strategies, this position is responsible for the implementation of the investment strategies consistent with cash flow requirements of the City and Milwaukee Public Schools and for maintaining working relationships with local financial institutions and security dealers.

There are important dissimilarities, however, between this Manager and the Pension Investment Analysts. Firstly, the Manager in the City Treasurer's Office is responsible for providing the technical knowledge and judgment required for investment decisions to an elected official. In that respect, this Manager is more comparable to the Chief Investment Officer in the ERS. In contrast, Pension Investment Analysts report to the Chief Investments Officer in the ERS. Secondly, the Manager in the Treasurer's Office also supervises the accounting of all receipts and disbursements by the City Treasurer's Office and supervises staff that carries out employee judgment account administration and payroll operations. For these reasons, it does not appear

that Pension Investment Analysts exercise the same amount of responsibility as that of the Investments and Financial Services Manager in the City Treasurer's Office.

Pay Analysis

The *Competitive Pay Analysis* submitted to management and the Annuity and Pension Board by McLagan in April of 2009 reported the following average rates of pay for Pension Investment Analyst.

Competitive Pay Analysis for Pension Investment Analyst

ERS Job	Current Salary Range (000s)	50th Percentile (000s)		
		Midwest Public Sector	All Public Sector	Private Sector
Pension Investment Analyst	75.1	87.0	92.0	124.0
		2007	2009	2009

McLagan is a compensation consulting firm that specializes in compensation for the financial services industry in both the private and public sector. *The Competitive Pay Analysis* submitted in April of 2009 was based upon data from 66 public sector funds and 74 private sector firms. In addition, ERS salaries were compared to comparable positions in Midwestern public sector funds. The scope of organizations and firms surveyed and methodology used to compile this data indicates that the pay information provided by McLagan is reliable and valid for the Pension Investment Analyst job.

The information provided by McLagan indicates that the pay level of the job of Pension Investment Analyst is inadequate. Furthermore, ERS management reported that, due to low pay levels, the department experienced great difficulty in recruiting and filling these positions. For this reason, we recommend reallocating these positions to Salary Grade 10, as shown below.

Recommended Salary Grade for Pension Investment Analyst

	Min	Mid	Max
SG 10	$64,805	$77,767	$90,728

The recommendation to reallocate these positions from SG 08 to SG 10 takes the City's current financial challenges into consideration and is therefore fiscally conservative. The employees filling these jobs will receive a 3% increase upon promotion to the higher salary grade, as provided in the City's Salary Ordinance.

Recommendation

It is recommended that the job classification of Pension Investment Analyst, SG 08, be reallocated to SG 10.

Prepared by: Laura C. Sutherland
Laura Sutherland, Human Resources Representative

Reviewed by: Maria Monteagudo for
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Monteagudo
Maria Monteagudo, Employee Relations Director

DER-VERS (9/97)
CC-170(REV.6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) Date: 4/26/10

File Number: 091655
Orig Fiscal Note ☒ Substitute ☐

Subject: *Classification and pay recommendations approved by the City Service Commission on Tuesday, April 27, 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)
- ☐ Capital Projects Fund (CPF)
- ☐ Perm. Improvement Funds (PIF)
- ☐ Other (Specify)
- ☐ Contingent Fund (CF)
- ☐ Special Purpose Accounts (SPA)
- ☐ Grant & Aid Accounts (G & AA)

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 DCD and ERS. *(See attached spreadsheet for details)*		*(See attached spreadsheet)*		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
Totals					

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**.

☐ 1-3 Years	☐ 3-5 Years	
☐ 1-3 Years	☐ 3-5 Years	
☐ 1-3 Years	☐ 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 28, 2010
City Service Commission Meeting of April 27, 2010

NEW COST FOR 2010

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	City Development	New Position	NA	Accountant I	545	N/A	N/A	N/A Grant Funded Position		
1	Employee's Retirement System	Pension Investment Analyst	8	Pension Investment Analyst	10	$58,796	$60,560	$1,018	$173	$1,191
1	Employee's Retirement System	Pension Investment Analyst	8	Pension Investment Analyst	10	$77,420	$79,743	$1,340	$228	$1,568
3								$2,358	$401	$2,759

Assume changes are effective Pay Period 12 (May 30, 2010)

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	City Development	New Position	NA	Accountant I	545	N/A	N/A	N/A Grant Funded Position		
1	Employee's Retirement System	Pension Investment Analyst	8	Pension Investment Analyst	10	$58,796	$60,560	$1,764	$300	$2,064
1	Employee's Retirement System	Pension Investment Analyst	8	Pension Investment Analyst	10	$77,420	$79,743	$2,323	$395	$2,718
3								$4,087	$695	$4,782

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

Sarah Trotter

April 26, 2010

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091657 **Version:** 0		
Type:	Communication-Report	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Communication from the Department of Employee Relations relating to citywide administrative guidelines for automobile and travel allowance for City of Milwaukee Management Pay Plan employees.		
Sponsors:	THE CHAIR		
Indexes:	AUTO ALLOWANCE, DEPARTMENT OF EMPLOYEE BENEFITS, MANAGEMENT EMPLOYEES, MANAGEMENT PAY PLAN		
Attachments:	Department of Employee Relations Letter, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091657
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Communication from the Department of Employee Relations relating to citywide administrative guidelines for automobile and travel allowance for City of Milwaukee Management Pay Plan employees.

Requestor

Drafter
CC-CC
tjm
4/9/10

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City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 1, 2010

To the Honorable
The Common Council
City of Milwaukee

Dear Common Council Members,

We wish to open a communication file and a charter ordinance file by "Title Only" relating to citywide administrative guidelines for automobile and travel allowance for City of Milwaukee Management Pay Plan employees. These administrative guidelines are in response to a directive per Council File #091283.

Sincerely,

MARIA MONTEAGUDO
Employee Relations Director

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

City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 26, 2010

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

Dear Committee Members: Re: Common Council File Number 091657

SUMMARY

Attached are the new Administrative Guidelines for Automobile and Travel Allowance for Management Pay Plan Employees. These guidelines provide direction to City Departments in relation to eligibility requirements, the verification process, and reimbursement requests for positions in the Management Pay Plan. They also emphasize the importance of everyone using their automobiles in an efficient and effective way and looking for ways to minimize mileage and reduce costs for the City.

BACKGROUND

Common Council File #091283 approved various changes to the automobile allowance for Management Pay Plan (MPP) employees. Changes include the elimination of a base rate, establishing the Internal Revenue Service (IRS) standard mileage rate as the reimbursement rate, and elimination of the provision that gave certain managers an automobile allowance equal to that granted to subordinate bargaining employees. The IRS mileage rate for 2010 is $.50 per mile. Under this same file the Department of Employee Relations, with assistance from the Comptroller's Office and the Department of Public Works, was directed to develop citywide administrative guidelines regarding automobile allowance for MPP employees. Since travel allowance is closely related to automobile allowance these guidelines cover both automobile allowance and travel allowance.

Recommended changes in the guidelines include the following:

1. Emphasizing the responsibility of supervisors and Department Heads or designees to carefully review submitted records and requests for automobile and travel allowance.

2. Stating specific criteria for positions to be eligible for automobile allowance and reevaluating whether the position meets the criteria on at least an annual basis.

3. Requiring MPP employees who are in positions that are eligible for monthly automobile allowance to separate miles incurred for travel outside of regular job responsibilities and process these requests under travel allowance rather than automobile allowance.

4. Clarifying the options available including the use of a pool car or rental car when the cost would be lower than reimbursing an employee for mileage. Department heads or designees must determine when it is appropriate to require a MPP employee to use a pool car or rental car based on various factors including location, individual needs of the MPP employee, security and safety issues and other specific circumstances of the event.

5. Maintaining the requirement for a MPP employee to have automobile insurance for a private vehicle if they receive travel allowance but not requiring a declaration to their insurance company.

6. Emphasizing the responsibility of everyone to use their automobile in an efficient and effective way and look for ways to minimize mileage and reduce costs for the City.

If the guidelines are approved we plan to submit a separate file with revised forms and recommended changes to the Milwaukee Code of Ordinances.

Sincerely,

Maria Monteagudo
Employee Relations Director

DEPARTMENT OF EMPLOYEE RELATIONS

Administrative Guidelines *April 26, 2010*

Automobile and Travel Allowance for Management Pay Plan Employees

— Summary —

Attached are the new administrative guidelines regarding Automobile and Travel Allowance for Management Pay Plan employees. These guidelines provide direction to City departments in relation to eligibility requirements, the verification process, and reimbursement requests for positions in the Management Pay Plan.

Automobile and Travel Allowance for Management Pay Plan Employees

Administrative Guidelines

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Eligibility 4

Verification Process 4

Reimbursement Requests 5

Travel Allowance

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Reimbursement Requests 8

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Overview of Changes

Common Council File #091283 approves various changes to the automobile allowance for Management Pay Plan (MPP) employees. Changes include the elimination of a base rate, establishing the Internal Revenue Service (IRS) standard mileage rate as the reimbursement rate, and elimination of the provision that gave certain managers an automobile allowance equal to that granted to subordinate bargaining employees. The IRS mileage rate for 2010 is $.50 per mile. Under this same file the Department of Employee Relations, with assistance from the Comptroller's Office and the Department of Public Works, was directed to develop citywide administrative guidelines regarding automobile allowance for MPP employees.

Since travel allowance is closely related to automobile allowance these guidelines cover both automobile allowance and travel allowance for MPP employees. In the Milwaukee Code of Ordinances automobile allowance is covered under Section 350 – 183 (Private Transportation Reimbursement) and travel allowance is covered

under Section 350 – 181 (Authorized Travel Regulations and Procedures). Under Section 350 – 181 (6) (a) (2) (travel allowance) it states “If a personal automobile is used, reimbursement shall be in accordance with s. 350-183” (auto allowance). Therefore, in changing the reimbursement rate for automobile allowance for MPP employees in Section 350-183 the reimbursement rate for travel allowance for MPP employees was also changed.

Introduction

Under all circumstances Department Heads and employees in the MPP shall strive to minimize costs associated with travel and auto allowance benefits by limiting driving when possible and making efficient use of time and schedules when planning, coordinating, and attending work related functions.

Many MPP employees use their personal vehicle to occasionally drive on City business without any reimbursement. Other MPP employees holding positions that require the use of a personal automobile on city business on a regular and on-going basis may be eligible for reimbursement as provided under Section 350-183 (auto allowance). In a limited number of cases, some MPP employees are assigned a City car for daily use on City business and a few are allowed to commute to and from work. These positions may have significant field responsibilities, or be assigned to snow and ice management and supervision, 24/7 on call responsibility, or an isolated occurrence or event that is approved by the Division Manager to achieve efficiency.

MPP employees who are in positions that are not eligible for automobile allowance and are not assigned a City car may be required on a temporary or intermittent basis to attend meetings, conferences, or other activities that require a significant amount of driving within the City or out of state and may involve staying overnight. These MPP employees should consider using a DPW pool car, if available and feasible, or a rental car; or applying for travel allowance reimbursement as provided for under Section 350-181. MPP employees should use a CBP-211 form (Statement of Expenses Incurred for City of Milwaukee) when applying for travel allowance reimbursement.

MPP employees in positions that are eligible for monthly automobile allowance shall separate miles incurred for travel outside of regular job responsibilities and process these requests under travel allowance rather than automobile allowance. This practice will help to determine how much the City is spending on each type of mileage.

As the cost of using a pool car or rental car may be less expensive to the City than reimbursing an employee for miles driven, Department Heads must determine when it is appropriate to require MPP employees to use a pool car or rental car. Factors to be considered include location, individual needs of the MPP employee, security and safety issues, and other specific circumstances of the event.

AUTOMOBILE ALLOWANCE

Eligibility

1. Authority

Under Section 350-183 (1) "Proper city officers are authorized to reimburse city officials and employees occupying positions designated in the Positions Ordinance as being eligible to be paid for the use of their private automobile on city business when at the discretion of the Department Head it is necessary that such automobiles be used on City business." In the Positions Ordinance an "X" follows those positions that are authorized for monthly automobile allowance. This requirement should be listed on the job description.

2. Criteria

In determining whether a position should be eligible for automobile allowance a Department Head shall use the following criteria.

a. It is estimated that the MPP employee in this position will need to drive a significant amount of miles per month on a regular basis on City business. (Examples include inspection and enforcement related supervisors and Health Coordinator positions that visit different sites and attend community meetings.)
b. That the need for the MPP employees to drive on City business is permanent and regular and not temporary and intermittent. (Examples of temporary or intermittent use include attending an occasional seminar or convention)

3. Review Process

City Departments shall review the positions in their Department that have automobile allowance on an annual basis to make sure they meet the above criteria. These criteria will be added to the form regarding insurance coverage and will be signed off by the immediate supervisor and the Department Head or designee.

Verification Process

1. Valid Driver's License

MPP employees shall carry a valid driver's license with them at all times if they are receiving auto allowance or when receiving travel allowance for use of a private vehicle or using a pool car. This valid driver's license must be shown upon demand by the Department Head or designee, immediate supervisor, garage attendant for pool cars, or any other city official. It must also be reviewed by the immediate supervisor

and Department Head or designee on an annual basis. When a MPP employee enters and approves their monthly auto allowance on the online program "CityTime" to certify the amount of mileage, they are also certifying that they have a valid driver's license that is not revoked or suspended.

2. Insurance

MPP employees who receive automobile allowance shall, on an annual basis, fill out and submit a revised CBP-138 form (Information Sheet for Private Automobile Allowance) that includes information regarding automobile insurance for their private vehicle. Under Section 350 – 183 (5) the employee "shall have at least the minimum insurance coverage prescribed by state law and shall have declared the use of his (or her) automobile on city business to his (or her) insurance company to protect the city's interests." This form shall also include the number of miles driven in the past year, and state that the position continues to meet the criteria to be eligible for automobile allowance and that the MPP employee in the position has a valid driver's license. The form shall be reviewed and signed by the MPP employee's immediate supervisor and the Department Head or designee.

Reimbursement Request

1. Administrative Issues

Under Section 350 – 183 (3) "The authorized employee or official incurring mileage on his (or her) private automobile in the conduct of official business for the City of Milwaukee shall submit a record of mileage incurred on city business during the month and attest to the accuracy of such mileage on a form approved by the City Comptroller." Employees now use the online program "CityTime" to submit and approve this information. The Comptroller's Office has provided a specific time table for entering the data and for approval by the Department Head or designee. The applicable rate for mileage is the IRS travel reimbursement rate which is $.50 per mile for 2010.

2. Employee Responsibility

It is the MPP employee's responsibility to submit a complete and accurate record of mileage and separate personal miles from miles for city business. The MPP employee must also maintain a valid driver's license and immediately report any suspension or revocation. He or she must also obtain insurance for his or her private automobile as described above under "Insurance" and provide proof of the license and insurance to his or her immediate supervisor and department head or designee when requested. A MPP employee is also responsible to perform his or her duties to the best of their ability, use their automobile in an efficient and effective way, and look for ways to minimize mileage and reduce costs for the City.

3. Supervisor's Responsibility

It is the supervisor's responsibility to review and analyze submitted electronic and paper records, including mileage reimbursement requests, for substantial deviations and to ensure that they are consistent with the MPP employee's activities and payroll records. They shall also guide and direct the work of their MPP employees while ensuring that they use their automobiles in an efficient and effective way; look for ways to minimize mileage and reduce costs for the City; and assess on at least an annual basis whether a position continues to meet the criteria for auto allowance.

4. Department Head Responsibility

It is the Department Head's responsibility, or their designee, to create and administer department protocols for administering automobile allowance and ensuring that they comply with the Milwaukee Code of Ordinances and these administrative guidelines. The Department Head or designee shall also identify and address any problems that may arise. Further, he or she shall also review submitted electronic and paper records, including mileage reimbursement requests, for substantial deviations and to ensure that they are consistent with the MPP employee's activities and payroll records; guide and direct the work of their MPP employees while ensuring that they use their automobiles in an efficient and effective way; look for ways to minimize mileage and reduce costs for the City; and assess on at least an annual basis whether a position continues to meet the criteria for auto allowance.

5. Comptroller's Office Responsibility

It is the responsibility of the Comptroller's Office to review all submitted forms and electronic data; and approve payment as appropriate.

TRAVEL ALLOWANCE

Eligibility

1. Authority

The use of travel allowance must be authorized by a Department Head or designee before any reimbursement may be made. Under Section 350 – 181 (1) (c) "Other city business travel" is defined as "travel to attend a seminar or other travel which is undertaken by a city official or employee in order to carry out duties devolving on a department or agency, which have been assigned thereto by the city charter, code or resolution of the common council or at the request or direction of the mayor. Training courses funded by department appropriation which require out-of-city travel also fall within this category."

"Seminar" is defined in 1 (d) as "a training course provided by a person or agency who is not an employee, department or agency of the city. The location at which the course is offered can vary from as local as city hall or as far away as the continental boundaries of the United States. It **may** include courses covered by **"on City time" use of** the city's tuition reimbursement program, training commonly referred to as "on-the-job training" and training courses funded by a departmental budget appropriation provided for training purposes." **(**Changes in **bold** indicate proposed changes to the Milwaukee Code of Ordinances to reflect the current practice)

Under Section 350 – 183 (9) "EXCEPTIONS. Employees or officials who make occasional, nonroutine, trips outside the city on official business, but who are not specifically authorized by title in the positions ordinance to be reimbursed for private automobile mileage incurred on city business shall be covered by the following provisions:"

"City Officers are authorized and directed, upon presentations of properly certified statements to reimburse employees or officials for properly authorized travel at the rates specified in subsection 7" (some exceptions are listed in the Code of Ordinances)

An MPP employee who is in a position that is eligible to have automobile allowance shall use automobile allowance for travel related to regular job responsibilities and either use a pool car, a rental car, or be reimbursed through travel allowance for use of their personal automobile for travel outside of regular job responsibilities.

MPP employees who are not eligible for automobile allowance shall use a pool car, a rental car, or be reimbursed through travel allowance for use of their personal automobile for travel. Department Heads will make the final determination and will consider factors such as location, individual needs of the MPP employee, security and safety issues, and other specific circumstances of the event.

2. <u>Criteria</u>

A department head or designee may authorize any MPP employee to drive and be reimbursed through travel allowance for a training course or "to attend a seminar or other travel which is undertaken by a city official or employee in order to carry out duties devolving on a department or agency, which have been assigned thereto by the city charter, code or resolution of the common council or at the request or direction of the mayor" subject to the limitations listed above.

Verification Process

1. Valid Driver's License

MPP employees shall carry a valid driver's license with them at all times when receiving travel allowance for use of a private vehicle or using a pool car. This valid driver's license must be shown upon demand by the Department Head or designee, immediate supervisor, garage attendant for pool cars, or any other city official.

2. Insurance

MPP employees who receive travel allowance for use of a private vehicle shall have automobile insurance for their private vehicle. They shall have at least the minimum insurance coverage prescribed by state law. It shall be the responsibility of his (or her) department head to determine that the employee is adequately covered by such insurance before he or she approves the use of a private vehicle on city business and reimbursement for such use.

Reimbursement Request

1. Administrative Issues

Under Section 350 – 181 (6) a-2 the City shall pay or reimburse "for actual expense incurred and reported by the attendee up to but not exceeding round trip airline coach fare…" As the cost of using a pool car or rental car may be less expensive to the City than reimbursing an employee for miles driven, Department Heads must determine when it is appropriate to require MPP employees to use a pool car or rental car. Factors to be considered include location, individual needs of the MPP employee, security and safety issues, and other specific circumstances of the event. MPP employees should fill out the CBP-211 form (Statement of Expenses Incurred for City of Milwaukee). The applicable rate for mileage is the IRS travel reimbursement rate which is $.50 per mile for 2010.

2. Employee Responsibility

It is the MPP employee's responsibility to submit a complete and accurate record of their costs related to travel allowance, maintain a valid driver's license and obtain insurance for his or her private automobile as described above under "Insurance" and provide proof of the license and insurance to his or her immediate supervisor and department head or designee. The MPP employee is also responsible to perform his or her duties to the best of their ability, use their automobile in an efficient and effective way, and look for ways to minimize mileage and reduce costs for the City.

3. Supervisor's Responsibility

It is the supervisor's responsibility to verify the license and insurance requirements on at least an annual basis. The supervisor shall also review and analyze submitted records for substantial deviations from what has been previously reported or is reasonably expected and ensure that they are consistent with employee activities and payroll records. They shall also guide and direct the work of their MPP employees while ensuring that they use their automobiles in an efficient and effective way; and look for ways to minimize mileage and reduce costs for the City.

4. Department Head Responsibility

It is the Department Head's responsibility, or their designee, to create and administer department protocols for administering travel allowance and ensuring that they comply with the Milwaukee Code of Ordinances and these administrative guidelines. The Department Head or designee shall also identify and address any problems that may arise. Further, he or she shall also verify the license and insurance requirements on at least an annual basis; review submitted records for substantial deviations and ensure that they are consistent with MPP employee activities and payroll records; guide and direct the work of their MPP employees while ensuring that they use their automobiles in an efficient and effective way; and look for ways to minimize mileage and reduce costs for the City.

5. Comptroller's Office Responsibility

It is the responsibility of the Comptroller's Office to review all submitted paperwork and forms; and approve payment as appropriate.

Conclusion

The City has other rules and restrictions related to automobile and travel allowances. For more information please see Section 350 – 181 (Authorized Travel Regulations and Procedures) and Section 350 – 183 (Private Transportation Reimbursement) in the Milwaukee Code of Ordinances.

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091631 **Version:** 0		
Type:	Communication	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Communication from the Health Department relative to technical corrections to the 2010 Positions Ordinance		
Sponsors:	THE CHAIR		
Indexes:	HEALTH DEPARTMENT, POSITIONS ORDINANCE		
Attachments:	Letter from Health Dept, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091631
Version
ORIGINAL

Reference

Sponsor
The Chair

Title

Communication from the Health Department relative to technical corrections to the 2010 Positions Ordinance

Requestor
Health Department

Drafter
YMR
04-01-10
Positions Ordinance Communication 2010 - TITLE ONLY.rtf

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City of Milwaukee
Health Department

Tom Barrett
Mayor

Bevan K. Baker, FACHE
Commissioner of Health

Raquel M. Filmanowicz
Health Operations Administrator

Family and Community Health Services

web site: www.milwaukee.gov/health

April 21, 2010

Mr. James Owczarski
Deputy City Clerk
Milwaukee Common Council
City Hall, Room 205
200 E. Wells Street
Milwaukee, WI 53202

Re: File #091631 Communications from the Health Department relative to technical corrections to the 2010 Positions Ordinance.

Dear Mr. Owczarski:

In an effort to maintain proper position authority for grant funded positions in the 2010 Positions Ordinance, the Health Department is submitting this communication relative to technical corrections to the 2010 Positions Ordinance. These changes are needed as a result of inadvertent errors made to corrections to the Positions Ordinance at the time of the Grant Resolution and to various classification and reorganization corrections and updates made throughout the year. Other changes are simply changes that can be done as a result of grants ending. The 2010 Positions Ordinance would need to be amended as follows:

Caption/Position Title
HEALTH DEPARTMENT

Under

Disease Control and Environmental Health Services Division
Bioterrorism Grant – Focus CRI (P)

ADD:

Health Project Coordinator – Immunizations (X) (Y) (A)(DD)(P)(Q)
(1 position)

Under

Disease Control and Environmental Health Services Division
Lead-Based Paint Hazard Control Grant (HUD) (PP)

DELETE:

Lead Grant Project Manager (X)(Y)(PP)(SS)	1 position

ADD:

Lead Grant Monitor (X)(Y)(PP)(SS)	1 position

As always, thank you for your assistance regarding this matter. If you require additional information or clarification I will be available at the Finance and Personnel Committee Meeting on April 28, 2010 or available at X3997.

Sincerely,

Yvette M Rowe

Yvette M. Rowe
Business Operations Manager – Health

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091628 **Version:** 1		
Type:	Resolution	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Substitute resolution relative to application, acceptance and funding of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.		
Sponsors:	THE CHAIR		
Indexes:	BEACHES, STATE GRANTS, WISCONSIN DEPARTMENT OF NATURAL RESOURCES		
Attachments:	Fiscal Note, Grant Analysis Form, Operating Grant Budget, Fiscal Analysis, Hearing Notice List, F&P Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/14/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/15/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/16/2010	1	CITY CLERK	DRAFT SUBMITTED		
4/22/2010	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091628
Version
Substitute 1

Reference

Sponsor
The Chair
Title
Substitute resolution relative to application, acceptance and funding of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

Analysis
This resolution authorizes the Health Department to apply for, accept and fund the Beach Monitoring Grant from the Wisconsin Department of Natural Resources in the amount of $20,000. The purpose of the project is funding daily bacterial monitoring of City of Milwaukee public beaches.
BODY:
Whereas, The City of Milwaukee appears to be eligible for grant funds from the Wisconsin Department of Natural Resources to fund daily bacterial monitoring of City of Milwaukee public beaches; and

Whereas, The operation of this grant project from 05/17/10 to 09/30/10 would cost $20,000 entirely provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the Wisconsin Department of Natural Resources 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 of the 2010 Special Revenue-Grant and Aid Projects fund, the following amounts for the project titled Beach Monitoring Grant:

Project/Grant	GR0001000000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	$20,000

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project/Grant 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:

powered by Legistar™

1. Expend from the amount budgeted for specified purposes as indicated in the grant budget and incur costs consistent with the award date; and

2. Expend from the 2010 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 2010 Positions Ordinance C.C. File Number 090458, should be amended as follows:

Under

HEALTH DEPARTMENT

Change Footnote (CCC) to read as follows:

To expire 9/30/10 unless the Beach Monitoring Grant is extended. One position partially funded by the Beach Monitoring Grant.

Requestor
HEALTH DEPARTMENT

Drafter
YMR
04-16-10
Beach Monitoring 2010 Res

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CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 16, 2010 **FILE NUMBER:** 091628

Original Fiscal Note [ ] Substitute [X]

SUBJECT: Substitute resolution relative to application, acceptance, and funding of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

B) SUBMITTED BY (Name/title/dept./ext.): Yvette M. Rowe, Business Operations Manager, X3997

C) CHECK ONE:

- [x] 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)
- [ ] CAPITAL PROJECTS FUND (CPF)
- [ ] PERM. IMPROVEMENT FUNDS (PIF)
- [ ] OTHER (SPECIFY)
- [ ] CONTINGENT FUND (CF)
- [ ] SPECIAL PURPOSE ACCOUNTS (SPA)
- [X] GRANT & AID ACCOUNTS (G & AA)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			$20,000	$20,000	
TOTALS			$20,000	$20,000	

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 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 [ ]

GRANT ANALYSIS FORM
OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: Health Department/Division of Disease Control & Environmental Health

Contact Person & Phone No: Paul A. Biedrzycki, Director, Disease Control and Environmental Health X5787

Category of Request

Γ **New Grant**

Ξ **Grant Continuation**

Γ **Change in Previously Approved Grant**

Previous Council File No. 081705

Previous Council File No.

Project/Program Title: Beach Monitoring Grant (BEACH Act)

Grantor Agency: Wisconsin Department of Natural Resources

Grant Application Date: 4-15-2010

Anticipated Award Date: 05-17-2010

Please provide the following information:

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

These funds will be used for monitoring of five City of Milwaukee sites on the lakefront including five public beaches, Memorial Day through Labor Day. The Milwaukee Health Department will use data in preparing risk analysis and public notification. The target population is all citizens who use or access the waterfront within the City of Milwaukee.

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

This program is consistent with City-wide strategic goals and department outcomes to reduce illness and injury from communicable diseases, pollution and disasters in Milwaukee.

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

These monies will permit the MHD to perform the necessary seasonal monitoring and testing of City of Milwaukee beaches in compliance with State BEACH Act and proposed regulations regarding Lake Michigan public beaches, and provide notifications about beach water quality to the public.

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

Data will be analyzed by MHD staff to ensure compliance with State BEACH Act provisions and reports will be generated and submitted to the WDNR as requested. In addition, data will be integrated into existing historical database and for predictive model development.

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

May 17, 2010 – September 30, 2010.

Monies most likely will be available on annual basis to local jurisdictions.

6. Provide a List of Subgrantees:

Great Lakes Water Institute

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

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: Beach Monitoring Grant

PROJECT/PROGRAM YEAR: 2010

CONTACT PERSON: Paul Biedrzycki/Anupa Gandhi

NUMBER OF POSITIONS			PAY				
NEW	EXISTING	LINE DESCRIPTION	RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
		PERSONNEL COSTS					
	1	Env & Disease Control Specialist (X)(CCC)	547	6,400			6,400
		TOTAL PERSONNEL COSTS		6,400			6,400
		FRINGE BENEFITS					
		41%		2,624			2,624
		TOTAL FRINGE BENEFITS		2,624			2,624
		SUPPLIES AND MATERIALS					
		Lab supplies for ecoli beach testing		5,600			5,600
		Program Supplies		0			0
		TOTAL SUPPLIES AND MATERIALS		5,600			5,600
		SERVICES					
		Auto Allowance		376			376
		TOTAL SERVICES		376			376
		CONTRACTUAL SERVICES					
		Contract with Great Lakes Water Institute for sonde-related expenses		5,000			5,000
		TOTAL CONTRACTUAL SERVICES		5,000			5,000
		TOTAL COSTS		20,000	0		20,000

LRB - RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE APRIL 22, 2010 ITEM 10, FILE # 091628

File # 091628 is a resolution relating to application, acceptance and funding of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

Background

1. This resolution authorizes the Milwaukee Health Department (MHD) to apply for, accept and fund the Beach Monitoring Grant form the Wisconsin Department of Natural Resources.

2. This is a continuing grant. The previous grant was authorized by Resolution File # 081705.

Discussion

1. The purpose of this project is to implement bacterial monitoring of water quality at Wisconsin public beaches to promote public health and to prevent communicable diseases and injuries due to pollution. This grant award supports annual monitoring of 5 public beaches: Bradford Beach, McKinley Beach, South Shore Beach, an area identified as Water Craft, and an area close to South Shore Beach identified as South Shore Rocky.

2. Beach monitoring is conducted on a seasonal basis, generally from Memorial Day through Labor Day in compliance with Wisconsin statutes, and will be conducted in accordance with rules and regulations relating to Lake Michigan public beaches. The public will be advised of beach water quality. Testing is scheduled to begin earlier this year due to milder weather.

3. The beach monitoring grant period extends from May 17, 2010, through September 30, 2010, and is budgeted as follows:

1 Environmental & Disease Control Specialist (partial/range 547)	$ 6,400
Fringe Benefits (41%)	2,624
Laboratory Supplies	5,600
Auto Allowance	376
Contract with Great Lakes Water Institute	5,000
TOTAL	**$20,000**

4. The resolution in File #091628 authorizes the City Comptroller to commit $20,000 grantor share funds within the Project/Grant Parent of the 2010 Special Revenue-Grant and Aid Projects Fund and to create appropriate Special Revenue Fund-Grant and Aid Project/Grant and Project /Grant levels. The resolution further authorizes the Health Department, consistent with the terms of the grant, to expend from these budgeted amounts and incur costs consistent with the grant.

Fiscal Impact

The total amount of this grant is $20,000, entirely grantor share, with no impact on the tax levy.

Cc: W. Martin Morics, Paul Biedrzycki, Bevan Baker, Anupa Ghandi, Yvette Rowe, Renee Joos, Raquel Filmanowicz

Prepared by: Richard L. Withers, ext. 8532
LRB-Fiscal Review Section
April 19, 2010

NOTICES SENT TO FOR FILE 091628:

NAME	ADDRESS	DATE NOTICE SENT		
Yvette Rowe	Health Dept.	6/15/10		

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091629 **Version:** 1		
Type:	Resolution	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Substitute resolution relative to application, acceptance and funding of the Tuberculosis (TB) Clinical Services - Case Management Grant from the State of Wisconsin Department of Health Services.		
Sponsors:	THE CHAIR		
Indexes:	HEALTH CARE, HEALTH DEPARTMENT, STATE GRANTS		
Attachments:	Fiscal Note, Grant Analysis Form, Operating Grant Budget, Fiscal Analysis, Hearing Notice List, F&P Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/14/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/15/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/16/2010	1	CITY CLERK	DRAFT SUBMITTED		
4/22/2010	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091629
Version
Substitute 1
Reference
Sponsor
The Chair
Title
Substitute resolution relative to application, acceptance and funding of the Tuberculosis (TB) Clinical Services - Case Management Grant from the State of Wisconsin Department of Health Services.
Analysis
This resolution authorizes the Health Department to apply for, accept and fund the Tuberculosis (TB) Clinical Services - Case Management Grant from the State of Wisconsin Department of Health Services in the amount of $17,955. The purpose of the project is to provide additional case management for TB patients of the City of Milwaukee Tuberculosis Clinic.
BODY:
Whereas, The City of Milwaukee appears to be eligible for grant funds from the State of Wisconsin Department of Health Services to provide additional case management for TB patients; and

Whereas, The operation of this grant project from 01/01/10 to 12/31/10 would cost $17,955 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 Department of Health Services 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 of the 2010 Special Revenue-Grant and Aid Projects fund, the following amounts for the project titled Tuberculosis (TB) Clinical Services - Case Management Grant:

Project/Grant	GR0001000000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	$17,955

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project/Grant 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 budgeted for specified purposes as indicated in the grant budget and incur costs consistent with the award date; and

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2. Expend from the 2010 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 2010 Positions Ordinance C.C. File Number 090458, should be amended as follows:

Disease Control and Environmental Health Services Division
Sexually Transmitted Disease Clinic

Under

HEALTH DEPARTMENT
Disease Control and Environmental Health Services Division
Sexually Transmitted Disease Clinic

Delete

Communicable Disease Specialist (X) (F) 8 positions

Add

Communicable Disease Specialist (X) (F)(AA) 8 positions

Add Footnote (AA) to read as follows:

To expire 12/31/10 unless the Tuberculosis (TB) Clinical Services - Case Management Grant from the State of Wisconsin Department of Health Services is extended. One position of Communicable Disease Specialist partially funded by the Tuberculosis (TB) Clinical Services - Case Management Grant.

Requestor
HEALTH DEPARTMENT

Drafter
YMR
04-16-10
TB Case Management 2010 Res

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CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 16, 2010 **FILE NUMBER:** 091629

Original Fiscal Note [X] Substitute [ ]

SUBJECT: Substitute rsolution relative to application, acceptance and funding of the Tuberculosis (TB) Clinical Services – Case Management Grant from the State of Wisconsin Department of Health Services.

B) SUBMITTED BY (Name/title/dept./ext.): Yvette M. Rowe, Business Operations Manager, X3997

C) CHECK ONE:

- [x] 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)
- [X] GRANT & AID ACCOUNTS (G & AA)
- [ ] OTHER (SPECIFY)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			$17,955	$17,955	
TOTALS			$17,955	$17,955	

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 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 [ ]

GRANT ANALYSIS FORM
OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: Health Department

Contact Person & Phone No: Irmine Reitl, X8555

Category of Request

X New Grant

☐ Grant Continuation — Previous Council File No. _____

☐ Change in Previously Approved Grant — Previous Council File No. _____

Project/Program Title: 2010 Tuberculosis (TB) Clinical Services – Case management

Grantor Agency: State of Wisconsin Division Public Health

Grant Application Date: NA — Anticipated Award Date: 3-1-10

1. Description of Grant Project/Program (Include Target Locations and Populations):
The WI Division of Public Health TB Program is seeking a sole source contract that provides $18,000 to the City of Milwaukee Health Department Tuberculosis Control Clinic located at Keenan Health Center, 3200 N. 36th St., Milwaukee, WI 53216. The additional money supports 0.3 FTE of a Communicable Disease Specialist to assist with case management.

2. Relationship to City-Wide Strategic Goals and Departmental Objectives:
This program supports the Health Department's strategic objectives to reduce illness and injury from communicable diseases.

3. Need for Grant Funds and Impact on Other Departmental Operations (Applies only to Programs):
The TBCC provides targeted TB screening, treatment and case management to persons at risk for or diagnosed with TB.

4. Results Measurement/Progress Report (Applies only to Programs):
none

5. Grant Period, Timetable and Program Phase-Out Plan:
1-1-10 through 12-31-10

6. Provide a list of Subgrantees:
NA

7 If Possible, complete Grant Budget Form and attach to back.

CITY OF MILWAUKEE OPERATING GRANT BUDGET

NOTE: The highlighted cells include formulas to automatically total dollar amounts. If you insert additional rows, you may need to copy the formulas into the inserted rows. Make sure to check the formulas to ensure they are calculating the numbers correctly.

PROJECT/PROGRAM TITLE: TB Clinical Services - Case management

PROJECT/PROGRAM YEAR: 1/1/10 - 12/31/2010

CONTACT PERSON: Irmine Reitl, x8555

NUMBER OF POSITIONS			PAY				
NEW	EXISTING	LINE DESCRIPTION	RANGE/ UNITS	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
		PERSONNEL COSTS					
	1	Communicable Disease Specialist (X)(F)(AA)	530	$12,735			$12,735
		TOTAL PERSONNEL COSTS		$12,735			$12,735
		FRINGE BENEFITS					
		Fringe Benefit (41%)		$5,220			$5,220
		TOTAL FRINGE BENEFITS		$5,220			$5,220
		OPERATING EXPENDITURES					
		TOTAL OPERATING EXPENDITURES					
		EQUIPMENT					
		TOTAL EQUIPMENT					
		INDIRECT COSTS					
		TOTAL INDIRECT COSTS					
	1	**TOTAL COSTS**		$17,955			$17,955

LRB-RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE APRIL 22, 2010 ITEM 6, FILE # 091629

File # 091629 is a resolution authorizing application, acceptance and funding of the Tuberculosis (TB) Clinical Services- Case Management Grant from the State of Wisconsin Department of Health Services.

Background

1. The purpose of the grant is to provide additional case management for TB patients receiving City services

2. The Milwaukee Health Department (MHD) has a continuing program, supported by annual state funding, and targeted especially to immigrants, to address tuberculosis and related health problems. The program operates from the Keenan Health Center, 3200 N. 36th St.

Discussion

1. The proposed grant funding is for the period January 1, 2010, to December 31, 2010, and is budgeted as follows:

Personnel	
1 Communicable Disease Specialist (0.3 FTE, range 530)	$12,735
Fringe Benefits (41%)	5,220
TOTAL	**$17,955**

2. Case management supported with this funding will include services to persons at risk of contracting tuberculosis.

3. The resolution in File #091629 authorizes the City Comptroller to establish necessary Special Revenue Fund-Grant and Aid Project Grant levels and budget against these amounts in a manner consistent with the grant agreement.

4. 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 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 2010.

Fiscal Impact

1. The proposed grant of $17,955 is grantor only funding.

2. There is no impact on the tax levy.

Prepared by: Richard L. Withers
LRB- Legislative Fiscal Analysis Section
April 20, 2010

Cc: W. Martin Morics
Raquel Filmanowicz
Irmine Reitl
Yvette Rowe
Renee Joos

NOTICES SENT TO FOR FILE 091629:

NAME	ADDRESS	DATE NOTICE SENT		
Yvette Rowe	Health Dept.	4/15/10		

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091642 **Version:** 0		
Type:	Charter Ordinance	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	A charter ordinance clarifying the intent of common council contingent fund appropriations.		
Sponsors:	ALD. MURPHY		
Indexes:	CHARTER ORDINANCES, CONTINGENT FUND		
Attachments:	Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091642
Version
ORIGINAL
Reference

Sponsor
ALD. MURPHY
Title
A charter ordinance clarifying the intent of common council contingent fund appropriations.
Sections
18-06-6-b rn
18-06-6-c cr
Analysis
Currently, a procedural resolution clarifying the intent of the common council relative to contingent fund appropriations is adopted in conjunction with the adoption of the annual budget. This charter ordinance places the language of the procedural resolution in the city charter thereby eliminating the necessity for an annual resolution.
Body
The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 18-06-6-b of the charter is renumbered 18-06-6-c.

Part 2. Section 18-06-6-b of the charter is created to read:

18-06. Expenditures.

6. BY COUNCIL RESOLUTION.

b. Funds may be appropriated from the contingent fund for obligations incurred during a budget year no later than the closing of the city's financial accounts for that year.

Part 2. This is a charter ordinance and shall take effect 60 days after its passage and publication, unless within 60 days a referendum petition is filed as provided in s. 66.0101(5), Wis. Stats., in which event this ordinance shall not take effect until submitted to a referendum and approved by a majority of the electors voting thereon.

LRB
APPROVED AS TO FORM

_____
Legislative Reference Bureau
Date:_____

Attorney
IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

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_____
Office of the City Attorney
Date:_____

Requestor

Drafter
LRB10120-1
AEH
4/8/2010

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CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 27, 2010 **FILE NUMBER:** 091642

Original Fiscal Note [X] Substitute [ ]

SUBJECT: A charter ordinance clarifying the intent of common council contingent fund appropriations.

B) SUBMITTED BY (Name/title/dept./ext.): Terry J. MacDonald, Staff Assistant/City Clerk-Common Council/Ext. 2233

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.
- [X] 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
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:					
TOTALS					

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE [ ]

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091680 **Version:** 1		
Type:	Resolution	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Substitute resolution relating to the application, acceptance and expenditure of the 2010 Metropolitan Medical Response System grant.		
Sponsors:	ALD. DONOVAN		
Indexes:	FEDERAL GRANTS, FIRE DEPARTMENT, HOMELAND SECURITY		
Attachments:	Fiscal Note - Substitute, Fiscal Note, Revised Fiscal Analysis, Fiscal Analysis, Grant Analysis Form, Operating Grant Budget, Hearing Notice List, F&P Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/15/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/15/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
4/22/2010	0	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
4/22/2010	0	PUBLIC SAFETY COMMITTEE	AMENDED	Pass	5:0
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091680
Version
SUBSTITUTE 1
Reference
081077
Sponsor
ALD. DONOVAN
Title
Substitute resolution relating to the application, acceptance and expenditure of the 2010 Metropolitan Medical Response System grant.
Analysis
This resolution authorizes the Milwaukee Fire Department to apply for, accept and expend the 2010 Metropolitan Medical Response System grant (MMRS) awarded by the U.S. Department of Homeland Security. This resolution continues funding for one position of MMRS Coordinator and provides funding for essential supplies and equipment required to prepare for and manage incidents resulting from domestic terrorism. The 2010 grant award total is $311,584.
Body

Whereas, The U.S. Department of Homeland Security awarded FY2009 grant funds to 124 Metropolitan Medical Response System (MMRS) jurisdictions to enhance their preparedness in the event of domestic terrorism; and

Whereas, The operation of this grant project from 3/31/2010 to 12/31/2011 would cost $311,584, entirely provided by the grantor; and

Whereas, The grant emphasizes preparation in managing incidents related to domestic terrorism, but will also support the department's operations in other events that threaten public safety; and

Whereas, Upon approval of this resolution, the Milwaukee Fire Department would use the funds to continue one position of MMRS Coordinator and purchase essential supplies and equipment required to prepare for and manage incidents resulting from domestic terrorism; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the Milwaukee Fire Department is authorized to accept the grant without further approval unless its terms changed as indicated in section 204-81, Milwaukee Code of Ordinance; and, be it
Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant Parent of the 2010 Special Revenue Grant and Aid Projects, fund the following amounts for the program/project titled 2009 Metropolitan Medical Response System:

Proj/Grt	Fund	Org	Program	By	Subclass	Acct
GR0001000000	0150	9990	0001	0000	R999	000600

Project	Amount
Grantor share	$311,584.00

2. Create the necessary Grant and Aid Project/Grant and Project/Grant levels, budget against these

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Project/Grant values the amount required under the grant agreement.

; and, be it

Further Resolved, That these funds are budgeted for the Milwaukee Fire Department, which is authorized to:

1. Expend from the amount budgeted sums for the specified purposes, as indicated in the grant budget, and incur costs consistent with the award date.

2. Expend from the 2010 grant budget funds for the items of equipment as may be deemed necessary for the effective operation of the program.

; and, be it

Further Resolved, That Common Council File Number 081077, as amended, relative to offices and positions in the City Service, is amended as follows:

Under "Fire Department, Supporting Services Decision Unit - Metropolitan Medical Response System Program Grant," replace the text of the footnote (A) under Battalion Chief Fire - MMRS Coordinator to read as follows: "To expire 12/31/2011 unless the Metropolitan Medical Response System Program Grant is extended."

Requestor

Drafter
EJS
4/21/2010

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CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 13, 2010 **FILE NUMBER:** 091680

Original Fiscal Note [X] Substitute [ ]

SUBJECT: Resolution relating to the application, acceptance and expenditure of the 2009 Metropolitan Medical Response System (MMRS) grant.

B) SUBMITTED BY (Name/title/dept./ext.): Acting Deputy Chief Daniel Holton, x 8982 / Emma J Stamps, Business Finance Mgr., x 5281

C) CHECK ONE:

- [X] 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)
- [ ] CAPITAL PROJECTS FUND (CPF)
- [ ] PERM. IMPROVEMENT FUNDS (PIF)
- [ ] OTHER (SPECIFY)
- [ ] CONTINGENT FUND (CF)
- [ ] SPECIAL PURPOSE ACCOUNTS (SPA)
- [X] GRANT & AID ACCOUNTS (G & AA)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:	Battalion Chief – MMRS Coordinator	006000	105,679		
	Fringe Benefits		42,036		
SUPPLIES:	Catastrophic Incident	006300	16,221		
MATERIALS:					
NEW EQUIPMENT:	Multi-Casualty Incident Equipment	006800	148,785		
EQUIPMENT REPAIR:					
OTHER:	Travel	006300	8,500		
TOTALS			321,221		

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE [ ]

LRB-RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE **ITEM 6, FILE 091680**

April 22, 2010 **MARY E TURK**

File 091680 is a resolution relating to the application, acceptance and expenditure of the 2010 Metropolitan Medical Response System grant.

Background and Discussion

1. This resolution authorizes the Milwaukee Fire Department to apply for, accept and expend the 2010 Metropolitan Medical Response System grant (MMRS) awarded by the U.S. Department of Homeland Security for $321,221.

2. The resolution continues funding for one position of MMRS Coordinator and provides funding for essential supplies and equipment required to prepare for and manage incidents resulting from domestic terrorism.

3. A total of $148,785, or 46% of the grant, will be used to purchase new mass-casualty incident equipment to equip an extra MED Unit with communications, patient movement, cardiac monitoring, airway maintenance and other miscellaneous equipment.

4. The operation of this grant project from 3/31/10 to 12/31/11 would cost $321,221, entirely provided by the grantor.

Fiscal Impact

This resolution authorizes the Milwaukee Fire Department to apply for, accept and expend $321,221 for the 2010 Metropolitan Medical Response System grant (MMRS) awarded by the U.S. Department of Homeland Security.

Cc: Barry Zalben
W. Martin Morics
Mark Nicolini
Emma Stamps

Prepared by: Mary E. Turk, X8680
LRB-Research and Analysis Section
2010

GRANT ANALYSIS FORM
OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: Fire Department – Bureau of Special Operations

Contact Person & Phone No: Acting Deputy Chief Daniel Holton, x 8982 / Business Finance Manager, Emma J Stamps, x 5281

Category of Request

- ☐ New Grant
- ☒ Grant Continuation — Previous Council File No. 081077
- ☐ Change in Previously Approved Grant — Previous Council File No. _____

Project/Program Title: Metropolitan Medical Response System – FY 2009

Grantor Agency: U.S. Department of Homeland Security

Grant Application Date: 3/25/2010 Anticipated Award Date: 3/31/2010

1. Description of Grant Project/Program (Include Target Locations and Populations):
The Metropolitan Medical Response System (MMRS) grant provides additional support to communities identified by the Federal government as being at risk for potential acts of domestic terrorism. Specifically, the MMRS grant provides the Milwaukee Fire Department funding to further enhance and maintain integrated, systematic preparedness for local response to weapons of mass destruction or other high-casualty events.

2. Relationship to City-Wide Strategic Goals and Departmental Objectives:
Public Safety Strategic Goal: Protect Milwaukee's citizens from crime, fires, and other hazards
Strategy 7: Reduce the damage caused by fires and other catastrophes that do occur.

This grant is related to the above Public Safety Strategies as well as the department's mission to protect people and property within the city by providing excellent emergency services that make the city a safe place to live, work, and conduct business.

3. Need for Grant Funds and Impact on Other Departmental Operations (Applies only to Programs):
This grant supplements the Milwaukee Fire Department's ability to prepare for, prevent, and respond to an act of domestic terrorism or other large scale events involving multiple casualties.

4. Results Measurement/Progress Report (Applies only to Programs):
Monthly progress and quarterly financial reports are required during the grant period.

5. Grant Period, Timetable and Program Phase-Out Plan:
3/31/2010 – 12/31/2011

6. Provide a list of Subgrantees:
None

7 If Possible, complete Grant Budget Form and attach to back.
See attachment

CITY OF MILWAUKEE OPERATING GRANT BUDGET

NOTE: The highlighted cells include formulas to automatically total dollar amounts. If you insert additional rows, you may need to copy the formulas into the inserted rows. Make sure to check the formulas to ensure they are calculating the numbers correctly.

PROJECT/PROGRAM TITLE: Metropolitan Medical Response System

PROJECT/PROGRAM YEAR: FY-2009

CONTACT PERSON: Acting Deputy Chief Daniel Holton, ext 8982

NUMBER OF POSITIONS			PAY				
NEW	EXISTING	LINE DESCRIPTION	RANGE/ UNITS	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
	1	**PERSONNEL COSTS**		$105,679			$105,679
		TOTAL PERSONNEL COSTS		$105,679			$105,679
		FRINGE BENEFITS		$42,036			$42,036
		TOTAL FRINGE BENEFITS		$42,036			$42,036
		OPERATING EXPENDITURES		$24,721			$24,721
		TOTAL OPERATING EXPENDITURES		$24,721			$24,721
		EQUIPMENT		$148,785			$148,785
		TOTAL EQUIPMENT		$148,785			$148,785
		INDIRECT COSTS					
		TOTAL INDIRECT COSTS					
	1	**TOTAL COSTS**		$321,221			$321,221

NOTICES SENT TO FOR FILE 091680:

NAME	ADDRESS	DATE NOTICE SENT		
Emma Stamps	MFD	4/15/10		

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091670 **Version:** 0		
Type:	Resolution	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Resolution authorizing the release of borrowing authority provided in the 2009 City Budget and the expenditure of funds for the Fire Department's Fire Repair Shop-Study Only capital improvement project.		
Sponsors:	ALD. MURPHY		
Indexes:	BUDGET, FIRE DEPARTMENT, FIRE STATIONS, MUNICIPAL BORROWING		
Attachments:	Fiscal Note, Barrientos Preliminary Estimate, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091670
Version
ORIGINAL
Reference

Sponsor
ALD. MURPHY
Title
Resolution authorizing the release of borrowing authority provided in the 2009 City Budget and the expenditure of funds for the Fire Department's Fire Repair Shop-Study Only capital improvement project.
Analysis
This resolution authorizes the release of borrowing authority and the expenditure of funds for the Fire Repair Shop capital improvement project. The Common Council appropriated $250,000 for the project in the 2009 Adopted City Budget. A footnote in the Adopted Budget requires Common Council approval for expenditures to be made.
Body
Whereas, The Common Council approved the City of Milwaukee 2009 Budget as Common Council Resolution 080788 adopted November 7, 2008 including a Capital Improvement New Borrowing appropriation in the amount of $250,000 for the Fire Department's Repair Shop capital project (0309-3280-R999-FR130040100) and included a budget footnote reading, "2009 Expenditure requires approval by Common Council;" and

Whereas, The Fire Repair Shop borrowing authority is required to hire a consultant to facilitate a study of the feasibility of constructing an annex to the existing fire repair shop located at 117 West Virginia, or building an annex; and

Whereas, The Fire Department wishes to enter into a contract with a vendor through either a competitive Request for Proposal or use a Department of Public Works contractor, Barrientos, to update the 2003 Facilities Condition Assessment for the current Fire Repair Shop; and

Whereas, Barrientos has prepared a preliminary estimate on the annex project, and

Whereas, The release of the $250,000 appropriation in the 2009 Capital Budget will allow the Fire Department and the vendor to continue to progress with the multiple phases of the Fire Repair Shop construction project; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the $250,000 Capital Improvement appropriation and related grants for the Fire Department's Repair Shop capital project (0309-3280-R999-FR130040100) is authorized to be expended; and, be it

Further Resolved, That the City Comptroller and other appropriate City officers are directed to take necessary actions to release these appropriations for the project to active status.
Requestor

Drafter
LRB10151-1
MET

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4/13/10

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CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 13, 2010 **FILE NUMBER:** 091670

Original Fiscal Note [X] Substitute [ ]

SUBJECT: Substitute resolution authorizing the release of borrowing authority provided in the 2009 City Budget and the expenditure of funds for the Fire Department's Fire Repair Shop-Study Only capital improvement project.

B) SUBMITTED BY (Name/title/dept./ext.): Emma J Stamps, Business Finance Manager, ext 5281

C) CHECK ONE:

- [X] 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)
- [X] CAPITAL PROJECTS FUND (CPF)
- [ ] PERM. IMPROVEMENT FUNDS (PIF)
- [ ] OTHER (SPECIFY)
- [ ] CONTINGENT FUND (CF)
- [ ] SPECIAL PURPOSE ACCOUNTS (SPA)
- [ ] GRANT & AID ACCOUNTS (G & AA)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	0309-3280-R999-FR130040100		$250,000		
	2009 Fire Repair Shop Capital Improvement				
TOTALS					

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE [ ]

BARRIENTOS
DESIGN. ARCHITECTS. ENGINEERS.

205 W. Highland, Suite 303
Milwaukee, WI 53203
TEL: 414-271-1812
www.barrientosdesign.com

FLEET REPAIR GARAGE EXPANSION

MILWAUKEE FIRE DEPARTMENT

CAPITAL BUDGET NARRATIVE & 2010 DESIGN SERVICES SCOPE
Thursday, April 01, 2010

BUILDING PROGRAM

The Milwaukee Fire Department seeks to build a new Fleet Repair Garage adjacent to the existing Virginia Street Maintenance Facility. Currently all vehicle, engine and shop-related and parts storage are housed at Virginia Street and this new facility would transfer out the vehicle repair and vehicle parts storage into the new footprint. In addition, improved staff support areas would be created in the new facility including, locker rooms, break rooms/kitchenette, training classrooms and simulator driving stations.

The site in consideration is owned by the city and is bordered by 1st Street, Florida Street with an Alley and the Virginia Street Repair House to the south. The site size is 34,000 square, around .7 of an acre.

JUSTIFICATION FOR NEW FACILITY

The need for an expanded and modernized repair facility has been documented in a prior studies developed by Barrientos Design & Consulting in 2005. Portions of this study detailing the deficiencies of the existing facility and projected needs for efficient operations are attached following this.

In brief, the Fire Department Repair facility has the following needs due to the existing facilities deficiencies:

- Ability to work on a larger number of engines per work period
- Larger bay widths and clearances to work around engines that have gotten bigger over the years.
- Better vehicle access for pulling in and out of building
- Higher ceiling clearance so engines can extend their ladders and mechanics can lift the engines to work underneath them
- More shop and workbench area to house toolboxes, fixed equipment and staging of parts
- Better access to parts and the delivery of parts from vendors, shippers
- More variety of storage systems for various parts types
- Adequate exhaust systems and fresh air makeup
- ADA compliant bathrooms and lockers

- Facilities for women lockers
- Separate break areas from vehicle repair areas
- Providing day room and training for visiting engine companies.
- Provide location for driving simulation

BUILDING PROGRAM

At this concept level the building program involves the following:

1. Engine/Heavy Duty Truck Repair Garage, 18 bays, 15,000 SF
2. Light Duty Truck Repair, 5 bays, 3,000 SF
3. Parts Storage, Bulk Fluids, Clerks, 3,200 SF
4. Classrooms, Simulator, Lunchroom, Lockers, 7,000 SF
5. Green Learning Deck, on roof, 3,200 SF
6. Site development for immediate area around building

DESIGN SCHEDULE

For 2010 a Schematic Design will be developed within two months. Assuming a start of April 15 the Schematic Design will be completed on June 15. Following review and approval by the MFD and DPW, the A/E will develop Construction documents up to a 75% level by end of December, 2010.

At the start of January, 2010, the A/E will continue with Construction Documents and complete them by February 28, 2011. Bidding Documents will be issued in March with bids due middle of April and Construction award for middle of May, 2011. Construction will proceed for 12 months and be completed in May of 2012.

SCOPE OF A/E SERVICES

For 2010, the Architect/Engineer (A/E) will provide professional design services for architecture, structural engineering, civil/site engineering, HVAC, electrical, plumbing and fire protection for a public bidding and construction process.

Phases of work will be:

1. **Schematic Design**. Finalize building program, review including zoning and DCD planning requirements, review of site conditions, utilities, ally usage and soils, finalize plan layout, elevations and massing options, cost estimate by CSI division. Schematic presentation document with Project Outline.

2. **Design Development**. Research, analysis and selection of major building components and construction assembly, selection of equipment, finishes. Finalization of floor plans, elevations, sectional data drawings. Engineering systems development. Site preliminary engineering Outline specifications. Final meetings with DCD. Cost Estimates along with options analysis for bid alternates.
3. **Construction documents 75%.** Development of working drawings, schedules, engineering calculations, specifications and cost estimates. Updated detailed cost estimate based on quantity.
4. **Final Construction Documents, Bidding Phase, Construction Administration.** Provided in 2011 and to be detailed later.

BUDGET & DESIGN SCOPE BASIS

The initial project budget is estimated to be $5,943,603 and shown detail in the table dated 4/1/2010. The design scope is based on the concept layout attached to this document and dated 4/1/2010

PRIOR A/E USAGE

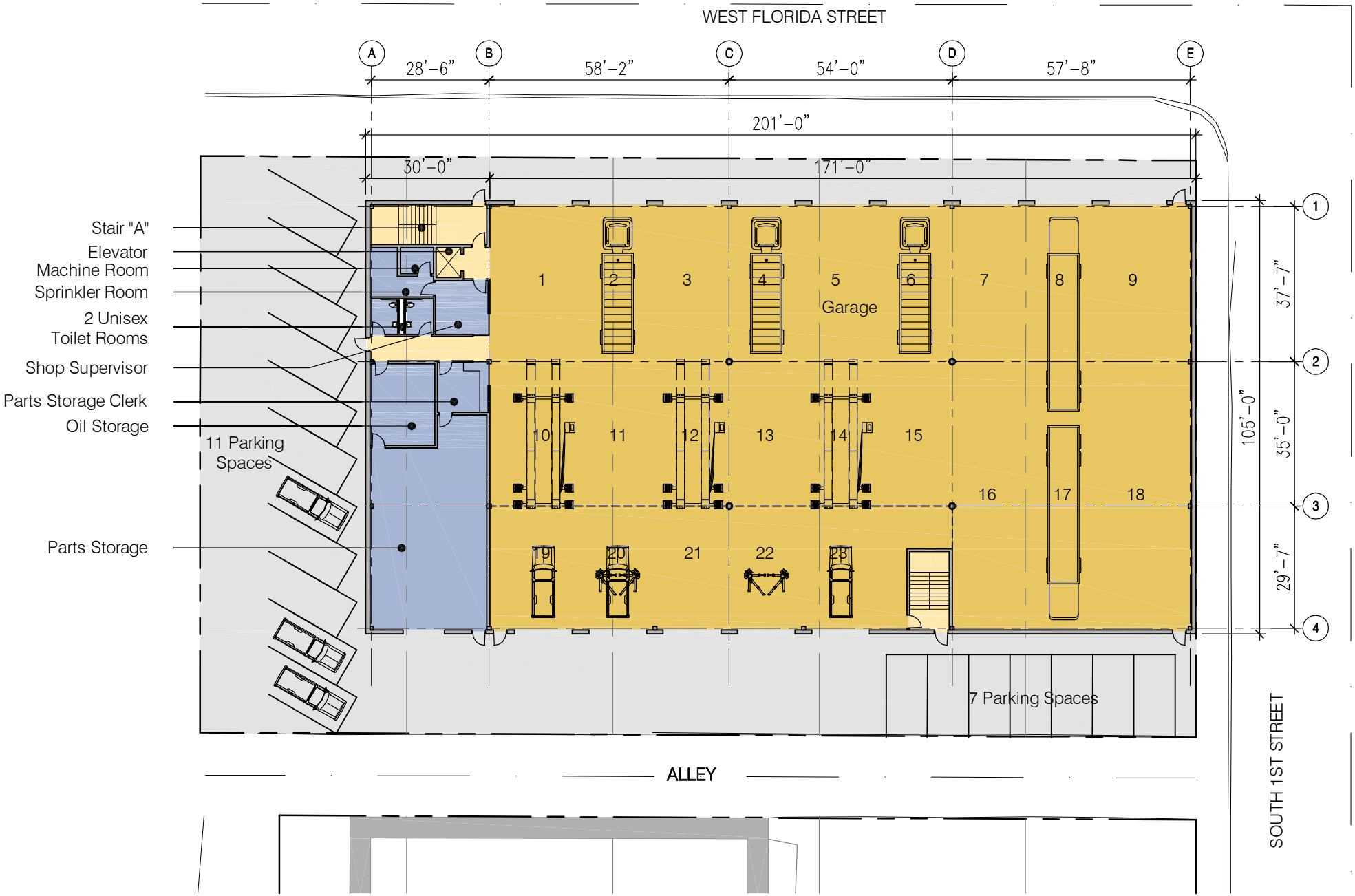
The MFD will engage the same A/E which developed the study in 2005 given their knowledge of the existing facility and program requirements. Barrientos Design & Consulting, Inc of Milwaukee will provide the services listed in the Scope above.

Milwaukee Fire Department Fleet Repair Garage - Initial Concept

Preliminary Construction Cost Estimate

Barrientos Design & Consulting, Inc. April 1st, 2010

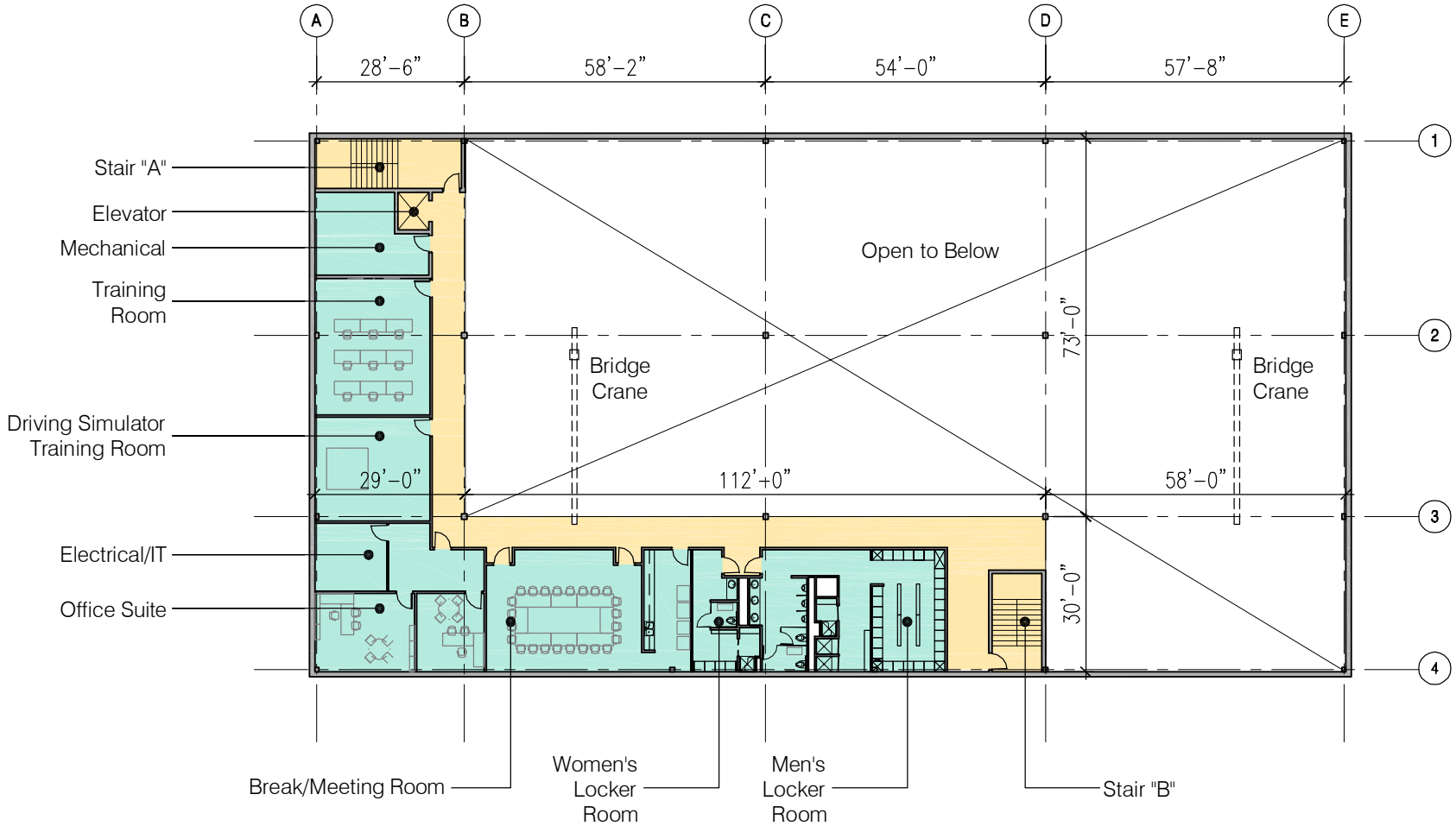
CATEGORY	COST
DIVISION 1	
General Conditions	$144,000
Survey, Geotechnical	$20,000
DIVISION 2	
General Site Work	$200,000
Piles (allottment)	$50,000
DIVISION 3	
Building Concrete & Precast Concrete	$1,160,000
DIVISION 4	
Masonry	$50,000
DIVISION 5	
Structural & Miscellaneous Steel	$542,000
DIVISION 6	
Carpentry	$15,000
DIVISION 7	
Membrane Roofing & Wall Panels, Sealants and Sheet Metal Flashings/Copings	$192,500
DIVISION 8	
Windows & Doors	$475,000
DIVISION 9	
Interior Finishes	$250,000
DIVISION 10	
Interior Specialties	$56,000
DIVISION 11	
Green Roof/Learning Deck	$50,000
6 Post Lift (3 @ $70,000ea)	$210,000
2 Post Lift (2@ $8,000ea)	$16,000
Bulk Fluid Reels	$12,000
Waste Oil Collection Tank	$30,000
Tail Pipe Exhaust	$25,000
Driving Simulator	$350,000
Bridge Crane (2@ $75,000ea)	$150,000
Boom Crane (6@ $8,000ea)	$48,000
DIVISION 15	
Fire Protection	$77,000
Plumbing	$220,000
OH Radiant Heat	$35,000
HVAC	$250,000
DIVISION 16	
Electrical	$200,000
Bidding Contingency (10%)	$520,000
Total Construction Cost Amount	**$5,183,500**
Total Building SF 27,727	
Cost Per SF $186.95	
Development Costs	
General Conditions (12 months x $12,000)	$144,000
Geotechnical, Soils	$20,000
A/E Fees	$388,763
City Contract Administration (2%)	$103,670
City Construction Department (2%)	$103,670
Total Project Amount	**$5,943,603**



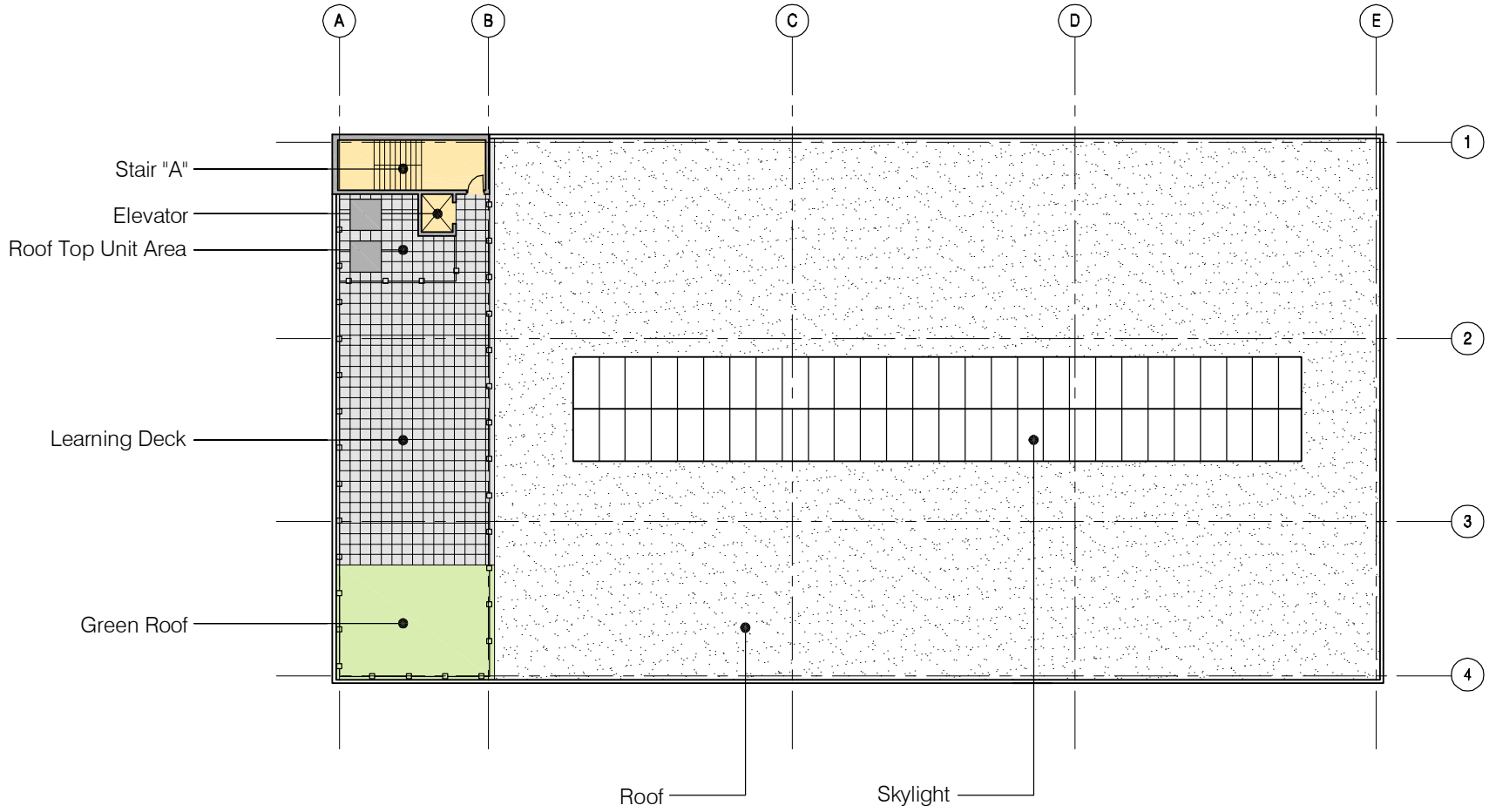
First Floor
22,995sf

Milwaukee Fire Department Fleet Repair Garage - Initial Concept
Thursday, April 1st, 2010

BARRIENTOS



Second Floor Plan
6,622sf


A
B
C
D
E
1
2
3
4
Stair "A"
Elevator
Roof Top Unit Area
Learning Deck
Green Roof
Roof
Skylight

Roof Plan

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091625 **Version:** 0		
Type:	Resolution	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Resolution relative to expenditure of funds to be recovered by greater than anticipated revenue (Metro Sewer User Charge Fund 0460).		
Sponsors:	THE CHAIR		
Indexes:	METROPOLITAN SEWERAGE DISTRICT, REIMBURSABLE SERVICES, SEWER USER CHARGE		
Attachments:	Fiscal Note.pdf, Cover Letter, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091625
Original

Reference
031710

Sponsor
THE CHAIR

Title
Resolution relative to expenditure of funds to be recovered by greater than anticipated revenue (Metro Sewer User Charge Fund 0460).

Analysis
This resolution authorizes the Metro Sewer User Charge Fund to expend additional funds for services provided by the Milwaukee Metropolitan Sewerage District. Sewer services revenue totaling $1,850,000 is anticipated and requires additional expenditure authority to be utilized to pay for MMSD sewer services provided.

Body
Whereas, Common Council file 980965 established procedural guidelines related to the expenditure of funds to be reimbursed by greater than anticipated revenues; and

Whereas, The MMSD has provided greater than anticipated sewer services in 2009 of an estimated $1,850,000; and

Whereas, The Metro Sewer User Charge Fund will receive greater than anticipated revenue of an estimated $1,850,000 in sewer services revenue for MMSD services provided; and

Whereas, The Comptroller has certified greater than anticipated revenue in the amount of $1,850,000; and

Pursuant to s. 304-91, I hereby certify that the money required for this is anticipated and is to be expended only for the purposes in this resolution.

_____ _____
Comptroller Date

; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that $1,850,000 is appropriated to the Metro Sewer User Charge Fund, account 0460-9990-0001-R999-006000; and, be it

Further Resolved, That $1,850,000 be offset by estimated revenue in the Metro Sewer User Charge Fund; and, be it

Further Resolved, That the City Comptroller be, and hereby is, authorized and directed to carry out the intent of this resolution.

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Requestor
City Comptroller

Drafter
LR

Ref:09 Swr Approp.doc
April 1, 2010

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CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 1, 2010 **FILE NUMBER:**

Original Fiscal Note [X] Substitute [ ]

SUBJECT: Resolution relative to expenditure of funds to be recovered by greater than anticipated revenue (Sewer Services Fund 0460)

B) SUBMITTED BY (Name/title/dept./ext.): Craig Kammholz, Financial Servs Director, Compt, Financial Svcs Div., ext 2304

C) CHECK ONE:

- [X] 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)
- [X] SPECIAL PURPOSE ACCOUNTS (SPA)
- [ ] PERM. IMPROVEMENT FUNDS (PIF)
- [ ] GRANT & AID ACCOUNTS (G & AA)
- [ ] OTHER (SPECIFY) Revenues

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	MMSD 2009 Sewer User Service Charges	006300	$1,850,000	$1,850,000	
	0001-2110-0001-S152-006300				
TOTALS			$1,850,000	$1,850,000	

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE: $1,850,000 is an estimated amount of sewer services charged by the Metropolitan Sewerage District in excess of revenue billed in 2009. These costs will be recovered through sewer user billings in 2010.

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE [ ]

City of Milwaukee

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

April 1, 2010

Ref: Financial Advisory Division

To The Honorable
The Common Council

City of Milwaukee
City Hall, Room 205
Milwaukee, WI 53202

Dear Council Members:

Re: Introduction of Resolution Relative to Expenditure of Funds to be Reimbursed by Greater than Anticipated Revenue (Sewer User Service Fund 0460)

We are submitting the attached draft of a resolution to request authority to expend funds for Milwaukee Metropolitan Sewerage District services provided in 2009 to be reimbursed by greater than anticipated revenue in the amount of $1,850,000.

Your favorable consideration of this resolution is respectfully requested.

Very truly yours,

W. MARTIN MORICS
Comptroller

WMM:LR
Attachment

Ref: Swr App 09 CC

Room 404, City Hall, 200 East Wells Street, Milwaukee, Wisconsin 53202 - 3566 Phone: (414) 286-3321, Fax: (414) 286-3281

PACE Local 1-0318

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091668 **Version:** 1		
Type:	Resolution	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Substitute resolution authorizing the Commissioners of the Public Debt to market up to $38,000,000 of general obligation corporate purpose bonds of the City for school purposes.		
Sponsors:	ALD. MURPHY		
Indexes:	AMERICAN RECOVERY AND REINVESTMENT ACT, GENERAL OBLIGATION BONDS, MILWAUKEE PUBLIC SCHOOLS		
Attachments:	Cover Letter, Fiscal Note, First Amendment to Intergovernmental Cooperation Agreement, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/22/2010	1	CITY CLERK	DRAFT SUBMITTED		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091668
Version
Substitute 1
Reference
090555, 090777, 090814
Sponsor
Ald. Murphy
Title
Substitute resolution authorizing the Commissioners of the Public Debt to market up to $38,000,000 of general obligation corporate purpose bonds of the City for school purposes.

Analysis
This resolution authorizes the Commissioners of the Public Debt to issue and sell City of Milwaukee general obligation school bonds in the amount of $38,000,000 for various school construction projects.

Body
Whereas, Common Council file number 090814 authorized the issuance of up to $57,000,000 of general obligation bonds as tax credit qualified school construction bonds in order to finance up to $48,000,000 of projects, and $12,000,000 of bonds have been issued pursuant to that resolution in order to finance $11,300,000 of projects; and

Whereas, Qualified school construction bonds may now be issued as taxable bonds with a direct payment from the US Government for the interest paid on the bonds, and the City desires to permit the issuance of the remaining qualified school construction bonds with the potentially more advantageous direct payment structure; and

Whereas The Milwaukee Public Schools has requested the issuance of the remaining qualified school construction bonds as taxable bonds with the direct payment structure; and

Whereas, Common Council file number 090555 adopted on October 13, 2009 (the "Resolution 090555") authorizes the issuance of general obligation bonds for school purposes in the amount of $48,000,000, of which $12,000,000 has been issued; and

Whereas, Common Council file number 091323 adopted on March 2, 2010 ("Resolution 091323", and with Resolution 090555, the "Initial Resolutions") authorizes the issuance of general obligation bonds for school purposes in the amount of $14,360,000, of which $11,020,000, has been issued; and

Whereas, The 2009 Budget of the City authorizes $130,000,000 of Contingent Borrowing for purposes not anticipated in the budget of the City, of which $35,893,717 has been issued, and $45,000,000 has been carried over into 2010 for School Purposes; and

Whereas The Common Council, pursuant to the Initial Resolutions ($36,000,000 from Resolution 090555, and $2,000,000 from Resolution 091323), desires to issue up to $38,000,000 of general obligation bonds for school purposes (the "Bonds") using the $38,000,000 of the $45,000,000 of 2009 Contingent Borrowing Authority; and

Whereas, It is desirable to enter into a fiscal agency agreement in connection with the issuance and administration of the Bonds; and

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Whereas, All or a portion of the Bonds may be designated by the City as "qualified school construction bonds" as defined in Section 54F of the Internal Revenue Code of 1986 (the "Code"); and

Whereas, The City and Milwaukee Public School ("MPS") have entered into an intergovernmental agreement (the "IGA") pursuant to Resolution 090777 for the reimbursement to the City by MPS for the debt service on the Bonds; and

Whereas, The IGA provides that proceeds of the Bonds shall be used for only for projects as may be approved from time to time by the City, and it is desirable to amend the IGA to take into account specific characteristics of bonds issued pursuant to this resolution; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, in accordance with sections 67.05, Wisconsin Statutes, the Commissioners of the Public Debt are authorized and requested to issue and sell, pursuant to the Initial Resolutions, general obligation corporate purpose bonds in the aggregate amount of $38,000,000 for school purposes using 2009 Contingent Borrowing Authority; and, be it

Further Resolved, That the general obligation bonds herein authorized shall be sold by the Commissioners of the Public Debt at public sale, private sale, and/or directly to the Public Debt Amortization Fund, in one or more series of bonds and at such time or times as the Commissioners shall determine to be prudent and appropriate; and that the bonds shall be designated as determined by the Commissioners; and, be it

Further Resolved, That the general obligation bonds herein authorized shall be issued on or before December 31, 2010, and the aggregate of bonds issued pursuant to this resolution and resolution 090814 shall not exceed $57,000,000; and, be it

Further Resolved, That the Commissioners of the Public Debt are authorized to prepare the forms and establish the procedures required in the issuance and sale of general obligation bonds herein authorized in accordance with the provisions of Ch. 67, Stats., and the provisions of the City of Milwaukee ordinances, such bonds to be in a form approved by the City Attorney and to be executed by those officers of the City whose signatures are required by law; and, be it

Further Resolved, That the general obligation bonds herein authorized shall be sold at a price of not less than 98% of par and accrued interest thereon, be taxable bonds, and may be designated by the Commissioners of the Public Debt as qualified school construction bonds and sold as taxable bonds - direct payment basis; and, be it

Further Resolved, That the general obligation bonds shall be dated as of the date of delivery, or the first or fifteenth day of the month in which they are issued, bear a taxable interest rate as determined by the Commissioners of the Public Debt, not to exceed 9.00%; with an issue True Interest Cost Rate of not to exceed 9.00% (not taking into account receipts from the direct payment reimbursement); that the Commissioner of the Public Debt may establish mandatory sinking fund deposit requirements for the bonds; that the Commissioners of the Public Debt shall specify the due dates for, and the amounts of, the payment of principal of said bonds, not to exceed 20 years, and interest thereon, and that such payment schedule shall be entered upon the permanent record of the Commissioners of the Public Debt and formally communicated to the City Clerk; and, be it

Further Resolved, That Bonds may be subject to optional, extraordinary, and mandatory redemption prior to maturity at the redemption price of par and may also include as part of the redemption price a redemption premium that may be expressed either (i) as a percentage (not exceeding 3%) of the principal amount of the Bond to be redeemed or (ii) as a formula designed to compensate the owner of the Bond to be redeemed based upon prevailing market yields on or about the time fixed for such redemption, commonly known as a "make-

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whole" redemption premium, as determined by the Commissioners of the Public Debt; and, be it

Further Resolved, That in order for the City to provide for the proper expenditure of the proceeds of sale of Bonds issued as qualified school construction bonds; the custody, security and investment of sinking funds held for the payment of such Bonds, the City is authorized to enter into a trust agreements with banks acting as trustees and to enter into fiscal agency agreements with banks acting as fiscal agents; and, be it

Further Resolved, That the City is authorized to enter into, on or after the issuance of the Bonds, one or more forward supply or similar type agreements pursuant to which the City will provide for the investment of sinking funds established for the repayment of Bonds by contracting for the purchase of investment securities to be purchased from time to time prior to the maturity date of such Bonds; and, be it

Further Resolved, That a direct annual irrepealable tax shall be levied in each year that such bonds are outstanding, in an amount sufficient to pay and for the express purpose of paying the interest on said bonds (without taking into account direct payment reimbursements to be received), as it falls due, and also to pay and discharge the principal thereof at maturity, and shall be extended upon the tax roll of the City of Milwaukee and shall be collected by the officers of the City in the same manner and at the same time as taxes for general City purposes for such years are extended and collected, and when so collected, the proceeds of said taxes shall be used solely for paying the principal and interest on such bonds so long as any bonds of said issue remain outstanding; and, be it

Further Resolved, That interest on or principal of the bonds falling due at any time when there shall be on hand insufficient funds from proceeds of the tax levy for the payment of such interest or principal shall be paid promptly when due from other funds of the City, which funds shall be reimbursed thereof out of the proceeds of the taxes above levied when such taxes shall have been collected; and, be it

Further Resolved, That the Continuing Disclosure Certificate, in substantially the form of the Supplemental Certificate authorized by File Number 031384 adopted on February 10, 2004, is authorized to be executed and delivered by the Comptroller for the notes; and, be it

Further Resolved, That the City authorizes and directs the appropriate officers and employees of the City to take all action necessary or appropriate to comply with and carry out all of the provisions of the Continuing Disclosure Certificate as amended from time to time. Notwithstanding any other provision of the resolution, failure of the City to perform in accordance with the Continuing Disclosure Certificate shall not constitute a default under the resolution and the Continuing Disclosure Certificate may be enforced only as provided therein; and, be it

Further Resolved, That a global certificate shall be issued for each stated maturity date and registered only in the name of CEDE & Co. as nominee of The Depository Trust Company, New York, New York, for delivery and immobilization by the Depository Trust Company following the closing. The Depository Trust Company will act as securities depository of the bonds. The City, or the Trustee and/or Fiscal Agent on behalf of the City, will make payment of principal, redemption premium if any, and interest on the bonds on the due dates to the Depository Trust Company, or its nominee, as registered owner of the bonds, in same-day funds. Notices, if any, given by the City to the registered owner of the bonds will be given to the Depository Trust Company. In the event that the securities depository relationship with the Depository Trust Company for the bonds is terminated and the City does not appoint a successor securities depository, the City will prepare, authenticate and deliver at its expense fully-registered certificated bonds in the denominations as determined by the Commissioners or in the integral multiple thereof in the aggregate principal amount by maturity then outstanding to the beneficial owners of the bonds; and, be it

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Further Resolved, That with respect to Bonds to be issued as Qualified School Construction Bonds the City represents that (i) throughout the term of said Bonds and (ii) through the date that the final rebate, if any, must be made to the United States in accordance with Section 148 of the Code it will comply with the provisions of Sections 54A, 54F, 103 and 141 through 150 of the Code, and the applicable regulations of the Internal Revenue Service adopted thereunder, that must be satisfied in order that such Bonds will retain their status as qualified school construction bonds under Section 54F of the Code; and, be it

Further Resolved, That the City covenants with the holders from time to time of bonds not issued as Qualified School Construction Bonds that (i) throughout the term of said bonds and (ii) through the date that the final rebate, if any, must be made to the United States in accordance with Section 148 of the Code it will comply with the provisions of Sections 103 and 141 through 150 of the Code, and the applicable regulations of the Internal Revenue Service adopted thereunder, that must be satisfied in order that interest on such bonds shall be and continue to be excluded from gross income for federal income tax purposes under said Section 103; and, be it

Further Resolved, That the proper City officials are authorized to enter into and addendum/amendment to the IGA with MPS to reflect the particulars of this transaction as attached to this resolution and with such changes as may be recommended by the City Attorney in consultation with the Comptroller; and, be it

Further Resolved, That the proper City officials are authorized to enter into a Fiscal Agency Agreement, similar to the one approved with Resolution Number 090814 with such changes to reflect particulars of this transaction, and with such changes as may be recommended by the City Attorney in consultation with the Comptroller; and, be it

Further Resolved, That the cost of issuing the bonds and marketing same shall be paid from amounts appropriated for said purpose, or the proceeds of the bond sale, or deducted from same, and the project account or accounts credited with the net proceeds of the sale or sales.

Requestor
Comptroller

Drafter
RSL
PD-7675a2W.rtf

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Reply to Common Council File No. 091668
From DOA-Budget and Management Division

April 27, 2010

Ref: 10008

File 091668 contains a substitute resolution authorizing the Commissioners of the Public Debt to market up to $38,000,000 of general obligation corporate purpose bonds of the city for school purposes.

In 2009, the Common Council adopted File Number 090814 which authorized the Public Debt Commission to market general obligation notes for school purposes. This action also authorized the proper city officials to enter into an intergovernmental agreement (IGA) with the Milwaukee Board of School Directors (MPS) that governs the reimbursement for debt service of up to $57 million of borrowing related to qualified school construction bonds (QSCB). The American Recovery and Reinvestment Act (ARRA), aka the "federal stimulus", contains a provision pertaining to Qualified School Construction Bonds (QSCB). Under this provision, the federal government is supposed to provide a credit estimated to be sufficient to investors to provide the issuer with a 0% interest rate. Previous Council resolutions during 2009 enabled Milwaukee Public Schools (MPS) with the authority to use the QSCB provisions to improve school facilities with city borrowing, subject to several provisions that protect the city's financial interests and the taxpayers' interests with regards to ensuring reimbursements to the city to cover all borrowing costs and avoiding a destabilizing impact on the MPS tax levy. These proceeds are intended to finance $48 million worth of projects.

As of now, the city has issued $12 million of QSCB tax credit bonds at a discount which yielded $11.3 million of proceeds for projects. The Comptroller has now determined that issuing up to $38 million additional borrowing as direct pay bonds, not tax credit bonds, is the most cost-effective manner of generating sufficient additional proceeds in order to reach the $48 million project total. Under the direct pay structure, the federal government pays the entire interest amount, regardless of the coupon, so there is no need to issue at a discount or provide a supplemental coupon.

If the Council approves this resolution, the maximum level of $50 million of total borrowing is within the limit of $57 million established by File 090814. As envisioned at the time the Council adopted File 090814, the city will establish a sinking fund to enable MPS to generate interest earnings via arbitrage, which will reduce the net cost of the transaction to a level below $48 million.

This resolution also authorizes city officials to enter into a Fiscal Agency Agreement, similar to the one approved by Resolution Number 090814, with such changes to reflect particulars of this transaction.

RECOMMENDATION: ADOPT FILE NUMBER 091668

Mark Nicolini

Mark Nicolini
Budget and Management Director

Finance/Speedreplies/091668

LRB – RESEARCH AND ANALYSIS SECTION

APRIL 28, 2010 AGENDA **ITEM 12, FILE 091668**

FINANCE & PERSONNEL COMMITTEE **JAMES CARROLL**

File #090814 is a substitute resolution authorizing the Commissioners of the Public Debt to market general obligation notes and bonds of the City for school purposes.

Background

1. The American Recovery and Reinvestment Act of 2009 included authorization for Qualified School Construction Bonds (QSCB). This tax credit bond program is intended to allow state and local governments to finance public school construction projects and other eligible costs for public schools with interest-free borrowings. This tax credit bond program provides a federal subsidy by giving those who buy the bonds a federal tax credit that essentially allows state and local governments to issue the bonds without interest cost.

2. During 2009, MPS sought City approval for the issuance of Qualified School Construction Bonds. MPS had originally submitted a request for $53 million in funding for eligible projects. After discussions with the City's Budget Office, MPS reduced the request to $48 million for deferred maintenance projects ($30 million), science and mathematics program/curriculum enhancements ($6 million), the Longfellow/Journey House project ($4 million), and funding ($8 million) for major maintenance projects as they arise.

3. On July 28, 2009, the Common Council Approved an initial resolution (File #090555) expressing the City's intent to sell and issue general obligation bonds in the aggregate amount of $48,000,000 for school purposes.

4. On November 3, 2009, the Common Council adopted a substitute resolution (File #090777) approving an Intergovernmental Cooperation Agreement (IGA) between the City of Milwaukee and the Milwaukee Board of School Directors regarding city borrowing for school purposes pursuant to the provisions of the American Recovery and Reinvestment Act of 2009. According to the Budget and Management Division's, October 27, 2009, reply to File #090777, the IGA contains the following provisions:

- MPS will present its final list of approved projects and information related to operational plans for facilities to the Common Council prior to expending the borrowing proceeds. (A list of approved projects was included as an attachment to File #090777.)

- Expenditures for deferred maintenance and major maintenance is limited to those items whose condition rating at the time of expenditure is rated "fair" or "poor". (The District supplied information to File #090777 regarding how these ratings were derived.) This is intended to ensure maximum benefit from the expenditures.

- MPS ensures that for projects in the curriculum enhancement category, it will operate, or continue to operate educational programs consistent with the stated purpose of the enhancements within one year of the completion of improvements.

In addition, the IGA includes the following provisions that protect the City's interests:

- MPS will reimburse the City for all debt service (principal and any interest not covered by the federal government.) and debt issuance costs.

- MPS agrees to reduce the construction levy each year (relative to statutory maximum of .6 mill) by the amount of QSCB debt service reimbursement; this protects against an MPS levy-destabilizing impact from the QSCB borrowing.

- MPS will make its reimbursement for the first year's projected debt service one year in advance of the city's initial debt payment, in effect serving as a debt service advance.

- The IGA provides the city, consistent with state statute, the ability to place any debt service shortfall directly on the MPS levy should the Board fail to include its budget the full amount of reimbursement due the City.

- The use of the borrowing proceeds protects city taxpayers' investments in school buildings by the preservative impact of deferred maintenance elimination and major maintenance expenses. The borrowing will also enhance the District's ability to improve curriculum in early childhood programs, technology, mathematics and science, and vocational education. The Community Learning Center funding enables the implementation of a public/private partnership with the Zilber Foundation that will result in significant after-school programming and community education opportunities.

5. On December 1, 2009, the Common Council adopted a resolution (File #090814) authorizing the Commissioners of the Public Debt to issue and sell City of Milwaukee contingent borrowing general obligation school bonds in the maximum amount of $57,000,000 at a discount in order to receive $48,000,000 of net proceeds for various school construction projects. At that time, the Comptroller's Office indicated that although the legislation intended that local government be allowed to borrow at no interest cost, the tax credit rate set by the IRS was not high enough to accomplish the objective. As such, QSCBs had been sold with supplemental interest or at a discount from face (maturity) value. Because the interest is fully paid by MPS, but a discount is subsidized by the Federal Government, the Comptroller's Office indicated that it was more advantageous for the City to issue bonds at a discount than with supplemental interest. Of the $57 million of bonds authorized to be issued $12 million of bonds were issued to finance $11.3 million of projects.

6. H.R. 2847 - the Hiring Incentives to Restore Employment Act (the HIRE Act), signed into law on March 18, 2010, allowed Qualified School Construction Bonds, to be issued as tax-credit bonds or taxable direct-payment subsidy bonds.

Discussion

1. Because it is more advantageous (a reduction of approximately 1.5% in the interest rate paid), MPS has requested the remaining QSCB be sold as taxable direct-payment subsidy bonds.

2. This resolution authorizes the Commissioners of the Public Debt to issue and sell City of Milwaukee 2009 carryover contingent borrowing general obligation

corporate school bonds in the maximum amount of $38 million ($36 million from File #090555 and $2 million from File #091323) for various school construction projects. (Of the $48 million in contingent school borrowing authorized in File #090555, $36 million has been issued and of the $14,360,000 in contingent school borrowing authorized in File #091323, $11,020,000 has been issued.)

3. The resolution also amends the IGA to permit the issuance of taxable direct-payment subsidy bonds.

Fiscal Impact

This resolution will result in annual debt service expenditures of $4 million for 2013 to 2026, to be offset by $4 million revenue for the same time period from MPS.

Cc:	Marianne Walsh Craig Kammholz Mark Nicolini W. Martin Morics Richard Li	Prepared by: Jim Carroll, X8679 LRB Research & Analysis April 26, 2009

City of Milwaukee

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

April 12, 2010

To the Honorable
the Common Council
City of Milwaukee
City Hall - Room 205
Milwaukee, WI 53202

Dear Council Members:

I would like to request the introduction of the enclosed resolutions that relate to City borrowing for ARRA Projects – Qualified School Construction Bonds.

These resolutions are typically referred to the Finance and Personnel Committee. If we may be of any additional assistance, please contact Richard Li (x-2319) of my staff.

Very truly yours,

W. MARTIN MORICS
Comptroller

WMM:RL
REF: PD-7575W.DOC

Room 404, City Hall, 200 East Wells Street, Milwaukee, Wisconsin 53202 - 3566 Phone: (414) 286-3321, Fax: (414) 286-3281

PACE Local 1-0318

CITY OF MILWAUKEE FISCAL NOTE

CC-170 (REV.6/86)

A) DATE: April 12, 2010

FILE NUMBER:
Original Fiscal Note ☒ Substitute ☐

SUBJECT: Resolution authorizing the Commissioners of the Public Debt to market up to $38,000,000 of general obligation corporate purpose bonds of the City for school purposes.

B) SUBMITTED BY (name/title/dept./ext.): Richard Li, Public Debt Specialist, Comptroller, x2319

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)
- ☐ CAPITAL PROJECTS FUND (CPF)
- ☐ PERM. IMPROVEMENT FUNDS (PIF)
- ☒ OTHER (SPECIFY) Debt Service
- ☒ CONTINGENT FUND (CF)
- ☐ SPECIAL PURPOSE ACCOUNTS (SPA)
- ☐ GRANT & AID ACCOUNTS (G & AA)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Disbursement to MPS for Construction		38,000,000		
	Proceeds of Bonds			38,000,000	
	Debt Service		See below		
TOTALS					

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.**

☒ 1-3 YEARS	☒ 3-5 YEARS	Expenditure $4,000,000/yr in 2013-2027 for Debt Service.
☒ 1-3 YEARS	☒ 3-5 YEARS	Revenue $4,000,000/yr in 2013-2027 from MPS.
☐ 1-3 YEARS	☐ 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PD-7675af.doc

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	081477 **Version:** 0		
Type:	Communication-Report	**Status:**	In Committee
File created:	2/10/2009	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Communication from the Police Department transmitting 2009 quarterly reports relative to the status of overtime expenditures.		
Sponsors:	THE CHAIR		
Indexes:	OVERTIME, POLICE DEPARTMENT, REPORTS AND STUDIES		
Attachments:	6-9-09 letter from Dept. of Admin re 2009 Police Dept overtime status report, 11 20 09 Police Overtime Report.PDF, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
2/10/2009	0	COMMON COUNCIL	ASSIGNED TO		
6/5/2009	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
6/10/2009	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
11/19/2009	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
11/19/2009	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
11/24/2009	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	4:0
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number

081477

Version

Original

Reference

Sponsor

The Chair

Title

Communication from the Police Department transmitting 2009 quarterly reports relative to the status of overtime expenditures.

Drafter

CC

tjm

2/12/09

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Reply to Common Council File No. 081477
From DOA-Budget and Management Division

April 27, 2010

Ref: 10034

File 081477, a communication from the Police Department transmitting 2009 quarterly reports relative to the status of overtime. This file presents the final expenditures for 2009.

For 2009, the MPD expended a total of $13.0 million in overtime, $10.5 million of which was tax levy supported. The tax levy supported overtime was about $3.8 million below the department's 2009 budget of $14.3 million. This amount is also a reduction of $4.0 million from its 2008 tax levy supported overtime expenditure. The last time the MPD spent less on overtime was in 2001.

The MPD also reduced compensatory overtime (time taken off in lieu of a cash pay out) by over $500,000 in 2009, from $7.5 million in 2008 to $7.0 million in 2009. It is important to track compensatory time to ensure that actual overtime expenses are not simply being shifted as to a time off liability. When taken, compensatory time creates an additional expense where the employee's time off would need to be filled in by another, presumably on overtime.

The MPD's total salary expense for 2009 was $167.6 million, about $5.1 more than the unadjusted budget of $162.5 million. However, when taking into account the settlements budgeted in the Wages Supplement Fund, the MPD's total salary expenditure was approximately $4.0 million below budget for 2009.

RECOMMENDATION: PLACE ON FILE COMMON COUNCIL FILE NUMBER 081477.

David Schroeder
Fiscal Planning Specialist - Senior

DJS:DMR

FINANCE: I:\FINANCE\Speedreplies\081477sr.doc

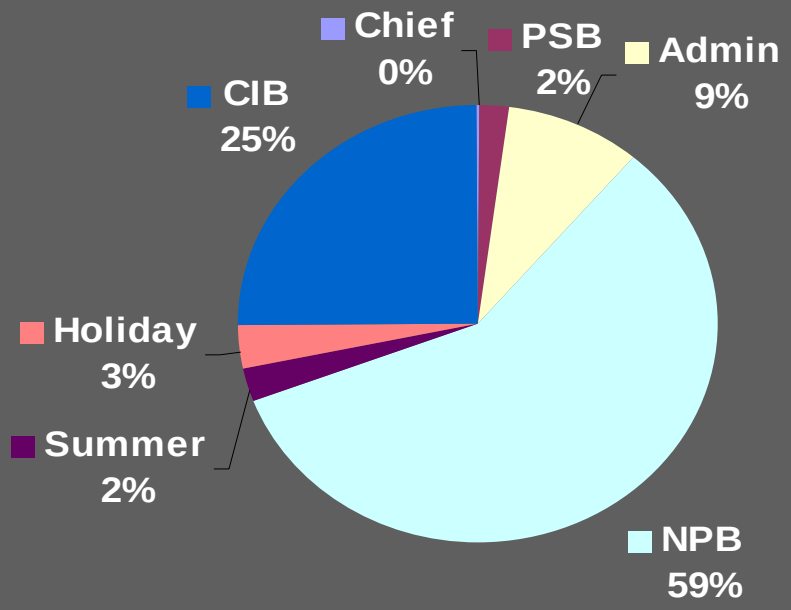
OVERTIME BUDGET 2009/2010

April 28, 2010

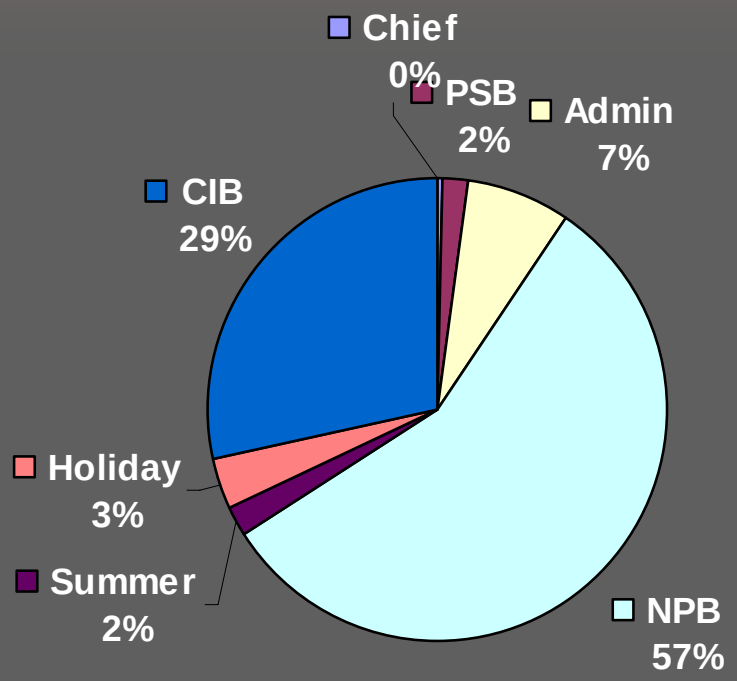
2009 Results

- Tax Levy OT $10.5 million
  - $3.8 million UNDER BUDGET ($14.3 million)
  - 242,000 hours
- $12.9 million Total incl $2.4 million Grants
- Compensatory (not Paid) OT $7.0 million
  - 157,400 hours
  - NO Shift from “Paid” to “Comp”
- OT Largely Extension of Duty

Tax Levy OT - Bureau

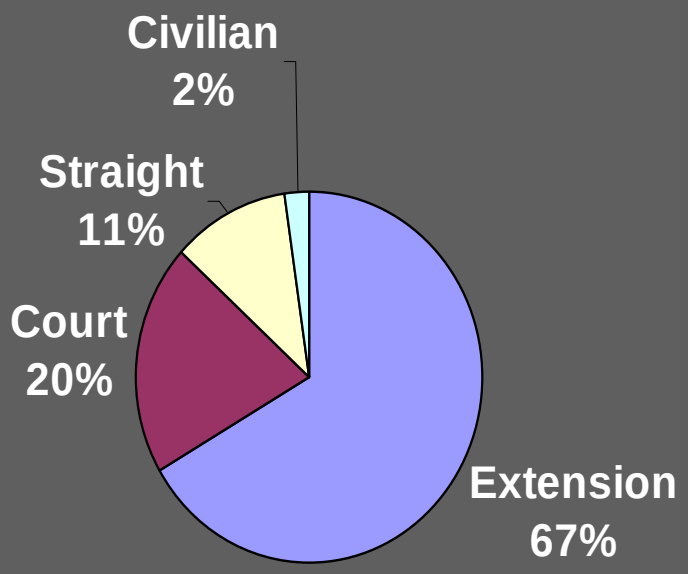


Hours

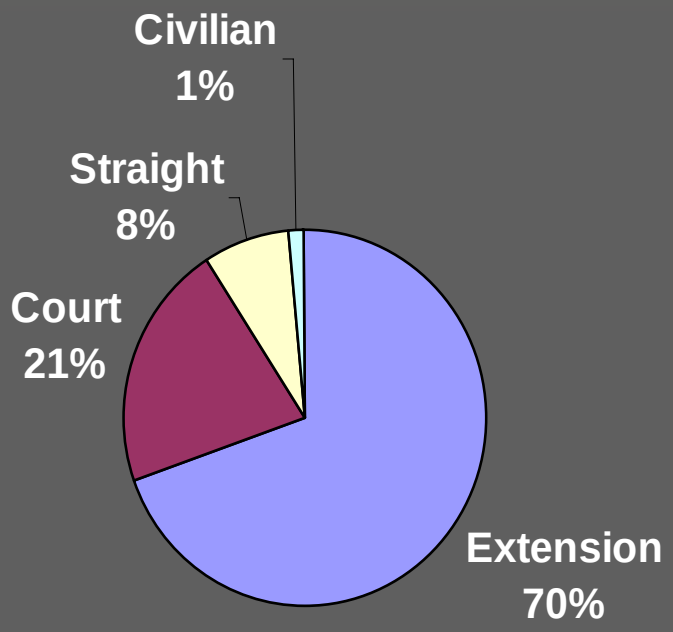


Expended

Tax Levy OT by Type



Hours



Expended

2010 Overtime Budget

- Adopted Budget OT $2.2 mil < 2009
  - 15% DECREASE
- Allocation –
  - Basis - 2009 Actual Expenditures
  - Split out
    - Summer Initiative -
    - Holiday Presence
    - Special Events – New in 2010

2010 Budget (page 2)

- Special Events $660,000
  - Highlight Special Events costs
  - Closely Track Officer Deployment
  - Compile costs from Districts into one line
- Court – PILOT in 3 Homicide & Sexual Assault Courts (Official Memo 2010-245)

OVERTIME BUDGET 2009/2010

April 28, 2010

City of Milwaukee

Department of Administration
Budget and Policy Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

June 9, 2009

Ref: 09034

Alderman Michael Murphy, Chair
Finance and Personnel Committee
City Hall, Room 205

Subject: 2009 Police Department Overtime Status Report

Dear Alderman Murphy:

This communication reports Milwaukee Police Department (MPD) overtime expenditures in accordance with Common Council File 021045. The report contains general 2009 overtime and salary data related to dollars and hours expended, along with various comparison data from prior years.

Issue Summary

1. So far, the MPD has expended $3.7 million of O&M (tax levy supported) overtime in 2009, a decrease of $2.4 million from the same period in 2008.
2. MPD utilized about 102,000 hours of total overtime so far in 2009, a 35.5% decrease from the same period in 2008.
3. Overtime controls put in place during the second quarter of 2008 produced favorable and lasting results. Data reflect a significant reduction in overtime without an increase in compensatory time.
4. There is a low probability that the MPD will over expend overtime or total salary appropriations for 2009.

Overtime Budgets, Expenditures, Hours

The 2009 MPD tax levy-supported overtime budget is $15.1 million. This amount is adjusted for the Milwaukee Police Supervisors' Organization (MPSO) 2004-2006 contract settlement and to correct for the counting of FLSA related overtime (ec 079) that is seen in the line-item budget under "other" salaries. Additional budget funding is included in the Wages Supplement Fund for the MPSO settlement, while the 079 correction is already budgeted in the MPD salary account and simply represents a shift in reporting.

The tax levy and grant supported overtime expenditures, depicted in Figure 1, continue to show results of the MPD's overtime planning and controls, with significant impacts visible starting in pay period 10, 2008. With these controls, greater reductions in overtime have continued on through 2009. A comparison of all overtime hours and O&M overtime expenditures for pay periods 1 though 10 is presented on the following page in Table 1. Even with varying rates of pay for each respective year, the MPD has reduced O&M overtime expenditures by 32% from 2007 and 39% from 2008 expenditures.

Since prior year data contain varying wage rates for labor agreements of multiple bargaining units, individuals in the department may be receiving different levels (contract year) of compensation at any particular time. Most recently, the Milwaukee Police Supervisors Organization (MPSO) members were at 2003 rates of pay until pay period 26, 2008 when they started receiving 2006 rates. As Figure 3 and Table 1 depict, the overtime hours expended have been significantly reduced when compared to the same time periods of pervious years. For example, total hours expended year-to-date in 2009 totals 102,000 hours, compared to 158,000 hours in 2008, a 35% decrease.

Figure 1

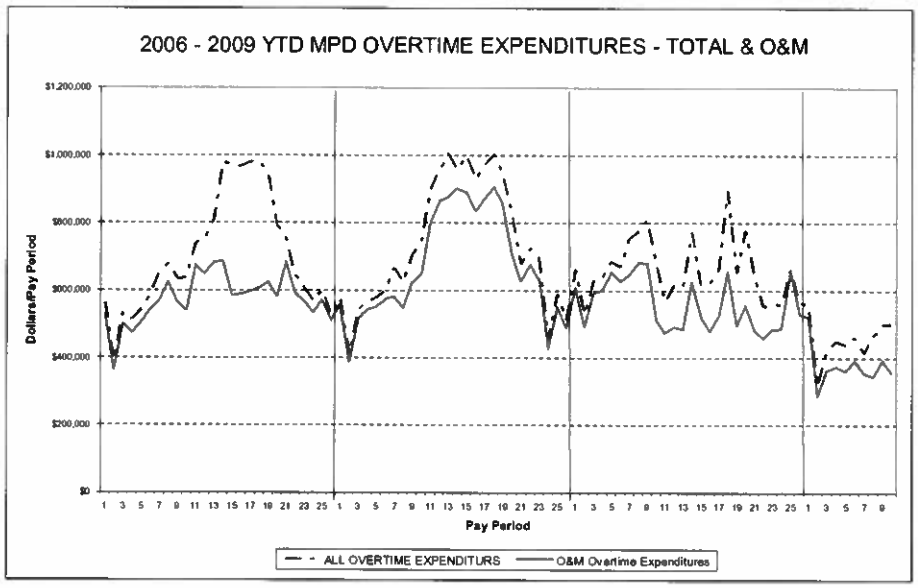


Table 1

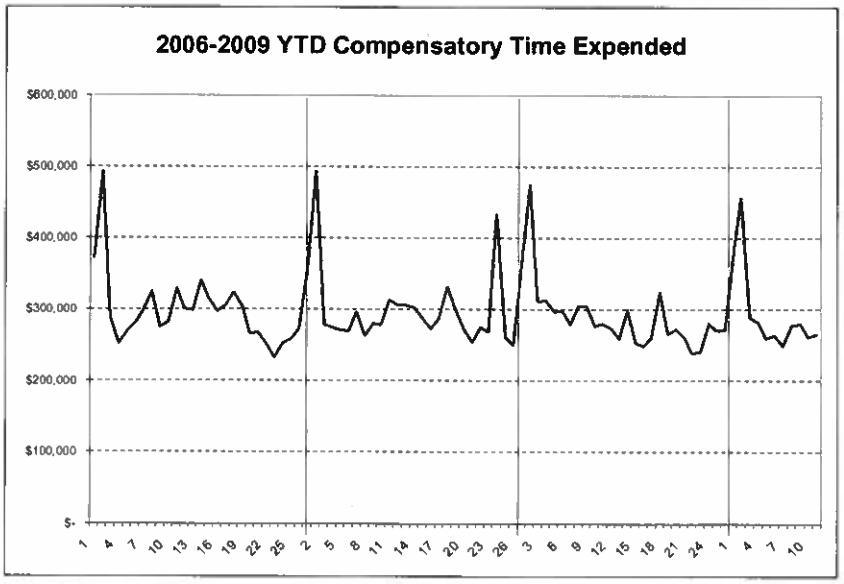
MPD OT Hours & Expenditures Comparison
PPs 1 - 10

	All OT Hours	O&M OT Expenditures
2006	139,511	$5,201,962
2007	146,679	$5,526,161
2008	158,417	$6,101,918
2009	102,166	$3,745,852

Compensatory Time

It is important to report, as depicted in Figure 2, that the MPD overtime control has been successful in that overtime has not simply shifted to compensatory time. For comparison, 2009 year-to-date compensatory time is approximately 5% less than was experienced in the previous 3 years.

Figure 2

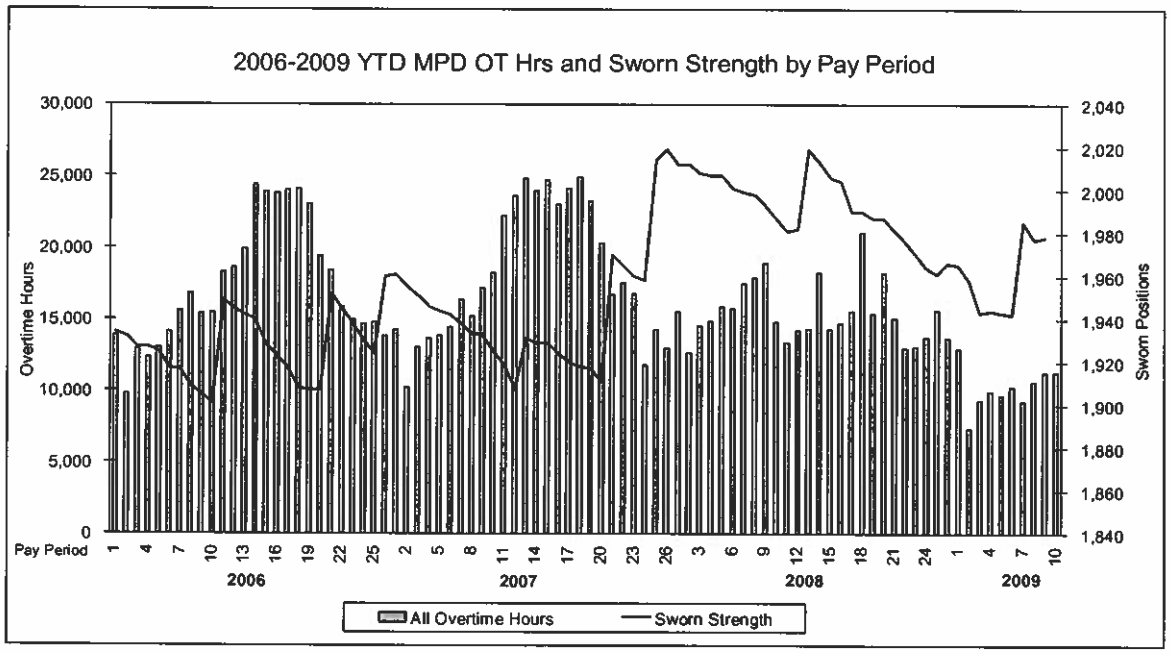


Total Salary Expenditures

Overtime, while represented as a separate budget line item, is accounted for within the MPD's $162.5 million 2009 salary account (not adjusted for the mentioned MPSO settlement). With current overtime and salary expenditure data available, there is a low probability that the MPD would over expend its salary appropriations, even when taking into account the likely increase in overtime expenditures during the summer months.

June 9, 2009

Figure 3



If you have further questions regarding overtime expenditure data, please feel free to contact David Schroeder of the Budget Office at extension 8524. If you need additional information regarding Police Department strategies and initiatives, please contact Acting Chief of Staff Captain Diana Rowe at 935-7770.

Sincerely,

Mark Nicolini
Budget and Management Director

Edward Flynn
Chief of Police

DS:dmr

cc: Finance and Personnel Committee
Fire and Police Commission
Mayor's Office

I:\POLICE\2009\MPD OT Letter to FP - 06-09.doc

City of Milwaukee

Department of Administration
Budget and Policy Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

November 20, 2009

Ref: 09034

Alderman Michael Murphy, Chair
Finance and Personnel Committee
City Hall, Room 205

Subject: 2009 Police Department Overtime Status Report

Dear Alderman Murphy:

This communication reports Milwaukee Police Department (MPD) overtime expenditures in accordance with Common Council File 021045. The report contains general 2009 overtime and salary data related to dollars and hours expended thru pay period 22 (November 11, 2009 check date), along with various comparison data from prior years.

Issue Summary

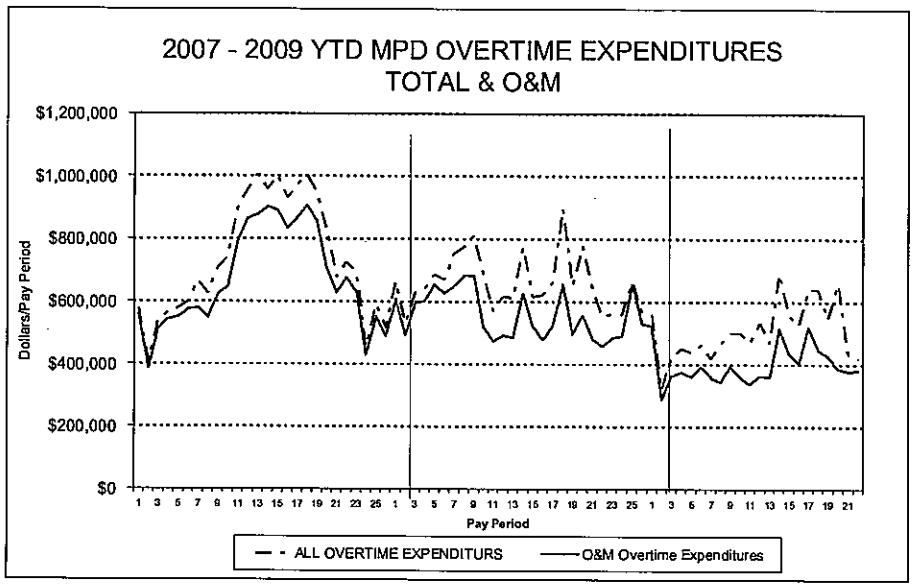
1. So far, the MPD has expended $8.7 million of O&M (tax levy supported) overtime in 2009, a decrease of $3.6 million from the same period in 2008.
2. MPD utilized about 252,000 hours of total overtime so far in 2009, a 27% decrease from the same period in 2008.
3. Overtime controls put in place during the second quarter of 2008 produced favorable and lasting results. Data reflect a significant reduction in overtime without an increase in compensatory time.
4. The MPD will not over expend overtime or total salary appropriations for 2009.

Overtime Budgets, Expenditures, Hours

The 2009 MPD tax levy-supported overtime budget is $15.1 million. This amount is adjusted for the Milwaukee Police Supervisors' Organization (MPSO) 2004-2006 contract settlement and to correct for the counting of FLSA related overtime (ec 079) that is seen in the line-item budget under "other" salaries. Additional budget funding is included in the Wages Supplement Fund for the MPSO settlement, while the 079 correction is already budgeted in the MPD salary account and simply represents a shift in reporting.

The tax levy and grant supported overtime expenditures, depicted in Figure 1, continue to show results of the MPD's overtime planning and controls, with significant impacts visible starting in pay period 10, 2008. With these controls, greater reductions in overtime have continued on through 2009. A comparison of all overtime hours and O&M overtime expenditures for pay periods 1 though 22 is presented on the following page in Table 1. Even with varying rates of pay for each respective year, the MPD has reduced O&M overtime expenditures by 43.3% from 2007 and 29.6% from 2008 expenditures.

Figure 1



Since prior year data contain varying wage rates for labor agreements of multiple bargaining units, individuals in the department may be receiving different levels (contract year) of compensation at any particular time. Most recently, the Milwaukee Police Supervisors Organization (MPSO) members were at 2003 rates of pay until pay period 26, 2008 when they started receiving 2006 rates. As Figure 3 and Table 1 depict, the overtime hours expended have been significantly reduced when compared to the same time periods of pervious years. For example, total hours expended year-to-date in 2009 totals 252,000 hours, compared to 346,000 hours in 2008; a 27% decrease.

Table 1

MPD OT Hours & Expenditures Comparison
PPs 1 - 22

	All OT Hours	O&M OT Expenditures
2007	416,142	$15,331,296
2008	346,057	$12,344,205
2009	252,221	$8,691,263

Compensatory Time

It is important to report, as depicted in Figure 2, that the MPD overtime control has been successful in that overtime has not simply shifted to compensatory time. For comparison, 2009 year-to-date compensatory time is approximately 17.4% less than was experienced in 2007 and 11.7% in 2008.

Total Salary Expenditures

Overtime, while represented as a separate budget line item, is accounted for within the MPD's $162.5 million 2009 salary account (not adjusted for the mentioned MPSO settlement). With current overtime and salary expenditure data available, the MPD will not over expend its salary appropriations, even when taking into account any increase in overtime expenditures for increased holiday presence.

Figure 2

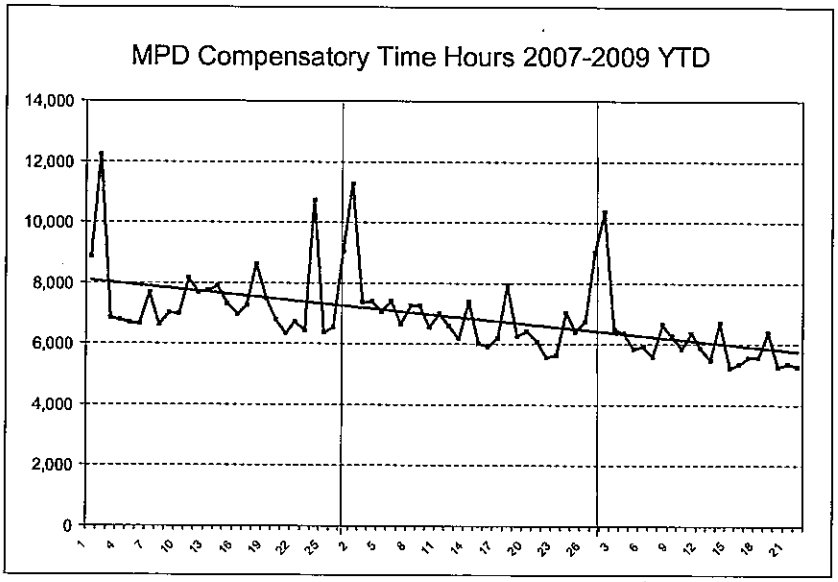
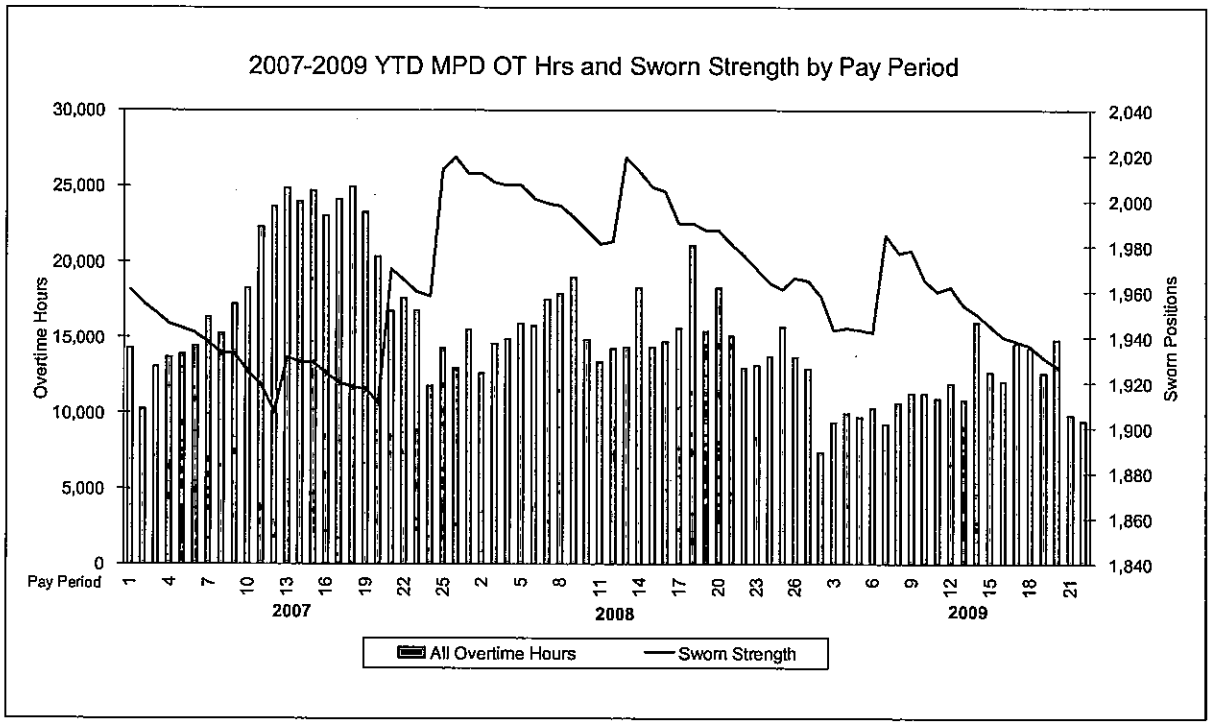


Figure 3



If you have further questions regarding overtime expenditure data, please feel free to contact David Schroeder of the Budget Office at extension 8524. If you need additional information regarding Police Department strategies and initiatives, please contact Chief of Staff Captain Judy Pal at 935-7770.

Sincerely,

Mark Nicolini
Budget and Management Director

Edward Flynn
Chief of Police

DS:dmr

cc: Finance and Personnel Committee
Fire and Police Commission
Mayor's Office

I:\POLICE\2009\MPD OT Letter to FP - 11-09.doc

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091682 **Version:** 0		
Type:	Communication	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Communication from the Police Department transmitting 2010 quarterly reports relative to the status of overtime expenditures.		
Sponsors:	THE CHAIR		
Indexes:	OVERTIME, OVERTIME PAY, POLICE DEPARTMENT		
Attachments:	Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091682
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Communication from the Police Department transmitting 2010 quarterly reports relative to the status of overtime expenditures.

Requestor

Drafter
CC-CC
tjm
4/15/10

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City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	100001 **Version:** 0		
Type:	Resolution	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Resolution appropriating funds from the 2009 Common Council Contingent Funds for the purpose of closing the 2009 financial books due to unanticipated shortfalls in current year operating expenses.		
Sponsors:	ALD. MURPHY		
Indexes:	BUDGET, CONTINGENT FUND		
Attachments:	Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
100001
Version
ORIGINAL
Reference

Sponsor
ALD. MURPHY
Title
Resolution appropriating funds from the 2009 Common Council Contingent Funds for the purpose of closing the 2009 financial books due to unanticipated shortfalls in current year operating expenses.

Analysis

Body
Whereas, To facilitate closing of Year 2009 financial books, transfers from 2009 Common Contingent Fund are necessary; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee that $9,999.62 from the Common Council Contingent Fund (#0001-9990-C001-006300) (2009) be transferred to the Outside Council Expert Witness Special Purpose Account (#0001-1490-S157-006300) (2009) if necessary; and, be it

Further Resolved, By the Common Council of the City of Milwaukee that up to $620.06 from the Common Council Contingent Fund (#0001-9990-C001-006300) (2009) be transferred to the Land Management - DCD Special Purpose Account (#0001-1910-S209-006300) (2009) if necessary; and, be it

Further Resolved, By the Common Council of the City of Milwaukee that up to $18,372.17 from the Common Council Contingent Fund (#0001-9990-C001-006300) (2009) be transferred to the Fire Department Account (#0001-3280-R999-006300) (2009) if necessary.

Requestor
Department of Administration
Budget and Management Division
Drafter
Ref: 09009 DY/DS:dmr
April 13, 2010
Finance: 2009 CCCF Closing Books 04-10

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..Number
100001
..Version
PROPOSED SUBSTITUTE A
..Reference

..Sponsor
CHAIR
..Title
Substitute resolution appropriating funds from the 2009 Common Council Contingent Fund for the purpose of closing the 2009 financial books due to unanticipated shortfalls in current year operating expenses.

..Body
Whereas, To facilitate closing of Year 2009 financial books, transfers from 2009 Common Contingent Fund are necessary; now therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that up to $621 from the Common Council Contingent Fund (#0001-9990-C001-006300) (2009) be transferred to the Land Management – DCD Special Purpose Account (#0001-1910-S209-006300) (2009) if necessary; and be it

Further Resolved, That up to $18,373 from the Common Council Contingent Fund (#0001-9990-C001-006300) (2009) be transferred to the Fire Department Account (#0001-3280-R999-006300) (2009) if necessary.

..Requestor
Department of Administration
Budget and Management Division
..
Drafter
Ref: 09009 DY/DS:dmr
April 13, 2010, April 26, 2010
Finance: 2009 CCCF Closing Books 04-10

CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 26, 2010 **FILE NUMBER:** 100001

Original Fiscal Note [x] Substitute [ ]

SUBJECT: Resolution appropriating funds from the 2009 Common Council Contingent Fund for the purpose of closing the 2009 financial books

Due to unanticipated shortfalls in current year operating expenses.

B) SUBMITTED BY (Name/title/dept./ext.): David Schroeder, Fiscal Planning Spec. Senior, DOA BMD, x8524

C) CHECK ONE:

- [x] 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)
- [ ] CAPITAL PROJECTS FUND (CPF)
- [ ] PERM. IMPROVEMENT FUNDS (PIF)
- [ ] OTHER (SPECIFY)
- [x] CONTINGENT FUND (CF)
- [ ] SPECIAL PURPOSE ACCOUNTS (SPA)
- [ ] GRANT & AID ACCOUNTS (G & AA)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:	Fire Department Operating Account	3280-R999-006300	18,373		
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	DCD Land Management SPA	1910-S209-006300	621		
TOTALS			18,994		

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

Current 2009 account balances.

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE [ ]

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091539 **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 establishing a City of Milwaukee web site linking policy.		
Sponsors:	ALD. HAMILTON		
Indexes:	INFORMATION MANAGEMENT COMMITTEE, INFORMATION TECHNOLOGY		
Attachments:	Policy, Fiscal note, 4-13-09 City Attorney opinion relating to Community Use of city website, Link policies used by other cities, 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		
4/1/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
4/8/2010	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091539
Version
ORIGINAL
Reference

Sponsor
ALD. HAMILTON
Title
Resolution establishing a City of Milwaukee web site linking policy.
Analysis
This resolution establishes a City web site linking policy. Through this policy the City will choose the external web sites to which it will link based on whether the linked sites provide useful and appropriate information about the City and its government to residents, businesses and visitors.
Body
Whereas, The City Information Management Committee is responsible for policy and management of the City's information resources; and

Whereas, Through the City of Milwaukee web site, www.milwaukee.gov, the City provides links to various external web sites as a public service for the benefit of citizens and other visitors; and

Whereas, The City has chosen and will choose the external web sites to which it will link based on whether the linked sites provide useful and appropriate information about the City and its government to residents, businesses and visitors; and

Whereas, The City Information Management Committee has prepared a City web site linking policy, which was approved by the committee on March 4, 2010; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that a City web site linking policy, a copy of which is attached to this file, is adopted as City policy; and, be it

Further Resolved, Through this policy the City will retain the right to determine whether a link to an external site will be placed on www.milwaukee.gov, and where and how that link will appear.

Requestor

Drafter
LRB10098-1
AEH
3/9/2010

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Web Site Linking Policy

December 4th, 2009

Throughout its website, www.city.milwaukee.gov, the City of Milwaukee provides links to various external web sites. We do this as a public service for the benefit of citizens and other site visitors by helping them find easily the information they seek, whether it exists on the City's website or elsewhere.

However, the City's web site does not and cannot include links for everything. The City of Milwaukee will choose the external web sites to which it will link based on whether the linked sites provide useful and appropriate information about the City and its government to residents, businesses, and visitors.

In general, links on the City's web site must satisfy a specific governmental purpose, such as promoting and protecting the public health, safety and welfare. The City of Milwaukee web site and the links that it contains are not intended to serve as a forum for public discussion or sharing of opinions.

The City will retain the right to determine whether a link to an external site will be placed on www.city.milwaukee.gov, and where and how that link will appear. Links are provided solely for the benefit of the City and users of www.city.milwaukee.gov.

The City of Milwaukee will determine the suitability of providing links on its web site. The types of links the City of Milwaukee may allow on its web site include, but are not necessarily limited to, the following:

- Official government institutions
- Accredited educational institutions
- Arts, cultural, and similar organizations of general interest to City of Milwaukee citizens
- The Greater Milwaukee Visitor and Convention Bureau and other organizations that provide information of value for visitors to Milwaukee
- Sites that promote significant economic development in the City of Milwaukee
- Major festivals and professional sports teams in Milwaukee and the venues where their events are located
- Internet mapping services
- Free software downloads needed to access information on the City of Milwaukee web site
- Sites that further the City's governmental purposes

The types of links the City of Milwaukee shall not allow on its web site include, but are not necessarily limited to, the following:

- Sites promoting illegal activities
- Sexually explicit web sites
- For-profit commercial sites, except as permitted above
- Sites containing information that violates any of the City's affirmative action or equal opportunity policies
- Candidate sites and sites supporting or opposing candidates for local, state or federal office
- Sites advocating for a position on a local, state or federal issues
- Individual or personal home pages

The provision of a link to any site is not an endorsement of the organization or of site content. The City of Milwaukee is not responsible for the content of any linked site or any link contained in a linked site. The City reserves the right, at any time and without notice, to:

a) Deny a link that does not meet the criteria set forth in this policy;

b) Deny or discontinue an external link at any time if the website provides or promotes false, slanderous, illegal, infringing or incorrect information;

c) Remove any external link if the nature of the organization changes in such a way that it no longer complies with the City's external link policy;

d) Revise this policy without prior notice.

Sites that are linked from the City of Milwaukee website may be reviewed periodically to confirm that the link still conforms to City policy.

The City's Chief Information Officer (CIO) will make the final determination regarding links on the City's web site, working in consultation with City staff. An appeal to that determination may be filed in writing with the Office of the City Clerk within 30 days of the determination. Appeals will be decided by the Administrative Review Appeals Board within 60 days of receipt of the written appeal.

Requests for clarification of this policy and suggestions for changes to this policy should be submitted to the City's CIO.

CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 7, 2010 **FILE NUMBER:** 091539

Original Fiscal Note [x] Substitute [ ]

SUBJECT: Resolution establishing a City of Milwaukee web site linking policy

B) SUBMITTED BY (Name/title/dept./ext.): Gary Langhoff, Policy & Administration Mgr., Dept. of Administration – ITMD, ext. 8031

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.
- [x] NOT APPLICABLE/NO FISCAL IMPACT.

D) CHARGE TO:

- [ ] DEPARTMENT ACCOUNT(DA)
- [ ] CAPITAL PROJECTS FUND (CPF)
- [ ] PERM. IMPROVEMENT FUNDS (PIF)
- [ ] OTHER (SPECIFY)
- [ ] CONTINGENT FUND (CF)
- [ ] SPECIAL PURPOSE ACCOUNTS (SPA)
- [ ] GRANT & AID ACCOUNTS (G & AA)

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

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE [ ]

GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD
LINDA ULISS BURKE
VINCENT D. MOSCHELLA
Deputy City Attorneys

THOMAS O. GARTNER
BRUCE D. SCHRIMPF
SUSAN D. BICKERT
STUART S. MUKAMAL
THOMAS J. BEAMISH
MAURITA F. HOUREN
JOHN J. HEINEN
DAVID J. STANOSZ
SUSAN E. LAPPEN
JAN A. SMOKOWICZ
PATRICIA A. FRICKER
HEIDI WICK SPOERL
KURT A. BEHLING
GREGG C. HAGOPIAN
ELLEN H. TANGEN
MELANIE R. SWANK
JAY A. UNORA
DONALD L. SCHRIEFER
EDWARD M. EHRLICH
LEONARD A. TOKUS
MIRIAM R. HORWITZ
MARYNELL REGAN
G. O'SULLIVAN-CROWLEY
KATHRYN Z. BLOCK
MEGAN T. CRUMP
ELOISA DE LEÓN
ADAM B. STEPHENS
KEVIN P. SULLIVAN
BETH CONRADSON CLEARY
THOMAS D. MILLER
HEIDI E. GALVÁN
JARELY M. RUIZ
ROBIN A. PEDERSON
DANIELLE M. BERGNER
Assistant City Attorneys

April 13, 2009

Alderman Ashanti Hamilton, Chair
City Information Management Committee
City Hall, Room 205

Re: Community Use of www.milwaukee.gov

Dear Alderman Hamilton:

The City Information Management Committee (CIMC) has asked for our legal opinion concerning community use of the City's website. The issue arose at a meeting of the CIMC at which staff from the Department of Administration, ITMD, indicated that there was community interest in using the City's website and the City's "e-notify" application to send notices, agendas, meeting minutes and other information from various community groups and bid organizations.

Various questions relating to this issue arose at the CIMC meeting. For example, would such use create a "record" as defined by the public records law, subjecting it to state record retention requirements as well as disclosure under the public records law? Wis. Stat. §§ 19.21-39. Would the City be able to regulate which individuals and community groups would be allowed to use the City's website, and if it could, who would make those decisions? Would the City be able to regulate the content of these website entries? Finally, who would administer the public's use of the City's website, and who would be responsible for the cost, if any? These questions raise a number of legal and policy concerns.

WISCONISIN'S PUBLIC RECORDS LAW

The Wisconsin Public Records Law interprets the definition of a "record" very broadly, to include ". . . any material on which written, . . . or electromagnetic information is recorded or preserved, regardless of the physical form or characteristics, which has been created or is being kept by an authority." Wis. Stat. § 19.32(2). Thus, electronically stored information is a "record" within the meaning of the public records law, as long as the recorded information is created

or kept in connection with the City's official business. *State ex rel. Youmans v. Owens*, 28 Wis. 2d 672, 679, 137 N.W.2d 470 (1965). It is the substance of the information stored electronically, not the format that controls whether it is a record or not. Wis. Dep't of Justice, *The Wisconsin Public Records Law: Compliance Outline:* 49 (2008). Section 19.21 of the Wisconsin Statutes establishes record retention requirements for local government units, and applies equally to electronic records. *Id.* at p. 56.

The Attorney General has advised that publication of materials on an agency's website does not qualify for the public record exceptions for published materials found in section 19.32(2) (published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library are not "records" under the public records law) and section 19.35(1)(g) (public records law does not apply to records that have been or will be promptly published with copies offered for sale or distribution). *See*, Letter from James E. Doyle, Wis. Atty. Gen., to John Muench (July 24, 1998).

Accordingly, records created and maintained on the City's website are probably subject to state record retention requirements and disclosure under the public records law. The City should take steps to ensure that information that is removed from the City's website is maintained in some format that would allow reproduction of the information in the event of a public records request. Additionally, the CIMC should establish a record retention schedule for its website records. If the CIMC decides to allow community use of the City's website, the above-referenced mandates would apply to links or information added to the City's website and use of the City's e-notify application by the community groups.

FIRST AMENDMENT ISSUES

The First Amendment of the United States Constitution states:

> Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

The United States Supreme Court has ruled that First Amendment protections apply to internet speech. *Reno v. ACLU*, 521 U.S. 844, 870, 117 S.Ct. 2329, 138 L.Ed.2d 874 (1997). Opening the City's website for public use could cause it to

become subject to the "public forum doctrine" and associated First Amendment protections. *Rosenberger v. Rector and Visitors of University of Virginia,* 515 U.S. 819, 829, 115 S.Ct. 2510, 132 L.Ed. 2d 700 (1995).

The public forum doctrine is the analysis used by the United States Supreme Court to determine the extent of First Amendment protections extended to private citizens on public property.

> Once a forum is opened up to assembly or speaking by some groups, the government may not prohibit others from assembling or speaking on the basis of what they intend to say. Selective exclusions from a public forum may not be based on content alone, and may not be justified by reference to content alone.

Police Dept. of Chicago v. Mosley, 408 U.S. 92, 96, 92 S.Ct. 2286, 33 L.Ed. 2d 212 (1972).

As we stated in our opinion dated April 15, 2003:

> The United States Supreme Court has identified three types of fora: the traditional public forum, the public forum created by government designation, and the non-public forum. *Perry Education Ass'n. v. Perry Local Educators' Ass'n.*, 460 U.S. 37, 46, 103 S.Ct. 948, 955, 74 L.Ed. 2d 794 (1983).
>
> Traditional public fora are those places which "by long tradition or by government fiat have been devoted to assembly and debate." *Id.*, 460 U.S. at 45, 103 S.Ct. at 954. Public streets, parks, and sidewalks are included in this category. In a traditional public forum, the government may enforce reasonable time, place and manner restrictions, and any content-based prohibition on speech must be narrowly drawn to serve a compelling state interest. *Id.*
>
> In addition to the traditional public forum, a public forum may be created by government designation of a place or channel of communication for use by the public for assembly and speech, for use by certain speakers, or for the discussion of certain subjects. *Perry*, *supra*, 460 U.S. at 45 and 46, n. 7, 103 S.Ct. at 955, n. 7. We have previously determined the City Hall rotunda to be a designated

public forum. In contrast, we deemed the outer reception area to the Mayor's Office a non-public forum. In a significant First Amendment decision in the case of *Cornelius v. NAACP Legal Defense & Educational Fund, Inc.*, 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed. 2d 567 (1985), the U.S. Supreme Court stated:

> "The government does not create a public forum by inaction or by permitting limited discourse, but only by intentionally opening a nontraditional forum for public discourse. . . . Accordingly, the Court had looked to the policy and practice of the government to ascertain whether it intended to designate a place not traditionally open to assembly and debate as a public forum. . . . The Court has also examined the nature of the property and its compatibility with expressive activity to discern the government's intent.

Id., 473 U.S. at 802, 105 S.Ct. at 3449. The government is not required to indefinitely maintain the open character of a designated public forum, but as long as it does so it is bound by the same standards as apply in a traditional public forum. Reasonable time, place, and manner regulations are permissible, and a content-based prohibition must be narrowly drawn to effectuate a compelling state interest. *Perry*, *supra*, 460 U.S. at 46, 103 S.Ct. at 955.

Finally, public property that is not by tradition or designation a forum for public communication is governed by different standards. The non-public forum exists when publicly owned facilities have been dedicated to use for either communicative or non-communicative purposes but have never been designated for indiscriminate expressive activity by the general public. In a non-public forum, the government can control access to the forum based on subject matter and speaker identity, "as long as the regulation on speech is reasonable and not an effort to suppress expression merely because public officials oppose the speaker's views." *Perry*, *supra*, 460 U.S. at 46, 103 S.Ct. at 955. Thus, any regulation of protected speech in a non-public forum must be reasonable and viewpoint-neutral.

2003 O.C.A. 271. A government website, like other "places" owned and regulated by local government, can become a "public forum" if the forum is opened for

public use, and is not regulated and controlled pursuant to an appropriate policy of the local government agency. *See*, *Putnam Pit, Inc. v. City of Cookeville*, *Tenn.*, 221 F.3d 834 (6th Cir. 2000). If the City's website is opened for public use, it will not be able to exercise complete control over who participates and the content of the participation, for the reasons outlined above. In the alternative, if the City prohibits use of the website by private individuals or groups, it can protect its website from being declared a "public forum" and thus losing control of the information and content of messages included on its website. *See*, Allen R. Kesner, Websites, E-mail and Other Technology Issues for Local Government: A Hodge-podge of Legal Issues Resulting from the Use of New High-Tech Tools Created to Help Us All Do Our Jobs More Efficiently, (6/26/08) (paper presented at the League of Wisconsin Municipalities, Municipal Attorney's Institute.)

In *Putnam Pit*, Geoffrey Davidian, editor of a community newspaper described as "a self-appointed eye on government corruption for the City of Cookeville," wanted to place a hyperlink to his newspaper on the city's website. *Putnam Pit,* 221 F.3d at 838. Davidian argued that the city's website was a designated public forum because the city permitted nongovernmental links on its website. He also argued that the city's denial of his request to place a web link on the city's website was impermissible viewpoint discrimination. The city's website included several links to for-profit and non-profit entities, including a local technical college, two internet service providers, a law firm, a local computer club, a truck product distributor and a site with information on the City of Cookeville. *Id.*at 841-842.

After the City denied Davidian's request to list Putnam Pit's link on the City's website the City changed its policy to limit access to its website to non-profit organizations that promoted economic welfare, tourism and industry. *Id.* The court ruled that the city's policy to limit the pool of persons who might be linked to the city's web page created a non-public forum under the First Amendment. The court also ruled, however, that as a non-public forum, the city's website policies must be reasonable, and must be viewpoint neutral. *Id.*, 844. The court further ruled that the City's policy was reasonable, but its denial of Davidian's request suggested impermissible viewpoint discrimination, *Id.*, 845-846, because prior to Davidian's request, no link request had been denied. The court of appeals remanded the action for trial because Davidian raised a genuine issue of material fact regarding whether the refusal to allow Putnam Pit's link was based on viewpoint discrimination. *Id.*, 846.

In a non-public forum the government may impose reasonable restrictions on speech, as long as the restrictions do not discriminate based upon viewpoint. *Perry Educ. Assn. v. Perry Local Educators Assn.*, 460 U.S. 37, 45 (1983).

If the CIMC decides to limit use of the City's website for City use and input only, it will not have to be concerned with these issues. If the CIMC agrees to open the City's website to public use for hyperlinks and other information, or for the e-notify application, it must carefully consider whether it intends to limit the purposes or reasons for access to the City's website prior to opening the forum. If the CIMC decides to allow certain links and information to be added to the City's web page, we cannot guarantee that the City would be able to choose which links and information it would accept for inclusion on the City's website.

There are certain steps that the CIMC can take that may help create some reasonable limitations without violating the law. Other cities have included policy statements on their websites that specifically state the purpose and reasons for the city's website and include limitations on the type of information to be included on the website, such as the following:

> The purpose of the City's website is to provide citizens, businesses and visitors with a wide range of information about the City of Milwaukee. As part of this public purpose, this website includes links to outside websites compatible with this goal.

If the CIMC decides to allow links to non-City websites and information, it may wish to include a disclaimer regarding the website links such as:

> The City has no control over the format, content or accuracy of any of the information found on any website not a part of the City's website (specifically, any site not part of the domains of the City of Milwaukee). The City is not responsible for, does not endorse, and cannot assure the accuracy of information on outside websites.

Kesner, *supra*, pg. 7. (See also, attached City of Wauwatosa policy.) If the CIMC decides to allow links to non-City websites and e-notify use, we recommend that you develop a clear policy that describes the types of links that will be allowed on the City's website, such as governmental and educational institutions, organizations funded or created by the City, non-profit neighborhood associations, etc. The policy should be clear that only those individuals or entities

whose website links or information is compatible with the intended purpose of the City's website will be allowed.

The CIMC should also develop a policy with a well-defined decision-making process for approving and denying link requests, identify who would make those decisions, and for assessing costs to administer, if any. The policy should be implemented with a "clear and objective standard that limits the exercise of discretion by the person or entity empowered to approve or reject requests." *See*, Daniel M. Olson, Assistant Legal Counsel, *Internet Speech and Local Government Computers and Web Sites*, The Municipality, 323 (September 2007). We also recommend that the CIMC develop a process for appealing a denial of an application to place a link on the City's website.

If you have any additional questions, please do not hesitate to contact us.

Very truly yours,

GRANT F. LANGLEY
City Attorney

MELANIE R. SWANK
Assistant City Attorney

c: Ronald Leonhardt, City Clerk
Nancy Olson, Chief Information Officer, ITMD

MRS:wt: 144364:1033-2007-2850

Denver

Link Policy

The DenverGov site contains links to other Internet sites and resources. Whenever a user selects a link to a site not controlled by Denver, a warning screen will appear advising the user that he or she is leaving the DenverGov site, that Denver does not endorse any product or entity for which a link may be provided, and that Denver is not responsible for the content or availability of these outside resources. The City and County of Denver links to government, community, and other commercial World Wide Web sites in support of our:

- Vision to use the Internet to connect people with information, services, and other people in a manner which constructively furthers the City's governmental purposes
- Key business goal to use the Internet and other emerging technologies to improve City services

City agencies may request links based on:
(1) their support of City functions and business;
(2) convenience to the public in their interaction with the City;
(3) significant economic development impacts within the City; and
(4) their supportive and natural affinity or logical nexus with the function or purpose of the agency.

The DenverGov links editor reviews all agency link requests for adherence to these criteria, together with the following considerations:
(1) availability of system resources and personnel to monitor and maintain the DenverGov Web site;
(2) the relationship and importance of the link requested to the ordinary and necessary functioning of the City; and
(3) the significance and timeliness of materials contained on the linked site.

Madison, WI

Linking to the City of Madison website

Unless advised otherwise by the City of Madison, you are granted permission to create hyperlinks to the content on this website. The City of Madison reserves the right to revoke this permission, or access to specific links at any time, and may discontinue links due to content management practices or changes.

Each page within this website must be displayed in full, without any accompanying frame, border, margin, design, branding, trademark, advertising or promotional materials not originally displayed on the page within this site.

Links to Other Sites
This website contains hyperlinks to websites created and maintained by businesses and organizations other than the City of Madison. These links are provided for your convenience and reference only. The City of Madison does not control, nor are we responsible for the content on these sites.

Seattle

Links Policy

Many cities do not include links to other web sites, or limit them to a small group in a separate links section. Seattle.gov is a portal for information about Seattle. We link to a large number of sites from outside City government, and organize the links functionally with government information. Why? Citizens don't always know or care who provides a service or where to get particular information. Many City services are provided through contracts with non-profit organizations, and the City works closely with neighborhood and community groups on a variety of issues.

While the original focus of the City's web site was to provide information to local citizens and businesses, it was also clear that many of the site's users were potential visitors and people exploring business opportunities in Seattle. Among the earliest users of the internet were City partners such as the Trade Development Alliance, that have an international constituency. We frequently received tourism and trade related questions. Since these economic development functions are important to the City, we concluded that the site should also be a broadly based portal of information, but rather than duplicate information provided by others, we would integrate that information into the site.

The Citywide Web Manager makes decisions on what links to include on our web site, using the following guidelines:

- Other governments and educational institutions in the state of Washington, including individual school web sites.
- Non-profit or public organizations that have some relationship to the City, usually contractual. (Seattle provides many of its services, particularly in the Human Services area, through non-profit organizations).
- Generally recognized community councils and organizations. If there is a question about the organization, the Department of Neighborhoods is consulted.
- Arts, cultural, sports, major festivals and similar organizations of general interest to Seattle citizens. With the exception of sports teams, such links are generally to non-profit organizations. Where individual organizations do not have web pages, we may link to a site that has general information about, for example, Northwest Opera, or bicycling events.
- General employment information in the Seattle area.
- Tourist information, principally from the Seattle King County Convention and Visitors Bureau; web sites of major tourist attractions, such as harbor tours and the Pike Place Market.

Seattle.gov does not generally link to:

- Candidate sites or sites advocating a position on City or other ballot issues. We have discussed this possibility with the City's Office of Ethics and Elections, and may make such links in the future, probably through the Voters Guide.
- Corporate commercial sites. However, non-profit organizations with sites on the City's server may include links to member or sponsor organizations. *Seattle.gov* will include links to business sites if they are presented as part of a neighborhood economic development section for a target area for City programs.
- Individual personal home pages.

- National sites, although departments may include links to public interest associations and similar organizations.

San Francisco

External Linking Policy

Purpose and Disclaimer

The City permits the establishment of external hyperlinks on its official website only if the links strictly comply with this policy. In establishing and maintaining its official website, the City does not intend to create any forum or other means for public discourse. Rather, the sole and limited purpose of the permitted external links is to provide information about the City and its government for residents, businesses and visitors. The City does not endorse or provide preferential treatment to any third party websites or associated organizations or persons. Additionally, the City does not control third party sites and therefore does not warrant that third party sites are accurate or, reliable, or that they have operational links.

Linking Criteria

Consistent with the foregoing purpose, it is the City's policy to limit external links to the following: a) Other governmental agencies; b) Entities with which the City has an existing formal, contractual relationship; c) Entities or events that receive funding from the City or are otherwise sponsored by the City; d) Entities that contribute to City initiatives and that the City wishes to acknowledge; e) Applications that use datasets from DataSF.org; f) the City's Chamber of Commerce and the Convention and Visitors Bureau; and g) Webpages that provide free access to traffic and weather information for San Francisco. In addition, the City reserves the right, at any time and without notice, to: a) Deny a link that does not meet the criteria set forth in this policy; b) Deny or discontinue an external link at any time if the website provides or promotes false, slanderous, illegal, infringing or incorrect information; c) Deny or discontinue an external link at any time if a substantial purpose of the linked website is to support or oppose a candidate or ballot measure; d) Remove any external link if the nature of the organization to which the link relates no longer complies with the City's external link policy; e) Revise this policy without prior notice when the City considers such revision to be in its best interests.

Minneapolis

Link Disclaimer

The links provided by this Web Site are intended to provide a wide range of information to the public. The City of Minneapolis is not liable for the defamatory, offensive, or illegal conduct of other users, links, or third parties and the risk of injury from the foregoing rests entirely with the user. The provision of links from the City of Minneapolis on the World Wide Web to other sites does not constitute an endorsement of those links by the City of Minneapolis.

In general, the City of Minneapolis Web site currently links only to related government organizations and nonprofits -- specifically those that provide services and information that support the functions and services that the City provides.

Dallas

External Linking Policy

This policy applies to all non-library Web sites maintained by the City of Dallas. City of Dallas Web sites contain links to other World Wide Web Internet sites and resources. The City is not responsible for, and accepts no liability for, the availability of these outside resources. Linked Web sites are not under the control of, nor maintained by, the City of Dallas and the City of Dallas is not responsible for the content of these Web sites, which can and do change frequently; nor for any internal links the displayed Web sites may contain. In addition, inclusion of the linked Web sites does not constitute an endorsement or promotion by the City of Dallas of any persons or organizations sponsoring the displayed Web sites.

The City of Dallas will link to sites of its choosing which contain data regarding the City and the surrounding North Texas area, its residents, businesses, and visitors, if linking to the site furthers a specific purpose of the City of Dallas that is articulated in an official written expression of City of Dallas policies or purposes. These links are provided to further City of Dallas purposes and not as a benefit to the linking party. No party shall have a right to link to any City of Dallas site by virtue of this policy. "Specifically articulated purposes of the City" are those purposes that are set out in official policy documents of the City. Specifically articulated purposes of the City that could be furthered by providing a link to a City Web site include (but are not limited to):

- The promotion of the use of City facilities and services by links to entities that have contracted to utilize City facilities
- Making known the availability of services to visitors and citizens by linking to entities that have contracted with the City to provide such services
- Making available information about the organizations in which the City maintains a membership
- The promotion of the internationalization of Dallas by ensuring that the City competes effectively in the global economy, enhances its international profile, draws fully on its diverse multi-ethnic heritage and takes full advantage of international opportunities
- Creation of an economically vibrant city by drawing upon the City's competitive assets through the City's relationship with organizations such as Chambers of Commerce, city-to-city committees, sister cities, international and domestic trade service organizations and other organizations to promote trade, investment and cultural activities
- Facilitating access to education and health care by providing information about major educational and medical facilities within or nearby the City

The following questions are among the factors that should be considered in determining if a particular link would serve a specific articulated purpose of the City:

1. Does the mission of the organization closely align with the accomplishment of a City objective, such that adding the link is helpful in meeting the City's goals?

2. Is the organization a business partner, contractual partner, or ongoing user of a City facility, such that the City benefits from promotion of the organization?

3. Is there such an abundance of potential links of this nature that a comprehensive list is unreasonable to maintain, and a representative sample would be more useful to a user of the City's Web site?

The City's Web sites and the selection of sites to which any of them may be linked is not intended to serve as a forum for free discussion. Ample facilities for free expression are available both on the Internet and in the physical world. Instead, these Web pages are posted to serve the City's need to make useful and practical information available to Dallas residents, businesses, and visitors that facilitates provision of a City service or furthers another specifically articulated purpose of the City of Dallas.

If you believe a link to your site from a City of Dallas Web site would further a specifically articulated purpose of the City, but such a link does not currently exist, you may email us or write a letter setting out what specifically articulated purpose of the City would be furthered, where that purpose is stated and how the suggested link would further that purpose. You will subsequently be notified whether your link will be included on a City of Dallas Web site, within 30 days of your written communication to the City. If you do not receive a written communication from us within 30 days you should consider that your request has been denied without prejudice to the later refiling of the request.

Sites that are linked from the City of Dallas are reviewed periodically to confirm that the link still furthers City purposes. The City of Dallas reserves the right to refuse to post any Web site link or to delete links already posted at any time, in conformance with this policy, without notice.

Charlotte

Links to Third Party Sites

The links contained within this site will let you leave Charlotte-Mecklenburg's web site. The linked sites are not under the control of the City of Charlotte and/or Mecklenburg County Government. The City of Charlotte and Mecklenburg County are not responsible for the contents of any linked site or any link contained in a linked site. The City of Charlotte and/or Mecklenburg County Government are providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by the City of Charlotte and/or Mecklenburg County Government of the site.

Atlanta

Disclaimer

You will be leaving atlantaga.gov when you click on some of the links from this web site. The City of Atlanta does not assume responsibility for the contents, nor endorses any opinions expressed on any of these outside Web sites.

Pittsburgh

Links Disclaimer

At various locations within the set of documents that are accessible over the Internet/World Wide Web and electronically "linked," and that belong to or were created by or with the permission of the City of Pittsburgh ("City"), however referred to (such as the City's "Internet homepage," "Web page," etc.), viewers or readers may access the Internet/World Wide Web "addresses" of various other organizations, or individuals not otherwise related to or associated with the City of Pittsburgh. Such "live" or "hot" connections ("links") to "external" Internet sites provide the ability to access material at those external sites that belongs to or is sponsored by those institutions, organizations, or individuals.

The ability to hot link to external sites is provided by the City of Pittsburgh strictly as a service to those accessing the City of Pittsburgh web site. Such external Internet sites contain information created, collected, published, maintained, posted or otherwise made available by institutions, organizations, or individuals independent of the City of Pittsburgh. The City of Pittsburgh does not endorse, approve, certify, review, or otherwise control in any way those external sites or the material contained therein. The City of Pittsburgh does not guarantee the accuracy, completeness, usefulness, timeliness, or correct sequencing of any information or data located at or contained in such sites. Use of any information or data obtained from such sites is strictly voluntary, and is the sole risk and responsibility of the viewer or reader. Reliance on any such information or data should be undertaken only after an independent review of its accuracy, completeness, usefulness, timeliness, or correct sequencing.

Any trade marks, trade names, or service marks mentioned herein remain the property of their respective owners. At any linked external site, reference to any specific commercial product, service, or process whether by trademark, trade name, service mark, or otherwise does not constitute or imply in any way endorsement, recommendation or other favourable consideration by the City of Pittsburgh. Any such reference also does not necessarily signify that such reference has been permitted by the owner(s) or licensee(s) of such trademark, trade name, service mark, or by the referenced manufacturer, distributor, or otherwise.

Chicago

None found.

Indianapolis

None found.

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091612 **Version:** 0		
Type:	Appointment	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Reappointment of Mark Nicolini to the Deferred Compensation Plan Board by the Mayor.		
Sponsors:	THE CHAIR		
Indexes:	APPOINTMENTS, DEFERRED COMPENSATION PLAN BOARD		
Attachments:	Reappointment Letter, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091612
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title
Reappointment of Mark Nicolini to the Deferred Compensation Plan Board by the Mayor.
Drafter
Mayor
TB
3/29/10

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March 24, 2010

To the Honorable, the Common Council
of the City of Milwaukee

Honorable Members of the Common Council:

I am pleased to reappoint Mark Nicolini, Director of Budget and Management, 200 East Wells Street, Milwaukee, Wisconsin 53202, as the management employee on the Deferred Compensation Plan Board. This reappointment is pursuant to Section 320-17 of the Milwaukee Code of Ordinances and Section 5-50-4 of the Milwaukee City Charter. Mr. Nicolini's term will commence upon taking of the oath of office.

I trust this reappointment will have the approval of your Honorable Body.

Respectfully submitted,

Tom Barrett
Mayor

City of Milwaukee

City Hall, Room 205
200 E. Wells Street
Milwaukee, WI 53202
(414) 286-2221

Office of the City Clerk

Re: Common Council File Number 091612

Reappointment of Mark Nicolini to the Deferred Compensation Plan Board by the Mayor.

Dear Sir/Madam,

In accordance with Common Council resolution File Number 65-2210, adopted November 30, 1965, all reappointments are to be referred to an appropriate standing committee.

Under this policy, the appropriate committee is to be informed in writing of the incumbent's attendance record during his/her last term of service.

Please provide the following required information and return immediately to our office for consideration at the

- Number of meetings held: 8
- Number of meetings attended: 8
- Number of excused absences: 0
- Number of unexcused absences: 0

Please return this information to Terry J. MacDonald, Staff Assistant, City Clerk's Office, Room 205, City Hall.

Very truly yours,

Ronald D. Leonhardt

RONALD D. LEONHARDT
City Clerk

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	100002 **Version:** 0		
Type:	Communication	**Status:**	In Committee
File created:	4/13/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Communication from the Budget and Management Analysis Division relating to an update on the 2009 budget adjustment plan.		
Sponsors:	THE CHAIR		
Indexes:	BUDGET, BUDGET AND MANAGEMENT DIVISION		
Attachments:	Cover Letter, Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
4/13/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
100002
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title
Communication from the Budget and Management Analysis Division relating to an update on the 2009 budget adjustment plan.
Requestor

Drafter
Budget & Mgt.
mn
4/15/10

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2009 Budget Adjustment Plan: Final Report

Finance & Personnel Committee:

April 28, 2010

Background

- Administration developed Plan to help adapt to emerging fiscal challenges
- Common Council adopted file 090043 in June, 2009
- Resolution directs DOA report on Plan results
- Preliminary report to Committee on 12/16/09

Plan Objectives

1. Achieve a $13 million 2009 expenditure lapse for 2011 TSF regeneration
2. Achieve 200 funded general City vacancies by the end of 2009
   - Reduce 2010 layoff potential
   - Help achieve expenditure lapse
3. Provide for adequate operating funds for Q 4 2009 snow & ice operations
4. Reduce future budget impact of $2.7 million of contingent borrowing for 2008 snow & ice control expenses

Plan Strategies

1. Position control
2. Harvest projected energy savings (i.e., no reallocations to other spending)
3. Implement 2009 furlough program
4. Modify the 2009 snow and ice removal charge
   - $2.7 million increase adopted in July via File 090333
5. Police overtime management not a formal part of Plan but contributed to TSF regeneration objective

Projected Results

1. Vacancy objective was achieved
   - Only 2 layoffs projected due to 2010 Budget reductions
   - Plan facilitated “no layoff provision” with DC 48 for 2010-2011 agreement
2. TSF regeneration goal from the Budget was achieved
   - Current regeneration estimate is ~$20 million (2009 Budget “surplus”)
   - ~ $15.5 million due to unexpended appropriations
   - ~ $4.5 million due to greater than anticipated revenues
   - Budget management plan was a significant contributor
   - Comptroller action on “closing the books” could affect final TSF inflow
3. 2010 adopted D/S levy reflects $2.7 million reduction from change to 2009 snow & ice removal charge
   - Cash flow management results in this being part of TSF regeneration
4. Health care savings from vacancies contribute to 2010 carryover availability
5. Unexpended Contingent Fund appropriation of ~ $3.5 million (70%) is largest since at least 1990!
   - Conservative budgeting reduced exposure
   - Effective departmental management of operations
   - 2000-2008 average lapse was < 2% of total appropriation

Implications

1. Projected 2011 TSF balance restored to ~ $33 million
   - Responds to rating agency concern
   - Subject to Comptroller close out action
2. $13 million 2010 TSF w/draw appears sustainable for 2011 Budget
3. Revenue environment likely to constrain regeneration for foreseeable future
4. Limiting Contingent Fund appropriations is a key to 2010 regeneration potential

Comments & Questions

City of Milwaukee

Department of Administration
Budget and Policy Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

April 15, 2010

Ref: 09026

Common Council
City of Milwaukee

Subject: Communication File Regarding 2009 Budget Financial Results

Dear Honorable Members:

We are submitting for introduction at the May 4, 2010, Common Council meeting a Communication File from the Budget and Management Division Regarding the 2009 Budget Financial Results. We are requesting this file to be introduced by title at this time and will provide the detailed information for this purpose at a later date.

Respectfully submitted,

Mark Nicolini

Mark Nicolini
Budget and Management Director

MN:dmr

Finance/resolutions/communication2009financial.doc

Room 307, City Hall, 200 East Wells Street, Milwaukee, WI 53202 - Phone (414) 286-3741 - Fax (414) 286-5475
www.milwaukee.gov/budget

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091576 **Version:** 1		
Type:	Resolution	**Status:**	In Committee
File created:	3/24/2010	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Substitute resolution authorizing attendance at conventions, seminars and other travel.		
Sponsors:	THE CHAIR		
Indexes:	CONVENTIONS, SEMINARS		
Attachments:	Fiscal note, 2010 WMCA conference registration form		

Date	Ver.	Action By	Action	Result	Tally
3/24/2010	0	COMMON COUNCIL	ASSIGNED TO		
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091576
Version
Substitute 1
Sponsor
THE CHAIR
Title
Substitute resolution authorizing attendance at conventions, seminars and other travel.

Body
Resolved, By the Common Council of the City of Milwaukee, that attendance of the following person(s) at the following convention(s) and/or seminar(s) is approved, to be paid from departmental budgeted funds, such travel and reimbursement to be in accordance with policy guidelines set forth in 350-181 of the Milwaukee Code of Ordinances:

Two City Clerk's Office Staff (CC-CC); "30 th Annual Wisconsin Municipal Clerks Association Conference"; August 18-20, 2010; Green Bay, WI; $1,100.00.

; and, be it

Further Resolved, That the dollar amount shown for each authorized convention, seminar and other travel listed above is simply an ESTIMATE of the convention, seminar and other travel attendance expenses anticipated to be paid or reimbursed by the city, and is primarily included to facilitate the making of the necessary dollar advances for such purposes; and, be it

Further Resolved, That ACTUAL city payment (or reimbursement) for convention, seminar and other travel expenses incurred and reported by the attendee, reporting requirements, control procedures, etc., shall be in accordance with the Authorized Travel Regulations and Procedures Ordinance of the Milwaukee Code of Ordinances.

Further Resolved, That the Common Council President is authorized to attend any of the above conventions that he deems necessary and advisable, to be paid from funds budgeted under section 304-13, Milwaukee Code.

Drafter
City Clerk's Office
TJM
3/17/10

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CC-170 (REV. 6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 21, 2010 **FILE NUMBER:** 091576

Original Fiscal Note [X] Substitute [ ]

SUBJECT: Substitute resolution authorizing attendance at conventions, seminars and other travel.

B) SUBMITTED BY (Name/title/dept./ext.): Terry J. MacDonald, Staff Assistant/City Clerk-Common Council/Ext. 2233

C) CHECK ONE:

- [X] 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)
- [X] 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:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Travel Fund		$1,100.00		
TOTALS			$1,625.00		

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**.

[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	
[ ] 1-3 YEARS	[ ] 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE [ ]

Puttin' on the Ritz!

30th Annual Wisconsin Municipal Clerks Association Conference

Hotel Sierra & KI Center, 333 Main Street, Green Bay, WI

Start	End			
		Wednesday, August 18, 2010 Pre-Conference Classes		
8:00 am	4:30 pm	**Conference Registration Opens**		
9:00 am	3:00 pm	**New Clerks Class - Razz-ma-tazz with the Most Wanted Clerks** (See separate registration form)		
9:00 am	4:00 pm	**An Athenian Dialog - Beautiful Jim Key** (See separate registration form)		
9:00 am	4:00 pm	**UW-GB Master Academy Class - What Makes People Tick? Solving the Motivation Puzzle With Lucy Arendt** (See separate registration form)		
10:15 am	10:30 am	**Break**		
12:00	1:00 pm	**Lunch**		
2:00 pm	2:30 pm	**Break with the Vendors**		
3:15 pm	4:15 pm	**10 Free Vendor Demonstrations - watch for details on website**		
4:15 pm	5:15 pm	**10 Free Vendor Demonstrations - watch for details on website**		
5:30 pm	6:30 pm	**Dinner**		
6:30 pm	9:30 pm	**President's Reception & Office Olympics! Sign Up for the Fun and Win Some Prizes!** (See article on page 4)		
9:30 pm	11:00 pm	***D.J. & Dancing***		
		Thursday, August 19, 2010		
7:30 am	4:30 pm	**Conference Registration Open**		
6:30 am	8:30 am	**Breakfast in the Hotel Sierra**		
7:00 am	8:30 am	**Vendors, Silent Auction & the WMCA Merchandise Store are open**		
8:30 am	9:00 am	**Opening Ceremony for the 30th Anniversary WMCA Conference**		
Concurrent 9:00 am	**Sessions** 10:15 am	**Registration & Election Day** with the G.A.B.	**Public Records** with Virginia Fritzsch	**Public Speaking in an Election Year** with Phil Clampitt
10:15 am	10:45 am	**Break with the Vendors**		
Concurrent 10:45 am	**Sessions** 12:00 noon	**Post Election Activities** with the G.A.B.	**Email Retention** with Virginia Fritzsch	**Financial Responsibilities of the Clerk** (Teacher to be announced)
12:00	1:00 pm	**Lunch and WMCA Annual Business Meeting**		
1:00 pm	1:30 pm	**Visit the Vendors & the Silent Auction and WMCA Merchandise Store**		
Concurrent 1:30 pm	**Sessions** 2:45 pm	**S.V.R.S. - It's Not a 4-letter Word** with the G.A.B.	**Building Inspections-the Clerk's Role** with General Engineering	**Leadership Lessons Your Mother Taught You** with Jim Reseberg
2:45 pm	3:15 pm	**Break with the Vendors**		
Concurrent 3:15 pm	**Sessions** 4:30 pm	**Election Hot Topics** with the G.A.B.	**Understanding Resolutions & Ordinances** with Rick Stadelman	**The Power of the Paperless Municipality** with Scott Hirschfeld
4:30 pm	5:00 pm	**Final Visit to the Vendors - Vendor Door Prize Results Posted**		
6:00 pm	8:00 pm	**30th Anniversary Awards Banquet**		
8:00 pm	12:00 pm	**Dancing with The Dirty Boogie Band**		
		Friday, August 20, 2010		
6:30 am	8:30 am	**Breakfast**		
7:00 am	8:30 am	**Get your final bids in at the Silent Auction**		
8:30 am	9:00 am	**WMCA & IIMC Certification Questions Answered**		
9:00 am	12:00 noon	**Leadership Made Simple! with Aaron Davis** How championship leaders lead with passion, purpose and love for their people.		
10:15 am	10:45 am	**Break for Silent Auction Results & Door Prizes**		
12:00	Noon	**Closing of Conference**		

Puttin' on the Ritz - 2010 WMCA Conference Registration Form

PLEASE PRINT:

First Name _____ Last Name _____ Title _____

REPRESENTING: ☐ TOWN ☐ VILLAGE ☐ CITY ☐ COUNTY

Municipality or County Name _____

Street Address _____

City/State/Zip _____

Phone _____ Email address _____

ANSWER ALL QUESTIONS PLEASE:	YES	NO
ARE YOU A WMCA MEMBER?		
IS THIS YOUR FIRST WMCA CONFERENCE?		
WILL YOU BE BRINGING A SILENT AUCTION ITEM?		
WILL YOU BE ATTENDING THE BANQUET?		
DO YOU WISH TO HAVE VEGETARIAN MEALS?		

I HAVE SPECIAL NEEDS TO ATTEND CLASS—They are:

_____

ARE YOU BRINGING A GUEST?
Guests are welcome to join us for meals.
Please fill out the following information:

Guest First Name _____ Guest Last Name _____

CHECK THE APPROPRIATE ANSWERS:	YES	NO
Will your guest be joining us for all meals?		
Will your guest be joining us for the banquet?		
Does your guest wish to have vegetarian meals?		

Registration Fees:			EARLY BIRD REGISTRATION	AFTER 7/16/2010	TOTAL FEES:
WEDNESDAY					
Check appropriate boxes:		Sign up for Pre-Conference Classes on individual forms—	pgs 10-12 in Quill		
Attendee	Guest				
		Wednesday Lunch (If you are NOT in a preconference class)	$15.00	$20.00	
		[Lunch is already included in New Clerks; Athenian Dialog; and UW-GB Classes]			
		Wednesday Night Event - President's Reception & Office Olympics	$25.00	$30.00	
		[includes supper, games, & entertainment]			
THURSDAY					
		MEMBER- Conference Registration	$100.00	$125.00	
		CLERK-AT-HEART Conference Registration	$75.00	$100.00	
		*NON-MEMBER- Conference Registration	$145.00	$170.00	
		GUEST- Full Conference Registration	$75.00	$100.00	
		GUEST- Banquet ONLY Fee	$35.00	$45.00	
		*(*Membership for the rest of 2010 is included)*		TOTAL FEES:	

DEADLINE FOR EARLY REGISTRATION IS JULY 16, 2010.
NO REGISTRATIONS WILL BE ACCEPTED AFTER AUGUST 1.
Sorry, NO refunds after August 9.

Mail the Registration Form and a check payable to the WMCA to:

WMCA
1414 Montclair Place
Fort Atkinson, WI 53538

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master With Text

File Number: 091573

File ID:	091573	**Type:**	Ordinance	**Status:**	In Committee
Version:	1	**Reference:**	090457	**Controlling Body:**	FINANCE & PERSONNEL COMMITTEE
Requester:		**Cost:**		**File Created:**	03/24/2010
File Name:				**Final Action:**	

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

Notes:

Code Sections:		**Agenda Date:**	
Indexes:	SALARY ORDINANCE	**Agenda Number:**	
Sponsors:	THE CHAIR	**Enactment Date:**	
Attachments:		**Enactment Number:**	
Drafter:	tjm	**Effective Date:**	
Contact:		**Extra Date 2:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	03/24/2010	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text:	This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE					
0	FINANCE & PERSONNEL COMMITTEE	04/23/2010	HEARING NOTICES SENT		04/28/2010		
1	CITY CLERK	04/26/2010	DRAFT SUBMITTED				
	Action Text:	This Ordinance was DRAFT SUBMITTED					
0	FINANCE & PERSONNEL COMMITTEE	04/28/2010					

Text of Legislative File 091573

..Number
091573
..Version
Substitute 1
..Reference

090457
..Sponsor
THE CHAIR
..Title
A substitute ordinance to further amend the 2010 rates of pay of offices and positions in the City Service.

..Analysis
This substitute ordinance changes the rates of pay in the following department:
Employes' Retirement System
..Body
The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 2 of ordinance File Number 090457 relative to rates of pay of offices and positions in the City Service is hereby amended as follows:

Under Salary Grade 008, delete the title "Pension Investment Analyst."

Under Salary Grade 010, add the title "Pension Investment Analyst."

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

Part 3. The provisions of this ordinance are deemed to be in force and effect from and after its 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
4/26/10

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master With Text

File Number: 091574

File ID:	091574	**Type:**	Ordinance	**Status:**	In Committee
Version:	1	**Reference:**	090458	**Controlling Body:**	FINANCE & PERSONNEL COMMITTEE
Requester:		**Cost:**		**File Created:**	03/24/2010
File Name:				**Final Action:**	

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

Notes:

Code Sections:		**Agenda Date:**	
Indexes:	POSITIONS ORDINANCE	**Agenda Number:**	
Sponsors:	THE CHAIR	**Enactment Date:**	
Attachments:	Letter from Dept of Employee Relations regarding admin.	**Enactment Number:**	
Drafter:	tjm	**Effective Date:**	
Contact:		**Extra Date 2:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	03/24/2010	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text:	This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE					
0	FINANCE & PERSONNEL COMMITTEE	04/23/2010	HEARING NOTICES SENT		04/28/2010		
1	CITY CLERK	04/26/2010	DRAFT SUBMITTED				
	Action Text:	This Ordinance was DRAFT SUBMITTED					
0	FINANCE & PERSONNEL COMMITTEE	04/28/2010					

Text of Legislative File 091574

..Number
091574
..Version
Substitute 1
..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:
Fire and Health Departments

..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 “Fire Department, Emergency Services Division Decision Unit”, add one position “Fire Lieutenant”; under “Paramedic Service”, delete one position of “Paramedic Field Lieutenant (C)(I)/Fire Paramedic Field Lieutenant (C)(I).”

Under "Fire Department, Supporting Services Decision Unit - Metropolitan Medical Response System Program Grant,” amend footnote “(A)” to read as follows: "To expire 12/31/2011 unless the Metropolitan Medical Response System Program Grant is extended."

Under “Health Department, Disease Control and Environmental Health Services Division, Bioterrorism Grant - Focus CRI (P)”, add one position of “Health Project Coordinator - Immunizations (X)(Y)(A)(DD)(P)(Q)”; under “Lead-Based Paint Hazard Control Grant (HUD)(PP)”, delete one position of “Lead Grant Project Manager (X)(Y)(PP)(SS)” and add one position of “Lead Grant Monitor (X)(Y)(PP)(SS)”; under “Sexually Transmitted Disease Clinic”, delete eight positions of “Communicable Disease Specialist (X)(F)” and add eight positions of “Communicable Disease Specialist (X) (F)(AA)” and add footnote “(AA)” to read as follows: “To expire 12/31/10 unless the Tuberculosis (TB) Clinical Services - Case Management Grant from the State of Wisconsin Department of Health Services is extended. One position of Communicable Disease Specialist partially funded by the Tuberculosis (TB) Clinical Services - Case Management Grant.”; amend footnote “(CCC)” to read as follows: “To expire 9/30/10 unless the Beach Monitoring Grant is extended. One position partially funded by the Beach Monitoring Grant.”

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

Part 3. 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 4. This ordinance will take effect and be in force from and after its passage and publication.

..Drafter
City Clerk's Office
TJM
4/26/10

City of Milwaukee

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

Department of Employee Relations

MEMORANDUM

TO: Terry MacDonald, Lead Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker, Human Resources Manager
Department of Employee Relations

DATE: April 14, 2010

RE: Administrative Positions Ordinance change

In the Salary Ordinance, under Pay Range 856, a footnote pertaining to the titles "Paramedic Field Lieutenant" and "Fire Paramedic Field Lieutenant" read as follows: "4/ Positions to be reclassified to Fire Lieutenant upon becoming vacant." This footnote was created in a job evaluation report approved by the Fire and Police commission on April 24, 2003; passed by the Finance Committee on May 7, 2003 (File #021610) and by the Common Council on May 13, 2003 (File #021593 & #021594). Five vacant positions were initially reclassified to Fire Lieutenant with the understanding that as future vacancies occur, the necessary Positions Ordinance changes will be handled administratively. Administrative changes were subsequently approved by the Common Council on June 24, 2003 and September 10, 2003.

The attached letters from the Fire and Police Commission and the Fire Department request that one additional vacant position of Fire Paramedic Field Lieutenant be reclassified to Fire Lieutenant. Since the procedure for reclassifying vacant positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant was recommended by the Department of Employee Relations, approved by the Fire and Police Commission and authorized in the Salary Ordinance by Common Council action, we classification change for this recent vacancy be made administratively as follows:

> Under "Fire Department, Firefighting Division Decision Unit", add one position of "Fire Lieutenant" and under "Paramedic Service" delete one position of "Paramedic Field Lieutenant (C)(I)/Fire Paramedic Field Lieutenant (C)(I)."

Attachments: Letters date 3/26/10 and 3/10/10

C: Michael G. Tobin
Acting Fire Chief Michael L. Jones
Juliet Lee Battle

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

City of Milwaukee

Fire and Police Commission

Michael G. Tobin
Executive Director

Richard C. Cox
Chair
Carolina M. Stark
Vice-Chair
Kathryn A. Hein
Paoi X. Lor
Sarah W. Morgan
Commissioners

Celebrating 125 years of service to the community
Fire and Police Commission - Established 1885

March 26, 2010

Maria Monteagudo, Director
Department of Employee Relations
City Hall - Room 706
200 E. Wells St.
Milwaukee, WI 53202

Dear Ms. Monteagudo:

I am writing to advise you that one position of Paramedic Field Lieutenant has become vacant due to a duty disability retirement. I am therefore requesting that the Positions Ordinance of the City be amended to reduce the authorized strength of the Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant position by one and increase the authorized strength level of the position of Fire Lieutenant by one.

Sincerely,

Michael G. Tobin
Executive Director

MGT:rk

Att.

Milwaukee's Future: IT'S IN **OUR HANDS**
www.milwaukee.gov/2010census

200 East Wells Street, Room 706, Milwaukee, Wisconsin 53202 • Phone (414) 286-5000
Fax (414) 286-5050 • E-mail fpc@milwaukee.gov • www.milwaukee.gov/fpc

City of Milwaukee

Fire Department

Michael L. Jones
Acting Chief
Debra J. Weber
Acting Assistant Chief

March 10, 2010

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

Pursuant to City of Milwaukee Ordinance Numbers 021593 and 021594 pertaining to the eventual reclassification of all positions of Paramedic Field Lieutenant/Fire Paramedic Field Lieutenant to Fire Lieutenant, I wish to notify you that one position recently became vacant.

Paramedic Field Lieutenant Elizabeth C. Hinckley was approved for Duty Disability effective March 1, 2010. I respectfully request that one position of Paramedic Field Lieutenant be reclassified to Fire Lieutenant.

Respectfully,

MICHAEL L. JONES
Acting Chief

MLJ/jlb
FPC/Reclass/Lieutenant/Request Hinckley 0310

711 West Wells Street, Milwaukee, Wisconsin 53233 Phone (414) 286-8948 Fax (414) 286-8996

City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Legislation Details (With Text)

File #:	091094 **Version:** 0		
Type:	Communication	**Status:**	In Committee
File created:	12/1/2009	**In control:**	FINANCE & PERSONNEL COMMITTEE
On agenda:		**Final action:**	
Effective date:			
Title:	Communication relating to the Request For Proposal for the Unified Call Center.		
Sponsors:	THE CHAIR		
Indexes:	BUDGET, COMMUNICATIONS SYSTEMS, DEPARTMENT OF PUBLIC WORKS		
Attachments:	Hearing Notice List		

Date	Ver.	Action By	Action	Result	Tally
12/1/2009	0	COMMON COUNCIL	ASSIGNED TO		
12/3/2009	0	FINANCE & PERSONNEL COMMITTEE	HELD TO CALL OF THE CHAIR	Pass	5:0
4/23/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

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Number
091094
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title
Communication relating to the Request For Proposal for the Unified Call Center.
Requestor

Drafter
CC
tjm
12/1/09

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