



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

July 16th, 2010

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

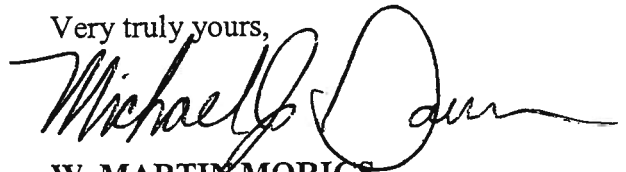
Re: Common Council Contingent Fund Status

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

2010 COMMON COUNCIL CONTINGENT FUND

Status on 07/16/10

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 July 16th, 2010 5,000,000.00

% Expended/Reserved Current status 0%

Comparative Balance Available on July 16th, of prior years

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2005	4,989,134	5,000,000	0%
2006	4,497,000	5,500,000	18%
2007	2,472,000	5,500,000	55%
2008	4,368,349	5,000,000	13%
2009	3,987,325	5,000,000	20%
Average of prior years	4,062,762	5,200,000	22%



City of Milwaukee

City Hall
200 East Wells Street
Milwaukee, WI 53202

Meeting Agenda FINANCE & PERSONNEL COMMITTEE

ALD. MICHAEL J. MURPHY, CHAIR

Ald. Robert J. Bauman, Vice-Chair

Ald. Joe Dudzik, Ald. Milele A. Coggs, and Ald. Nik Kovac

Staff Assistant, Tobie Black, 286-2231; Fax: 286-3456,

tblack@milwaukee.gov

Legislative Liaison, Jim Carroll, 286-8679,

jcarro@milwaukee.gov

Wednesday, July 21, 2010

9:00 AM

Room 301-B, City Hall

Amended 7/19/10 - Item numbered #19 has been added.

1. [100343](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.

 Sponsors: THE CHAIR

 Attachments: [Hearing Notice List](#)

2. [100248](#) Communication from the Budget and Management Division regarding the City's fiscal condition and its effect on future City budgets.

 Sponsors: Ald. Bohl and Ald. Dudzik

 Attachments: [Letter from Ald. Bohl](#)
 [Hearing Notice List](#)

3. [100281](#) Resolution approving the form of the Preliminary Official Statement used in connection with the sale of City of Milwaukee debt.

 Sponsors: THE CHAIR

 Attachments: [Cover Letter](#)
 [Fiscal Note](#)
 [Hearing Notice List](#)

4. [100279](#) Resolution authorizing the issuance and sale of up to \$253,000,000 of revenue anticipation notes and General Obligation Promissory Notes for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

 Sponsors: THE CHAIR

 Attachments: [Cover Letter](#)
 [Fiscal Note](#)
 [Fiscal Analysis](#)
 [Hearing Notice List](#)

5. [100255](#) Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.

 Sponsors: THE CHAIR
 Attachments: [Letter from Dept of Employee Relations and Job Eval Reports](#)
 [Fiscal Note and Spreadsheet](#)
 [Hearing Notice List](#)

6. [100353](#) Communication from the Department of Employee Relations relating to classification studies scheduled for Fire and Police Commission action.

 Sponsors: THE CHAIR
 Attachments: [Letter from Dept of Employee Relations and Job Eval Reports](#)
 [Fiscal Note and Spreadsheet](#)
 [Hearing Notice List](#)

7. [100336](#) Communication from the Department of Employee Relations regarding the City Basic Plan in 2011.

 Sponsors: THE CHAIR
 Attachments: [Basic Plan Rates 2011](#)
 [Fiscal Note](#)
 [Hearing Notice List](#)

8. [100204](#) Substitute resolution authorizing the Department of Employee Relations to enter into a contract for a comprehensive wellness program for a three year period with the option of extending for two additional years.

 Sponsors: THE CHAIR
 Attachments: [Wellness Program](#)
 [Wellness and Prevention Report from Willis.pdf](#)
 [Fiscal Note](#)
 [Hearing Notice List](#)

9. [100286](#) A substitute charter ordinance relating to retirement benefits for certain employees.

 Sponsors: THE CHAIR
 Attachments: [Hearing Notice List](#)

10. [100205](#) A substitute ordinance relating to overtime payments for employees of the city treasurer.

 Sponsors: THE CHAIR
 Attachments: [Hearing Notice List](#)
 [Fiscal Note](#)

11. [100314](#) Resolution amending Common Council File Number 090082, a resolution relating to an application for, acceptance and funding of a 2009 USDA Forest Service Cooperative Forestry Assistance Grant.

 Sponsors: THE CHAIR

Attachments: [Fiscal Note](#)
[F & P Hearing Notice List](#)
[PW Hearing Notice List](#)

12. [100328](#) Resolution directing the Commissioner of Public Works to execute a revised project agreement titled "State/Municipal Agreement" for a highway improvement project with Wisconsin Department of Transportation for the reconstruction of West Capitol Drive from North 60th Street to Mayfair Road with State/Federal Aid.

Sponsors: THE CHAIR

Attachments: [Cover Letter](#)
[Agreement](#)
[Comptroller's Certification](#)
[Fiscal Note](#)
[PW Hearing Notice List](#)
[F & P Hearing Notice List](#)

13. [100325](#) Substitute resolution relative to application, acceptance and funding of the Bioterrorism Grant - Focus CRI from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

Attachments: [Grant Analysis](#)
[Operating Grant Budget](#)
[Fiscal Note](#)
[PS - Hearing Notice List](#)
[FP - Hearing Notice List](#)

14. [100326](#) Substitute resolution relative to application, acceptance and funding of the HIV Women's Grant from the Medical College of Wisconsin.

Sponsors: THE CHAIR

Attachments: [Operating Grant Budget](#)
[Grant Analysis](#)
[Fiscal Note](#)
[PS - Hearing Notice List](#)
[FP - Hearing Notice List](#)

15. [100327](#) Substitute resolution relative to application, acceptance and funding of the HIV Targeted Prevention from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

Attachments: [Grant Analysis](#)
[Operating Grant Budget](#)
[Fiscal Note](#)
[PS - Hearing Notice List](#)
[FP - Hearing Notice List](#)

16. [100329](#) Substitute resolution relative to the application, acceptance and funding of the Ecocultural Family Interview Assessment Grant from the University of Wisconsin-School of Medicine and Public Health.
- Sponsors:** THE CHAIR
- Attachments:** [Grant Analysis](#)
[Operating Grant Budget](#)
[Fiscal Note](#)
[PS - Hearing Notice List](#)
[FP - Hearing Notice List](#)
17. [100351](#) A substitute ordinance to further amend the 2010 offices and positions in the City Service.
- Sponsors:** THE CHAIR
- Attachments:** [Request for Special Finance Meeting on July 27 from DER](#)
18. [100350](#) A substitute ordinance to further amend the 2010 rates of pay of offices and positions in the City Service.
- Sponsors:** THE CHAIR
19. The FINANCE & PERSONNEL COMMITTEE may convene into closed session, pursuant to s. 19.85(1)(e), Wis. Stats., for the purpose of formulating collective bargaining strategies.

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.

Limited parking for persons attending meetings in City Hall is available at reduced rates (5 hour limit) at the Milwaukee Center on the southwest corner of East Kilbourn and North Water Street. Parking tickets must be validated in Room 205, (City Clerk's Office) or the first floor Information Booth in City Hall.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at www.milwaukee.gov/lobby.



Legislation Details (With Text)

File #: 100343 **Version:** 0

Type: Communication **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

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

Sponsors: THE CHAIR

Indexes: VACANCY REQUESTS

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100343

Version

ORIGINAL

Reference

Sponsor

THE CHAIR

Title

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

Drafter

CC-CC

tb

7/1/10

NOTICES SENT TO FOR FILE NUMBER: 100343
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100248 **Version:** 0

Type: Communication **Status:** In Committee

File created: 6/15/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Budget and Management Division regarding the City's fiscal condition and its effect on future City budgets.

Sponsors: ALD. BOHL, ALD. DUDZIK

Indexes: BUDGET, BUDGET AND MANAGEMENT DIVISION

Attachments: Letter from Ald. Bohl, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
6/15/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100248

Version

ORIGINAL

Reference

Sponsor

ALDS. BOHL AND DUDZIK

Title

Communication from the Budget and Management Division regarding the City's fiscal condition and its effect on future City budgets.

Requestor

Drafter

LRB10269-1

JWC

6/8/10



JAMES A. BOHL JR.
Alderman, 5th District

June 15, 2010

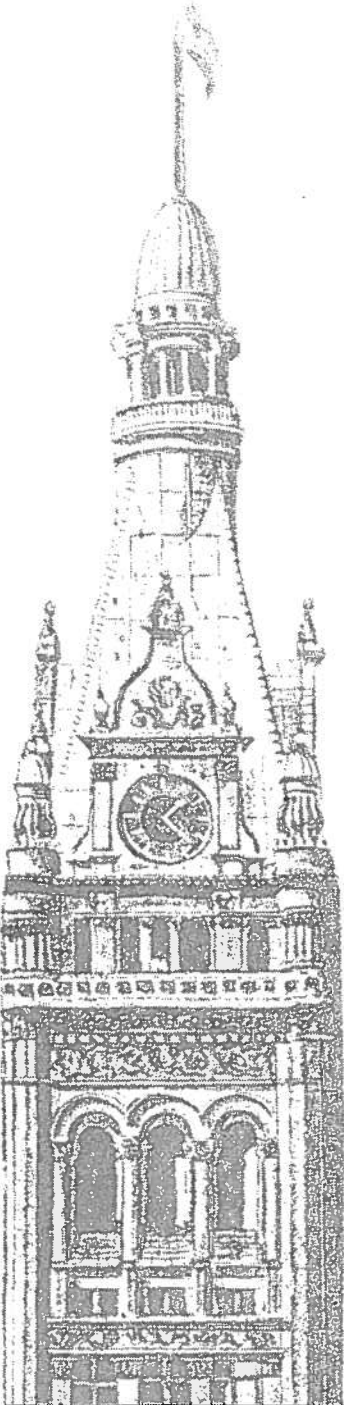
Mark Nicolini
Budget and Management Director
City Hall, Room 603

Dear Mr. Nicolini:

Last year, the Budget and Management Division presented a communication (CCF# 090042) regarding the City's Fiscal Condition to the Steering and Rules Committee. The communication summarized the City's fiscal condition as it stood in 2009, showed the impact of the City's fiscal condition on future City budgets and outlined certain options that the City could take to address its structural imbalance. I, along with other Council members, found the communication very informative. I'm requesting that prior to the Common Council's 2010 August recess, your office provide the Common Council with similar information regarding the City's current fiscal condition and its effect on the next 3 City budgets.

To facilitate the Common Council receiving the information I'm requesting, I will be introducing a communication file regarding the City's fiscal condition at the June 15, 2010 Common Council meeting. I specifically request that your office's communication include, but not be limited to, the following issues:

1. The 2011 and future year's structural budget deficits.
2. The estimated employer contribution pension payments for the 2011 budget, and beyond.
3. The use of 2009 City surplus funds through the anticipated 2011 TSF draw and the estimated remaining TSF balance after the 2011 TSF draw.
4. The anticipated impact of the 2011 TSF transfer on the City's bond rating.
5. Anticipated workforce furloughs and/or cuts in services or positions for the 2011 budget.



City Fiscal Condition & Impact on Future City Budgets



Response to File 100248
Finance & Personnel Committee
July 21, 2010

Presentation Goals

1. Respond to questions posed by File sponsors
2. Identify crucial factors affecting structural budget balance
3. Establish need for ongoing operational changes
4. Respond to questions

Structural Balance: Context

1. Structural balance: ongoing revenues can provide for continuation of baseline service levels
2. Multi-year implications with annual components
3. All 3 major local governmental units face structural challenges
 - Current economy's circumstances increase the challenge but do not "cause" it
4. City government: no liquidity risk or "deficit" budgeting (Public Policy Forum report)

Response to 2011 Budget Inquiries

1. No imbalance projected for 2011

- Impact of 2010 Budget decisions & ERS funding policy changes
- Post-2011 projections create implications for 2011 Budget (see slide 7)

2. 2011 Budget: No employer contribution for ERS required

- Valuation results
- Actuary's recommendation

Response to 2011 Budget Inquiries

(cont'd)

3. TSF 2011 Budget Balance: \$29 million

- Impact of eliminating GAAP “offset” for MPS levy correction
- Project modest 2011 withdrawal
- Positive rating agency response
- Regeneration for future years

4. Service level goals for 2011

5. Furlough reductions included in Budget request instructions

Response to 2011 Budget Inquiries

(cont'd)

6. Transfer of Surplus Water revenues

- Timing/impact of PSC rate case
- MWW financial condition is fundamental priority

7. Non-property tax revenue projections

- Initial revenue estimates
- Policy considerations

Ongoing Structural Balance Factors

1. Employer contributions for ERS
 - Projected no later than 2013 Budget
 - Not realistic to absorb through investment return
 - Pension Reserve funding for 2011
2. Employee & Retiree Health Care Benefits
 - Annual budget increases will consume most or all of “normal” revenue growth
3. City revenue structure & State local government aids policy
4. City debt service levy has stabilized
5. Substantial impacts on City operations projected for 2012-2016

Comments & Questions



Page Two
Mark Nicolini
June 11, 2010

6. Impact of the elimination of the \$3 Water million transfer on the 2011 and future budgets.
7. Anticipated adjustments to current fees and the establishment of new fees in 2011.

Please let me know if you have any questions regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "JA Bohl", written in a cursive style.

James Bohl
Alderman, 5th District

LRB10273-1
JWC
6/11/10

Finance & Personnel Committee

Finance & Personnel Committee



Legislation Details (With Text)

File #: 100281 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution approving the form of the Preliminary Official Statement used in connection with the sale of City of Milwaukee debt.

Sponsors: THE CHAIR

Indexes: BUDGET, MUNICIPAL BORROWING

Attachments: Cover Letter, Fiscal Note, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100281

Version

Original

Sponsor

THE CHAIR

Title

Resolution approving the form of the Preliminary Official Statement used in connection with the sale of City of Milwaukee debt.

Analysis

In connection with the sale of City debt, a Preliminary Official Statement is prepared and distributed to provide potential investors with information on the City. The rules of the Securities and Exchange Commission require that the governing body of the municipality review and approve the Official Statement for accuracy and completeness.

Body

Whereas, The City Comptroller has prepared a Preliminary Official Statement (the form of which is attached hereto), and will prepare an Official Statement, for the purpose of providing comprehensive financial and economic information respecting the City of Milwaukee in connection with the sale of the City of Milwaukee, Wisconsin, General Obligation Bonds, Notes, and/or Revenue Anticipation Notes ("RANs") (individually, an "Offered Obligation", and collectively, the "Offered Obligations"); and

Whereas, Financial and economic information has been compiled by the Office of the Comptroller from its annual financial report, property tax records maintained by the Assessor's Office and from other books and records of the City; and

Whereas, Concurrently with the delivery of the Offered Obligations, the City will deliver its certificates signed by its Comptroller stating that the descriptions and statements, including financial statements, as pertaining to the City contained in the Official Statements as of their dates and the date of sale and delivery of each Offered Obligation, were and are true and correct in all material respects and do not contain an untrue statement of a material fact or omit to state a material fact required to be included therein or necessary to make the statements contained therein in the light of circumstances in which they were made not misleading; and

Whereas, Such certificates will further confirm to the effect that insofar as the descriptions and statements including financial data, contained in the Official Statements of or pertaining to non-governmental bodies and governmental bodies other than the City are concerned, such descriptions, statements and data have been obtained from sources believed by the City to be reliable, and that the City has no reason to believe that they are untrue or incomplete in any material respect; and

Whereas, It is the intention of the Common Council to approve the aforementioned Preliminary Official Statement on the basis of the representations of the Comptroller to be included in the certificates signed by the Comptroller and delivered concurrently with the delivery of each Offered Obligation; and

Whereas, The City desires to use the Master Continuing Disclosure Certificate approved by Common Council File Number 031384 adopted on February 10, 2004 in connection with the issuance of the Offered Obligations; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee that the form of the Preliminary Official Statement as attached hereto, and to be used in connection with the sale of the City of Milwaukee, Wisconsin, General Obligation Bonds, Notes, and/or RANs, (the "Offered Obligations") be and hereby are approved; and, be it

Further Resolved, By the Common Council of the City of Milwaukee that the Preliminary Official Statement was and is true and correct in all material respects and do not contain an untrue statement of a material fact or omit to state a material fact required to be included therein or necessary to make the statements contained therein in the light of circumstances in which they were made not misleading; and, be it

Further Resolved, By the Common Council of the City of Milwaukee that the Comptroller is hereby authorized to prepare an Official Statement, in substantially the same form of the Preliminary Official Statement, after the same have been completed by the insertion of the maturities, interest rates and other details of the debt and by making such other insertions, changes or corrections as the Comptroller, based on the advice of the City's financial advisor and legal counsel (including the City Attorney or Bond Counsel), deem necessary or appropriate; and the Common Council hereby authorizes the Official Statement and the information contained therein to be used by the underwriters of the debt in connection with the sale of the Offered Obligations; and, be it

Further Resolved, By the Common Council of the City of Milwaukee that the Comptroller is hereby authorized to execute Supplemental Certificate(s) of the Master Continuing Disclosure Certificate for the Offered Obligations.

Drafter

Comptroller

RL

REF: PD-7712bW.rtf



Office of the Comptroller

June 14, 2010

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

Michael J. Daun
Deputy Comptroller

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

Craig D. Kammholz
Special Deputy Comptroller

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 attached resolutions that relate to the annual cash flow borrowing for Milwaukee Public Schools.

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-7712W.DOC

CITY OF MILWAUKEE FISCAL NOTE

CC-170 (REV.6/86)

A) DATE: June 14, 2010

FILE NUMBER:

Original Fiscal Note ☒ Substitute ☐

SUBJECT: Resolution approving the form of the Preliminary Official Statement used in connection with the sale of City of Milwaukee, Wisconsin, debt.

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

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**.

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

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

This resolution has no Fiscal effect. The issuance of debt is approved by a separate resolution.

PD-7712bfW.doc

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE NUMBER: 100281
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100279 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution authorizing the issuance and sale of up to \$253,000,000 of revenue anticipation notes and General Obligation Promissory Notes for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

Sponsors: THE CHAIR

Indexes: GENERAL OBLIGATION BONDS, MILWAUKEE PUBLIC SCHOOLS, MUNICIPAL BORROWING

Attachments: Cover Letter, Fiscal Note, Fiscal Analysis, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
100279
Version
ORIGINAL
Reference

Sponsor
THE CHAIR
Title

Resolution authorizing the issuance and sale of up to \$253,000,000 of revenue anticipation notes and General Obligation Promissory Notes for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

Analysis

This resolution authorizes the City of Milwaukee to issue school revenue anticipation notes (RANs) under Section 67.12(1), Wisconsin Statutes, for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis. The resolution pledges revenues payable to the School Operations Fund during the fiscal year to the payment of debt service on the RANs. This resolution authorizes and directs the proper City officers to segregate state general school aid revenues payable to the School Operations Fund in June of 2011 to secure payment of the principal of the RANs at maturity, and pledges surplus revenues in the Debt Service Fund to pay interest on the RANs to maturity. Finally, this resolution authorizes the proper City officers to deposit with the City's Fiscal Agent an amount sufficient together with earnings thereon to pay, when due, the principal of and interest on the RANs.

In today's interest rate environment, the interest cost on the RANs is higher than the interest earned on the proceeds prior to realizing the deficit. As such, it is to the City's advantage to delay the issuance of the RANs as long as possible. By using the City's Commercial Paper (CP) program, a lower amount of debt can be issued (approximately \$75 to \$100 million) in September. The CP would permit delaying the issuance of the \$253 million of RANs until as late as October. The CP would be paid off with the proceeds of the RAN issue. The net benefit of delaying the issuance of the RANs is approximately \$50,000 per month.

Body

Whereas, The Milwaukee Public Schools (the "MPS") is a department of the City of Milwaukee (the "City") authorized by Sections 65.05 and 119.46, Wisconsin Statutes, to establish a School Operations Fund, and to determine its expenditures and the taxes to be levied therefor; and

Whereas, MPS is temporarily in need of funds in the amount not to exceed \$253,000,000 to meet the immediate expenses of operating and maintaining the public instruction in MPS during the 2010-2011 fiscal year commencing July 1, 2010 and ending June 30, 2011 (the "Fiscal Year"); and

Whereas, Each year, the Milwaukee Board of School Directors (the "Board") deems it necessary and in the best interest of MPS that funds be borrowed and revenue anticipation notes be issued to fund the temporary need, and requests the City to so issue such notes; and

Whereas, The City is a municipality authorized by the provision of Section 67.12(1)(a), Wisconsin Statutes, to borrow money in anticipation of revenues for school purposes; and

Whereas, The City deems it necessary and in the best interest of MPS that funds be borrowed and revenue anticipation notes be issued pursuant to the provisions of Section 67.12(1)(a), Wisconsin Statutes, for the

purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis; and

Whereas, In accordance with Section 67.12(1)(a), Wisconsin Statutes, the total amount borrowed shall not exceed 60% of MPS's total actual and anticipated receipts in the fiscal year, and shall be repaid no later than 18 months after the first day of the fiscal year; and

Whereas, The tax for the operations and maintenance of schools of MPS for the Fiscal Year has been voted by the Board to be collected on the next tax roll; and

Whereas, To the best of the knowledge, information and belief of the Board, MPS complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes; and

Whereas, The City may use general obligation debt to temporarily provide revenue anticipation financing, and the City desires to refinance that general obligation debt with revenue anticipation debt; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that it hereby and herewith authorizes and declares its purpose to issue school revenue anticipation notes (the "RANs") pursuant to the provisions of Section 67.12(1), Wisconsin Statutes, in an amount not to exceed \$253,000,000; and, be it

Further Resolved, That the RANs shall be sold by the Commissioners of the Public Debt in one or more series, at one or more time or times, at a true interest cost not to exceed 5.00% at public competitive or private sale; or to the Public Debt Amortization Fund for the purpose of investment and/or cancellation; and, be it

Further Resolved, That the RANs shall be dated no later than March 1, 2011, shall mature on or before November 1, 2011, shall be registered in the name of CEDE & Co. as nominee of the Depository Trust Corporation, New York, New York, shall bear interest at a rate not to exceed 7.00% per annum, and may or may not be subject to redemption prior to maturity as determined by the Commissioners of the Public Debt; provided however, that RANs purchased by the Public Debt Amortization Fund shall be registered to the same; and, be it

Further Resolved, That each series of the RANs shall be designated as determined by the Commissioners of the Public Debt; and, be it

Further Resolved, That in accordance with authorization from the Board for the purpose of securing payment, when due, of the principal on the RANs, the proper City officers are hereby authorized and directed to segregate within the School Operations Fund state general school aid revenue payments under Section 121.15, Wisconsin Statutes, for the Fiscal Year that are received in June of the Fiscal Year and the following July, in the amount of the principal of the RANs; and, be it

Further Resolved, In accordance with authorization from the Board, that the Common Council hereby declares that it irrevocably pledges as security for the repayment of the RANs and interest thereon, all revenues of the School Operations Fund attributable to the Fiscal Year which are due MPS, in the Fiscal Year, and not yet paid as of the date of delivery of the RANs, and which are not otherwise pledged and/or applied; and, be it

Further Resolved, That surplus revenues in the Debt Service Fund be and hereby are pledged to the payment, when due, of interest on the RANs, and that the proper City officers be and hereby are authorized and directed to create a separate account in the Debt Service Fund from surplus revenues within the fund in the amount of interest due on the RANs to maturity; and, be it

Further Resolved, That the proper City officers be and hereby are authorized to execute an addendum to the agreement with the City's Fiscal Agent with respect to the RANs (the "Addendum"); and, be it

Further Resolved, That should the RANs mature on or before the end of the Fiscal Year as determined by the Commissioners of the Public Debt, City officers may determine whether it is desirable or not to have a Fiscal Agent to make the payment on the RANs. If it is determined that a Fiscal Agent is not desirable, the City officers need not execute the Addendum, and are directed to pay directly, when due, the principal of and interest on the RANs; and, be it

Further Resolved, That the proper City officers be and hereby are authorized and directed to deposit with the City's Fiscal Agent on or before the end of the Fiscal Year pledged revenues to purchase direct obligations of the U.S. Government in an amount sufficient together with earnings thereon to pay, when due, the principal of and interest on the RANs to maturity; and, be it

Further Resolved, That the RANs shall not constitute an indebtedness for purposes of determining the City's constitutional debt limitation, and no additional tax shall be levied to pay the RANs; and, be it

Further Resolved, That the City Comptroller be and hereby is authorized and directed to prepare an official statement in connection with the issuance of the RANs and to execute on behalf of the City all certifications which may be required in connection with the official statement; and, be it

Further Resolved, That the City covenants to take all actions necessary to preserve the exemption of interest on the RANs from federal income taxation. No use of the proceeds of the sale of the RANs shall be made which, if such use had been reasonably expected on the date of issue of the RANs, would have caused such RANs to be "arbitrage bonds" as defined in Subsection (d)(2) of Section 103 and Section 148 of the U.S. Internal Revenue Code of 1986. The City shall comply with the requirements of Sections 141 through 150 of said Internal Revenue Code and the applicable regulations of the Internal Revenue Service adopted thereunder throughout the term of the RANs. The provisions of this section shall be a covenant with the purchasers of the RANs; 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 RANs; 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 up to \$100,000,000 of general obligation commercial paper promissory notes, 2008 Program, may be issued, within the program limitations previously authorized, at the discretion of the Comptroller to provide temporary financing pending the issuance of the RANs. No approval of the Public Debt Commission is required for the issuance of the commercial paper. The amount issued as general obligation commercial paper shall not count against the amount of RANs authorized to be issued. For budgetary purposes, the amount of RANs issued to refund the general obligation commercial paper shall be considered "refunding purposes".

Requestor
Comptroller
Drafter
RSL
PD-7712a2W.rtf



Office of the Comptroller

June 14, 2010

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

Michael J. Daun
Deputy Comptroller

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

Craig D. Kammholz
Special Deputy Comptroller

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 attached resolutions that relate to the annual cash flow borrowing for Milwaukee Public Schools.

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-7712W.DOC

CITY OF MILWAUKEE FISCAL NOTE

CC-170 (REV.6/86)

A) DATE: June 14, 2010

FILE NUMBER:

Original Fiscal Note ☒ Substitute ☐

SUBJECT: Resolution authorizing the issuance and sale of up to \$230,000,000 of revenue anticipation notes for the purpose of financing the operating budget of the Milwaukee Public Schools on an interim basis.

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:					
	Debt Service		2,530,000		
	Interest Earnings			126,500	
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**.

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

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

Expense: \$253,000,000 at 1.00% for 1 year

Revenue: Average Balance of one half (1/2) of \$253,000,000 at 0.10% for 1 year

PD-7712afW.doc

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

LRB – RESEARCH AND ANALYSIS

JULY 21, 2010 AGENDA

ITEM # 4, FILE # 100279

FINANCE & PERSONNEL COMMITTEE

JAMES CARROLL

File # 100279 is a resolution authorizing the issuance and sale of up to \$253,000,000 of revenue anticipation notes and/or general obligation notes, for financing the operating budget of the Milwaukee Public Schools on an interim basis.

Background

1. The City of Milwaukee is required under state law to issue debt for the Milwaukee Public Schools.
2. The City of Milwaukee annually issues short-term debt (cash flow borrowing) on behalf of MPS in anticipation of MPS receiving general aid revenue payments from the State of Wisconsin and property tax levy.
3. MPS operates on a fiscal year commencing July 1, through June 30.

Discussion

1. This resolution authorizes the City of Milwaukee to issue short-term (one year or less) promissory notes to interim finance MPS's operating budget until MPS receives general aid revenue payments from the State of Wisconsin and property tax levy.
2. The resolution also authorizes and directs the segregation of school aid revenues due and payable during June 2011 to pay the principal at maturity and pledges surplus revenues in the Debt Service Fund to pay the accrued interest.

Fiscal Impact

Assuming an issuance of \$253 million at an interest rate of 1.0% for one year and the City earning 0.10% on an average balance of ½ of the issue during the same period, the Comptroller's Office estimates the resolution will have the fiscal impact shown in the table below:

Category	Expenditure	Revenue
Debt Service	\$2,530,000	
General Fund–Interest Earnings		\$126,500
Net*	\$2,403,500	

** Expenditure is paid from surplus revenue in the Debt Service Fund*

Cc:

Mark Nicolini
Craig Kammholz
W. Martin Morics
Richard Li
Mike Daun

Prepared by:

Jim Carroll, X8679
LRB Research & Analysis
July 19, 2010

NOTICES SENT TO FOR FILE NUMBER: 100279
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100255 **Version:** 0

Type: Communication **Status:** In Committee

File created: 6/15/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

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

Sponsors: THE CHAIR

Indexes: CITY SERVICE COMMISSION, POSITIONS ORDINANCE, RATES OF PAY, SALARY ORDINANCE, WAGES AND BENEFITS

Attachments: Letter from Dept of Employee Relations and Job Eval Reports, Fiscal Note and Spreadsheet, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
6/15/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100255

Version

ORIGINAL

Reference

Sponsor

THE CHAIR

Title

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

Drafter

CC-CC

TB

6/11/10



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

July 19, 2010

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

Dear Committee Members:

Re: Common Council File Number 100255

The following classification and pay recommendations will be submitted to the City Service Commission on **July 20, 2010**. We recommend these changes subject to approval by the City Service Commission.

In the Department of Neighborhood Services:

Six new positions are recommended for classification as Code Enforcement Intern, PR 529.

Two new positions are recommended for classification as Neighborhood Improvement Project Inspector, PR 549

One new position is recommended for classification as Program Assistant II, PR 530.

In the City Treasurer's Office, one new position is recommended for classification as Tax Enforcement Specialist, PR 540.

In the Department of Public Works – Water Works:

One new position is recommended for classification as Water Meter Project Manager, SG 07.

One new auxiliary position is recommended for classification as Water Meter Project Manager (Auxiliary), SG 7.

Two new positions are recommended for classification as Water Meter Field Supervisor, SG 05.

One position of Meter Reader Supervisor, SG 05, is recommended for reclassification to Water Meter Field Supervisor, SG 05.

One position of Meter Repair Supervisor, SG 05, is recommended for reclassification to Water Meter Field Supervisor, SG 05.

Two new auxiliary positions are recommended for classification as Water Meter Field Supervisor (Auxiliary), SG 05.

One position of Meter Reader Supervisor (Auxiliary) (.33 FTE), SG 05 is recommended for reclassification to Water Meter Field Supervisor (Auxiliary) (.33 FTE), SG 05.

Six positions of Water Meter Technician I, PR 240, are recommended for reclassification to Water Meter Technician, PR 251.

Nine positions of Water Meter Technician II, PR 249, are recommended for reclassification to Water Meter Technician, PR 251.

Thirty-five new positions are recommended for classification as Water Meter Technician, PR 251.

In the Assessor's Office, three positions of Supervising Assessor Assistant, SG 09, are recommended for reclassification to Assessment Division Manager, SG 09.

In the Department of Employee Relations:

One position of Administrative Specialist, SG 02, is recommended for reclassification to Test Administration Coordinator, SG 03.

One position of Program Assistant II, PR 530, is recommended for reclassification to Certification Services Specialist, PR 540.

In the Milwaukee Public Library, one new position is recommended for classification to Library Education Outreach Specialist, PR 557.

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

Sincerely,



Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 6 Job Evaluation Reports
1 Fiscal Note

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Art Dahlberg, Thomas Mishefske, Lynne Steffen, Wayne Whittow, James Hanna, Jim Klajbor, Carrie Lewis, Laura Daniels, Mary Reavey, Peter Weissenfluh, Amy Stenglein, Ralph Kuba, Scott Winter, Sally Mc Attee, Chuck Schumacher, Kathleen Verfurth, Karen Kamlah, Paula Kiely, Toni Vanderboom, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Dan Panowitz, and Calvin Lee.

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 20, 2010
Department: Neighborhood Services

Current	Requested	Recommended
6 New Positions	Code Enforcement Intern - 6 positions PR 529 \$26,216 - \$27,997	Code Enforcement Intern - 6 positions PR 529 \$26,216 - \$27,997
2 New Positions	Neighborhood Improvement Project Inspector - 2 positions PR 549 \$51,455 - \$60,432	Neighborhood Improvement Project Inspector - 2 positions PR 549 \$51,455 - \$60,432
1 New Position	Program Assistant II PR 530 \$41,495 - \$46,975	Program Assistant II PR 530 \$41,495 - \$46,975

Action Required

In the Positions Ordinance, under Department of Neighborhood Services, Targeted Enforcement (A), add 6 positions of 'Code Enforcement Intern (A) (X)' and under Neighborhood Improvement Program (NIP) add 2 positions of 'Neighborhood Improvement Project Inspector (A) (X)'.

Background

On June 14, 2010, the Department of Neighborhood Services requested the review of nine new grant-funded positions for appropriate title and pay level. Common Council File #100027, adopted May 25, 2010 provides for funding to be directed to the Department Neighborhood Services for these new grant-funded positions. The titles and pay levels requested for all of these new positions conform to the duties and responsibilities of established job classifications.

In studying this request, the job descriptions submitted by the Department of Neighborhood Services were reviewed and discussions were held with Tom Mishefske, Neighborhood Services Operations Manager.

Request: Code Enforcement Intern – 6 positions PR 529
Recommendation: Code Enforcement Intern – 6 positions PR 529

Code Enforcement Interns are hired by the Department of Neighborhood Services to participate in a formal two-year training program that combines classroom education at Milwaukee Area Technical College and on-the-job work experience. At the completion of their internship, employees are eligible to be hired as entry-level Code Enforcement Inspectors.

These six new grant-funded positions will perform the same duties and responsibilities now performed by other Code Enforcement Interns—performing exterior inspections and conducting public information programs within a designated geographic area. It is therefore recommended that these positions be classified as Code Enforcement Intern, Pay Range 529.

Request: **Neighborhood Improvement Project Inspector – 2 positions** **PR 529**
Recommendation: **Neighborhood Improvement Project Inspector – 2 positions** **PR 529**

Employees in this established job classification work in the Neighborhood Improvement Project. The purpose of these positions is to perform all of the work required to rehabilitate private residences in specified areas of the City. This includes surveying properties, inventorying work to be completed, explaining the program to property owners, estimating rehabilitation costs, approving construction permits, and approving payments to contractors. These new positions will perform the same work as other Neighborhood Improvement Project Inspectors in Pay Range 549. For that reason, we recommend that they be classified as such.

Request: **Program Assistant II** **PR 530**
Recommendation: **Program Assistant II** **PR 530**

This grant-funded position will perform work required to administer contracts associated with the demolition of buildings. Areas of responsibility will include the following

- Document preparation and maintenance
- Prevailing wage compliance and Emerging Business Enterprise (EBE) participation compliance
- Invoice review and payment

Document preparation and maintenance, which is expected to require the greatest portion of the position's time, includes the following duties:

- Invoicing property owners for charges related to demolition
- Preparing and maintaining contracts and documents,
- This area includes, drafting contract specifications for contracts; writing bid specifications for the demolition of buildings owned by private owners and the City according to a standard format; providing information to contractors at pre-bid meetings and conducting bid openings
- Assisting in planning what buildings can move to the bidding stage
- Responding to contractors' requests for change orders. Entering approved change orders in FMIS and submitting to the Comptroller's Office for countersignature
- Maintaining contract documents and responding to open record requests

Knowledge, Skills, Abilities, and Attributes Required


Notable knowledge, skills, abilities, and attributes required for successful job performance include the following:

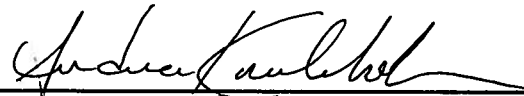
- High proficiency in independently organizing and prioritizing one's work
- Knowledge of the City's condemnation process
- Ability to prepare specifications for bids for demolition work according to set standards
- A high attention to detail
- Knowledge of the principles of bid specifications and contracting
- Ability to work on multiple projects at the same time
- Ability to meet deadlines

- Knowledge of hazardous materials in the demolition process
- A high degree of proficiency using standard office software and hardware
- Ability to create and maintain good working relationships with contractors, coworkers, Inspectors in the Department, outside agencies, the public, and others
- Ability to assert one's authority appropriately
- Ability to explain processes and procedures to the public
- Ability to create and maintain physical files
- Ability to maintain electronic databases
- Ability to use electronic bill payment systems
- Ability to understand and interpret asbestos inspection reports
- Extreme conscientiousness in coordinating the disconnection of utilities

The job analysis indicates that the minimum requirements for the job are 1 to 2 years of college and 4 years of experience independently performing high-level office support and administrative work. Equivalent combinations of education and experience are acceptable.

At the present time there is another Program Assistant II that in the Department of Neighborhood Services that perform the same duties and responsibilities as this new Program Assistant II. For that reason, we recommend that this position be classified as requested, as a Program Assistant II in Pay Range 530.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by:  
Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission Date: July 20, 2010
Department: City Treasurer

Current	Request	Recommendation
New Position	Tax Enforcement Specialist PR 540 \$43,909 - \$50,154	Tax Enforcement Specialist PR 540 \$43,909 - \$50,154

Action Required

None required

Background

The Department of Employee Relations has received a request from City Treasurer Wayne F. Whittow for classification of a new position of Tax Enforcement Specialist that will work with an increased volume of inrem foreclosures. This title previously existed in the City Treasurer's Office in 2002 and 2003 when the office implemented the current tax enforcement process.

In studying this request, the staff reviewed a job description prepared by the department and held discussions with Jim Klajbor, Special Deputy City Treasurer. It is the department's intent to request that the Tax Enforcement Specialist be included in the 2011 budget. In the interim, as grant funding can be secured, the City Treasurer's Office will request use of the Department of Employee Relation's Auxiliary Resource Program. This report recommends classification of this title in anticipation of the Auxiliary Resource Program position request.

Changes to the Tax Enforcement Process

The City Treasurer's current tax enforcement process that leads up to inrem foreclosure for delinquent property taxes involves a three-phased approach.

- Phase 1: In-house collection: A series of four collection letters from the City Treasurer and two collection letters from the City Attorney's Office.
- Phase 2: Referral of delinquent tax accounts to a collection law firm for a period of six months: the firm works with the accounts, makes payment arrangements, pursues inpersonam judgments when appropriate, and pursues post judgment remedies.
- Phase 3: Inrem foreclosure: City Treasurer's Office pursues inrem foreclosure in Milwaukee County Circuit Court as a last resort.

In the recent past, the City Treasurer's Office has pursued one inrem foreclosure file in Milwaukee County Circuit Court each year. Because of the financial crises related to the current economy, the number of tax delinquent parcels in the City of Milwaukee has increased dramatically. For context, the City Treasurer's Office filed inrem foreclosure against 389 tax delinquent parcels in 2003. In 2010, there were 979.

In June of 2010, the Common Council's Special Joint Committee on the Redevelopment of Abandoned and Foreclosed Homes directed the City Treasurer's Office to pursue eight additional inrem foreclosure files each year, one each month, March through November. The recreation of the Tax Enforcement Specialist position is a part of the City Treasurer's proposal to provide the requisite staff to process the additional inrem foreclosure files.

Duties, Responsibility, and Requirements

The Tax Enforcement Specialist will work with the Special Assistant to the City Treasurer performing tasks related to tax enforcement, vacated judgments, and customer relations. Duties and responsibilities will include:

Coordinate and monitor collection agent services for the City Treasurer's Office related to property tax collection matters

- Identify delinquent property tax accounts eligible for transfer to the collection agent
- Review tax account data files prior to transmission to the collection agent
- Monitor the agent's collection activity and prepare reports
- Review collection agent's daily cost ledger and enter costs to the respective tax accounts on the tax collection system.
- Review all collection agent correspondence and reports relative to bankruptcy filings, judgments taken, and uncollectable accounts and maintain appropriate coding of tax account on tax collection system
- Receive and reconcile the collection agent's weekly remittance, as well as prepare a weekly invoice for fees due and costs advanced and maintain the cost of collection report

Coordinate the department's delinquent tax enforcement actions

- Maintain enforcement status and inrem number coding for delinquent tax accounts
- Identify delinquent property tax accounts eligible for inrem foreclosure
- Maintain inrem foreclose file database and prepare required documents
- Confers with taxpayers, their legal counsel, city departments, and elected officials related to tax enforcement actions being contemplated or in progress

Administer tasks related to vacated judgments taken by the city to enforce the collection of delinquent property taxes including preparation of documents and mailings

The position will require an Associates Degree in business administration, finance, or legal studies and six years of journey level clerical experience with at least two years at the Office Assistant III level or above. It should be noted that these qualifications have not been validated for the purposes of staffing.

Analysis

The position under review will perform important administrative duties within the technical arenas of property tax, real estate, and law. The duties require the ability to understand and follow relevant state statutes and city ordinances, knowledge of legal, property tax, and real estate terminology and processes, ability to properly prepare legal documents, and the ability to analyze and resolve difficult issues such as questions of ownership and possible land

contamination. Communication and interpersonal skills are necessary to interact with a variety of professionals within and outside city government.

This position previously existed as a classification in Pay Range 540 and is comparable in level of responsibility and knowledge required to that of Municipal Court Clerk, also in Pay Range 540. Both positions share a number of legal and administrative similarities in terms of scheduling, notifying relevant parties, preparing documents, maintaining files, responding to inquiries, and researching cases as needed. In addition, both positions must perform their duties within established legal boundaries.

Given the level of duties and responsibilities of this position, as well as the qualifications required, Pay Range 540 continues to appear to be appropriate for this position.

Recommendation

It is therefore recommended that this new position be classified as Tax Enforcement Specialist in Pay Range 540.

Prepared By:



Andrea Knickerbocker, Human Resources Manager

Reviewed By:



Maria Monteagudo, Director

Job Evaluation Report

City Service Commission Meeting: June 20, 2010
Department: DPW-Water Works

Current	Requested	Recommendation
1 New Position	Water AMR Manager SG 07 \$53,519 - \$74,922	Water Meter Project Manager SG 07 \$53,519 - \$74,922
1 New Auxiliary Position	Water AMR Manager-Auxiliary SG 07 \$53,519 - \$74,922	Water Meter Project Manager-Auxiliary SG 07 \$53,519 - \$74,922
2 New Positions Meter Reader Supervisor SG 05 \$47,109 - \$65,957 Meter Repair Supervisor SG 05 \$47,109 - \$65,957	Water Meter Field Supervisor 4 positions SG 05 \$47,109 - \$65,957	Water Meter Field Supervisor 4 positions SG 05 \$47,109 - \$65,957
2 New Auxiliary Positions Meter Reader Supervisor-Auxiliary (0.33 FTE) SG 05 \$47,109 - \$65,957	Water Meter Field Supervisor-Auxiliary 3 positions (1 position is 0.33 FTE) SG 05 \$47,109 - \$65,957	Water Meter Field Supervisor-Auxiliary 3 positions (1 position is 0.33 FTE) SG 05 \$47,109 - \$65,957
Water Meter Technician I 6 positions PR 240 \$38,258 - \$42,272 Water Meter Technician II 9 positions PR 249 \$39,724 - \$44,407 35 new positions	Water Meter Technician 50 positions PR 250 \$40,110 - \$44,880	Water Meter Technician 50 positions NEW PR 251 \$38,258 - \$44,407

Action Required

In the Positions Ordinance, under Department of Public Works, Water Works, Business Organization, Meter Services, delete one position of 'AMR Meter Services Manager (A) (X)', two positions of 'Meter Field Supervisor (A) (X)', one position of 'Meter Reader Supervisor (X)', one position of 'Meter Repair Supervisor (X)' and add one position of 'Water Meter Project Manager (A) (X)' and four positions of 'Water Meter Field Supervisor (A) (X)'.

In the Positions Ordinance, under Department of Public Works, Water Works, Business Organization, Auxiliary Positions, delete one position of 'AMR Meter Services Manager (A) (X)', two positions of 'Meter Field Supervisor (A) (X)', and one position of 'Meter Reader Supervisor (0.33 FTE)' and add one position of 'Water Meter Project Manager (A) (X)' and two positions of 'Water Meter Field Supervisor (A) (X)' and one position of 'Water Meter Field Supervisor (0.33 FTE)'.

In the Salary Ordinance, under Salary Grade 07, add the title 'Water Meter Project Manager'. Under Salary Grade 05, delete the title of 'Meter Reader Supervisor' and 'Meter Repair Supervisor 2' and add the title of 'Water Meter Field Supervisor'.

Effective Date: Pay Period 20, September 9, 2010

In the Positions Ordinance, under Department of Public Works, Water Works, Business Organization, Meter Services, delete 44 positions of Water Meter Technician II (A) and 6 positions of Water Meter Technician I and add 50 positions of Water Meter Technician (A).

Effective Date: Pay Period 20, September 9, 2010

In the Salary Ordinance, under Pay Range 240, delete the title of 'Water Meter Technician I'. Under Pay Range 249, delete the title of 'Water Meter Technician II'. Create a new Pay Range 251 with the steps listed below and add the title of 'Water Meter Technician'.

\$1,471.46, \$1,503.13, \$1,527.84, \$1,564.24, \$1,603.06, \$1,646.55, \$1,707.96

Background

In March of this year, the Milwaukee Water Works requested that several job classifications be studied in conjunction with its multi-year project to replace 145,000 residential meters in its service area within the next eight years. New job descriptions were reviewed and discussions held with Laura Daniels, Administration and Projects Manager.

Current:	New Position	
Requested:	Water AMR Manager	SG 07
Recommendation:	Water Meter Project Manager	SG 07

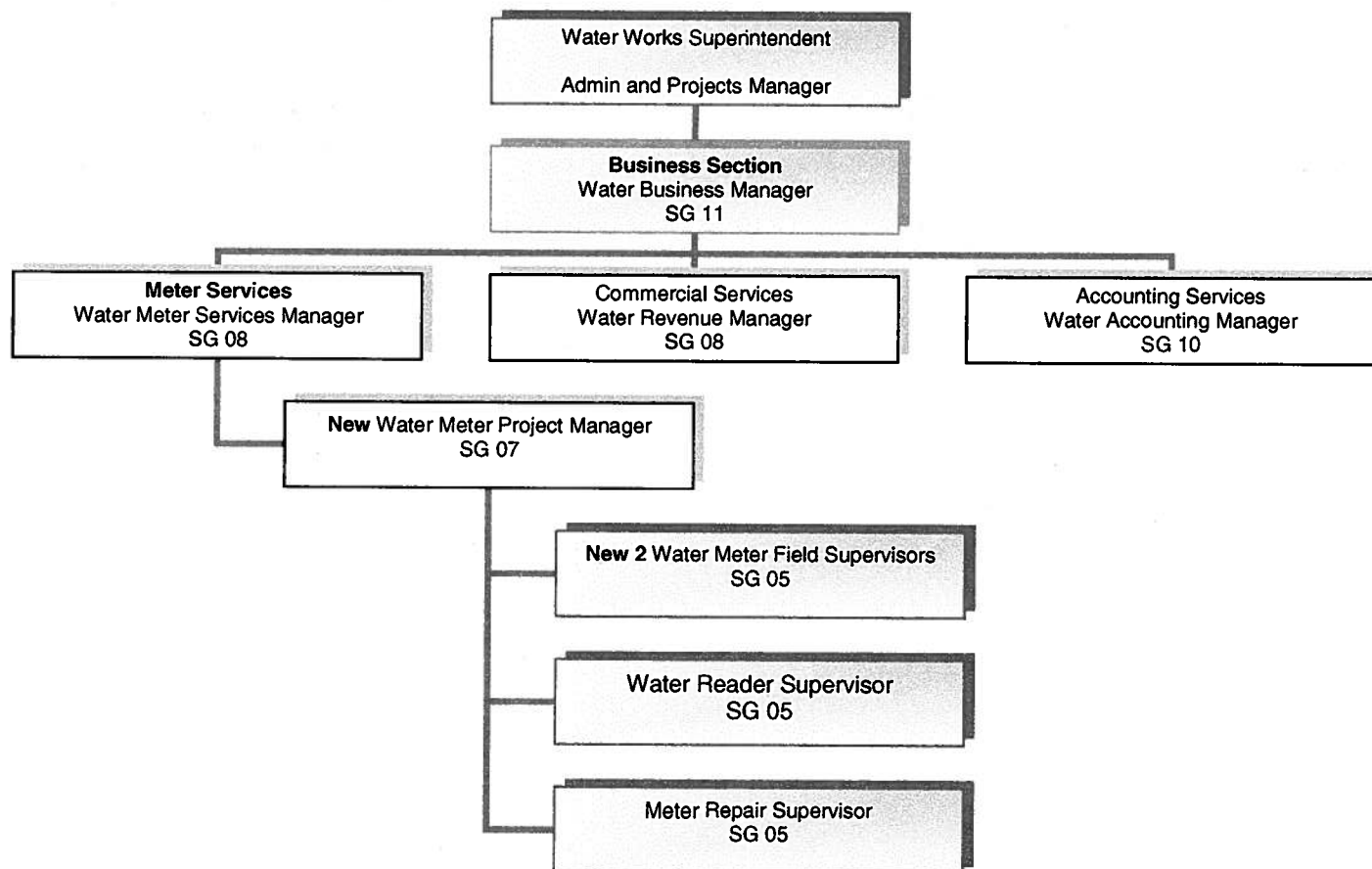
Current:	New Auxiliary Position	
Requested:	Water AMR Manager-Auxiliary	SG 07
Recommendation:	Water Meter Project Manager-Auxiliary	SG 07

This new position will manage all aspects of the meter and electronic read transmitter (ERT) replacement project. This goal of this project is to replace all 145,000 residential meters and ERTs within the next eight years. Once this project is underway, this Manager will supervise two to three first-line supervisors (SG 05) and 25 water meter technicians. This is a large multi-year, multi-phase project that requires cross-functional knowledge of several different operational areas of the department, including water distribution, water meter repair and replacement, and the customer service operations.

Minimum requirements for the position, as stated on the description provided by the Water Works are a bachelor's degree in engineering, business or other related area or an associate's degree in water technology, engineering technology or related field, two years of field experience in plumbing, construction, or building maintenance and four years of direct supervisory work experience. The employee filling this position must have high-level skills in planning, organizing, and directing work in progress in a team environment. In addition, the employee will be required to possess technical knowledge equivalent to an associate's degree in water technology and provide excellent customer service to customers. These requirements have not been validated for purposes of staffing.

The Meter Services Section is currently located within the Business Section, as indicated in the organization chart that follows.

**Milwaukee Water Works
Business Section – Current and Proposed**



As indicated in the above organization chart, a Water Meter Services Manager, SG 08, manages all aspects of meter repair and replacement for the department, and two first-line supervisors—one assigned to meter reading and one assigned to meter repair—are allocated to Salary Grade 05.

Considering that other managers in the Department of Public Works are allocated to SG 07, such as Fleet Repair Supervisor III and Urban Forestry Manager the department's request to place this new "AMR Manager" in SG 07 appears logical from an organizational standpoint. In addition, the level of responsibility and knowledge and skill required is commensurate with other management positions allocated to SG 07. Supervisory positions at this level typically plan, coordinate, and supervise the activities of employees in their area of responsibility.

We therefore agree with the department's request to place this position in SG 07. We feel it's preferable, however, to title the position as Water Meter Project Manager to avoid the using an acronym that is unknown outside of the water industry.

Current:	Two New Positions		
	Meter Reader Supervisor		SG 05
	Meter Repair Supervisor		SG 05
Requested:	Water Meter Field Supervisor	4 positions	SG 05
Recommendation:	Water Meter Field Supervisor	4 positions	SG 05

Current:	Two New Auxiliary Positions		
	Meter Reader Supervisor–Auxiliary*		SG 05
Requested:	Water Meter Field Supervisor-Auxiliary	3 positions	SG 05
Recommendation:	Water Meter Field Supervisor-Auxiliary*	3 positions	SG 05

*One Position is 0.33 FTE

This proposed first-line supervisory classification will encompass the duties and responsibilities of both a current Meter Reader Supervisor and a Meter Repair Supervisor. This will create a more flexible and versatile group of first-line supervisors capable of supervising water meter personnel in any capacity. These first-line supervisors will directly supervise Water Meter Specialists and Water Meter Technicians who are assigned the repair, replacement, and reading of water meters in approximately 145,000 residential, 12,000 commercial, and 2,000 industrial accounts.

Major challenges of this job classification include scheduling personnel and work processes, responding to customer concerns, documenting production in the field and shop, and overseeing permits issued for temporary hydrant use. When the meter replacement project is underway, these Field Supervisors will oversee the work of 57 field personnel.

This position is equivalent in level of responsibility to that of Water Distribution Field Supervisor in Salary Grade 05, another first-line supervisory position in the Water Distribution Division. We therefore recommend that these new positions be classified as requested, as a Water Meter Field Supervisor in Salary Grade 05.

It is further recommended that the current job classifications of Meter Reader Supervisor and Meter Repair Supervisor be retitled to this new job classification.

Current:	35 New Positions*		
	Water Meter Technician I	6 positions	PR 240
	Water Meter Technician II	9 positions	PR 249
Requested:	Water Meter Technician	50 positions	PR 250
Recommendation:	Water Meter Technician	50 positions	PR 251

*35 new Water Meter Technicians positions have been added as a result of an eight-year project to replace meters and electronic read transmitters for 145,000 residential customers. It is anticipated that all but 8 of those new positions will be eliminated at the conclusion of the project.

Water Meter Technicians work in the field and meter repair shop repairing, adjusting, and maintaining City water meters. At the 'I' level, employees are required to have one year of full-time experience installing, adjusting, repairing, and maintaining meters or one year of mechanical experience. These first-level employees perform more routine work in removing, repairing, exchanging, and setting small and medium-size meters. In addition, they diagnose and repair leaks in water meters that require the replacement of simple parts such as a seal or dial and make minor adjustments. They also set new meters and make minor adjustments to

them. When required, they assist the Water Meter Specialists in removing, repairing, and testing large commercial meters.

Notable knowledge, skills, abilities, and attributes (KSAs) required to successfully perform work at the 'I' level include:

- Knowledge of the methods, materials, and techniques required in repairing small water meters and mechanical devices.
- Skill in using hand and power tools such as hammers, wrenches, screw drivers, electric drills, and the like.
- Ability to:
 - Understand and follow written and oral instructions
 - Use precision measurement equipment
 - Diagnose and repair leaks in water meters
 - Read and interpret technical manuals, blueprints, work rules, and procedural manuals.
 - Communicate orally with customers diplomatically in their homes.
 - Communicate effectively with coworkers, supervisors, engineers, and others.
 - Lift and maneuver various sizes of water meters
 - Make skillful, controlled manipulations of small objects.
 - Bend or stoop repeatedly or continually over time to work on water meters at a workbench.
 - Work in a variety of weather conditions with exposure to the elements.
 - Observe or monitor machinery and equipment to determine compliance with prescribed operating or safety standards.
 - Work safely
 - Work overtime and respond affirmatively to emergency assignments as needed.
 - Travel the Water Works service area proficiently.

According to a 1994 job description and a job announcement from 2000, Water Meter Technicians investigate consumer complaints related to low pressure, noises, vibration, service leaks, and high consumption. The vast majority of complaints investigated are those regarding high consumption readings. These Technicians make meter repairs, repair leaks, replace parts, make adjustments to meters, and replace meters in the field. In the shop, Water Meter Technicians II determine what repairs are needed on meters, repair meters, repair and fit discs to operate in chambers, and perform the final assembly of meters. After two years of work at the 'I' level, Technicians are eligible to compete for a 'II' level position.

In performing some investigative work, Technicians at the 'II' level exercise a greater degree of responsibility than those at the 'I' level. Commensurate with their greater work experience 'II' level Technicians possess a higher degree of knowledge regarding water meters, are more proficient in replacing and repairing meters, and have a more extensive knowledge of the Water Works' service area.


As envisioned, employees working in the new job classification of Water Meter Technician will diagnose reported issues with water consumption readings and other issues, and, if appropriate, repair or replace a faulty meter onsite. The job description submitted by the Water Works indicates the following areas of responsibility associated with the new Water Technician job classification:


- 65% Exchanges, installs, and repairs water meters up to 2" in size, including electronic components. Certifies water meters up to 2" for use. Assembles, programs, and verifies the operation of the electronic components of the automated meter reading system. Installs emergency hose connections when required. Assists Water Meter Specialists with installation, removal, testing, and repair of compound, turbine, jab and fire service meters as directed.
- 15% Responds to and resolves customer complaints of low water pressure, no water, meter tampering, and meter leaks. Perform inspections related to cross connections. Performs water turn offs for non-compliance with repair/access orders. Performs service pipe thawing to restore water service when required.
- 10% Communicates investigation results, actions taken and other information to Water Control Center, Customer Service, and supervisor.
- 10% Performs related duties in the shop or field as assigned, such as dispatching, general maintenance, inventory control, and verification of proper permitting for use of water hydrants.


Minimum requirements for the new Water Meter Technician will be comparable to those of the presently existing Water Meter Technician II. It should be noted that neither the KSAA's previously listed nor these minimum requirements have been validated for purposes of staffing.

The goals set forth by the Milwaukee Water Works to enhance customer service and increase efficiency by creating a more flexible workforce is laudable. From a job evaluation standpoint, there is a great similarity between the two job groups in question in terms of the nature of work and the KSAA's required for successful job performance. Merging these two job classifications therefore appears appropriate. Considering the practicalities of this merger, there are currently no employees working as Water Meter Technicians I, which means that the timing is fortunate for such a change.

For the reasons stated, we therefore recommend that the job classifications of Water Meter Technician I and 'II' be reclassified to Water Meter Technician, Pay Range 251.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission Date: July 20, 2010

Department: Assessor's Office

Current	Request	Recommendation
Supervising Assessor Assistant SG 09 \$60,809 - \$85,129	Assessment Division Manager SG 09 \$60,809 - \$85,129	Assessment Division Manager SG 09 \$60,809 - \$85,129

Action Required

In the Salary ordinance, under Salary Grade 11, delete the title "Supervising Assessor."
Under Salary Grade 9, delete the title "Supervising Assessor Assistant" and add the title "Assessment Division Manager."

In the Positions Ordinance, Under Assessor's Office, Assessment Division, Real Property, delete the title "Supervising Assessor Assistant" (X) (Y) and add the title "Assessment Division Manager (X) (Y)."

Background

The Department of Employee Relations has received a request from Mary Reavey, Assessment Commissioner for a change of title for three positions of Supervising Assessor Assistant in Salary Grade 09. In studying this request, the staff reviewed a revised job description prepared by the Department and held discussions with Mary Reavey, Assessment Commissioner.

Changes in Department

Over the past decade the Assessor's Office has streamlined, reorganized and changed the way its office does business. During this process, the office has gone from 76 to 50 employees. Ten years ago, the office had 13 managers, 9 of which were a part of the Assessment Division. Previously, the Assessment Division management team included:

1 position	Chief Assessor	SG 15
2 positions	Supervising Assessor	SG 11
6 positions	Supervising Assessor Assistant	SG 09

Through efficiencies initiated during various phases of restructuring and through the elimination of vacant positions as they occurred, the Assessment Division now consists of four managers. With the reduction in supervisory personnel, the three remaining Supervising Assessor Assistants report directly to the Chief Assessor.

1 position	Chief Assessor	SG 15
3 positions	Supervising Assessor Assistant	SG 09

Under the current office structure, each Supervising Assessor Assistant leads a team of Property Appraisers and is responsible for all areas of assessment including commercial, special commercial, residential, personal property, condominiums, apartment, vacant land, and exempt. These managers must be knowledgeable, flexible and able to respond to a wide

variety of customer needs. Prior to reorganizing, Supervising Assessor Assistants were responsible for specialized areas of assessment.

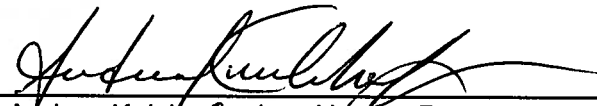
The current department organizational structure includes three 'Assessment Division Managers' who each oversee a nine member team of Senior Property Appraisers responsible for all areas of valuation. Areas of concern relative to issues and policies are sent directly to the Chief Assessor.

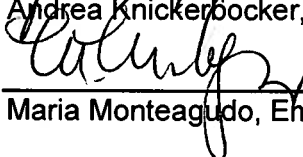
Analysis

Due to the change in organizational structure, and with the elimination of the Supervising Assessor positions, the Assessors Office's request to change the title of Supervising Assessor Assistant to Assessment Division Manager appears appropriate.

Recommendation

We therefore recommend that the title of Supervising Assessor Assistant be changed to Assessment Division Manager with no change in Salary Grade.

Prepared By: 
Andrea Knickerbocker, Human Resources Manager

Reviewed By: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: July 20, 2010

Department: Department of Employee Relations

Present	Request	Recommendation
Administrative Specialist SG 02 (\$38,902 - \$54,455) Incumbent: Kathleen Verfurth	To Be Studied	Test Administration Coordinator SG 03 (\$41,458 - \$58,037)
Program Assistant II PR 530 (\$41,495 - \$46,975) Incumbent: Karen Kamlah	To Be Studied	Certification Services Specialist PR 540 (\$43,909 - \$50,147)

Action Required

In the Positions Ordinance, under Department of Employee Relations, Operations Division, Staffing Services Section, Selection Services, delete one position of "Human Resource Analyst" and add one position of "Test Administration Coordinator".

Under Department of Employee Relations, Operations Division, Compensation Services Section, delete one position of "Pay Services Specialist" and add one position of "Certification Services Specialist".

In the Salary Ordinance, under Salary Grade 03, add the title "Test Administration Coordinator". Under pay Range 540, add the title "Certification Services Specialist".

Background

In an effort to streamline the staffing and certification processes within the Department of Employee Relations a number of changes have been implemented including significant upgrades to the applicant tracking computer system (SIGMA), an emphasis on maximizing the utilization of current eligible lists to fill civil service vacancies, a change in City Service Rules regarding the certification of candidates, changes in the conviction record policy, and the outsourcing of the typing test component of the examinations for various office support positions. The two positions under study have been particularly affected by these and other changes. A study was initiated to review the classification of these two positions. Job descriptions were reviewed and discussions were held with the incumbents; and with their immediate supervisors, Charles Schumacher, Certification and Salary Systems Supervisor, and Sally Mc Attee, Human Resources Manager.

Current: Administrative Specialist SG 02
Recommendation: Test Administration Coordinator SG 03

The basic function of this position is to oversee the Test Administration Unit including the monitoring of the Civil Service written and performance tests and the scoring of Civil Service examinations; and be responsible for the selection process for the City's office support series

and the administration of the qualifying examinations for the Department of Public Work's (DPW) technical and engineering series. The duties and responsibilities include the following:

- 65% Test Administration – schedule and monitor written and performance civil service examinations; score all civil service examinations (written, oral and performance examinations, training and experience ratings, and written exercises) and produce related reports using the SIGMA applicant tracking system; send examination date and results notices to candidates; investigate applicant conviction records, identify instances of falsification, coordinate conviction reviews, and keep conviction records; determine veterans preference points; make recommendations regarding requests for test accommodations, administer tests involving accommodations, and keep records regarding accommodation requests; make recommendations regarding requests for alternative test times and dates, arrange and administer alternative administrations and keep records regarding requests; serve as contact person for the Public Abstract Request System (PARS) Account with the Department of Transportation for driving records; and administer contract with the company, Adecco Group (Adecco), for the typing test component of the examinations for various office support positions.
- 20% SIGMA Administration – Serve as administrator for the SIGMA applicant tracking system and produce applicant flow reports and statistical reports for budget analysis using the system's reporting capabilities.
- 15% Office Support Series Selection Process and the DPW Qualifying Examination Process Announce examinations and review applications for the continuous office support series selection processes and, when requested, the same for regularly announced office support positions; schedule and administer examinations for various entry level positions and office support transfer/promotional opportunities; and assist in job analysis for office support positions.

Changes to the Position

Changes in this position include the following:

- Liaison and project coordinator for implementing upgrades to the SIGMA applicant tracking system and the on-line application module; setup and design all current and/or future exam files, system screens, and application forms that are being used internally by staff and externally by applicants for City positions.
- Implementation and administration of the contract with Adecco for the typing test component of the examinations for various office support positions; serving as the City contact person; coordinating candidate's use of Adecco services and handling any complaints; and ensuring contract compliance with Adecco in relation to the City of Milwaukee, Adecco and applicants.
- Liaison for PARS account with the Department of Transportation and Employee Relations which includes coordinating with the DOT to resolve any online access issues for obtaining driving abstracts.
- More extensive responsibility for the investigation of candidate conviction records including obtaining police and court reports, determination of falsification, and coordination of panel reviews for job relatedness.

Comparison to Other Positions

To study this position we made comparisons to several job classifications, including the following:

Human Resources Analyst in Salary Grade 03 (\$41,458 - \$58,037)

This is the underfill or entry level for the Human Resources Analyst classification series. The journey level is Human Resources Analyst – Senior in Salary Grade 05 and the highest level is Human Resources Representative in Salary Grade 07. The basic function of the position located in the Staffing Services Division is to conduct recruitment and selection processes to fill positions in general City departments, the Fire and Police Departments, and Milwaukee Public Schools. This includes developing and implementing recruitment plans and strategies; conducting job analysis to determine essential functions, tasks, and knowledges, skills, and abilities necessary for successful job performance; developing valid selection processes and test components including written and essay tests, oral examinations, performance examinations, and training and experience ratings based on job analysis and consistent with professional standards and legal guidelines; determining time lines for each selection process and scheduling test administrations; secure subject matter experts as examination raters, administer oral and performance examinations, and ensure test security; advise and assist Departments on staffing-related issues; and conduct statistical research and analysis of tests.

Administrative Specialist-Senior in Salary Grade 04 (\$44,194 - \$61,871)

There are several positions of Administrative Specialist – Senior in the City. One of the positions is located in the Communications and Marketing Section of the Library. The basic function of this position is to promote the library's services and resources by editing and writing library publications, developing and maintaining electronic media; and assisting with developing and coordinating public relations, marketing programs, and special events. Another position is located in the City Attorney's Office and serves as the Executive Administrative Assistant to the City Attorney and Deputy City Attorney; oversees the automated office systems in the Department, troubleshoots with respect to hardware and software problems, and is the Department liaison with the Information and Technology Management Division of the Department of Administration; oversees the daily workload and operations of the office support staff and is a leadworker to ten positions; and assists the Special Assistant to the City Attorney with personnel related functions. A third position is located in the Circulation Division of the Library. The basic function of this position is, under the general direction of the Librarian V, to oversee the daily operation of the Circulation Bureau. This includes supervision and decision making, evaluating and handling all disciplinary activities, and overseeing the free flier distribution program.

Analysis and Recommendation

This position was last studied in 1994 when it was reclassified from Administrative Assistant I in Pay Range 530 to the current classification of Administrative Specialist in Salary Grade 02. The report indicated that the basic function of the position was to supervise the Test Administration Unit and be responsible for testing and recruitment for the City's clerical series. Duties and responsibilities included Test Administration (60%), Clerical Exams and Recruitment (30%), and SIGMA Administration (10%). These general categories have stayed the same but the percentage of time spent on SIGMA Administration has increased from 10% to 20% and now includes external use of the system by individuals who apply online. The responsibility for

overall coordination of the use of SIGMA has become more complex and requires a greater knowledge of the system and the ability to troubleshoot problems that arise.

Another change is the contract oversight responsibilities related to the contract with Adecco to handle typing tests for various office support positions. Again, this position troubleshoots various problems that arise, handles candidate complaints, and serves as the City's liaison with Adecco. This position also is the liaison with the State of Wisconsin for the PARS account which relates to obtaining driving records of applicants for positions that require a commercial driver's license (CDL).

When a position is studied the standard for reclassification is not only whether there have been changes in the duties and responsibilities but whether the changes increase the level of responsibility enough to reclassify the position to a higher level. Duties and responsibilities are also compared to other positions in the City Service.

This position has had an increase in the level of duties and responsibility related to SIGMA administration, contract oversight with Adecco, serving as a liaison with the State of Wisconsin for the PARS account and general troubleshooting relating to these areas. The work is very detailed and the consequence of error is high. The work also requires independent judgment and an understanding of the legal ramifications related to the testing process and thorough knowledge and understanding of the Civil Service Rules related to examinations. A comparison of the position under study to the Human Resources Analyst classification in Salary Grade 03 indicates that it does not perform the higher level functions of job analysis and test development but it does have some responsibilities that are similar including test administration and coordination, recruitment, reviewing applications for minimum requirements, and responding to questions from applicants and Departments.

The Administrative Specialist-Senior positions in Salary Grade 04 (\$44,194 - \$61,871) are stronger than the position under study. They also have coordinating responsibilities but in addition have either higher level editing and writing responsibilities, extensive leadworker duties, or more involved supervisory functions including discipline oversight and review. Due to the unique nature of the position under study we recommend the new title of Test Administration Coordinator that would be more descriptive of the work performed.

Based on the analysis above we recommend that this position of Administrative Specialist in Salary Grade 02 be reclassified to Test Administration Coordinator in Salary Grade 03.

Current:	Program Assistant II	PR 530
Recommendation:	Certification Services Specialist	PR 540

The basic function of this position is to assist City Departments and Milwaukee Public Schools (MPS) in filling vacant positions in as timely and efficient manner as possible according to Civil Service Rules and procedures. The duties and responsibilities include the following:

80% Filling of Vacancies – assist City Departments and MPS in filling vacancies by surveying eligible lists and certifying eligible lists, transfer lists, individuals reinstated and/or participants in the Disabled Employee Placement Program (DEPP); provide advice on hiring procedures and promotion policies and whether a particular appointment would be in accordance with Civil Service Rules; oversee referrals concerning number of candidates certified in accordance with Civil Service Rules and DER policies; verify that

the Common Council Committee on Finance and Personnel has authorized the vacancy to be filled; verify the satisfactory completion of the drug screening, medical examination, and I-9 immigration information before certifying candidates for positions to be filled; answer inquiries from candidates and City Departments regarding status on eligible list; maintain and update computerized eligible lists, transfer lists, and reinstatement lists in accordance with the Civil Service Rules including consolidation of lists, expiration and abolishment of lists, recording of appointments, and removal and/or restoration of candidates; gather information for Staffing Services personnel regarding vacancies and eligible lists; prepare paperwork for appointments and promotions, including salary, for payroll staff, Employee Relations and the Employee's Retirement System; and request applications from new employees.

- 10% Reinstatements – process reinstatement requests, when less than a year; verify whether the individual meets the requirements; write applicable City Departments regarding the request; inform individual of the outcome; create, maintain, and update computerized transfer/reinstatement lists for past and current employees; and request resumes and/or applications from these candidates.
- 10% Statistics – gather statistics for various reports and special projects including the annual budget; and perform other related duties as assigned.

Requirements for this position include four years of progressively responsible office support experience including two years at the level of Program Assistant I or above. It should be noted that these qualifications have not been assessed for the purposes of staffing.

Changes to the Position

Changes in this position include the following:

- Responsibility for deciding when to abolish and expire civil service eligible lists and making recommendations as to when it might be prudent to have the City Service Commission consider extending a list beyond four years.
- More active role in advising Staffing Division personnel and Hiring Managers in other City Departments and at MPS regarding hiring procedures, policies and eligible lists.
- Assisting Departments with complying with the new requirements related to the recent change in the City Service Rules regarding the certification of candidates.
- Monitoring hiring process for Transfer/Promotional opportunities that have been posted and assuring that Departments are hiring in accordance with established guidelines and procedures.
- More active role in finding comparable eligible lists for Departments to consider when filling a vacancy and in assisting with placing employees in other City positions when they are scheduled to be laid off.

Comparison to Other Positions

To study this position we made comparisons to numerous administrative job classifications, including the following:

Benefits Services Specialist II in Pay Range 540 (\$43,909 - \$50,147)

This position is located in the Department of Employee Relations. The basic function is to administer dental benefits for approximately 7,600 City employees and their dependents plus individuals employed by the Housing Authority (HACM), the Milwaukee Economic Development Commission (MEDC), the Redevelopment Authority (RACM), and the Wisconsin Center District and their dependents. This involves maintaining data for employees and their dependents, auditing payroll records and bills from insurance carriers, and providing customer service to employees.

Pay Services Specialist in Pay Range 540 (\$43,909 - \$50,147)

This position is located in the Department of Employee Relations. The basic function is to maintain and update personnel records based on personnel transactions submitted by operating departments; review personnel transactions for accuracy and legitimacy, and/or match transactions with authorizing documents; make corrections or direct Departments to make corrections; and approve personnel transactions prior to payroll authorization.

Human Resources Assistant in Pay Range 550 (\$46,607 - \$53,328)

This position is located in the Department of Public Works – Administrative Services. The basic function is to work in conjunction with the Business Operations Manager and the DPW Personnel Administrator to oversee and maintain various personnel and payroll databases. This includes databases on discipline, grievances, and job descriptions. This position also monitors absences, calculates clothing allowances, performs research on the various databases, and serves as a leadworker for ten positions of Personnel Payroll Assistant III.

Analysis and Recommendation

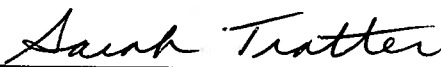
This position was last studied as part of the City-Wide Office Support Study in 1996 when the title was changed from Administrative Assistant I in Pay Range 530 to the current classification of Program Assistant II in Pay Range 530. The position was also studied in 1994 when it was reclassified from Clerk IV in Pay Range 445 to Administrative Assistant I in Pay Range 530. The basic function of the position was to assist City Departments and MPS with filling vacant positions as quickly and efficiently as possible in a manner consistent with Civil Service Rules. This included overseeing referrals (20%), handling eligible, transfer and reinstatement lists (20%), preparing notices of appointment (20%), filling vacancies (15%), processing reinstatement requests (10%), information gathering (10%), and public contact (5%).

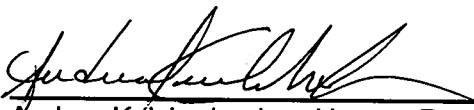
The general nature of the work for this position has not changed but over time the level of responsibility has increased. Restructuring the Certification Section and changes in the duties and responsibilities of the Certification and Salary Systems Administrator position, which supervises the position under study, has resulted in more responsibility being delegated to this position. For example, the Department of Employee Relations has emphasized the importance of using an eligible list more than once to increase efficiency. This position now has more responsibility to conduct a search for comparable eligible lists, talk to departments about their options, survey candidates on the list to determine interest and provide copies of the

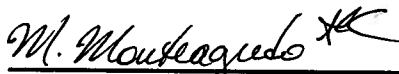
announcement sheet, eligible list and applications, when appropriate, to help the Department make a decision about filling the position. Further, the position is assisting Departments with complying with the recent change in the City Service Rules regarding the Certification of Candidates. This position now also makes the decision when to abolish a list based on various factors. There is also greater emphasis on filling vacancies through the Transfer/Promotional process since it is less costly and allows the position to be filled more quickly. This position now has more oversight responsibility with this process and follows up with Departments to assure that they are hiring in accordance with established guidelines and procedures.

With these changes the level of duties and responsibilities are more similar to the positions of Benefits Services Specialist II and Pay Services Specialist in Pay Range 540. Both of these positions also work very independently in a specific area of responsibility; audit and correct records; and interact with employees and/or payroll personnel on the phone. The Pay Services Specialist also has oversight responsibility and follows up with Departments to assure that they are processing personnel transactions properly according to Civil Service Rules and City Ordinances. The Human Resources Assistant in Pay Range 550 is stronger since it oversees a number of databases, performs more involved research, and is a leadworker to ten positions of Personnel Payroll Assistant III. Due to the unique aspects of this position we recommend the specific title of Certification Services Specialist which is parallel to other positions in Pay Range 540.

Based on the above analysis we recommend that this position of Program Assistant II in Pay Range 530 be reclassified to Certification Services Specialist in Pay Range 540.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Krickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission Date: July 20, 2010
Department: Milwaukee Public Library

Current	Request	Recommendation
New Position	Library Education Outreach Specialist PR 557 \$49,214 - \$57,139	Library Education Outreach Specialist PR 557 \$49,214 - \$57,139

Action Required

In the Positions Ordinance, under Library, Central Library Decision Unit, Youth and Outreach Services Section, add one position of "Library Education Outreach Specialist (X).

Background

The Department of Employee Relations has received a request from Paula Kiely to classify a new grant funded position of Library Education Outreach Specialist. This position will be funded through a Community Development Block grant to oversee the "Teacher in the Library" program at the Milwaukee Public Library. In studying this request, the staff reviewed a new job description prepared by the Department and held discussions with Toni Vanderboom, Personnel Analyst-Senior with the Milwaukee Public Library.

Teacher in the Library Initiative

The Milwaukee Public Library has been awarded a Community Development Block Grant (GDBG grant) to fund a "Teacher in the Library" initiative. The "Teacher in the Library" program will feature professional educators who will help children complete homework assignments and become more focused on their studies; promote and develop reading as a life-long habit; and provide support, counseling and advocacy for the parents/caregivers of the participating children. The program will be piloted from September 2010 through June 2011.

In addition to funding the professional educators who will be hired as consultants to participate in the "Teacher in the Library" program, the grant also includes funds for a full time Milwaukee Public Library employee.

Duties and Responsibilities of New Position

This new grant funded position will work closely with the schools in the CDBG areas to promote the "Teacher in the Library" program and library card registration to parents and students. The position will also manage the "Teacher in the Library" grant program, overseeing workflow, developing new programs, and overseeing the consultants and budget associated with the program.

The duties of this new position are quite similar to those of the existing Library Education Outreach Specialist position which will be responsible for assisting the Management Librarian in:

- Delivering materials to child care center, schools and other sites
- Coordinating requests from the community for library presentation including Back to School Fairs, KidsFest and community events
- Assisting the Coordinator of Youth and Community Outreach Services and Management Librarian in developing and delivery of literacy outreach efforts
- Scheduling and developing special project training and programs
- Managing contracts for the consultants associated with the grant project
- Coordinating outreach requests and delivery of materials to schools and other child serving agencies
- Overseeing delivery of library cards to schools

Requirements for the position, as stated on the job description, include a bachelor's degree in education and five years of classroom teaching experience, three of which must have been working with elementary or early childhood students.

Analysis and Recommendation


Both the current Library Education Outreach Specialist and this new position oversee literacy programs and the affiliated grant-funded consultants, provide outreach to the community, act as liaisons for the library, and build relationships within the community.

For these reasons, we recommend that this position be classified as Library Education Outreach Specialist in Pay Range 557.

Prepared By:


Andrea Knickerbocker, Human Resources Manager

Reviewed By:


Maria Monteagudo, Director

CITY OF MILWAUKEE FISCAL NOTE

A) Date: 7/19/2010

File Number: 100255
Orig Fiscal Note ☒ Substitute ☐

Subject: Classification and pay recommendations if approved by the City Service Commission on July 20, 2010

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

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

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

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	Classification and pay recommendations for new or Changed positions in the 2010 budget in the following Departments: Neighborhood Services, City Treasurer's Office, DPW-Water Works, Assessor's Office, Employee Relations and the Library. (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.

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

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

H) Computations used in arriving at fiscal estimate:

(See attached spreadsheet for details)

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

**Department of Employee Relations
Fiscal Note Spreadsheet**

Finance & Personnel Committee Meeting of July 21, 2010
City Service Commission Meeting of July 20, 2010

NEW COST FOR 2010

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
6	Neighborhood Services	New Positions	N/A	Code Enforcement Intern*	529	N/A	N/A	N/A	Grant Funded Position	
2	Neighborhood Services	New Positions	N/A	Neighborhood Imp Proj Inspector*	549	N/A	N/A	N/A	Grant Funded Position	
1	Neighborhood Services	New Position	N/A	Program Assistant II*	3	N/A	N/A	N/A	Grant Funded Position	
1	City Treasurer	New Position	N/A	Tax Enforcement Specialist*	540	N/A	N/A	N/A	Grant Funded Position	
1	DPW-Water Works	New Position	N/A	Water Meter Project Leader	7	N/A	N/A	N/A	Included in 2010 Budget	
1	DPW-Water Works	New Auxiliary Position	N/A	Water Meter Project Leader (Aux)	7	N/A	N/A	N/A	Auxiliary Position	
2	DPW-Water Works	New Positions	N/A	Water Meter Field Supervisor	5	N/A	N/A	N/A	Included in 2010 Budget	
1	DPW-Water Works	Meter Reader Supervisor	5	Water Meter Field Supervisor	5	N/A	N/A	N/A	Title Change Only	
1	DPW-Water Works	Meter Repair Supervisor	5	Water Meter Field Supervisor	5	N/A	N/A	N/A	Title Change Only	
2	DPW-Water Works	New Auxiliary Positions	N/A	Water Meter Field Supervisor (Aux)	5	N/A	N/A	N/A	Auxiliary Positions	
1	DPW-Water Works	Meter Reader Sup (Aux) (.33 FTE)	5	Water Meter Field Sup (Aux) (.33 FTE)	5	N/A	N/A	N/A	Title Change Only	
6	DPW-Water Works	Water Meter Technician I	240	Water Meter Technician**	251	N/A	N/A	N/A	Same first five steps	\$660
3	Assessor's Office	Supervising Assessor Asst	9	Assessment Division Manager	9	N/A	N/A	N/A	Title Change Only	\$483
1	Employee Relations	Administrative Specialist	2	Test Administration Coordinator	3	\$52,813	\$54,397	\$548	\$112	
1	Employee Relations	Program Assistant II	530	Certification Services Specialist	540	\$46,975	\$48,133	\$401	\$82	
1	Library	New Position	N/A	Library Education Outreach Spec*	557	N/A	N/A	N/A	Grant Funded Position	
31								\$949	\$194	\$1,143

*Assume changes are effective Pay Period 17 (August 8, 2010) due to grant funding.

Assume other changes are effective Pay Period 18 (August 22, 2010).

**There are no immediate costs since the positions are all vacant and the first five steps of the new pay range are the same. There may be some future costs since the maximum pay step is higher but usually employees were promoted before they reached the top of the pay range.

NEW SAVINGS FOR 2010

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
9	DPW-Water Works	Water Meter Technician II	249	Water Meter Technician***	251	N/A	N/A	N/A	Max Pay Step is the Same	
35	DPW-Water Works	New Positions	N/A	Water Meter Technician	251	N/A	N/A	N/A	Included in 2010 Budget	
44								\$0	\$0	\$0

***There are no immediate savings since the maximum pay step is the same. There will be future savings, however, since the minimum pay step is lower.

NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
6	Neighborhood Services	New Positions	N/A	Code Enforcement Intern	529	N/A	N/A	N/A	Grant Funded Position	
2	Neighborhood Services	New Positions	N/A	Neighborhood Imp Proj Inspector	549	N/A	N/A	N/A	Grant Funded Position	
1	Neighborhood Services	New Position	N/A	Program Assistant II	3	N/A	N/A	N/A	Grant Funded Position	
1	City Treasurer	New Position	N/A	Tax Enforcement Specialist	540	N/A	N/A	N/A	Grant Funded Position	
1	DPW-Water Works	New Position	N/A	Water Meter Project Leader	7	N/A	N/A	N/A	Included in 2010 Budget	
1	DPW-Water Works	New Auxiliary Position	N/A	Water Meter Project Leader (Aux)	7	N/A	N/A	N/A	Auxiliary Position	
2	DPW-Water Works	New Positions	N/A	Water Meter Field Supervisor	5	N/A	N/A	N/A	Included in 2010 Budget	
1	DPW-Water Works	Meter Reader Supervisor	5	Water Meter Field Supervisor	5	N/A	N/A	N/A	Title Change Only	
1	DPW-Water Works	Meter Repair Supervisor	5	Water Meter Field Supervisor	5	N/A	N/A	N/A	Title Change Only	
2	DPW-Water Works	New Auxiliary Positions	N/A	Water Meter Field Supervisor (Aux)	5	N/A	N/A	N/A	Auxiliary Positions	
1	DPW-Water Works	Meter Reader Sup (Aux) (.33 FTE)	5	Water Meter Field Sup (Aux) (.33 FTE)	5	N/A	N/A	N/A	Title Change Only	
6	DPW-Water Works	Water Meter Technician I	240	Water Meter Technician	251	N/A	N/A	N/A	Same first five steps	
3	Assessor's Office	Supervising Assessor Asst	9	Assessment Division Manager	9	N/A	N/A	N/A	Title Change Only	
1	Employee Relations	Administrative Specialist	2	Test Administration Coordinator	3	\$52,813	\$54,397	\$1,584	\$324	\$1,908
1	Employee Relations	Program Assistant II	530	Certification Services Specialist	540	\$46,975	\$48,133	\$1,158	\$237	\$1,395
1	Library	New Position	N/A	Library Education Outreach Spec	557	N/A	N/A	N/A	Grant Funded Position	
31								\$2,742	\$561	\$3,303

NEW SAVINGS FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
9	DPW-Water Works	Water Meter Technician II	249	Water Meter Technician	251	N/A	N/A	N/A	Max Pay Step is the Same	
35	DPW-Water Works	New Positions	N/A	Water Meter Technician	251	N/A	N/A	N/A	Included in 2010 Budget	
44								\$0	\$0	\$0

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

NOTICES SENT TO FOR FILE NUMBER: 100255
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100353 **Version:** 0

Type: Communication **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

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

Sponsors: THE CHAIR

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

Attachments: Letter from Dept of Employee Relations and Job Eval Reports, Fiscal Note and Spreadsheet, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100353

Version

ORIGINAL

Reference

Sponsor

THE CHAIR

Title

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

Drafter

CC-CC

TB

7/6/10



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

July 16, 2010

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

Dear Committee Members:

Re: Common Council File Number 100353

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

In the Fire Department, two positions of Fire Education Specialist in Pay Range 530 were reallocated to Firefighter in Pay Range 850.

In the Police Department, one vacant position of Police Information Systems Director in Salary Grade 14 was reallocated to Salary Grade 16.

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

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: 1 Letter
1 Job Evaluation Report
1 Fiscal Note

C: Mark Nicolini, Jennifer Meyer, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Fire Chief Mark Rohlffing, Juliet Lee Battle, Chief of Police Edward Flynn, Assistant Chief of Police Monica Ray, and Valarie Williams



Department of Employee Relations

June 23, 2010

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy Hamblin
Labor Negotiator

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

On June 21, 2010, in a letter to your Commission, Fire Chief, Mark Rohlffing, requested that two positions of Fire Education Specialist, Pay Range 530, included in the Department's 2010 budget be re-established as sworn Firefighter positions.

The positions were established in the 2010 Fire Department per a request from former Chief Holton. The Department of Employee Relations classified the positions earlier this year and the Fire and Police Commission approved the report as submitted.

The request from Chief Rohlffing argues that having firefighters teaching fire safety and doing fire education work adds immediate credibility to the learning process as firefighters have both knowledge of the department and its operations and real life experience working at fires and responding to medical service alarms. The Chief also believes that having firefighters rotate in and out of public education assignments helps to solidify the importance of public education and community service for all firefighters. It is anticipated that by restoring these sworn positions, the department will enhance its recruitment efforts and expand "return to work" opportunities for injured members.

In as much as this request appears to be a matter of workforce and resource allocation under the leadership of a new Fire Chief, we recommend amending the Positions and Salary Ordinances as follows:

Under Salary Ordinance, Pay Range 530, delete the title "Fire Education Specialist."

Under Positions Ordinance, Fire Department, Supporting Services Decision Unit, Instruction and Training Bureau, delete two positions of "Fire Education Specialist" and add two positions of "Firefighter."

Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

c: Fire Chief Mark Rohlffing
Juliet Lee Battle

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: July 1, 2010
Department: Police

Present	Recommendation
Police Information Systems Director SG 14 (\$83,653-\$117,118)	Police Information Systems Director SG 16 (\$95,030 - \$133,049)
Vacant	
Rationale This position, which is currently vacant, plays a critical role in enabling the Milwaukee Police Department to perform its mission. Salary survey information obtained from the Bureau of Labor Statistics as of May, 2009 indicates that the median salary for information systems managers in the Milwaukee area is \$103,400 annually. The present range associated with the job consequently presents a barrier to hiring a well qualified individual to fill this mission-critical position.	

Action Required

In the Salary Ordinance, under Salary Grade 14, delete the title "Police Information Systems Director" and add the title "Police Information Systems Director" under Salary Grade 16.

Background

Several weeks ago the Chairman of the Committee on Finance and Personnel requested the Department of Employee Relations to examine the pay level of the Police Information Systems Director to determine whether its pay range offered was adequate in attracting a well qualified individual to fill the position. As a consequence, this report is concerned with salary level as it relates to recruitment and does not evaluate the job in terms of responsibility exercised, knowledge/skill required and other job evaluation factors.

Duties and Responsibilities

The Police Information Systems Director has responsibility for all information technology systems used by the Milwaukee Police Department. With an annual budget of 3 million dollars and staff of 10 professionals and independent contractors, this position has responsibility for envisioning, planning, budgeting all replacements and upgrades required of information technology systems. In addition, this Director manages the Central Records Division, Communications Division, and Data Services Division.

The primary areas of responsibility associated with job are as follows:

- Envisioning, planning, and implementing technology systems to meet current and future needs of law enforcement.
- Managing staff. This includes hiring, coaching, motivating, training, disciplining, directing work, responding to grievances.

- Monitoring and controlling budgetary and operational expenditures and resources.
- Managing multiple hardware and software vendors, contractors, and assigned staff.
- Managing the procurement of computer systems, equipment and related software, operations/support services, including Request for Proposals, proposal evaluation, vendor selection, and contract development.
- Working closely with other City departments and public safety agencies on Police Department information system issues.
- Chairing the Police Department's Information Technology Committee.
- Serving as a liaison to the City of Milwaukee Information Management Committee.

Knowledge, Skills, Abilities, and Attributes (KSAs)

The minimum requirements of the job, as stated on the job announcement of February 20, 2009 were a bachelor's degree in management information or closely related field and a minimum of five years of senior management experience planning and managing large-scale information technology projects and budgets, and managing a staff of professionals in a project-oriented team environment.

The KSAs required for successful job performance include the following:

- Knowledge of municipal programs, theories and practices and resources relative to public policy, program evaluation, performance management, meeting management, diversity management, conflict management, organizational development, administrative organization and methods of strategic planning.
- High-level knowledge of best practices in computer hardware and systems architecture.
- Ability to provide technical and policy leadership.
- Proven leadership and supervisory skills, including the ability to effectively plan and organize activities, resources and establish priorities.
- Ability to identify, implement and evaluate policies and procedures in compliance with strategic planning and technology needs of the Milwaukee Police Department.
- Ability to establish and maintain collaborative working relationship with the City's Information Technology Management Division, other City agencies, vendors and public officials.
- Strong project management skills.
- Ability to effectively manage multiple vendors, contractors and consultants.
- Excellent communication skills

Source: Job announcement #09-018E, February, 2009

Analysis

Advances in information technologies and communications now provide law enforcement entities with unprecedented opportunities to improve the efficiency and effectiveness of their operations. This is particularly true for intelligence and investigative capacities, access to criminal records and other relevant data, and data sharing with other stakeholders inside and outside of government. Information technologies also have the capacity to provide the public with useful information about crime and policing. The success of crime mapping analysis provides but one example of the power of information technology in law enforcement. For information technology to reach its potential, though, data, technology, systems, and people must be brought into alignment. This is a formidable goal and must take into consideration information and communications technologies, budgets, human factors, and privacy concerns. As a result of the complexity of these issues and the current and potential capabilities of

information technology, directors of information technology systems are now considered mission-critical employees in law enforcement agencies.

The pay level associated with the Police Information Systems Director, which is current vacant, is therefore an important consideration. The following table provides salary information for computer and systems managers in the Milwaukee area obtained by the U.S. Department of Labor's Bureau of Labor Statistics in May of 2009.

**Pay Levels for Computer and Information Systems Managers
All Industries
Milwaukee, Waukesha, West Allis Area
May 2009**

Computer and Information Systems Managers	Percentile 10	Percentile 25	Median	Percentile 75	Percentile 90
2,360 jobs	\$70,980	\$86,200	\$103,400	\$124,250	\$147,610

Mean percentage of error=1.5%

As defined in this survey, Computer and Information System Managers "plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming." As shown in the above table, the median rate of pay for computer and information systems managers in the Milwaukee area in May of 2009 was \$103,400 annually. The data further indicates that most computer and information systems managers in Milwaukee were paid between \$86,200 and \$124,250 annually. This data does not take into consideration any cash bonuses that may have been received and does not consider changes that have occurred in the labor market during the past 13 months.

The City's current range for this job is \$83,653 to \$117,118 annually. If the City followed its stated hiring practice of appointing a new employee at the minimum of the range, it is unlikely that the Police Department would be able to hire a well qualified individual at a rate of \$83,653 annually. Although it is possible, through written authorization from the Chairman of the Committee on Finance and Personnel and the Employee Relations Director, to hire an employee up to the 60th percentile of the City's range, at an amount \$103,732, this rate would be slightly above the median rate of pay for computer and information systems managers reported in May of 2009. The salary survey data from the Bureau of Labor Statistics indicates that the pay level for the Police Information Systems Director is not competitive with the local labor market.

Taking into consideration the criticality of this position, salary survey information, and the current and future needs of the Police Department for information technology leadership, leads us to conclude that the best course of action would be to recommend reallocating this position from its present position in Salary Grade 14 to Salary Grade 16.


From an internal point of view, within City government, reallocation of this position to Salary Grade 16 will result in compensating the position at the same level as the Chief Technology Officer for the Employees' Retirement System, one level below the Chief Information Officer for the City, which is allocated to Salary Grade 17. The following chart shows information technology manager jobs in City government.

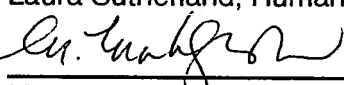
Information Technology Management Jobs in City Government					
Chief Information Officer	ITMD	SG 17	\$101,294	\$121,554	\$141,815
ERS Chief Technology Officer	ERS	SG 16	\$95,030	\$114,037	\$133,049
>>Police Information Systems Director	Police	SG 16	\$95,030	\$114,037	\$133,049
Information Systems Manager	ITMD	SG 15	\$89,161	\$106,992	\$124,823
>Police Information Systems Director	Police	SG 14	\$83,653	\$100,385	\$117,118
Applications Development Manager	ITMD	SG 12	\$73,627	\$88,352	\$103,077
Financial Applications Manager	Comptroller	SG 12	\$73,627	\$88,352	\$103,077
Information Systems Manager-MPD	Police	SG 11	\$69,090	\$82,907	\$96,722
Network Manager	Library	SG 10	\$64,905	\$77,767	\$90,728
Network Manager	Court	SG 10	\$64,905	\$77,767	\$90,728
Network Manager	DNS	SG 10	\$64,905	\$77,767	\$90,728

>Current >>Proposed

Recommendation

In order to facilitate hiring a well qualified individual to fill the position of Police Information Systems Director, now and in the future, it is recommended that the position of Police Information Systems Director, SG 14 be reallocated to Police Information Systems Director, SG 16.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director

CITY OF MILWAUKEE FISCAL NOTE

A) Date: 7/19/2010

File Number: 100353
Orig Fiscal Note ☒ Substitute ☐

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

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

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

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

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	Classification and pay recommendations for new or Changed positions in the 2010 budget in the Fire Department and the Police Department. (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**.

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

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

H) Computations used in arriving at fiscal estimate:

(See attached spreadsheet for details)

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

Department of Employee Relations

Fiscal Note Spreadsheet

Fire and Police Commission Meeting of July 1, 2010
Finance and Personnel Committee Meeting of July 21, 2010

NEW COST FOR 2010									
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Total Rollup+ Sal
2	Fire	Fire Education Specialist	530	Firefighter	850	\$46,975	\$63,230	\$11,253	\$2,301
1	Police	Police Information Systems Dir	14	Police Information Systems Dir	16	\$83,653	\$95,030	\$3,938	\$669
3								\$15,192	\$2,971
									\$4,608
									\$18,162

Assume change is effective Pay Period 18 (August 22, 2010).

PROJECTED NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Total Rollup+ Sal
2	Fire	Fire Education Specialist	530	Firefighter	850	\$46,975	\$63,230	\$32,510	\$6,648
1	Police	Police Information Systems Dir	14	Police Information Systems Dir	16	\$83,653	\$95,030	\$11,377	\$1,934
3								\$43,887	\$8,582
									\$52,469

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

NOTICES SENT TO FOR FILE NUMBER: 100353
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100336 **Version:** 0

Type: Communication **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Communication from the Department of Employee Relations regarding the City Basic Plan in 2011.

Sponsors: THE CHAIR

Indexes: HEALTH INSURANCE

Attachments: Basic Plan Rates 2011, Fiscal Note, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100336

Version

ORIGINAL

Reference

Sponsor

THE CHAIR

Title

Communication from the Department of Employee Relations regarding the City Basic Plan in 2011.

Requestor

Drafter

DER

mb

6/30/10



July 15, 2010

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

Alderman Michael Murphy, Chairman
City of Milwaukee Common Council Finance and Personnel Committee
200 East Wells Street, Room 205
Milwaukee, WI 53202

File No:100336 Communication from DER regarding 2011 Basic Plan Rates

Dear Alderman Murphy:

The Department of Employee Relations is using this file to communicate to the Finance and Personnel Committee the City of Milwaukee 2011 rate projections for the Basic Plan, prepared by Willis HRH National Actuarial Practice. Their report is attached. The rate calculation has resulted in a 14.9% increase in 2011 rates compared to the 2010 rates for actives and retirees

Also attached are the current rate sheets for Active employees (General City Management), active employees (Represented employees including DC#48, Represented employees including Milwaukee Police Association), and Rate Chart 1 for Retirees. The rate sheets reflect the 14.9% increase.

In 2011, City employees will have an HMO option, United Healthcare (UHC) Choice Plan; and, the Basic Plan, administered by Anthem.. The current employee share for each plan is fixed based on labor agreements.

The attached Retiree Rate Chart 1 would apply primarily to those retirees over 65 with Medicare. The 2010 retiree share of the cost, 75% of the total, are indicated on the rate chart under Plan Code 4, Plan Code 5 and Plan Code 6. The 2010 75% retiree monthly premium is in the box below the 2011 rates. The retirees with Medicare in plan code 4 and plan code 5 will have the choice of three plans, the City Basic Plan, the UHC Choice Plan and the Secure Horizons Medicare Direct Group Plan, which provides essentially the same benefits as UHC Choice for a lower cost. Other retirees will have a choice of the Basic Plan or the UHC Choice Plan. There are additional rate charts for other retiree groups based on their date or retirement or union group or status as duty disability retiree.

Please contact me at mbrady@milwaukee.gov or 286-2317 if you have any questions or comments regarding this information.

Sincerely,

Michael Brady
Employee Benefits

CC: Maria Monteagudo, DER

Troy Hamblin, DER

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 FISCAL NOTE

A) DATE July 15, 2010FILE NUMBER: 100336Original Fiscal Note ☒ Substitute ☐SUBJECT: Provides communication to members of the Finance and Personnel Committee with regard 2011 rates for the City Basic Plan.B) SUBMITTED BY (Name/title/dept./ext.): Michael Brady, Director of Employee Benefits, DER, 2317

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Basic Plan Net Costs	006100 0001 0165 0001 S114 2011	\$22,000,000		
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.

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

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

The vendor will be paid a percentage of the savings.

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

City of Milwaukee
2011 Rate Projection

W

Prepared by:

Sheryl Henry, FSA, MAAA
Willis National Actuarial Practice
2323 N. Mayfair Rd., Suite 600
Milwaukee, WI 53226-0997
(800) 558-1536

City of Milwaukee

2011 Rate Projection

Willis was engaged to prepare a 2011 rate recommendation for the City of Milwaukee's Basic Plan, the self-insured medical and prescription drug plan. This plan is split into two components: Base and Major Medical. The plan year is 1/1/2011-12/31/2011.

Enrollment in the Basic Plan continues to decline. Overall enrollment decreased by 9.6% from 3,483 to 3,187 from 5/31/2009 to 5/31/2010.

Administration of the medical plan was moved from CMS to Anthem effective 1/1/2009.

Administrative costs are included in the 2011 rates. The expense per contract for medical claims administration for 2011 is \$32.49 for actives and under 65 retirees and \$23.49 for over 65 retirees. The expense per contract for Blue Card access for 2011 is \$6.40 for actives and under 65 retirees. The expense per member for prescription drug claims administration is \$2.35 for actives and under 65 retirees. The administrative charge for the Wrap plan for Medicare eligible retirees is \$5.00 per participant per month. Overall, this results in an expense component in the rates of 2.9% for medical and .6% for prescription drug.

The projected 2011 monthly cost per participant is \$73.68 for the Medicare Part D Prescription Drug Plan (PDP) through DeanRx. The most recent information from DeanRx is that the rate will increase to between \$70.44 and \$73.68 for 2011.

The details of the 2011 rate calculation are shown in Attachment 1. Because of the low enrollment in some of the retiree plans and the lack of credible experience data, it is not recommended to experience rate each plan.

Trend used to project 6/1/2009-5/31/2010 experience to 2011 were 10% for medical and 12% for prescription drug for an overall trend of 10.4%.

The rate calculation has resulted in a 14.9% overall increase in 2011 rates compared to 2010 rates for actives and retirees combined.

City of Milwaukee**2011 Rate Projection**

2010 Rates					6/30/10
		Base	Major Medical	Total	Enrollment
Active	Single	\$662.34	\$190.37	\$852.71	271
	Family	\$1,492.73	\$429.02	\$1,921.75	433
Retired	Plan				
	1	\$949.16	\$269.36	\$1,218.52	218
	3	\$1,685.07	\$478.20	\$2,163.27	420
	4	\$167.69	\$156.41	\$324.10	1,080
	5	\$322.29	\$291.17	\$613.46	569
	6	\$574.24	\$830.65	\$1,404.89	67
	7	\$665.16	\$981.45	\$1,646.61	10
	8	\$414.50	\$444.10	\$858.60	4
	9	\$1,383.26	\$392.54	\$1,775.80	29
	10	\$345.16	\$450.77	\$795.93	2

Recommended 2011 Rates						
		Base	Major Medical	Total	Change	Increase
Active	Single	\$761.04	\$218.74	\$979.77	\$127.06	14.9%
	Family	\$1,715.16	\$492.95	\$2,208.11	\$286.36	14.9%
Retired Non-Medicare	Plan					
	1	\$1,090.59	\$309.50	\$1,400.09	\$181.57	14.9%
	3	\$1,936.16	\$549.46	\$2,485.62	\$322.35	14.9%
	9	\$1,589.38	\$451.03	\$2,040.41	\$264.61	14.9%
Retired Medicare	4	\$192.68	\$179.72	\$372.39	\$48.29	14.9%
	5	\$370.31	\$334.56	\$704.87	\$91.41	14.9%
	6	\$659.81	\$954.43	\$1,614.23	\$209.34	14.9%
	7	\$764.28	\$1,127.70	\$1,891.97	\$245.36	14.9%
	8	\$476.26	\$510.28	\$986.54	\$127.94	14.9%
	10	\$396.59	\$517.94	\$914.53	\$118.60	14.9%

City of Milwaukee***2011 Rate Projection***

Retiree Plan	Definition
1	One person w/o Medicare
3	Two persons w/o Medicare & Dependent Child(ren)
4	One person with Medicare
5	Two persons with Medicare
6	One person with Medicare, One person w/o Medicare
7	One person with Medicare, One person w/o Medicare & Dependent Child(ren)
8	Two persons with Medicare & Dependent Child(ren)
9	One w/o Medicare & Dependent Child(ren)
10	One with Medicare & Dependent Child(ren)

**City of Milwaukee
2011 Rate Projection**

Attachment 1

	Actives	Retirees		Total
2010 Projected Cost per Enrollee		Non-Medicare	Medicare	
Paid Claims-Medical 6/1/09-5/31/10	\$10,313,691	\$10,463,103	\$4,986,859	\$25,763,653
Paid Claims-Rx 6/1/09-5/31/10	\$2,104,621	\$2,089,258	\$6,486,213	\$10,680,092
 Total Medical & Rx Paid Claims 6/1/09-5/31/10	 \$12,418,312	 \$12,552,361	 \$11,473,072	 \$36,443,745
Average Enrollment 6/1/09-5/31/10	825	761	1,793	3,379
Current Enrollment 5/31/10	748	702	1,697	3,147
 Trend-Medical	10.0%			
Trend-Rx	12.0%			
Weighted Trend	10.3%			
Trend Months at	19			
Trend Factor	1.169			
 Medical/Rx Cost Trend to 2011	 \$14,511,644	 \$14,668,289	 \$13,407,066	 \$42,586,998
Adjust for Enrollment	0.907	0.922	0.947	
Adjusted Medical/Rx Cost Trend to 2011	\$13,157,224	\$13,523,658	\$12,690,410	\$39,371,292
 DeanRx (\$73.68 est per participant)	 \$0.00	 \$0.00	 \$100.00	 \$2,036,337
 Administrative Expense				
Basic Plan (per contract)	\$38.89	\$38.89	\$23.49	\$1,155,036
Navitus (\$2.35 pmpm)	\$5.75	\$4.82	\$6.79	\$230,404
Wrap Plan (\$5.00 pmpm)				
 Total Administrative Cost 2011 per Enrollee	 \$44.64	 \$43.71	 \$30.28	 \$1,385,440
 2011 Projected Cost	 \$13,557,888	 \$13,891,904	 \$15,343,277	 \$42,793,069

Income at Current Rates

		2010 Rates				
Active	Single	Base	Major Medical	Total	6/30/10 Enrollment	
	Family	\$662.34	\$190.37	\$852.71	271	\$2,773,013
		\$1,492.73	\$429.02	\$1,921.75	433	\$9,985,413
						\$12,758,426
Retired	Plan					
	1	\$949.16	\$269.36	\$1,218.52	218	\$3,187,648
	3	\$1,685.07	\$478.20	\$2,163.27	420	\$10,902,881
	4	\$167.69	\$156.41	\$324.10	1,080	\$4,200,336
	5	\$322.29	\$291.17	\$613.46	569	\$4,188,705
	6	\$574.24	\$830.65	\$1,404.89	67	\$1,129,532
	7	\$665.16	\$981.45	\$1,646.61	10	\$197,593
	8	\$414.50	\$444.10	\$858.60	4	\$41,213
	9	\$1,383.26	\$392.54	\$1,775.80	29	\$617,978
	10	\$345.16	\$450.77	\$795.93	2	\$19,102
						\$24,484,988
 2011 Income at Current Rates and Enrollment						 \$37,243,414
 Increase Needed-Overall						 14.9%

Brady, Michael

From: Brady, Michael
Sent: Thursday, July 15, 2010 2:37 PM
To: Reyes, Edwin
Cc: Brady, Michael
Subject: 2011 projected costs for Medicare retirees with Secure Horizons Medicare Direct Retiree Plan

From: Henry, Sheryl [mailto:henry_sh@willis.com]
Sent: Thursday, July 15, 2010 2:26 PM
To: Brady, Michael
Cc: Anderson, Clete
Subject: 2011 projected costs for Medicare Retirees with Secure Horizatons Medicare Direct Retiree Plan (Direct Plan)

group Medicare Advantage only monthly cost	\$184.92
Dean Care Rx Plan monthly cost	\$73.68
Wrap Plan monthly claims	\$142.36
Wrap Plan administrative fee	\$5.00
100% Cost	\$405.96
75% Cost	\$304.47

Sheryl Henry F.S.A., M.A.A.A
 National Actuarial Practice
 Vice President and Actuary
 414-203-5234

**THE WILLIS CAUSE**

- We thoroughly understand our clients' needs and their industries.
- We develop client solutions with the best markets, price and terms.
- We relentlessly deliver quality client service.
- We get claims paid quickly.

...WITH INTEGRITY

Click [here](#) for more information about The Willis Cause.

2011 Rate Chart For Active Employees

This Chart applies to all Employees whose positions are represented by any of the following units:
General City Management

HMO Employee Share for "MANAGEMENT"

An employee will pay \$20.00 (single) or \$40.00 (family) as his/her share of the HMO Plan cost. This amount ("Employee Share") will be deducted as a payroll deduction from the employee's second paycheck of each month.

Basic Plan Employee Share for "MANAGEMENT"

An employee will pay \$75.00 (single) or \$150.00 (family) as his/her share of the Basic Plan cost. This amount ("Employee Share") will be deducted as a payroll deduction from the employee's second paycheck of each month.

CHART I - 2011 Monthly HEALTH Plan Rates

HEALTH PLAN	SINGLE PREMIUM	CITY SHARE	SINGLE EMPLOYEE SHARE	FAMILY PREMIUM	CITY SHARE	FAMILY EMPLOYEE SHARE
United Health Care	\$ 746.08	\$ 726.08	\$ 20.00	\$ 2,037.29	\$ 1,997.29	\$ 40.00
Basic Plan	\$ 979.75	\$ 904.75	\$ 75.00	\$ 2,208.11	\$ 2,058.11	\$ 150.00

CHART II - 2011 Monthly DENTAL Plan Rates

DENTAL PLAN	SINGLE PREMIUM	CITY SHARE	SINGLE EMPLOYEE SHARE	FAMILY PREMIUM	CITY SHARE	FAMILY EMPLOYEE SHARE
WPS/Delta Dental	\$ 24.95	\$ 13.00	\$ 11.95	\$ 86.20	\$ 37.50	\$ 48.70
Care-Plus	\$ 42.83	\$ 13.00	\$ 29.83	\$ 126.23	\$ 37.50	\$ 88.73
DentalBlue	\$ 47.25	\$ 13.00	\$ 34.25	\$ 141.77	\$ 37.50	\$ 104.27

EMPLOYEE PREMIUMS IN 2011 ARE SUBJECT TO CHANGE BY ACTION OF THE COMMON COUNCIL AND/OR LABOR AGREEMENTS

2011 Rate Chart For Active Employees

This Chart applies to all Employees whose positions are represented by any of the following units:

**District Council #48; NMNR; TEAM; Assc of Scient Pers; Assc of Muni Attys; SNC; Loc 510 IAM
MBCTC; Loc 494 Electrical; Loc 494 Mach; Loc 75 Plumbers; Loc 195 Bridge Operators; Loc 139**

HMO "EMPLOYEE SHARE" COMPUTATION

An employee will pay \$20.00 (single) or \$40.00 (family) as his/her share of the HMO Plan cost. This amount ("Employee Share") will be deducted as a payroll deduction from the employee's second paycheck of each month.

BASIC PLAN "EMPLOYEE SHARE" COMPUTATION

An employee will pay \$75.00 (single) or \$150.00 (family) as his/her share of the Basic Plan cost. This amount ("Employee Share") will be deducted as a payroll deduction from the employee's second paycheck of each month.

CHART I - 2011 Monthly HEALTH Plan Rates

HEALTH PLAN	SINGLE PREMIUM	CITY SHARE	SINGLE EMPLOYEE SHARE	FAMILY PREMIUM	CITY SHARE	FAMILY EMPLOYEE SHARE
United Health Care	\$746.08	\$726.08	<i>\$20.00</i>	\$2,037.29	\$1,997.29	<i>\$40.00</i>
Basic Plan	\$979.75	\$904.75	<i>\$75.00</i>	\$2,208.11	\$2,058.11	<i>\$150.00</i>

CHART II - 2011 Monthly DENTAL Plan Rates

DENTAL PLAN	SINGLE PREMIUM	CITY SHARE	SINGLE EMPLOYEE SHARE	FAMILY PREMIUM	CITY SHARE	FAMILY EMPLOYEE SHARE
WPS/Delta Dental	\$24.95	\$13.00	<i>\$11.95</i>	\$86.20	\$37.50	<i>\$48.70</i>
Care-Plus	\$42.83	\$13.00	<i>\$29.83</i>	\$126.23	\$37.50	<i>\$88.73</i>
DentalBlue	\$47.25	\$13.00	<i>\$34.25</i>	\$141.77	\$37.50	<i>\$104.27</i>

2011 Rate Chart For Active Employees

This Chart applies to all Employees whose positions are represented by any of the following units:
Milwaukee Police Supervisors Organization (MPSO)

COMPUTATION METHOD OF HMO "CITY SHARE"

The CITY will pay, monthly, 100% of the lowest single or lowest family HMO premium cost to the City. For 2011, this contribution ("City Share") will be no more than \$668.34 (Single) or \$1,825.01 (Family) toward the cost of your HMO plan. Any excess premium over these amounts ("Employee Share") will be deducted as a payroll deduction from the employee's second paycheck of each month.

COMPUTATION METHOD OF BASIC PLAN "EMPLOYEE SHARE"

An employee will pay \$60.00 (single) or \$120.00 (family) as his/her share of the Basic Plan cost. This amount ("Employee Share") will be deducted as a payroll deduction from the last paycheck of each month.

CHART I - 2011 Monthly HEALTH Plan Rates

HEALTH PLAN	SINGLE PREMIUM	CITY SHARE	SINGLE EMPLOYEE SHARE	FAMILY PREMIUM	CITY SHARE	FAMILY EMPLOYEE SHARE
United Health Care	\$746.08	\$746.08	No Cost	\$2,037.29	\$2,037.29	No Cost
Basic Plan	\$979.75	\$904.75	\$75.00	\$2,208.11	\$2,058.11	\$150.00

CHART II - 2011 Monthly DENTAL Plan Rates

DENTAL PLAN	SINGLE PREMIUM	CITY SHARE	SINGLE EMPLOYEE SHARE	FAMILY PREMIUM	CITY SHARE	FAMILY EMPLOYEE SHARE
WPS/Delta Dental	\$28.94	\$13.00	\$15.94	\$88.05	\$37.50	\$50.55
Care-Plus	\$42.83	\$13.00	\$29.83	\$126.23	\$37.50	\$88.73
DentalBlue	\$47.25	\$13.00	\$34.25	\$141.77	\$37.50	\$104.27

EMPLOYEE PREMIUMS IN 2011 ARE SUBJECT TO CHANGE BY ACTION OF THE COMMON COUNCIL AND/OR LABOR AGREEMENTS

2011 MONTHLY RATE CHART FOR RETIREES & SURVIVING SPOUSES

These rates are effective January 1, 2011

We will deduct the new rates effective with your December, 2010 pension check.

This is official notification of health plan rates for 2011. DO NOT discard this rate chart.

RATE CHART I - These Rates Apply To You If You Are:

- 1 General City, Fire or Police Retirees age 65 and over.
- 2 Ordinary Disability Retiree
- 3 Certain General City Retirees under age 60, or between 60-65 paying for health coverage.
- 4 Surviving Spouses of certain General City, Fire or Police Service Retirees.

2011 Monthly Health Premium Rates

(Rates in parentheses are the 2010 rates and are shown only for comparison purposes)

Plan Code	If you are or your family consists of:	Basic Plan	United Health Care (UHC)	Secure Horizons Group Medicare Advantage Plan
1	A single w/o Medicare	\$1,127.44 (\$977.62)	\$788.82 (\$509.29)	N/A
3	Family w/o Medicare	\$2,001.58 (\$1,735.60)	\$2,154.51 (\$1,390.31)	N/A
4	One with Medicare	\$324.23 (\$282.09)	\$346.32 (\$410.29)	\$304.47 (\$277.46)
5	Two with Medicare	\$612.29 (\$532.72)	\$692.62 (\$820.55)	\$608.94 (\$554.91)
6	One with Medicare & one w/o Medicare	\$1,449.29 (\$1,260.96)	\$786.50 (\$931.77)	N/A
7	One with Medicare, one w/o Medicare & Dependent Child(ren)	\$1,700.91 (\$1,479.89)	\$1,109.13 (\$1,313.99)	N/A
8	Family with Medicare & Dependent Child(ren)	\$867.48 (\$754.76)	\$1,015.24 (\$1,202.77)	N/A
9	One w/o Medicare & Dependent Child(ren)	\$1,643.07 (\$1,424.73)	\$2,206.28 (\$1,423.72)	N/A
10	One with Medicare & Dependent Child(ren)	\$815.38 (\$709.43)	\$1,109.13 (\$1,313.99)	N/A

"With Medicare" means having both parts of Medicare, Hospital (Part A) and Medical (Part B).

The Secure Horizons plan is only available for Plan Codes 4 (one with medicare) and 5 (two with medicare)

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 15, 2010

FILE NUMBER: 100336

Original Fiscal Note ☒ Substitute ☐

SUBJECT: Provides communication to members of the Finance and Personnel Committee with regard 2011 rates for the City Basic Plan.

B) SUBMITTED BY (Name/title/dept./ext.): Michael Brady, Director of Employee Benefits, DER, 2317

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Basic Plan Net Costs	006100 0001 0165 0001 S114 2011	\$22,000,000		
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.

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

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

The vendor will be paid a percentage of the savings.

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE NUMBER: 100336
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100204 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 6/15/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution authorizing the Department of Employee Relations to enter into a contract for a comprehensive wellness program for a three year period with the option of extending for two additional years.

Sponsors: THE CHAIR

Indexes: AGREEMENTS, DEPARTMENT OF EMPLOYEE RELATIONS, HEALTH INSURANCE

Attachments: Wellness Program, Wellness and Prevention Report from Willis.pdf, Fiscal Note, Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
6/15/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	1	CITY CLERK	DRAFT SUBMITTED		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100204

Version

Substitute 1

Reference

Sponsor

THE CHAIR

Title

Substitute resolution authorizing the Department of Employee Relations to enter into a contract for a comprehensive wellness program for a three year period with the option of extending for two additional years.

Body

Whereas, DER has completed a Request for Proposal process with a twelve member labor management committee on Wellness and Prevention for a comprehensive wellness program consistent with recent labor contracts, and,

Whereas, the comprehensive wellness program will include a health risk assessment, a blood draw, biometric measurements including high, weight and blood pressure and health advocacy services including but not limited to coaching and disease management, and,

Whereas the Labor Management Committee on Wellness and Prevention participated in the preparation of the request for proposal, the review of the responses and the interview of the selected vendors, and,

Whereas the Labor Management Committee on Wellness and Prevention finds that the Workforce Health Program of Froedtert and Community Hospital is the best fit for City employees based on experience, quality and service, and

Whereas the costs through Workforce Health for upfront costs, the health risk assessments and the follow-up health advocacy and competitive with other bidders, and

Whereas the City anticipates spending up to \$1.5M per year for this comprehensive wellness program,

Therefore, be it resolved that the Department of Employee Relations, with the approval of the City Attorney's office, consistent with the request for proposal, consistent with the response from Workforce Health and consistent with the labor contracts, is authorized to enter into a three-year contract with Workforce Health for a comprehensive wellness program.

Drafter

DER

MB

07/14/10



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

July 14, 2010

Alderman Michael Murphy, Chairman
City of Milwaukee Common Council Finance and Personnel Committee
200 East Wells Street, Room 205
Milwaukee, WI 53202

**File No: 100204 City of Milwaukee Contract with Froedtert Workforce Health
for Wellness and Health Advocacy Program**

Dear Alderman Murphy:

The City of Milwaukee Department of Employee Relations worked with a twelve person labor management committee and Willis to prepare a request for proposal, and to review the responses to the request for proposal, regarding a comprehensive wellness effort. After reviewing the responses the committee unanimously recommends the City enter into a contract with Froedtert and Community Hospitals' Workforce Health program.

The Labor / Management Committee included the following persons: MPA, Mark Buetow and Dale Bormann; DC#48, Ken Wischer and Dan Panowitz; Local 215, Allen Jansen; Staff Nurses' Council, Nancy Burns; TEAM, Maurice Lyles; Association of Municipal Attorneys, Beth Cleary; Local 494 Electrical Group, Feliks Zajackowski; Management, Dennis Yaccarino, Troy Hamlin, and Michael Brady.

The request for proposal regarding the comprehensive wellness effort was consistent with recent labor agreements. The role of the City's partner, Workforce Health, includes but is not limited to the following services to City employees:

- o a health risk assessment (either on-line or hard copy),
- o a blood draw,
- o biometric measurements including height, weight, and blood pressure, and,
- o health advocacy services including coaching and disease management using actual persons in addition to telephonic services.

The committee agreed that Workforce Health provided the best fit with the City employees with regard to experience, quality and service. There were other vendors who provide good services in this area.

This resolution authorizes the Department of Employee Relations with approval of the City Attorney to prepare a contract consistent with the City's request for proposal, the response received from Workforce Health, and the labor contract language. The resolution will authorize the Department of Employee Relations to spend up to \$1.5M per year for this comprehensive wellness program. The contract will be for a three year period with the option of extending it for two years.

This comprehensive wellness program listed will be available to all City employees who have signed labor contracts, including Management and Non-Management employees and their spouses. Participation will be voluntary, but employee health insurance premium will be impacted for those who do not participate and for those who do participate and smoke.

A resolution and a fiscal note are attached to the file. In addition a report prepared by Willis of Wisconsin regarding this comprehensive wellness program will be attached to the file.

Please contact me at mbrady@milwaukee.gov or at 286-2317 if you have any questions or comments regarding this file.

A handwritten signature in blue ink, appearing to read "Michael Brady".

Sincerely,
Michael Brady
Employee Benefits

CC: Wellness and Prevention Committee Members

..Number

...Number

100204

..Version

Original

..Reference

..Sponsor

THE CHAIR

..Title

Resolution authorizing the Department of Employee Relations to enter into a contract for a comprehensive wellness program for a three year period with the option of extending for two additional years.

Whereas, DER has completed a Request for Proposal process with a twelve member labor management committee on Wellness and Prevention for a comprehensive wellness program consistent with recent labor contracts, and,

Whereas, the comprehensive wellness program will include a health risk assessment, a blood draw, biometric measurements including high, weight and blood pressure and health advocacy services including but not limited to coaching and disease management, and,

Whereas the Labor Management Committee on Wellness and Prevention participated in the preparation of the request for proposal, the review of the responses and the interview of the selected vendors, and,

Whereas the Labor Management Committee on Wellness and Prevention finds that the Workforce Health Program of Froedtert and Community Hospital is the best fit for City employees based on experience, quality and service, and

Whereas the costs through Workforce Health for upfront costs, the health risk assessments and the follow-up health advocacy and competitive with other bidders, and

Whereas the City anticipates spending up to \$1.5M per year for this comprehensive wellness program,

Therefore, be it resolved that the Department of Employee Relations, with the approval of the City Attorney's office, consistent with the request for proposal, consistent with the response from Workforce Health and consistent with the labor contracts, is authorized to enter into a three-year contract with Workforce Health for a comprehensive wellness program.

..Drafter
DER
MB
07/14/10

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 14, 2010FILE NUMBER: 100204

Original Fiscal Note

☒

Substitute

☐

SUBJECT: Authorizes the City to execute a three year contract with Workforce Health for a comprehensive wellness program for a three year period with an option to extend for two years.

B) SUBMITTED BY (Name/title/dept./ext.): Michael Brady, Director of Employee Benefits, DER, 2317

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Workforce Health Administrative Fees	0001 0165 S101 006100	\$1,500,000		
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**.

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

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

The vendor will be paid a percentage of the savings.

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

City Of Milwaukee

Wellness and Prevention Committee Recommendation Regarding 2011 Request for Proposal for Screening, Measurement, Health Advocacy/Coaching and Disease Management

Willis
2323 N. Mayfair Road
Suite 600
Milwaukee, WI 53226
(414) 475-1100

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City Of Milwaukee

Wellness and Prevention Committee Recommendation Regarding 2011 Request for Proposal for Screening, Measurement, Health Advocacy/Coaching and Disease Management July 19, 2010

EXECUTIVE SUMMARY

What is the Recommendation of the Wellness and Prevention Committee?

As a result of a thorough request for proposal (RFP) process and evaluation, including interviews with finalists, the Wellness and Prevention Committee recommends the following:

Enter into a three-year contract, with an option to renew for two more years, with Froedtert & Community Health Workforce Health to provide Screening, Measurement, Health Advocacy/Coaching and Disease Management services.

Who Was on the Wellness and Prevention Committee?

The Labor / Management Committee included the following persons:

- MPA, Mark Buetow and Dale Bormann;
- DC#48, Ken Wischer and Dan Panowitz;
- Local 215, Allen Jansen;
- Staff Nurses' Council, Nancy Burns;
- TEAM, Maurice Lyles;
- Association of Municipal Attorneys, Beth Conradson Cleary;
- Local 494 Electrical Group, Feliks Zajackowski;
- Management, Dennis Yaccarino, Troy Hamlin, and Michael Brady.

Assisting the City team were the following individuals:

- Douglas Ley, Senior Vice President, Willis
- Clete Anderson, Vice President, Willis

The City retained the services of Willis to assist in the following:

- Assist the committee in reaching consensus regarding overall program design,
- Assist in the preparation of the RFP,
- assist the Wellness and Prevention Committee in evaluating the carrier responses and making recommendations,
- conduct financial analyses, and
- draft this final report.

How Did the Wellness and Prevention Committee Reach This Recommendation?

Selection Process

City Of Milwaukee

Wellness and Prevention Committee Recommendation Regarding 2011 Request for Proposal for Screening, Measurement, Health Advocacy/Coaching and Disease Management July 19, 2010

The City of Milwaukee realizes the impact that maintaining health and assisting people with chronic health conditions has on controlling the cost of the health benefits provided to City employees and their families.

The selection process stems from agreements the City reached with its unions. These agreements allow for different employee contributions based on the employee's use of tobacco and participation in a health screening process. The health screening process involves employees and their spouses completing a health risk assessment, being measured (height, weight and blood pressure), having blood drawn and from the data obtained producing a confidential personal wellness profile.

Employees and spouses will then have access to a staff of health professionals who will assist them in understanding their current health status and provide City-specific programs to help people with chronic disease.

Since participation in the programs beyond the measurement and blood work is voluntary, support by labor for the process and the vendor chosen will be vital to the success of the program.

Based on input from the committee that began meeting in December 2009, a request for proposal (RFP) was drafted laying out the requirements and objectives for the respondents. Once the RFP was agreed upon by the team, it was e-mailed to 22 firms that were known to provide these types of services. The firms were given roughly a month to respond. Written questions from the firms and the responses to those questions were combined and provided to all firms. Proposals were due back by June 21.

After the RFP was released but before the responses were received, the team met and set the scoring weights for evaluating proposals. Here are the scoring weights chosen by the committee.

Points	Topic
10	Confidentiality/Privacy/Compliance Issues
10	Screening/Measurement/Reporting Requirements
10	Health Advocacy and Coaching Requirements
6	Disease Management and Support to Case Management Requirements
8	Marketing, Communication, Promotion Requirements
6	Data integration/Management Considerations
6	Monitoring Program Effectiveness
6	General Service and Other Administrative Issues
8	Customer Focus and experience with City, County and/or State governments
70	Total Qualitative Points

30	Total Quantitative Points
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City Of Milwaukee

Wellness and Prevention Committee Recommendation Regarding 2011 Request for Proposal for Screening, Measurement, Health Advocacy/Coaching and Disease Management July 19, 2010

100	Total Points
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Because of the nature of the services to be provided, a strong emphasis was placed on the qualitative responses, 70 points out of 100. The scoring weights were sent out to the vendors the day the proposals were due so that they would know the criteria for evaluation but not be able to build their proposals around the scoring.

The City received proposals from the following vendors:

Aurora Health Care / US HealthCenter
Avivia
Columbia St. Mary's
Froedtert & Community Health
Health Check 360
Health Coaches
Health Fitness
Health Solutions
HealthFair / U.S. Preventive Medicine
Wheaton Franciscan Health

The Health Coaches proposal was deemed nonresponsive because it neither responded to the questionnaire nor provided any fee quotes so no further review of its proposal was made.

This left nine responsive proposals. From July 6th through July 9th the team met to review the proposals. The team began reviewing the responses to each of the sections outlined above. Those responses were scored by the team. All of the proposals were reviewed before taking into account their fees to assure that services provided would meet the City's needs. In this circumstance a low fee might well go with a proposal that was unacceptable because it did not provide the depth or breadth of service required by the City.

While not an explicit requirement going into the process, the review of the proposals made it clear that a local organization that knows Milwaukee and can provide personnel for face-to-face coaching was a very important need identified by the team.

The four finalists with the highest qualitative scores were in alphabetical order:

Aurora Health Care / US HealthCenter
Columbia St. Mary's
Froedtert & Community Health
Wheaton Franciscan Health

The four finalists were invited for interviews on June 9. Each was provided ahead of time a list of standard questions that would be asked. The team would also ask other questions based upon the discussion. The vendors were told that they would not be asked to make a presentation and should bring team members who would be assigned to the Milwaukee account should they be hired so the team could meet them.

City Of Milwaukee

Wellness and Prevention Committee Recommendation Regarding 2011 Request for Proposal for Screening, Measurement, Health Advocacy/Coaching and Disease Management July 19, 2010

After interviewing each vendor, the team ranked the interviews. Columbia St. Mary's and Froedtert & Community Health were ranked the highest of the four. Because there were additional questions and concerns regarding the respective responses, both were asked back for another interview on July 14. Question specific to each were prepared ahead of time but were not shared with Columbia St. Mary's or Froedtert & Community Health. Those questions were asked as well as others that arose based upon the discussion.

After completing the second interview the team held a discussion and then voted. Froedtert & Community Health was chosen unanimously by the twelve team members as the vendor to be recommended to the City.

The analysis and comparison of the financial responses was a difficult task. The way in which the respective vendors configured their fees made their projected total annual fees highly variable depending on the assumptions of what percent of City employees would have a Health Risk Assessment (HRA) performed, and then of those what percent continued on with coaching. A vendor that had a relatively low total annual estimated fee at low participation could have a much higher relative total fee at higher participation, and vice versa. Or one vendor's fees may stay relatively flat for the duration of the contract, while another's might increase steadily.

After modeling a number of different combinations of participation assumptions, the team decided that the financial comparison should be based on the average annual cost for the next three years assuming 90% of the 10,400 eligible adults would take the HRA, and of those 25% would continue on with some form of coaching and assistance.

Based upon this comparison Froedtert & Community Health Workplace Health has estimated fees of roughly \$1.3 million annually.

One should note that if the fees paid to the firm are lower than anticipated it would be a bad sign because it would mean lower employee participation than anticipated, and employee engagement in the program is key to success.

This is the first step in a journey to control the increasing cost of the City's health benefits. This effort will be ongoing, not a one-time surge of activity, and will require a good change in the mindset of City employees. Long term results of successful engagement will be improved health of City employees and reduced cost of healthcare.

CITY OF MILWAUKEE FISCAL IMPACT STATEMENT

A) DATE July 14, 2010

FILE NUMBER: 100204

Original Fiscal Note ☒ Substitute ☐

SUBJECT: Authorizes the City to execute a three year contract with Workforce Health for a comprehensive wellness program for a three year period with an option to extend for two years.

B) SUBMITTED BY (Name/title/dept./ext.): Michael Brady, Director of Employee Benefits, DER, 2317

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Workforce Health Administrative Fees	0001 0165 S101 006100	\$1,500,000		
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.

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

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

The vendor will be paid a percentage of the savings.

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE NUMBER: 100204
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100286 **Version:** 1

Type: Charter Ordinance **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute charter ordinance relating to retirement benefits for certain employees.

Sponsors: THE CHAIR

Indexes: CHARTER ORDINANCES, RETIREMENT BENEFITS

Attachments: Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/15/2010	1	CITY CLERK	DRAFT SUBMITTED		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100286

Version

SUBSTITUTE 1

Reference

100241

Sponsor

THE CHAIR

Title

A substitute charter ordinance relating to retirement benefits for certain employees.

Sections

36-04-1-c am

36-04-1-f am

Analysis

This charter ordinance changes retirement benefits for management and non-represented Milwaukee metropolitan sewerage district employees as follows:

1. Effective for employees who retire on or after September 1, 2010, creditable service for prior military service is granted.
2. A bonus year is added to the pension payment formulary thus qualifying an employee to retire earlier or add pension-eligible service time, or both. Only employees who retire from January 1, 2011 to December 31, 2011 are eligible.

Body

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

Part 1. The note appended to s. 36-04-1-c of the city charter, as affected by common council file number 100241, passed July 7, 2010, is amended to read:

36-04. Creditable Service.

1. SERVICE CREDITED. c.

NOTE: The foregoing amendment to s. 36-04-1-c shall apply only to policemen represented by the MPA and firemen represented by Local 215, IAFF, who participate in the combined fund and who retire on a service retirement allowance between January 1, 1998 and December 31, 2002; policemen represented by the MPSO, and general city employees, who participate in the combined fund and who retire on a service retirement allowance between January 1, 1999 and December 31, 2002; non-represented firemen or policemen who participate in the combined fund and who retire on a service retirement allowance between January 1, 2000 and December 31, 2002; policemen represented by the MPA, firemen represented by Local 215, IAFF, nonrepresented firemen, and general city management and nonrepresented employees, who participate in the combined fund and who retire on a service retirement allowance on or after January 1, 2003; city of Milwaukee employees who participate in the combined fund and who retire on a service retirement allowance between January 1, 2003 and December 31, 2006, and who are represented by the Public Employees' Union 61, LIUNA, AFL-CIO; the Association of Law Enforcement Allied Services Personnel; or Local #218, I.U.P.A., AFL-CIO (Police Support Service Personnel); city of Milwaukee employees who participate in the combined fund and who retire on a service retirement allowance on or after January 1, 2003, and who are represented by Milwaukee District Council 48, AFSCME, AFL-CIO; city of Milwaukee employees represented by the Milwaukee Building and Construction Trades Council who participate in the combined fund and who retire on a service retirement allowance on or after August 1, 2007; city of Milwaukee employees represented by the Technicians, Engineers and Architects of Milwaukee, the Association of Scientific Personnel, the Association of Municipal Attorneys, SEIU Healthcare District 1199 Wisconsin/Staff Nurses Council, Local 195, IBEW, AFL-

CIO, Local 75, Journeyman Plumbers and Gasfitters Union, AFL-CIO, Local 494, IBEW, AFL-CIO, Machine Shop, District 10, IAMAW, AFL-CIO, Joint Bargaining Unit Local 139, IUOE, AFL-CIO/Milwaukee District Council 48, AFSCME, AFL-CIO and Local 494, IBEW, AFL-CIO, Fire Equipment Dispatchers who participate in the combined fund and who retire on a service retirement or allowance on or after January 1, 2007; city of Milwaukee employees represented by the International Association of Machinists and Aerospace Workers who participate in the combined fund and who retire on a service retirement allowance between January 1, 2003 and December 31, 2006; and city of Milwaukee employees represented by Local 494, IBEW, AFL-CIO, Electrical Group, who participate in the combined fund and who retire on a service retirement allowance on or after June 1, 2007; and members represented by the Administrators and Supervisors Council who participate in the combined fund and retire on a service retirement allowance between January 1, 2003 and June 30, 2007; and Milwaukee public schools employees represented by Local 150, FSA/SNA/HCA, Local 150, BSH, Local 1053, District Council 48, Local 950, International Union of Operating Engineers and Local 1616, District Council 48 who participate in the combined fund and who retire on a service retirement between January 1, 2004 and June 30, 2007; and Milwaukee public schools employees represented by Milwaukee Building and Construction Trades Council, AFL-CIO who participate in the combined fund and who retire on a service retirement allowance on or after July 1, 2007; and employees of Veolia Water Milwaukee, LLC., represented by District Council 48, AFSCME, AFL-CIO, Local 366, or IBEW, Local 494, or Steamfitters, Local 601, or International Union of Operating Engineers, Local 317, or District No. 10, I.A.M.A.W., Lodge 66, who participate in the combined fund and retire on a service retirement allowance on or after March 1, 2008;
>> and <<employees of the Milwaukee Metropolitan Sewerage District represented by District Council 48, AFSCME, AFL-CIO, Local 366, who participate in the combined fund and retire on a service retirement allowance on or after March 8, 2010 >> ; and employees of the Milwaukee Metropolitan Sewerage District who are management or non-represented, who participate in the combined fund and retire on a service retirement allowance on or after September 1, 2010 <<.

Part 2. Section 36-04-1-f of the city charter is amended to read:

f. City employees represented by Milwaukee District Court 48, AFSCME, AFL-CIO, the Technicians, Engineers and Architects of Milwaukee, the Association of Scientific Personnel, the Association of Municipal Attorneys, SEIU Healthcare District 1199 Wisconsin/Staff Nurses Council, Local 195, IBEW, AFL-CIO, Local 75, Journeyman Plumbers and Gasfitters Union, AFL-CIO, Local 494, IBEW, AFL-CIO, Machine Shop, District 10, IAMAW, AFL-CIO, Joint Bargaining Unit Local 139, IUOE, AFL-CIO/Milwaukee District Council 48, AFSCME, AFL-CIO, Local 494, IBEW, AFL-CIO, Fire Equipment Dispatchers and nonmanagement/nonrepresented employees who during the calendar year 2010 retire from active service on a normal service retirement allowance, including allowances under s. 36-05-1-d-3, or on an immediate retirement allowance under s. 36-05-6-c, shall be eligible for a bonus year. At the member's discretion, the bonus year may be added either to the member's age for purposes of retirement eligibility, or to creditable service. The bonus year may be divided into one month increments and used for a combination of additions to age and creditable service, not to exceed a total of 12 months. All or part of the bonus year cannot be applied to earn more than 35 years of creditable service or to exceed the 70% of final average salary limitation stated in s. 36-06-10-f. In order to be eligible for the bonus year provided in this paragraph, a nonrepresented/nonmanagement employee must provide notice of his or her intent to retire to his or her department head or designee by August 31, 2010. Employees of the Milwaukee Metropolitan Sewerage District represented by District Council 48, AFSCME, AFL-CIO, Local 366, who during the period commencing May 1, 2010 and ending April 30, 2011, retire from active service on a normal service retirement allowance, including allowances under s. 36-05-1-d-3, or on an immediate retirement allowance under s. 36-05-6-c, shall be eligible for a bonus year pursuant to this paragraph

and must give notice by February 1, 2011, of their intent to retire in order to be eligible for the bonus year. This provision shall expire at the end of April 30, 2011. >> Employees of the Milwaukee Metropolitan Sewerage District who are management or non-represented, who during the period commencing January 1, 2011 and ending December 31, 2011, retire from active service on a normal service retirement allowance, including allowances under s. 36-05-1-d-3, or on an immediate retirement allowance under s. 36-05-6-c, shall be eligible for a bonus year pursuant to this paragraph and must give notice by November 1, 2011, of their intent to retire in order to be eligible for the bonus year. This provision shall expire at the end of December 31, 2011. << Employees of Local 494, IBEW-AFL-CIO, Electrical Group, who during the period commencing June 1, 2010, and ending December 31, 2010, retire from active service on a normal service retirement allowance, including allowances under s. 36-05-1-d-3, or on an immediate retirement allowance under s. 36-05-6-c, shall be eligible for a bonus year pursuant to this paragraph. This provision shall expire at the end of December 31, 2010. Employees of Milwaukee public schools represented by Milwaukee Building and Construction Trades Council, AFL-CIO, who during the period commencing August 1, 2010, and ending December 31, 2010, retire from active service on a normal service retirement allowance, including allowances under s. 36-05-1-d-3, or on an immediate retirement allowance under s. 36-05-6-c, shall be eligible for a bonus year pursuant to this paragraph. This provision shall expire January 1, 2011.

Part 3. This is a charter ordinance and shall take effect 60 days after its passage and publication, unless within such 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

Office of the City Attorney

Date: _____

Requestor

Drafter

LRB10299-2

MET

7/14/2010

NOTICES SENT TO FOR FILE NUMBER: 100286
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100205 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 6/15/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: A substitute ordinance relating to overtime payments for employees of the city treasurer.

Sponsors: THE CHAIR

Indexes: CITY TREASURER, OVERTIME PAY

Attachments: Hearing Notice List, Fiscal Note

Date	Ver.	Action By	Action	Result	Tally
6/15/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/14/2010	1	CITY CLERK	DRAFT SUBMITTED		
7/16/2010	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100205

Version

SUBSTITUTE 1

Reference

Sponsor

THE CHAIR

Title

A substitute ordinance relating to overtime payments for employees of the city treasurer.

Sections

350-24.5 cr

Analysis

This ordinance creates a code provision allowing city treasurer employees, at the discretion of the city treasurer, to be employed and compensated for overtime assignments.

...Body

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

Part 1. Section 350-24.5 of the code is amended to read:

350-24.5. City Treasurer.

Whenever it becomes necessary in the judgment of the city treasurer, employees of the city treasurer may be employed and compensated for overtime assignments.

LRB

APPROVED AS TO FORM

Legislative Reference Bureau

Date: _____

Attorney

IT IS OUR OPINION THAT THE ORDINANCE

IS LEGAL AND ENFORCEABLE

Office of the City Attorney

Date: _____

Requestor

City Treasurer

Drafter

LRB10230-2

RTW

07/14/2010

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 20, 2010FILE NUMBER: 100205Original Fiscal Note ☒ Substitute ☐SUBJECT: An ordinance relating to overtime payments for employees of the city treasurerB) SUBMITTED BY (Name/title/dept./ext.): Jim Klajbor / Special Deputy City Treasurer / Extension 2246

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
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**.

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

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☒

COMMENTS:

This file is a technical correction of the overtime ordinance.

There is no fiscal impact, as the city treasurer's operating budget has always included funding for staff overtime. However, the overtime ordinance did not include a section authorizing the city treasurer to compensate employees for overtime worked. This file corrects that oversight.

NOTICES SENT TO FOR FILE NUMBER: 100205
Finance & Personnel Committee

[illegible]



Legislation Details (With Text)

File #: 100314 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution amending Common Council File Number 090082, a resolution relating to an application for, acceptance and funding of a 2009 USDA Forest Service Cooperative Forestry Assistance Grant.

Sponsors: THE CHAIR

Indexes: BUREAU OF FORESTRY, FEDERAL GRANTS, JOBS

Attachments: Fiscal Note, F & P Hearing Notice List, PW Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/12/2010	0	PUBLIC WORKS COMMITTEE	HEARING NOTICES SENT		
7/12/2010	0	PUBLIC WORKS COMMITTEE	HEARING NOTICES SENT		
7/14/2010	0	PUBLIC WORKS COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	5:0
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100314

Version

ORIGINAL

Reference

090082

Sponsor

THE CHAIR

Title

Resolution amending Common Council File Number 090082, a resolution relating to an application for, acceptance and funding of a 2009 USDA Forest Service Cooperative Forestry Assistance Grant.

Analysis

Common Council File Number 090082, adopted on May 27, 2009, authorized the Department of Public Works - Operations Division (Forestry Section) to apply for, accept and fund a 2009 Cooperative Forestry Assistance Grant titled "Strengthening Diversity in Urban Forestry Service Delivery", a project to recruit, train, and assist with placing low-income Milwaukee residents in the urban forestry profession. The grant provided \$201,600 for the project, with additional funding provided by a \$148,910 in-kind contribution by the City, and a \$100,000 third-party contribution from the Milwaukee Area Workforce Investment Board, for a total project cost of \$450,510. Since the adoption of Common Council File Number 090082, the Milwaukee Area Workforce Investment Board has increased its third-party contribution by \$300,000, for a total contribution of \$400,000, which increases the total project costs to \$750,510. This resolution amends Common Council File Number 090082 to reflect the increased contribution by the Milwaukee Area Workforce Investment Board.

Body

Whereas, Common Council File Number 090082, adopted on May 27, 2009, authorized the Department of Public Works - Operations Division (Forestry Section) to apply for, accept and fund a 2009 Cooperative Forestry Assistance Grant titled "Strengthening Diversity in Urban Forestry Service Delivery", a project to recruit, train, and assist with placing low-income Milwaukee residents in the urban forestry profession; and

Whereas, The 2009 Cooperative Forestry Assistance Grant provided \$201,600 in funding for the Strengthening Diversity in Urban Forestry Service Delivery program, with additional funding to be provided by a \$148,910 in-kind contribution by the City, and a \$100,000 third-party contribution from the Milwaukee Area Workforce Investment Board, for a total project cost of \$450,510, and

Whereas, Since the adoption of Common Council File Number 090082, the Milwaukee Area Workforce Investment Board has increased its third-party contribution by \$300,000, for a total contribution of \$400,000; now, therefore be it

Resolved, By the Common Council of the City of Milwaukee, that Common Council Resolution Number 090082 is amended by deleting the 4th "Where as" clause and inserting in lieu thereof the following:

" Whereas, The implementation of this project will cost \$750,510, of which \$201,600 (27%) will be provided by the grantor and \$148,910 (20%) will be provided in-kind by the City and \$400,000 (53%) will be provided by a third party contribution from the Milwaukee Area Workforce Investment Board; now, therefore, be it"

Requestor

DPW Forestry Section

Drafter

LRB10307-2

JWC

6/28/10

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 12, 2010FILE NUMBER: 100314Original Fiscal Note ☒ Substitute ☐SUBJECT: Resolution amending Common Council File #090082, a resolution relating to application, acceptance and funding of a 2009 USDA Forest Service Cooperative Forestry Assistance GrantB) SUBMITTED BY (Name/title/dept./ext.): Kimberly Kujoth, Environmental Policy Analyst, DPW-Environmental Services, x5453

C) CHECK ONE: ☒ ADOPTION OF THIS FILE AUTHORIZES EXPENDITURES

☐ ADOPTION OF THIS FILE DOES NOT AUTHORIZE EXPENDITURES; FURTHER COMMON COUNCIL ACTION NEEDED. LIST ANTICIPATED COSTS IN SECTION G BELOW.

☐ NOT APPLICABLE/NO FISCAL IMPACT.

D) CHARGE TO: ☐ DEPARTMENT ACCOUNT(DA) ☐ CONTINGENT FUND (CF)

☐ CAPITAL PROJECTS FUND (CPF) ☐ SPECIAL PURPOSE ACCOUNTS (SPA)

☐ PERM. IMPROVEMENT FUNDS (PIF) ☒ GRANT & AID ACCOUNTS (G & AA)

☐ OTHER (SPECIFY)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:	Technical Services Supervisor		\$10,200		
	Urban Forestry Crew Leader		\$28,208		
	Urban Forestry Specialists			\$400,000	
SUPPLIES:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Contractual – Trainee Wages			\$201,600	
	Fringe Benefit (48.49%)		\$73,734		
	Indirect		\$36,768		
TOTALS			\$148,910	\$601,600	

F) FOR EXPENDITURES AND REVENUES WHICH WILL OCCUR ON AN **ANNUAL** BASIS OVER SEVERAL YEARS CHECK THE APPROPRIATE BOX BELOW AND THEN LIST EACH ITEM AND DOLLAR AMOUNT **SEPARATELY**.

<input checked="" type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	Cooperative Forestry Assistance Grant
<input checked="" type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	Milwaukee Area Workforce Investment Board – Third Party Contribution
<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	

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

This increases the third-party contribution from the Milwaukee Area Workforce Investment Board from \$100,000 to \$400,000 for Strengthening Diversity in Urban Forestry Service Delivery. The USDA Forest Service Cooperative Forestry Assistance Grant award of \$201,600 and in-kind contribution of \$148,910 remain the same.

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

Department estimates

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

PW FILE NUMBER: 100314

[illegible]

PW FILE NUMBER: 100314

[illegible]



Legislation Details (With Text)

File #: 100328 **Version:** 0

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Resolution directing the Commissioner of Public Works to execute a revised project agreement titled "State/Municipal Agreement" for a highway improvement project with Wisconsin Department of Transportation for the reconstruction of West Capitol Drive from North 60th Street to Mayfair Road with State/Federal Aid.

Sponsors: THE CHAIR

Indexes: AGREEMENTS, HIGHWAYS, STATE GRANTS, STREET IMPROVEMENTS, WISCONSIN DEPARTMENT OF TRANSPORTATION

Attachments: Cover Letter, Agreement, Comptroller's Certification, Fiscal Note, PW Hearing Notice List, F & P Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/12/2010	0	PUBLIC WORKS COMMITTEE	HEARING NOTICES SENT		
7/14/2010	0	PUBLIC WORKS COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	5:0
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100328

Version

ORIGINAL

Reference

Sponsor

THE CHAIR

Title

Resolution directing the Commissioner of Public Works to execute a revised project agreement titled "State/Municipal Agreement" for a highway improvement project with Wisconsin Department of Transportation for the reconstruction of West Capitol Drive from North 60th Street to Mayfair Road with State/Federal Aid.

Analysis

This resolution directs the Commissioner of Public Works to execute a revised project agreement with the Wisconsin Department of Transportation (WisDOT) for the programming and reconstruction of West Capitol Drive (STH 190) from North 60th Street to West Mayfair Road with State/Federal Aid under the State Trunk Highway program. The revised agreement splits preliminary engineering into two phases. Phase I is from North 60th Street to North 84th Street to be constructed in 2012 and Phase II is from North 84th Street to Mayfair Road to be constructed in 2013. The estimated total cost of the project is \$22,450,500, of which the City's share is \$1,692,250 and the grantor's share is \$20,758,250. The estimated preliminary engineering cost is \$3,009,000 of which the City's share is \$752,250 and the grantor's share is \$2,256,750.

Body

Whereas, The Common Council of the City of Milwaukee adopted resolution file numbers 041289 and 061548 on February 11, 2005 and April 25, 2007, respectively, directing the Commissioner of Public Works to execute a State/Municipal Agreement with Wisconsin Department of Transportation (WisDOT) for the programming and construction of West Capitol Drive from North 60th Street to West Mayfair Road; and

Whereas, The Department of Public Works (DPW) requested and the WisDOT agreed to break preliminary engineering of the roadway project into two phases. Phase I going from North 60th Street to North 84th Street scheduled for construction in 2012 and Phase II from North 84th Street to West Mayfair Road scheduled for construction in 2013; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the Commissioner of Public Works is hereby authorized to execute the revised project agreement for the preliminary engineering of West Capitol Drive from North 60th Street to West Mayfair Road with State/Federal Aid under the WisDOT State Trunk Highway Program in two phases, a copy of which is attached to Common Council File 100328 and is incorporated by reference as though set forth in full; and, be it

Further Resolved, That the Commissioner of Public Works is hereby authorized and directed to undertake or engage a consultant to undertake preliminary engineering for the improvement of the aforementioned projects and to reimburse the WisDOT for preliminary engineering costs they incur for the improvement; and, be it

Further Resolved, That the Commissioner of Public Works is hereby authorized and directed to enter into an agreement with the WisDOT pertaining to the cost participation for the installation and/or modification of traffic control facilities in conjunction with the improvements of the aforementioned projects; and, be it

Further Resolved, That the Commissioner of Public Works is hereby authorized and directed to install the traffic control facilities necessary in conjunction with the aforementioned project, following the execution of the traffic control agreement, the cost of which will be included in future resolutions; and, be it

Further Resolved, That the Commissioner of Public Works is hereby authorized and directed to negotiate and enter into cost-sharing agreements with the City of Wauwatosa for the West Capitol Drive Street project; and, be it

Further Resolved, That the City Comptroller is hereby authorized to create within the Capital Improvement Fund, Grant and Aid Projects, the necessary Project/Grant Chartfield Values for preliminary engineering for the projects (Expenditures) and transfer to any of these accounts the amount required under the grant agreement and City Accounting Policy but not to exceed a 10 percent increase of the total amounts reserved for the grantor's share and local share or \$5,000, whichever is greater, as follows:

Infrastructure Services Division:
State I.D. 2025-11-00
West Capitol Drive (STH 190)
Mayfair Road to North 60th Street

City Non-Assessable Paving
ST320070501
Fund 0333
(\$720,000)

Grantor Reimbursable Cash Paving
ST320070501
Fund 0333
(\$1,800,000)

Grantor Non-Reimbursable Paving
(\$360,000)

Infrastructure Services Division
State I.D. 2025-11-00
West Capitol Drive (STH 190)
North 84th Street to North 60th Street

City of Milwaukee Non-Assessable Paving
ST320100000
Fund 0333
\$282,000

Grantor Reimbursable Cash Paving
SP032100100
Fund 0306
\$705,000

Grantor Non-Reimbursable Paving
\$141,000

Construction is scheduled for 2012

Previously authorized for preliminary engineering: \$2,880,000
Current estimated cost of total project including this resolution: \$22,450,500
Original estimated cost of the total project (Resolution #061548): \$19,065,000

Infrastructure Services Division
State I.D. 2025-11-01
West Capitol Drive (STH 190)
Mayfair Road to North 84th Street

City of Milwaukee Non-Assessable Paving
ST320100000
Fund 0333
\$470,250

Grantor Reimbursable Cash Paving
SP032100100
Fund 0306
\$1,175,625

Grantor Non-Reimbursable Paving
\$235,125

Construction is scheduled for 2013.

Previously authorized for preliminary engineering: \$0
Current estimated cost of total project including this resolution: \$22,450,500
Original estimated cost of the total project (Resolution #061548): \$19,065,000

; and, be it

Further Resolved, That the City Engineer is hereby authorized and directed to approve and make periodic payments to the WisDOT upon receipt of invoices for the City of Milwaukee's share of costs on the projects.

Requestor

Department of Public Works

Drafter

Infrastructure Services Division

LCG:amh

June 29, 2010

Reso W Captl (STH 190) M-Fai Rd - N 60 062910.rtf

June 29, 2010

To the Honorable, the Common Council

Subject: West Capitol Drive (STH 190)
Mayfair Road (STH 190) to
North 60th Street

Dear Council Members:

The Common Council of the City of Milwaukee adopted Resolution File Number 041289 February 11, 2005 directing the Commissioner of Public Works to execute the State/Municipal Agreement with Wisconsin Department of Transportation (WisDOT) under the State Trunk Highway program for the programming and construction of West Capitol Drive (STH 190) from Mayfair Road (STH 190) to North 60th Street with state/federal aid.

The City of Milwaukee requested and the WisDOT agreed to split the preliminary engineering of the subject project into two phases: Phase I is from North 60th Street to North 84th Street to be constructed in 2012 and Phase II is from North 84th Street to Mayfair Road (STH 190) to be constructed in 2013. City of Milwaukee participating costs on this project are 25 percent and the WisDOT share is 75 percent. The attached revised agreement reflects the split in preliminary engineering of this roadway, the cost of which was set up in a prior resolution.

We recommend adoption of the attached resolution directing the Commissioner of Public Works to execute the revised State/Municipal Agreement (attached).

Very truly yours,

Jeffrey S. Polenske, P.E.
City Engineer

Jeffrey J. Mantes
Commissioner of Public Works

LCG:amh

Attachment

STATE/MUNICIPAL AGREEMENT
FOR A
HIGHWAY IMPROVEMENT PROJECT
REVISES April 26, 2010 AGREEMENT

DATE: June 24, 2010
PROJECT DESIGN ID: 2025-11-00/01
PROJECT CONSTRUCTION ID: 2025-11-70/71/90/91
HIGHWAY: West Capitol Dr (STH 190) LENGTH: 2.85 miles
LIMITS: Mayfair Road (STH 100) to North 60th Street
COUNTY: Milwaukee

The signatory city, village, town or county, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement.

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan).

PHASE	ESTIMATED COST					
	Total Est. Cost	Federal/ State Funds		Municipal % Funds		%
Preliminary Engineering:						
Plan Development						
2025-11-00	\$ 1,128,000	\$ 846,000	75%	\$ 282,000		25%
2025-11-01	\$ 1,881,000	\$ 1,410,750	75%	\$ 470,250		25%
Real Estate Acquisition:						
Acquisition	\$ 100,000	\$ 100,000	100%	\$ -		0%
Compensable Utilities	\$ 20,000	\$ 20,000	100%	\$ -		0%
Construction:						
2025-11-70/90						
84th St - 60th St	\$ 3,125,000	\$ 3,125,000	100%	\$ -		0%
pavement for parking **	\$ 5,800,000	\$ 5,370,800	92.6%	\$ 429,200		7.4%
Traffic Control Devices	\$ 550,000	\$ 550,000	100%	\$ -		0%
2025-11-71/91						
Mayfair Rd - 84th St	\$ 3,125,000	\$ 3,125,000	100%	\$ -		0%
pavement for parking **	\$ 5,800,000	\$ 5,324,400	91.8%	\$ 475,600		8.2%
Traffic Control Devices	\$ 245,500	\$ 245,500	100%	\$ -		0%
CSS*						
New Sidewalk	\$ 600,000	\$ 600,000	MAX	\$ -		BAL
	\$ 51,000	\$ 40,800	80%	\$ 10,200		20%
Non-Participating	\$ 25,000	\$ -	0%	\$ 25,000		100%
Total Cost Distribution	\$ 22,450,500	\$ 20,758,250		\$ 1,692,250		

*Community Sensitive Solutions (CSS) - maximum State/Federal funds \$600,000, any amount that exceeds the maximum is to be funded with 100% Municipal funds

** Participation for parking is an estimate, the actual percent will be calculated when final plans are complete.

This request is subject to the terms and conditions that follow (pages 2 and 3) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed for and in behalf of the City of Milwaukee.

_____ Name	_____ Title	_____ Date
---------------	----------------	---------------

_____ Name	_____ Title	_____ Date
---------------	----------------	---------------

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which exceeds Federal/State financing commitments or are ineligible for Federal/State financing. The Municipality's concurrence is required before award of the contract for the improvement when the contracts exceed 5% of the estimate. The Municipality must also concur with contract modifications to contracts awarded by the State over \$25,000.00, unless the authorized representative of the State determines that a prompt change order is needed to preserve the work in progress, prevent extraordinary damage avoid unreasonable & costly delay, or other extraordinary condition of necessity, safety or emergency exists. The authorized representative of the State shall provide notice of the prompt change order to the Municipality or its authorized representative as soon as practicable thereafter and the Municipality shall pay its share of the prompt change order cost.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
 - (a) The grading, base, pavement, and curb and gutter.
 - (b) Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - (c) Construction engineering incident to inspection and supervision of actual construction work.
 - (d) Signing and pavement marking, including detour routes.
 - (e) Storm sewer mains necessary for the surface water drainage.
 - (f) Construction of new sidewalks and driveways, replacement of sidewalks and private driveways resulting from roadway construction.
 - (g) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices.
 - (h) Real Estate for the improvement.
 - (i) Preliminary engineering and state review services.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) Damages to abutting property due to change in street or sidewalk widths, grades or drainage.
 - (c) Conditioning, if required and maintenance of detour routes.
 - (d) Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - (e) Bridge width in excess of standards.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds.

Upon completion of the project, a final audit will be made to determine the final division of costs.

6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality shall at its own cost and expense:
 - (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year.
 - (b) Maintenance of sidewalks and landscaping features along the project.
 - (c) Maintenance of lighting systems, to include energy.
 - (d) Maintenance of all features outside the travel lanes when additional pavement width is added at the request of the Municipality, with the exception of turn lanes.
 - (e) Prohibit angle parking.
 - (f) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - (g) Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within an around the projects.
 - (h) Provide complete plans, specifications, relocation order, real estate plat, estimates, appraisals, and acquiring the parcels.
 - (i) Use the WisDOT Utility Accommodation Policy unless it adopts a policy, which has equal or more restrictive controls.

9. Basis for local participation:

Funding for preliminary engineering – for connecting highways is 25% Municipal

Funding for construction of standard roadway items – 100% State

Funding for parking lanes – 100% Municipal and is calculated as a percentage of parking area compared to the total area of pavement. Parking percentage applies only to pavement items.

Funding for CSS (Community Sensitive Solutions) – 100% State, maximum amount \$600,000. Costs about this maximum are 100% Municipal. The funding is to be used for enhancement features along the project limits. CSS funds have been inflated to 2013 dollars.

Funding for real estate required for standard roadway construction, 100% State.

Funding for compensable utilities required for standard roadway construction, 100% State.

**Capital Grant Resolution Certification from the
Comptroller's Office**

The Comptroller's Office has reviewed Common Council
Resolution File No. _____ for preliminary engineering for
West Capitol Dr (STH 190) from Mayfair Road to North 60th St
(Grantor Share \$96,750; City Share \$32,250) and approved the
resolution as to:

- ☒ Sufficiency of funds
- ☒ Funding sources (per estimated **grant funding agreement**)
- ☒ Sufficiency of reporting for purposes of internal auditing

The following deficiencies were noted:

The resolution should be corrected and returned to the
Comptroller's Office for review.

Signature: *C. W. Smith*

Date: 6/29/10

CITY OF MILWAUKEE FISCAL NOTE

A) DATE June 29, 2010

FILE NUMBER: _____

Original Fiscal Note ☒ Substitute ☐

SUBJECT: Resolution authorizing and directing the Commissioner of Public Works to execute a Revised Project Agreement between the City of Milwaukee and the Wisconsin Department of Transportation to split roadway preliminary engineering into two phases: West Capitol Drive (STH 190), North 60th Street to North 84th Street and West Capitol Drive (STH 190) North 84th Street to Mayfair Road (STH 100).

B) SUBMITTED BY (Name/title/dept./ext.): Jeffrey S. Polenske, PE / City Engineer / Infrastructure Services Division / extension 2400

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	City of Milwaukee Non-Assessable Paving	ST320100000 Fund 0333	\$32,250	\$0	
	Grantor Reimbursable Paving	SP032100100	80,625	80,625	
	Grantor Non-Reimbursable (contributed capital)		16,125	16,125	
TOTALS			\$129,000	\$96,750	

F) FOR EXPENDITURES AND REVENUES WHICH WILL OCCUR ON AN **ANNUAL** BASIS OVER SEVERAL YEARS CHECK THE APPROPRIATE BOX BELOW AND THEN LIST EACH ITEM AND DOLLAR AMOUNT **SEPARATELY**.

<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	Expenditures: \$129,000
<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	Revenue: \$96,750
<input type="checkbox"/> 1-3 YEARS	<input type="checkbox"/> 3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

PW FILE NUMBER: 100328

[illegible]

PW FILE NUMBER: 100328

[illegible]



Legislation Details (With Text)

File #: 100325 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to application, acceptance and funding of the Bioterrorism Grant - Focus CRI from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

Indexes: HEALTH CARE, STATE GRANTS

Attachments: Grant Analysis, Operating Grant Budget, Fiscal Note, PS - Hearing Notice List, FP - Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/9/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
7/15/2010	1	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
7/16/2010	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

..Number
100325

..Version
Substitute 1

..Reference

.. Sponsor
The Chair

..Title
Substitute resolution relative to application, acceptance and funding of the
Bioterrorism Grant – Focus CRI from the State of Wisconsin Department of Health
Services.

..Analysis
This substitute resolution authorizes the Health Department to apply for, accept and
fund the Bioterrorism Grant – Focus CRI (Cities Readiness Initiative) project from the
Centers for Disease Control through the State of Wisconsin Division of Health
Services in the amount of \$186,818 to aid cities in increasing their capacity to deliver
medicines and medical supplies during a large-scale public health emergency.

..Body
Whereas, The City of Milwaukee appears to be eligible for grant funds from the
Centers for Disease Control to aid cities in increasing their capacity to aid cities in
increasing their capacity to deliver medicines and medical supplies during a large-scale
public health emergency; and

Whereas, The operation of this grant project from 09/01/10 to 07/31/11 would cost
\$186,818 provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the
Centers for Disease Control through the State of Wisconsin Division 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 304-81; and, be it

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant parent account of the 2010 Special
Revenue-Grant and Aid Projects Fund, the following amounts for the project titled

Bioterrorism Grant Focus CRI:

Project/Grant	GR0001000000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$186,818

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

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

1. Expend from the amount budgeted sums for 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 training and out-of-town travel by departmental staff;
3. Expend from the 2010 grant budget funds for equipment as specified in the grant budget;
4. Enter into leases and contracts as indicated 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

Disease Control and Environmental Health Services Division

Under

Bioterrorism Grant – Focus CRI (P)

DELETE:

Health Project Coordinator – Emergency Preparedness (X) (Y) (A) (P)
Health Project Coordinator-Immunizations (X)(Y)(A)(DD)(P)(Q)

ADD:

Public Health Pandemic Planning Coordinator (X)(A)(P)	1 position
Health Project Coordinator-Immunizations (X)(Y)(A)(P)(DD)	1 position

DELETE:

Public Health Emergency Response (PHER) Grant (Q)
Public Health Pandemic Planning Coordinator (X)(Q)

Change footnote (P) as follows:

To expire 07-31-11 unless the Bioterrorism Focus CRI Grant is extended. Also partially funds the position of Public Health Emergency Response Planning Coordinator.

Delete Footnote (Q).

..Requestor
HEALTH DEPARTMENT

..Drafter
YMR
07-11-10
BT FOCUS CRI RESOLUTION 10-11

GRANT ANALYSIS FORM

OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: Health/Disease Control and Prevention

Contact Person & Phone No: Anupa Gandhi, Emergency Response Coordinator, x6457

Category of Request

☐ New Grant

☐ Grant Continuation

Previous Council File No. 090439

☐ Change in Previously Approved Grant

Previous Council File No.

Project/Program Title: Bioterrorism Grant – Focus CRI (Cities Readiness Initiative)

Grantor Agency: Centers for Disease Control and Prevention through the State of Wisconsin Division of Health and Family Services

Grant Application Date: N/A - Continuing

Anticipated Award Date: September 2010

Please provide the following information:

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

The Cities Readiness Initiative (CRI) is a pilot program to aid cities in increasing their capacity to deliver medicines and medical supplies during a large-scale public health emergency such as a bioterrorism attack or a nuclear accident. The Cities Readiness Initiative will help save lives through timely delivery of medicines and medical supplies during a large-scale public health emergency. It will enable cities to deliver medicines and medical supplies to their populations within a timeframe that will make an appreciable health difference in the event of a bioterrorism attack.

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

This grant is consistent with the departmental strategic goal of increasing public health preparedness to respond to emergencies.

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

Grant funding will allow MHD to conduct planning to provide prophylaxis to the entire Milwaukee Metropolitan Statistical Area within 48 hours.

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

Progress is monitored through completion of the SNS assessment tool.

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

The grant period is September 1, 2010 through July 31, 2011.

6. Provide a List of Subgrantees:

N/A

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

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: BT-FOCUS CRI
CONTACT PERSON: Anupa Gandhi, X6457

PROJECT/PROGRAM YEAR: 2010-11

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
	0.5	Health Project Coordinator - Immunizations (X)(Y)(A)(DD)(P)	004	\$ 26,000	\$ -	\$ -	\$ 26,000
	0.5	Public Health Pandemic Planning Coordinator (X)(A)(P)	005	\$ 32,979			\$ 32,979
	0.5	Public Health Emergency Response Planning Coordinator (X)(Y)(A)(P)	007	\$ 31,850			\$ 31,850
		TOTAL PERSONNEL COSTS		\$ 90,828			\$ 90,828
		FRINGE BENEFITS					
		Fringe Benefits for 1.5 FTE (Rate = 48%)		\$ 43,598			\$ 43,598
		TOTAL FRINGE BENEFITS		\$ 43,598			\$ 43,598
		SUPPLIES AND MATERIALS					
		General Operating Supplies		\$ 4,052			\$ 4,052
		TOTAL SUPPLIES AND MATERIALS		\$ 4,052			\$ 4,052
		SERVICES					
		Mileage/Parking for Project Coordinator and Planning Coord.		\$ 3,600			\$ 3,600
		Training		\$ 3,000			\$ 3,000
		TOTAL SERVICES		\$ 6,600			\$ 6,600
		EQUIPMENT					
		Computer Equipment		\$ 7,000			\$ 7,000
							\$ -
		TOTAL EQUIPMENT		\$ 7,000			\$ 7,000
		CONTRACTUAL SERVICES					
		Citywatch Renewal		\$ 5,500			\$ 5,500
		Exercise		\$ 7,500			\$ 7,500
		ESRI Renewal		\$ 4,100			\$ 4,100
		Teleforms		\$ 7,500			\$ 7,500
		BB Service 2010		\$ 10,140			\$ 10,140
		TOTAL CONTRACTUAL SERVICES		\$ 34,740			\$ 34,740
		TOTAL COSTS		\$ 186,818			\$ 186,818

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 11, 2010FILE NUMBER: 100325Original Fiscal Note ☒ Substitute ☐SUBJECT: Substitute resolution relative to application, funding, and expenditure of the Bioterrorism Grant – Focus CRI from the State of Wisconsin Division of Health Services.B) SUBMITTED BY (Name/title/dept./ext.): Yvette M. Rowe, Business Operations Manager, X3997

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			\$186,818	\$186,818	
TOTALS			\$186,818	\$186,818	

- F) FOR EXPENDITURES AND REVENUES WHICH WILL OCCUR ON AN **ANNUAL** BASIS OVER SEVERAL YEARS CHECK THE APPROPRIATE BOX BELOW AND THEN LIST EACH ITEM AND DOLLAR AMOUNT **SEPARATELY**.

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

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

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

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE 100325:

[illegible]

NOTICES SENT TO FOR FILE 100325:

[illegible]



Legislation Details (With Text)

File #: 100326 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to application, acceptance and funding of the HIV Women's Grant from the Medical College of Wisconsin.

Sponsors: THE CHAIR

Indexes: GRANTS, HEALTH CARE, HIV/AIDS

Attachments: Operating Grant Budget, Grant Analysis, Fiscal Note, PS - Hearing Notice List, FP - Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/9/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
7/15/2010	1	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
7/16/2010	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100326

Version

Substitute 1

Reference

Sponsor

The Chair

Title

Substitute resolution relative to application, acceptance and funding of the HIV Women's Grant from the Medical College of Wisconsin.

Analysis

This resolution authorizes the Health Department to apply for, accept and fund the HIV Women's Grant project from the Medical College of Wisconsin in the amount of \$162,382. The purpose of the project is to provide public health nursing case management to a targeted population of HIV infected women and their families.

Body

Whereas, The City of Milwaukee appears to be eligible for grant funds from the Medical College of Wisconsin for providing public health nursing case management to a targeted population of HIV infected women and their families; and

Whereas, The operation of this grant project from 08/01/10 to 07/31/11 would cost \$162,382 provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the Medical College of Wisconsin 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 commit funds within the Project/Grant Parent of the 2010 Special Revenue-Grant and Aid Projects Fund, the following amounts for the project titled HIV Women's Grant:

Project Grant	GR0001000000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600

Project	Grantor Share
Amount	\$162,382

And to create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project/Grant Levels; budget against these Project/Grant values the amounts required under the grant agreement; and, be it

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

1. Expend from the amount budgeted sums 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;
3. Expend from the 2010 grant budget for subcontracts and equipment as specified 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 (L) to read as follows:

To expire 07-31-11 unless the HIV Women's Project Grant, available from the Medical College of Wisconsin, is extended.

Requester

Health Department

Drafter

Ymr

07-11-10

HIV Womens Res 10-11

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: HIV Women's Grant (MCW)

PROJECT/PROGRAM YEAR: 2010-2011

CONTACT PERSON: Irmine Reitl, X8555

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
	2	Public Health Nurse (X) (G) (L)	666	108,211			108,211
		TOTAL PERSONNEL COSTS		108,211			108,211
		FRINGE BENEFITS					
		48%		51,941			51,941
		TOTAL FRINGE BENEFITS		51,941			51,941
		SUPPLIES AND MATERIALS					
		Office Supplies		0			0
		Educational Materials		0			0
		TOTAL SUPPLIES AND MATERIALS		0			0
		SERVICES					
		Auto allowance		1,600			1,600
		Education Allowance		150			150
		Telephones		480			480
		Travel		0			0
		TOTAL SERVICES		2,230			2,230
		TOTAL COSTS		162,382	0	0	162,382

GRANT ANALYSIS FORM

OPERATING & CAPITAL GRANT PROJECT/PROGRAMS

Department/Division: Health Department

Contact Person & Phone No: Irmine Reittl # 8555

Category of Request

☐ **New Grant**

☐ **Grant Continuation**

☐ **Change in Previously Approved Grant**

Previous Council File No. 090247

Previous Council File No.

Project/Program Title: HIV Women's Grant

Grantor Agency: Medical College of Wisconsin

Grant Application Date: N/A Continuing Grant

Anticipated Award Date: September 1, 2010

Please provide the following information:

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

This program will provide public health nursing case management to a targeted population of HIV infected women and their families. In working collaboratively with medical care providers, community-based HIV resources, the Medical College of Wisconsin, and other community agencies, the program will assure continuity of care between the primary care provider and infectious disease specialists.

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

This grant relates to the Health Department objectives of reducing the incidence of HIV and promoting the health and safety of Milwaukee women and children.

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

This funding will build on current Health Department HIV efforts by addressing a gap in service to HIV infected women. This project also builds upon an initiative of the Medical College of Wisconsin focused on HIV infected children.

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

Anticipated outcomes include the number of infected women linked to medical care, primarily infectious disease specialists and gynecological care, and a reduction in the number of opportunistic infections as a result of this linkage.

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

August 1, 2010 through July 31, 2011

6. Provide a List of Subgrantees:

N/A

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

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 11, 2010FILE NUMBER: 100326Original Fiscal Note ☒ Substitute ☐SUBJECT: Substitute resolution relative to application, acceptance and funding of the HIV Women's Grant from the Medical College of Wisconsin.B) SUBMITTED BY (Name/title/dept./ext.): Yvette M. Rowe, Business Operations Manager, X3997

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			\$162,382	\$162,382	
TOTALS			\$162,382	\$162,382	

F) FOR EXPENDITURES AND REVENUES WHICH WILL OCCUR ON AN **ANNUAL** BASIS OVER SEVERAL YEARS CHECK THE APPROPRIATE BOX BELOW AND THEN LIST EACH ITEM AND DOLLAR AMOUNT **SEPARATELY**.

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

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

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

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE 100326:

[illegible]

NOTICES SENT TO FOR FILE 100326:

[illegible]



Legislation Details (With Text)

File #: 100327 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to application, acceptance and funding of the HIV Targeted Prevention from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

Indexes: HEALTH CARE, HIV/AIDS, STATE GRANTS

Attachments: Grant Analysis, Operating Grant Budget, Fiscal Note, PS - Hearing Notice List, FP - Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/9/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
7/15/2010	1	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
7/16/2010	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
100327

Version
Substitute 1

Reference

Sponsor
The Chair

Title
Substitute resolution relative to application, acceptance and funding of the HIV Targeted Prevention from the State of Wisconsin Department of Health Services.

Analysis

This resolution authorizes the Health Department to apply for, accept and fund the HIV Targeted Prevention Grant project from the State of Wisconsin Department of Health Services in the amount of \$25,000. The purpose of the project is to support activities addressing the increase in HIV infections in Milwaukee, specifically among young gay and bisexual men in the African American community

Body

Whereas, The City of Milwaukee appears to be eligible for grant funds from the State of Wisconsin Department of Health Service for support activities addressing the increase in HIV infections in Milwaukee, specifically among young gay and bisexual men in the African American community; and

Whereas, The operation of this grant project from 01/01/10 to 12/31/10 would cost \$25,000 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 commit funds within the Project/Grant Parent of the 2010 Special Revenue-Grant and Aid Projects Fund, the following amounts for the project titled HIV Targeted Prevention Grant:

Project Grant	GR0001000000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600

Project	Grantor Share
Amount	\$25,000

And to create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project/Grant Levels; budget against these Project/Grant values the amounts required under the grant agreement; and, be it

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

1. Expend from the amount budgeted sums 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;
3. Expend from the 2010 grant budget for subcontracts and equipment as specified in the grant budget; and, be it

Requestor
HEALTH DEPARTMENT

Drafter
YMR
07-11-10
HIV TARGETED PREVENTION RES 2010

GRANT ANALYSIS FORM

OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: **Health Department**

Contact Person & Phone No: **Irmine Reitzl, X8555**

Category of Request

☒ **New Grant**

☐ **Grant Continuation**

☐ **Change in Previously Approved Grant**

Previous Council File No.

Previous Council File No.

Project/Program Title: HIV Targeted Prevention Grant 2010

Grantor Agency: State of Wisconsin Department of Health Services

Grant Application Date: Not applicable

Anticipated Award Date: June 2010

Please provide the following information:

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

The purpose of the HIV Targeted Prevention Grant 2010 is to support activities addressing the increase in HIV infections in Milwaukee, specifically among young gay and bisexual men in the African American community. The funds provided through this contract will support activities conducted by *Diverse and Resilient, Inc. (D&R)*, as guided by their contract with the City of Milwaukee Health Department (CMHD).

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

This grant assists the Health Department in achieving its objective of "reducing the illness and injury from communicable disease in Milwaukee". By addressing the increase in HIV infections among young gay and bisexual men in the African American community; the grant promotes the citywide goal of improving the health of Milwaukee's citizens.

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

In its summary of 2008 surveillance data, the WI Division of Public Health AIDS/HIV Program reported an increase in reported HIV infections in young men who have sex with men (MSM). Adjusted reported cases of HIV in African American MSM ages 13-29 tripled between the years 2000 and 2008. In 2009, 180 cases of HIV were reported in the City, bringing the total number of cases reported since 1984 (the year the first cases were reported in Milwaukee) to 4,732. These 180 cases make up 41% of all cases reported in Wisconsin in 2009. These grant funds will be used to develop a community response to HIV and support the Department's objective to reduce communicable disease in Milwaukee.

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

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

January 1, 2010 – December 31, 2010

6. Provide a List of Subgrantees:

N/A

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

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: HIV Targeted Prevention
 CONTACT PERSON: Irmine Reitzl x8555

PROJECT/PROGRAM YEAR: 2010

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		SALARIES AND WAGES					
		TOTAL SALARIES AND WAGES					
		FRINGE BENEFITS					
		TOTAL FRINGE BENEFITS					
		SUPPLIES AND MATERIALS					
		TOTAL SUPPLIES AND MATERIALS					
		SERVICES					
		TOTAL SERVICES					
		CONTRACTUAL SERVICES					
		Contract for Services (Diverse & Resilient Inc.)		25,000			25,000
		TOTAL CONTRACTUAL SERVICES		25,000			25,000
		TOTAL COSTS		25,000	0	0	25,000

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 11, 2010FILE NUMBER: 100327Original Fiscal Note ☒ Substitute ☐SUBJECT: Substitute resolution relative to application, acceptance and funding of the HIV Targeted Prevention 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: ☒ ADOPTION OF THIS FILE AUTHORIZES EXPENDITURES
☐ ADOPTION OF THIS FILE DOES NOT AUTHORIZE EXPENDITURES; FURTHER COMMON COUNCIL ACTION NEEDED. LIST ANTICIPATED COSTS IN SECTION G BELOW.
☐ NOT APPLICABLE/NO FISCAL IMPACT.

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			\$25,000	\$25,000	
TOTALS			\$25,000	\$25,000	

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**.

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

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

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

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE 100327:

[illegible]

NOTICES SENT TO FOR FILE 100327:

[illegible]



Legislation Details (With Text)

File #: 100329 **Version:** 1

Type: Resolution **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

Title: Substitute resolution relative to the application, acceptance and funding of the Ecocultural Family Interview Assessment Grant from the University of Wisconsin-School of Medicine and Public Health.

Sponsors: THE CHAIR

Indexes: GRANTS, HEALTH CARE, HEALTH DEPARTMENT, UNIVERSITY OF WISCONSIN

Attachments: Grant Analysis, Operating Grant Budget, Fiscal Note, PS - Hearing Notice List, FP - Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/9/2010	0	PUBLIC SAFETY COMMITTEE	HEARING NOTICES SENT		
7/15/2010	1	PUBLIC SAFETY COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	Pass	4:0
7/16/2010	1	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number
100329

Version
Substitute 1

Reference

Sponsor
The Chair

Title
Substitute resolution relative to the application, acceptance and funding of the Ecocultural Family Interview Assessment Grant from the University of Wisconsin-School of Medicine and Public Health.

Analysis
This resolution authorizes the Health Department to apply for, accept and fund the Ecocultural Family Interview Assessment Grant from the University of Wisconsin-School of Medicine and Public Health in the amount of \$156,911. The purpose of the project is to assist in the development of effective client care plans in order to improve services provided to parents enrolled in the MHD Home Visiting program.

Body
Whereas, The City of Milwaukee appears to be eligible for grant funds from the University of Wisconsin-School of Medicine and Public Health to assist in the development of effective client care plans in order to improve services provided to parents enrolled in the MHD Home Visiting program; and

Whereas, The operation of this grant project from 09/01/10 to 08/31/11 would cost \$156,911 entirely provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the University of Wisconsin-School of Medicine and Public Health is authorized and the Health Department shall accept this grant without further approval unless the terms of the grant change as indicated in Milwaukee Code of Ordinances Section 304-81; and, be it

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant parent of the 2010 Special Revenue-Grant and Aid Projects Fund, the following amounts for the program titled Ecocultural Family Interview Assessment Grant:

Project/Grant	GR0001000000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$156,911

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project/Grant Levels; budget to these Project/Grant values the amount 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 sums for 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 training and out-of-town travel by departmental staff; and
3. Expend from the 2010 grant budget for subcontracts as specified in the grant budget.

Further Resolved, That the Common Council directs that the 2010 Positions Ordinance C.C. File Number 090458, should be amended as follows:

Change footnote (D) as follows:

To expire 08/31/11 unless the Ecocultural Family Interview Assessment Grant from the University of Wisconsin-School of Medicine and Public Health, is extended.

Requestor
Health Department

Drafter
ymr
07/11/10
Ecocultural Grant Res 2010-11

GRANT ANALYSIS FORM

OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: **Health Department**

Contact Person & Phone No: Anna Benton, X3064

Category of Request

- ☐ New Grant
- ☒ Grant Continuation
- ☐ Change in Previously Approved Grant

Previous Council File No. 090246

Previous Council File No.

Project/Program Title: **Ecocultural Family Interview Assessment Grant**

Grantor Agency: **Wisconsin Partnership Program - University of Wisconsin-School of Medicine and Public Health**

Grant Application Date: October 2007

Anticipated Award Date: 03/01/2008

Please provide the following information:

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

The Ecocultural Family Interview (EFI) Program is implemented within the MHD's Empowering Families of Milwaukee (EFM) Program to study whether using the EFI tool as a family assessment can help us better identify the social, economic, and mental health needs of participants in the program, and turn this information into better care plans and better outcomes for participants and their families. The use of this assessment has been successfully applied in homes with children with disabilities and is evidence-based to provide the environmental and cultural information missing in general health assessments when reaching low-income, high risk families. Data show that more detailed needs are identified to enable a better linking of individuals to service needs. As a result, improvements will be noted in health, well-being and self-sufficiency of at risk low income families.

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

This program meets the strategic goals of addressing disparity in healthy birth outcomes and the reduction of infant mortality.

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

This grant fully covers one full-time Project Coordinator.

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

Annual reports will be generated on select criteria as outlined in the grant.

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

Grant to begin on September 1, 2010 through August 31, 2011.

Grant is a three year grant administered by the Wisconsin Partnership Program.

6. Provide a List of Subgrantees:

This grant will be based on a partnership with individuals from UW-Madison School of Social Work and UCLA Departments of Anthropology and Psychology. A number of consultants also are budgeted into the grant to provide technical assistance in the transcription and translation of interviews, program design and data analysis sections.

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

See attached.

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: Ecocultural Family Interview Project
 CONTACT PERSON: Anna Benton - X3064

PROJECT/PROGRAM YEAR: 2010-11

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
	1.0	Health Project Coordinator (X) (D)	5	56,500			56,500
		TOTAL PERSONNEL COSTS		56,500			56,500
		FRINGE BENEFITS					
		Health Project Coordinator		23,165			23,165
		TOTAL FRINGE BENEFITS		23,165			23,165
		SUPPLIES AND MATERIALS					
		Office supplies		600			600
		Incentives for Participants		5,500			5,500
		TOTAL SUPPLIES AND MATERIALS		6,100			6,100
		EQUIPMENT AND FACILITY RENT					
		TOTAL EQUIPMENT AND FACILITY RENT		0			
		SERVICES					
		Mileage/travel		3,916			3,916
		License Fee for Data Storage		1,000			1,000
		Telecommunication Services		100			100
		Meeting Expenses		200			200
		TOTAL SERVICES		5,216			5,216
		EQUIPMENT					

							0
		TOTAL EQUIPMENT		0			0
		CONTRACTUAL SERVICES					
		Academic Partner		20,430			20,430
		Evaluator, transcription and consulting fees		45,500			45,500
		TOTAL CONTRACTUAL SERVICES		65,930			65,930
		INDIRECT COSTS					
							0
		TOTAL INDIRECT COSTS		0			0
		TOTAL COSTS		156,911	0		156,911

CITY OF MILWAUKEE FISCAL NOTE

A) DATE July 11, 2010FILE NUMBER: 100329Original Fiscal Note ☒ Substitute ☐SUBJECT: Substitute resolution relative to application, acceptance and funding of the Ecocultural Family Interview Assessment Grant from the University of Wisconsin-School of Medicine and Public Health.B) SUBMITTED BY (Name/title/dept./ext.): Yvette M. Rowe, Business Operations Manager, X3997

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			\$156,911	\$156,911	
TOTALS			\$156,911	\$156,911	

F) FOR EXPENDITURES AND REVENUES WHICH WILL OCCUR ON AN **ANNUAL** BASIS OVER SEVERAL YEARS CHECK THE APPROPRIATE BOX BELOW AND THEN LIST EACH ITEM AND DOLLAR AMOUNT **SEPARATELY**.

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

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

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

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE 100329:

[illegible]

NOTICES SENT TO FOR FILE 100329:

[illegible]



Legislation Details (With Text)

File #: 100351 **Version:** 1

Type: Ordinance **Status:** In Committee

File created: 7/7/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:**

Effective date:

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

Sponsors: THE CHAIR

Indexes: POSITIONS ORDINANCE

Attachments: Request for Special Finance Meeting on July 27 from DER

Date	Ver.	Action By	Action	Result	Tally
7/7/2010	0	COMMON COUNCIL	ASSIGNED TO		
7/16/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		

Number

100351

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:

Department of Neighborhood Services, Department of Public Works, Water Works, Assessor's Office, Department of Employee Relations, Milwaukee Public Library and Health Department.

Body

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

Part 1. Section 1 of ordinance File Number 090458 relative to offices and positions in the City Service is hereby amended as follows (Effective Pay Period 20, 2010- September 9, 2010):

Under "Department of Public Works, Water Works, Business Organization, Meter Services", delete 44 positions of "Water Meter Technician II (A)" and 6 positions of "Water Meter Technician I" and add 50 positions of "Water Meter Technician (A)".

Part 2. Section 1 of ordinance File Number 090458 relative to offices and positions in the City Service is hereby amended as follows:

Under "Department of Neighborhood Services, Targeted Enforcement (A)", add 6 positions of "Code Enforcement Intern (A)(X)" and under "Neighborhood Improvement Program (NIP)" add 2 positions of "Neighborhood Improvement Project Inspector (A)(X)".

Under "Department of Public Works, Water Works, Business Organization, Meter Services", delete one position of "AMR Meter Services Manager (A)(X), two positions of "Meter Field Supervisor (A)(X), one position of "Meter Reader Supervisor (X), one position of "Meter Repair Supervisor (X)" and add one position of "Water Meter Project Manager (A)(X)" and four positions of Water Meter Field Supervisor (A)(X); under "Business Organization, Auxiliary Positions", delete one position of "Water Meter Project Manager (A)(X)", two positions of "Meter Field Supervisor (A)(X)", one position of "Meter Reader Supervisor (0.33 FTE)" and add one position of "Water Meter Project Manager (A)(X)", two positions of "Water Meter Field Supervisor (A)(X)" and one position of "Water Meter Field Supervisor (0.33 FTE)".

Under "Assessor's Office, Assessment Division, Real Property", delete the title "Supervising Assessor Assistant (X)(Y)" and add the title "Assessment Division Manager (X)(Y)".

Under "Department of Employee Relations, Operations Division, Staffing Services Section, Selection Services", delete one position of "Human Resource Analyst and add one position of "Test Administration Coordinator"; under "Operations Division, Compensation Services Section", delete one position of "Pay Services Specialist" and add one position of "Certification Services Specialist".

Under "Library, Central Library Decision Unit, Youth and Outreach Services Section", add one position of "Library Education Outreach Specialist (X)".

Under "Health Department, Disease Control and Environmental Health Services Division, Bioterrorism Grant-Focus (P)", delete "Health Project Coordinator- Emergency Preparedness (X)(Y)(A)(P)", "Health Project

Coordinator- Immunizations (X)(Y)(A)(DD)(P)(Q)", "Public Health Emergency Response (PHER) Grant (Q)" and "Public Health Pandemic Planning Coordinator (X)(Q)" and add one position of "Public Health Pandemic Planning Coordinator (X)(A)(P)" and one position of "Health Project Coordinator- Immunizations (X)(Y)(A)(DD)(P)(Q)", change footnote (P) as follows:

"To expire 07-31-11 unless the Bioterrorism Focus CRI Grant is extended. Also partially funds the position of Public Health Emergency Response Planning Coordinator";

Delete footnote (Q) and change footnote (L) to read as follows:

"To expire 07-31-11 unless the HIV Women's Project Grant, available from the Medical College of Wisconsin, is extended",

And change footnote (D) as follows:

"To expire 08/31/11 unless the Ecocultural Family Interview Assessment Grant from the University of Wisconsin-School of Medicine and Public Health, is extended."

Part 3. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Part 4. The provisions of Part 1 of this ordinance are deemed to be in force and effect from and after Pay Period 20, 2010 (September 9, 2010).

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

Part 5. This ordinance will take effect and be in force from and after its passage and publication.

Drafter
City Clerk's Office
tlb



City of Milwaukee
Text File
Ordinance

200 E. Wells Street
Milwaukee, Wisconsin
53202

Introduced: 7/7/2010

File Number: 100350

Status: In Committee

Version: 1

Sponsors: THE CHAIR

..Number

100350

..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 departments:

Department of Public Works, Water Works, Assessor's Office, Police and Department of Employee Relations.

..Body

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

Part 1. Section 3 of ordinance File Number 090457 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 20, 2010 - September 9, 2010):

Under Pay Range 240, delete the title of "Water Meter Technician I".

Under Pay Range 249, delete the title of "Water Meter Technician II".

Create Pay Range 251 with the title of "Water Meter Technician" and the bi-weekly rates of pay below:

Pay Range 251

Official Rate Bi-weekly

\$1471.46 \$1503.13 &1527.84 \$1564.24 \$1603.06 \$1646.55 \$1707.96

Part 2. 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 3, add the title "Test Administration Coordinator".

Under Salary Grade 9, delete the title "Supervising Assessor Assistant" and add the title "Assessment Division Manager".

Under Salary Grade 11, delete the title "Supervising Assessor".

Under Salary Grade 14, delete the title "Police Information Systems Director".

Under Salary Grade 16, add the title "Police Information Systems Director".

Part 3. Section 8 of ordinance File Number 090457 relative to rates of pay of offices and positions in the City Service is hereby amended as follows:

Under Pay Range 540, add the title "Certification Services Specialist".

Part 4. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Part 5. The provisions of Part 1 of this ordinance are deemed to be in force and effect from and after Pay Period 20, 2010 (September 9, 2010).

The provisions of all other parts of this ordinance are deemed to be in force and effect from and after its passage and publication.

Part 6. This ordinance will take effect and be in force from and after its passage and publication.

..Drafter
City Clerk's Office
tlb

The FINANCE & PERSONNEL COMMITTEE may convene into closed session, pursuant to sec. 19.85(1)(e), Wis. Stats., for the purpose of formulating collective bargaining strategies.

The committee may thereafter reconvene in open session.