



Office of the Comptroller

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

Michael J. Daun
Deputy Comptroller

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

Craig D. Kammholz
Special Deputy Comptroller

May 15th, 2009

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

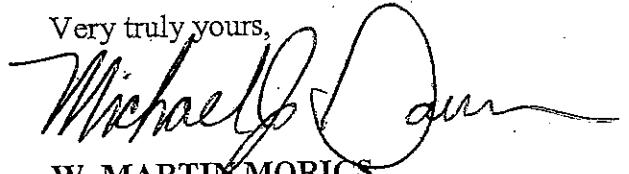
Re: Common Council Contingent Fund Status

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

2009 COMMON COUNCIL CONTINGENT FUND

Status on 5/15/2009

Funds Appropriated

2009 Adopted Budget 5,000,000.00

Transfers authorized by prior Council meetings

Journal ID	Date	Year	Class	Bud Ref	Amount	Description
0000206099	1/1/2009	2009	C001	2009	5,000,000.00	2009 Approved Budget
0000208370	1/16/2009	2009	C001	2009	(850,000.00)	Res.081161 1/16/09 CF to S163
0000209961	2/10/2009	2009	C001	2009	(107,270.83)	Res. 080682 CF to S163
0000211079	3/3/2009	2009	C001	2009	(55,403.90)	Res.081432 CF to S163

Remaining Reserved Commitments Authorized by prior Council meetings

None

Total Transfers & Reserved (1,012,674.73)

Balance Available on May 15th, 2009 3,987,325.27

% Expended/Reserved Current status 20%

Comparative Balance Available on May 15th, of prior years

	<u>Balance</u>	<u>Budgeted</u>	<u>% Expended</u>
2004	4,950,000	5,000,000	1%
2005	5,000,000	5,000,000	0%
2006	4,800,000	5,500,000	13%
2007	5,500,000	5,500,000	0%
2008	4,368,349	5,000,000	13%
Average of prior years	4,923,670	5,200,000	5%



City of Milwaukee

City Hall
200 East Wells Street
Milwaukee, WI 53202

Meeting Agenda FINANCE & PERSONNEL COMMITTEE

ALD. MICHAEL J. MURPHY, CHAIR
Ald. Robert J. Bauman, Vice-Chair
Ald. Joe Dudzik, Ald. Milele A. Coggs, and Ald. Nik Kovac

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

Wednesday, May 20, 2009

9:00 AM

Room 301-B, City Hall

AMENDED 5/15/09

1. [081696](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding various vacancy requests, fund transfers and equipment requests.
Sponsors: THE CHAIR
2. [080475](#) Appointment of Jennifer A. Miswald to the Public Debt Commission by the Mayor.
Sponsors: THE CHAIR
3. [081289](#) Substitute resolution appropriating up to \$134,949.23 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund for settlement of three lawsuits against the City of Milwaukee regarding 2006, 2007 and 2008 tax assessments.
Sponsors: THE CHAIR
---May be referred from the Judiciary & Legislative Committee
4. [081697](#) Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action.
Sponsors: THE CHAIR
5. [090055](#) Communication from the Department of Employee Relations relating to classification studies scheduled for Fire and Police Commission action.
Sponsors: THE CHAIR
6. [090019](#) Communication from the Ethics Board relative to effectuating various changes to the Positions Ordinance.
Sponsors: THE CHAIR
7. [090049](#) A charter ordinance relating to eligibility to make a selection of a protective survivorship retirement option.
Sponsors: Ald. Murphy

8. [090003](#) An ordinance relating to the late renewal application fee for a bed and breakfast establishment permit.
 Sponsors: THE CHAIR

9. [090064](#) Resolution appropriating \$233,500 from the 2008 Parking Contingent Fund account to the 2008 Fringe Benefits account.
 Sponsors: THE CHAIR

10. [081694](#) An ordinance to further amend the 2009 offices and positions in the City Service under control of the Common Council.
 Sponsors: THE CHAIR

11. [081700](#) An ordinance to further amend the 2009 rates of pay of offices and positions in the City Service under control of the Common Council.
 Sponsors: THE CHAIR

12. 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.



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081696

File ID: 081696

Type: Communication

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 04/14/2009

File Name:

Final Action:

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

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Hearing Notice List

Enactment Number:

Drafter: tjm

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	04/14/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Communication was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 081696

..Number
081696
..Version
ORIGINAL

..Reference

..Sponsor

THE CHAIR

..Title

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

..Drafter

CC-CC

TJM

4/8/09

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

DATE: May 20, 2009

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: May 20, 2009

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

Funding Source - 100%
Operating Budget Unless
Otherwise Indicated

I.D. No.	Department and Position	Pay Range	Date Vacant	Number of Positions With Same Title					CSC Status and/or Funding Source	Int/ Ext Fill	Code
				Authorized	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.			
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>										
	<u>FIRE DEPARTMENT</u>										
9195	Battalion Chief	863	5/16/09	20	19	1	0	0		Int	x-1
9196	Fire Captain	857	6/14/09	54	53	1	0	0		Int	x-1
9197-9201	Fire Lieutenant (5 positions)	856	4/28/09 4/30/09 5/15/09 5/16/09 6/14/09	160	155	5	0	0		Int	x-1
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>										
9202	Building Code Enforcement Inspector	553	3/8/09	2	1	1	0	0		Int	x-2b
	<u>POLICE DEPARTMENT</u>										
9205-14	Police Telecommunicator (10 pos.)	928	NA	10	0	10	0	0		Ext	x-1
9215-9249	Police Aide (35 positions)	480	NA	67	45	35	0	0		Ext	x-2a

NOTICES SENT TO FOR FILE 081696

Finance & Personnel Committee

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 080475

File ID: 080475

Type: Appointment

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 07/01/2008

File Name:

Final Action:

Title: Appointment of Jennifer A. Miswald to the Public Debt Commission by the Mayor.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Mayor's appointment letter ,Resume ,Hearing Notice
List

Enactment Number:

Drafter: jro

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	07/01/2008	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Appointment was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 080475

..Number
080475
..Version
ORIGINAL
..Reference

..Sponsor

THE CHAIR

..Title

Appointment of Jennifer A. Miswald to the Public Debt Commission by the Mayor.

..Requestor

..Drafter

Mayor

jro

7/1/08

May 14, 2009

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

Honorable Members of the Common Council:

I am pleased to appoint Jennifer A. Miswald, 2649 North Lake Drive, Milwaukee, Wisconsin 53211, to replace Michelle Nate on the Public Debt Commission. This appointment is pursuant to Section 15-01 of the Milwaukee City Charter. Ms. Miswald will serve a three-year term commencing upon taking of the oath of office.

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

Respectfully submitted,

Tom Barrett
Mayor

Jennifer A. Miswald, CFP®

2649 North Lake Drive • Milwaukee, WI 53211 • 414-801-5755
Miswald@milwpc.com

Career Focus – Wealth Management Financial Planning

Qualifications Profile

- **CERTIFIED FINANCIAL PLANNER™** practitioner with 12 years' experience in the financial services industry working with clients ranging from \$1,000,000 to \$25 million in assets.
 - **Completed CERTIFIED FINANCIAL PLANNER™** designation in one-third the industry's standard completion rate (less than 1 year versus the industry's standard of 3 years).
 - **Easily establish high level of trust with clients** and associates by asking pertinent questions and by clearly communicating financial plans and recommendations.
 - **Lifelong learner:** ensure up-to-date knowledge and compliance with industry, state, and federal regulations. Regularly attend continuing education offered through Financial Planning Association of Southeastern Wisconsin and read *Journal of Financial Planning*.
-

WELLS FARGO BANK, Milwaukee, WI; 2007- present

Financial Planner (2004 – Present)

Responsible for developing comprehensive, integrated and multigenerational financial plans for clients of The Private Bank. Working as a member of a multidisciplinary wealth management team focuses on cash-flow analysis, risk management analysis, education funding analysis, executive compensation, including stock option analysis, asset allocation, income tax planning issues and other estate and non-estate planning related issues.

MORGAN KENWOOD ADVISOR, Greendale, WI; 1999 – 2007

Financial Planner (2004 – Present)

Manage portfolios ranging from \$100,000 to \$2.5 million in assets with an average client portfolio at \$500,000. Review financial information to provide financial recommendations to individual, family, and small business clients. Prepare, implement and monitor financial plans.

Prepare advanced financial plans for president's clients with assets under management totaling \$400 million. Review clients' cash flow, liabilities, tax information, assets, estate planning documents, insurance documents, and real estate data. Set financial objectives.

Client Relations Manager (2001 – 2004)

Supervised and trained 9 client support specialists and paraplanners. Oversaw execution of plans, including security / insurance transactions. Participated in firm's strategic conversion from broker/dealer model to Independent Registered Advisory model.

Paraplanner (1999 – 2001)

Conducted preliminary planning meetings with president of firm to identify planning strategies for sale of security and insurance products. Taught financial seminars. Collaborated with client relations staff to ensure accurate and timely completion of paperwork for client security and insurance transactions.

Jennifer A. Miswald, CFP®

Page 2 • Cell: 414-801-5755 • Miswald@milwpc.com

Professional Experience

- **Nurse Executive**, The Shores Transitional & Rehabilitation Center; 1997 – 1998
- **Manager, Medical / Surgical Nursing**, Columbia/ Saint Mary's Hospital; 1993 – 1997
 - Directed operations and budget for 8 acute care units; managed team of 150.
- **Clinical Supervisor, Oncology/Hospice**, Seton Healthcare Services; 1989-1993
- **Patient Care Coordinator**, Milwaukee Hospice Home Care; 1987-1989
- **Staff Nurse**, Saint Joseph's Hospital; 1985-1989

Professional & Community Affiliations

- **Active Member**, Financial Planning Association; 2004 – Present
 - Membership Committee; 2005 – 2006
- **Capital Campaign Chair**, Saints Peter & Paul Parish; 2004 – Present
 - **Spearheaded fundraising campaign yielding \$775,000.**
 - Brought \$400,000 renovation project in **\$3,000 under budget.**
 - Sourced contractor to repair water damage for two buildings for only \$28,000 – a **\$172,000 savings** from the original quote.

Industry Certifications

KAPLAN COLLEGE, Boca Raton, FL

Certificate, Financial Planning

CERTIFIED FINANCIAL PLANNER™ certificate, May 2004

State of Wisconsin Insurance License for Property, Life, and Health; 1998 – Present

NYSE Series 7 certification; 1998 – 2004

Education

UNIVERSITY OF WISCONSIN – MILWAUKEE, Milwaukee, WI

Master of Nursing Science; 1991 • Minor: Statistics • GPA: 3.95

MARQUETTE UNIVERSITY, Milwaukee, WI

Bachelor of Nursing Science; 1985

Finance & Personnel Committee

Finance & Personnel Committee



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081289

File ID: 081289

Type: Resolution

Status: In Committee

Version: 1

Reference:

Controlling Body: JUDICIARY &
LEGISLATION
COMMITTEE

File Created: 01/16/2009

File Name:

Final Action:

Title: Substitute resolution appropriating up to \$134,949.23 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund for settlement of three lawsuits against the City of Milwaukee regarding 2006, 2007 and 2008 tax assessments.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Fiscal Note ,Updated Fiscal Analysis ,Fiscal Analysis ,Cover Letter ,Table of Tax Cancellations ,Contingent Fund Request ,2/27/09 City Attorney letter requesting file to be taken from file ,Revised Table of Tax Cancellations ,Sub. 2 Fiscal note ,Reply from Dept of Adm Budget Office ,Hearing notice ,Fiscal Analysis ,Hearing Notice List ,Hearing Notice List

Enactment Number:

Drafter: vdm

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	01/16/2009	ASSIGNED TO	JUDICIARY & LEGISLATION COMMITTEE			
	Action Text: This Resolution was ASSIGNED TO to the JUDICIARY & LEGISLATION COMMITTEE						
0	JUDICIARY & LEGISLATION COMMITTEE	01/27/2009	HEARING NOTICES SENT		02/02/2009		
0	FINANCE & PERSONNEL COMMITTEE	01/29/2009	HEARING NOTICES SENT		02/04/2009		
0	JUDICIARY & LEGISLATION COMMITTEE	02/02/2009	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			Pass

Action Text: A motion was made by ALD. WITKOWSKI that this Resolution be RECOMMENDED FOR ADOPTION AND ASSIGNED TO the FINANCE & PERSONNEL COMMITTEE . The motion PREVAILED by the following vote:

Notes: *Individuals present:*
Vince Moschella - City Attorney's Office
Mary Reavey - Assessor's Office

Ald. Davis moved to hold. Withdrawn.

Mover: ALD. WITKOWSKI Aye:4 - Hamilton, Witkowski, Bohl, and Donovan 4-1
 No:1 - Davis

0 FINANCE & PERSONNEL COMMITTEE 02/04/2009 RECOMMENDED FOR PLACING ON FILE Pass

Action Text: A motion was made by ALD. BAUMAN that this Resolution be RECOMMENDED FOR PLACING ON FILE. The motion PREVAILED by the following vote:

Notes: *Individuals present:*
Vincent Moschella, Deputy City Attorney
Peter Weissenfluh, Assessor's Office

Mover: ALD. BAUMAN Aye:4 - Murphy, Bauman, Coggs, and Kovac 4-0-1
 No:0
 Excused:1 - Dudzik

0 COMMON COUNCIL 02/10/2009 PLACED ON FILE Pass

Action Text: A motion was made by ALD. MURPHY that this Resolution be PLACED ON FILE. This motion PREVAILED by the following vote:

Mover: ALD. MURPHY Aye:15 - Hamilton, Davis, Kovac, Bauman, Bohl, Coggs, Wade, 15-0
 Donovan, Puente, Murphy, Dudzik, Witkowiak, Witkowski, Zielinski,
 and Hines Jr.
 No:0

0 COMMON COUNCIL 03/03/2009 TAKEN FROM FILE Pass

Action Text: A motion was made by ALD. MURPHY that this Resolution be TAKEN FROM FILE. The motion PREVAILED by the following vote:

Mover: ALD. MURPHY Aye:15 - Hamilton, Davis, Kovac, Bauman, Bohl, Coggs, Wade, 15-0
 Donovan, Puente, Murphy, Dudzik, Witkowiak, Witkowski, Zielinski,
 and Hines Jr.
 No:0

0 COMMON COUNCIL 03/03/2009 REFERRED TO FINANCE & PERSONNEL COMMITTEE Pass

Action Text: A motion was made by ALD. MURPHY that this Resolution be REFERRED TO the FINANCE & PERSONNEL COMMITTEE . The motion PREVAILED by the following vote:

Mover: ALD. MURPHY Aye:15 - Hamilton, Davis, Kovac, Bauman, Bohl, Coggs, Wade, 15-0
 Donovan, Puente, Murphy, Dudzik, Witkowiak, Witkowski, Zielinski,
 and Hines Jr.
 No:0

0 FINANCE & PERSONNEL COMMITTEE 03/11/2009 HEARING NOTICES SENT 03/20/2009

0 FINANCE & PERSONNEL COMMITTEE 03/20/2009 HELD IN COMMITTEE Pass

Action Text: A motion was made by ALD. BAUMAN that this Resolution be HELD IN COMMITTEE. The motion PREVAILED by the following vote:

Notes: *Individuals present:*
Vincent Moschella, Deputy City Attorney
Mary Reavey, City Assessor

Mover:	ALD. BAUMAN	Aye:5 - Murphy, Bauman, Dudzik, Coggs, and Kovac No:0	5-0
0	FINANCE & PERSONNEL COMMITTEE	04/02/2009 HEARING NOTICES SENT	04/09/2009
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009 HEARING NOTICES SENT	04/29/2009
1	FINANCE & PERSONNEL COMMITTEE	04/29/2009 RECOMMENDED FOR ADOPTION	Pass
	Action Text:	A motion was made by ALD. BAUMAN that this Resolution be RECOMMENDED FOR ADOPTION. The motion PREVAILED by the following vote:	
	Notes:	<i>Individuals present:</i> <i>Yvette Rowe, Health Dept.</i> <i>Anupa Gandhi, Health Dept.</i> <i>Approves changes to the positions ordinance.</i>	
Mover:	ALD. BAUMAN	Aye:5 - Murphy, Bauman, Dudzik, Coggs, and Kovac No:0	5-0
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009 SUBSTITUTED	Pass
	Action Text:	A motion was made by ALD. DUDZIK that this Resolution be SUBSTITUTED. The motion PREVAILED by the following vote:	
	Notes:	<i>Ald. Bauman moved that the FINANCE & PERSONNEL COMMITTEE convene into closed session,</i> <i>pursuant to s. 19.85(1)(g), Wis. Stats., for the purpose of conferring with the City Attorney who is</i> <i>rendering advice with respect to File #081289.</i> <i>Roll call taken at 9:36 A.M.</i> <i>Present: 5 - Alds. Murphy, Bauman, Dudzik, Coggs and Kovac</i> <i>Excused: 0</i> <i>Individuals present: Marianne Walsh, Legislative Fiscal Manager, Mike Daun, Deputy Comptroller,</i> <i>Dennis Yaccarino, Budget and Management Div, Grant Langley, City Attorney, Vincent Moschella,</i> <i>Deputy City Attorney, Jason Miller, Assistant City Attorney, Mary Reavey, City Assessor, Peter</i> <i>Weissenfluh, Assessor's Office, Jim Carroll, Legislative Reference Bureau and Aaron Cadle,</i> <i>Legislative Reference Bureau</i> <i>Ald. Dudzik moved that the committee reconvene in open session.</i> <i>Reconvene in open session at 10:39 A.M.</i>	
Mover:	ALD. DUDZIK	Aye:5 - Murphy, Bauman, Dudzik, Coggs, and Kovac No:0	5-0
1	FINANCE & PERSONNEL COMMITTEE	04/29/2009 RECOMMENDED FOR ADOPTION	Fail
	Action Text:	A motion was made by ALD. DUDZIK that this Resolution be RECOMMENDED FOR ADOPTION. The motion FAILED by the following vote:	
Mover:	ALD. DUDZIK	Aye:2 - Murphy, and Dudzik No:3 - Bauman, Coggs, and Kovac	2-3
1	FINANCE & PERSONNEL COMMITTEE	04/29/2009 RECOMMENDED FOR PLACING ON FILE	Pass
	Action Text:	A motion was made by ALD. BAUMAN that this Resolution be RECOMMENDED FOR PLACING ON FILE. The motion PREVAILED by the following vote:	

Mover:	ALD. BAUMAN	Aye:5 - Murphy, Bauman, Dudzik, Coggs, and Kovac No:0	5-0
1	COMMON COUNCIL	05/05/2009 REFERRED TO JUDICIARY & LEGISLATION COMMITTEE	Pass
	Action Text: A motion was made by ALD. DONOVAN that this Resolution be REFERRED TO the JUDICIARY & LEGISLATION COMMITTEE . The motion PREVAILED by the following vote:		
	Notes: <i>An earlier motion by Alderman Bohl to send this matter to the Finance Committee was withdrawn. This motion had been ruled to supercede an earlier motion from Alderman Dudzik moving adoption notwithstanding the recommendation of the Committee.</i>		
Mover:	ALD. DONOVAN	Aye:13 - Hamilton, Davis, Kovac, Bauman, Bohl, Coggs, Wade, Donovan, Puente, Murphy, Dudzik, Zielinski, and Hines Jr. No:1 - Witkowski Excused:1 - Witkowiak	13-1-1
1	JUDICIARY & LEGISLATION COMMITTEE	05/11/2009 HEARING NOTICES SENT	05/18/2009
1	FINANCE & PERSONNEL COMMITTEE	05/14/2009 HEARING NOTICES SENT	05/20/2009
1	JUDICIARY & LEGISLATION COMMITTEE	05/18/2009	
1	FINANCE & PERSONNEL COMMITTEE	05/20/2009	

Text of Legislative File 081289

..Number

081289

..Version

SUBSTITUTE 1

..Reference

..Sponsor

THE CHAIR

..Title

Substitute resolution appropriating up to \$134,949.23 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund for settlement of three lawsuits against the City of Milwaukee regarding 2006, 2007 and 2008 tax assessments.

..Analysis

This resolution appropriates up to \$134,949.23 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund special purpose account to pay the settlement of three lawsuits against the City regarding 2006, 2007 and 2008 assessments.

..Body

Whereas, The cases of Metropolitan Associates v. City (07CV14475), Granville Holding v. City (07CV14477), and Northland Apartments v. City (07CV14471) are Wis. Stat. § 74.37 claims for 2006, 2007, and 2008 property tax refunds; and

Whereas, The Commissioner of Assessments and the City Attorney have negotiated a settlement of three lawsuits against the City that they recommend to the Common Council; and

Whereas, The City Treasurer has calculated the proper payment amount to be \$134,949.23, with additional statutory interest required if the settlement is paid after March 31, 2009; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that up to \$134,949.23 is appropriated from the 2009 Common Council Contingent Fund (0001-9990-0001-006300) to the Remission of Taxes Fund

special purpose account (0001-9990-S163-006300) to pay by check the settlement of three lawsuits against the City; and, be it

Further Resolved, That the City Attorney is authorized to execute all documents necessary for the settlement of this matter.

..Requestor

City Attorney

..Drafter

VDM:dms

February 27, 2009

1056-2007-2936:143182

CITY OF MILWAUKEE FISCAL NOTE

A) DATE: January 8, 2009

FILE NUMBER: _____

ORIGINAL FISCAL NOTE ☒ SUBSTITUTE

SUBJECT: Resolution appropriating up to \$174,647.95 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund for settlement of three lawsuits against the City of Milwaukee regarding 2006, 2007 and 2008 tax assessments

B) SUBMITTED BY name/title/dept./ext.): Vincent D. Moschella, Assistant City Attorney, ext. 8409

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

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

NOT APPLICABLE/NO FISCAL IMPACT.

D) CHARGE TO: DEPARTMENTAL ACCOUNT (DA)
CAPITAL PROJECTS FUND (CPF)
PERM. IMPROVEMENT FUNDS (PIF)
OTHER (SPECIFY) Damages and Claims Fund

☒ CONTINGENT FUND (CF)
SPECIAL PURPOSE ACCOUNTS (SPA)
GRANT & AID ACCOUNTS (G & AA)

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	Remission of Taxes Fund	0001-9990-S163-006300	\$174,647.95		
TOTALS					

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

1-3 YEARS	3-5 YEARS	
1-3 YEARS	3-5 YEARS	
1-3 YEARS	3-5 YEARS	

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

H) COMPUTATIONS USED IN ARRIVING AT FISCAL ESTIMATE:

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE

#1056-2007-2936:140922

Reply to Common Council File No. 081289
From DOA-Budget and Management Division

March 12, 2009

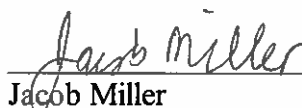
Ref: 09007

Common Council File Number 081289 is a resolution allowing for the transfer of up to \$134,949.23 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund. This is the result of a settlement reached by the City Attorney's Office relating to properties owned by Metropolitan Associates, Granville Holding, and Northland Apartments. The settlement would entail property tax refunds for 2006, 2007 and 2008 for these properties.

The Remission of Taxes fund has a budget of \$1,000,000 for 2009, \$886,897.33 of that amount was designated for previous remissions in files 081054 and 081055, and \$66,350 from this fund was previously transferred to the City Treasurer's Office to dispose of other remissions. These previous payments would require the use of the Common Council Contingent Fund to pay for this settlement. The city would be expected to recoup some funds from other Milwaukee area jurisdictions if this settlement is agreed to.

The Assessor's Office asked not to settle the case when a proposed settlement was presented to the Finance and Personnel Committee in February 2009, arguing that doing so would set a precedent and encourage further challenges of city assessments. The Finance and Personnel Committee placed the issue on file, and requested the City Attorney's Office to continue with legal proceedings in this case. The City Attorney's Office has returned with a settlement that has lowered the city's payment by nearly \$40,000 from the earlier proposed settlement. Given the earlier decision from the Finance and Personnel Committee on this file, the Budget and Management Office recommends that any actions should be left to the best judgment of the Committee.

**RECOMMENDATION: DEFER TO THE JUDGMENT OF THE FINANCE
AND PERSONNEL COMMITTEE FOR FILE NUMBER 081289**



Jacob Miller

Budget and Management Analyst Senior

JEM:dmr

FINANCE: 081289sr.doc

LRB-RESEARCH AND ANALYSIS SECTION

JUDICIARY AND LEGISLATION COMMITTEE	FEBRUARY 2, 2009	ITEM 9, FILE # 081289
FINANCE & PERSONNEL COMMITTEE	FEBRUARY 4, 2009	ITEM 6, FILE # 081289
FINANCE & PERSONNEL COMMITTEE	MARCH 20, 2009	ITEM 6, FILE # 081289

SECOND AMENDED ANALYSIS

The proposed substitute resolution in File # 081289 authorizes appropriation of up to \$134,949.23 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund for settlement of three lawsuits against the City of Milwaukee relating to 2006, 2007 and 2008 tax assessments.

Background

1. The following legal actions were brought against the City in the Milwaukee County Circuit Court alleging excessive assessment of properties for the tax years 2006, 2007 and 2008 under the provisions of s. 74.37, Wis. Stats., providing an alternative to the administrative appeal process before the Board of Review under s. 70.46, Wis. Stats., and s. 307-4 of the Code:

Metropolitan Associates v. City (Docket No. 07CV14475)

Granville Holding v. City (Docket No. 07CV14477)

Northland Apartments v. City (Docket No. 07CV14471)
2. The claim process provided in s. 74.37, Wis. Stats., was made applicable to jurisdictions in Milwaukee County in 2001 as a result of a decision of the Wisconsin Supreme Court striking down an exception in the law for jurisdictions in a county with a population of 500,000 or more. That exception had provided for judicial review of City administrative decisions that was limited primarily to two questions: 1) was the City's determination clearly wrong based on the evidence, and 2) was the City's determination wrong as a matter of law. Section 74.37, Wis. Stats., however, provides for "*de novo*" review, which means that the Court takes evidence and makes its own decision without regard to the City's prior administrative determination.
3. Legislation passed the last Wisconsin legislature, 2007 Wisconsin Act 86, allowing the City, upon enactment of specific ordinances, to implement a hearing and appeal process that would not be subject to *de novo* Court review. The administrative appeal process provided by Act 86 gives taxpayers expanded procedural rights, but the Milwaukee Circuit Court, in a ruling from the bench on January 20, 2009, struck down the provisions denying the tax payer a *de novo* appeal to the circuit court on the grounds that it denied equal protection of the law.
4. It is generally conceded that the process of initiating and trying a *de novo* action for excessive assessment in circuit court places more pressures and incentives on the City to settle claims.

Discussion

1. Settlement discussions between the parties resulted in concessions on both sides. The City Attorney reports that the settlements of tax claims amount to approximately 30% of the claimed overpayment of taxes. Including statutory interest, the total of settlements is approximately 40% of the claims made in court for overpayment.

2. The proposed substitute resolution appropriates up to \$134,949.23 from the Common Council Contingent Fund. The request is made due to the higher than anticipated 2009 demand on the Remission of Taxes Fund Special Purpose Account. Earlier appropriations from the Contingent Fund to the Remission of Taxes Fund were made this year in settlement of claims brought by Walgreen's for up to \$850,000 in resolution File # 081161 and for \$55,404 in settlement of the Tower Automotive bankruptcy action in resolution File # 081432.
3. Approximately 64% of the amount to be expended in settlement of these claims is subject to reimbursement from other taxing jurisdictions for which the City collects taxes.
4. The Comptroller's status report relating to the 2009 Common Council Contingent Fund finds that, as of March 13, 2009, a balance of \$3,987,325 remains available of the original \$5,000,000 appropriation.
5. Questions were raised at the Judiciary and Legislative Committee meeting of February 2, 2009, reflecting concerns that the Remission of Taxes Fund Special Purpose Account budgeted at \$1,000,000 for 2009 was already exhausted. Review of documentation submitted by the Office of the Commissioner of Assessment during budget deliberations by the Finance & Personnel Committee in October of 2008 reported that the definite payments known at that time to be outstanding against the 2009 Remission of Taxes Fund totaling \$1.1 million included:
 - \$770,000 cumulative paybacks due by January 31, 2009
 - \$40,000 in interest
 - \$180,000 in the claims brought by Metropolitan Apartments
 - \$107,500 in the settlement of claims of Golden Marina Causeway

Additionally, the following potential repayments were identified:

- \$216,000 in the matter of Allright Parking (in the Court of Appeals)
- \$200,000 in the matter of US Oil (in the Circuit Court)
- \$200,000 for typical paybacks ordered by the Board of Review

Projections of potential 2010 claims were also made, one of which was the Walgreen's claim, noted above, estimated in October to be \$700,000.

Fiscal Impact

1. The settlement of up to \$134,949.23 authorized by the substitute resolution in File # 081289 will leave approximately \$3,852,376 in the Common Council Contingent Fund.

cc: Marianne Walsh
W. Martin Morics
Grant Langley
Vincent Moschella
Mary Reavy
Mark Nicolini

Prepared by Richard L. Withers
Legislative Reference Bureau
Ext 8532
March 19, 2009

NOTICES SENT TO FOR FILE 081289:

[illegible]

Finance & Personnel Committee

[illegible]

LRB-RESEARCH AND ANALYSIS SECTION

JUDICIARY AND LEGISLATION COMMITTEE	FEBRUARY 2, 2009	ITEM 9, FILE # 081289
FINANCE & PERSONNEL COMMITTEE	FEBRUARY 4, 2009	ITEM 6, FILE # 081289
AMENDED ANALYSIS		

The resolution in File # 081289 authorizes appropriation of up to \$174,647.95 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund for settlement of three lawsuits against the City of Milwaukee relating to 2006, 2007 and 2008 tax assessments.

Background

1. The following legal actions were brought against the City in the Milwaukee County Circuit Court alleging excessive assessment of properties for the tax years 2006, 2007 and 2008 under the provisions of s. 74.37, Wis. Stats., providing an alternative to the administrative appeal process before the Board of Review under s. 70.46, Wis. Stats., and s. 307-4 of the Code:

Metropolitan Associates v. City (Docket No. 07CV14475)
Granville Holding v. City (Docket No. 07CV14477)
Northland Apartments v. City (Docket No. 07CV14471)
2. The claim process provided in s. 74.37, Wis. Stats., was made applicable to jurisdictions in Milwaukee County in 2001 as a result of a decision of the Wisconsin Supreme Court striking down an exception in the law for jurisdictions in a county with a population of 500,000 or more. That exception had provided for judicial review of City administrative decisions that was limited primarily to two questions: 1) was the City's determination clearly wrong based on the evidence, and 2) was the City's determination wrong as a matter of law. Section 74.37, Wis. Stats., however, provides for "*de novo*" review, which means that the Court takes evidence and makes its own decision without regard to the City's prior administrative determination.
3. Legislation passed the last Wisconsin legislature, 2007 Wisconsin Act 86, allowing the City, upon enactment of specific ordinances, to implement a hearing and appeal process that would not be subject to *de novo* Court review. The administrative appeal process provided by Act 86 gives taxpayers expanded procedural rights, but the Milwaukee Circuit Court, in a ruling from the bench on January 20, 2009, struck down the provisions denying the tax payer a *de novo* appeal to the circuit court on the grounds that it denied equal protection of the law.
4. It is generally conceded that the process of initiating and trying a *de novo* action for excessive assessment in circuit court places more pressures and incentives on the City to settle claims.

Discussion

1. Settlement discussions between the parties resulted in concessions on both sides. The City Attorney reports that the settlements of tax claims amount to approximately 30% of the claimed overpayment of taxes. Including statutory interest, the total of settlements is approximately 40% of the claims made in court for overpayment.

2. The resolution appropriates up to \$174,627.95 from the Common Council Contingent Fund. The request is made due to the higher than anticipated 2009 demand on the Remission of Taxes Fund Special Purpose Account. An earlier appropriation from the Contingent Fund to the Remission of Taxes Fund was made this year in settlement of claims brought by Walgreen's for up to \$850,000 in resolution File # 081161.
3. Approximately 64% of the amount to be expended in settlement of these claims is subject to reimbursement from other taxing jurisdictions for which the City collects taxes.
4. The Comptroller's status report relating to the 2009 Common Council Contingent Fund finds that, as of January 30, 2009, an amount of \$4,150,000 remains available of the original \$5,000,000 appropriation.
5. Questions were raised at the Judiciary and Legislative Committee meeting of February 2, 2009, reflecting concerns that the Remission of Taxes Fund Special Purpose Account budgeted at \$1,000,000 for 2009 was already exhausted. Review of documentation submitted by the Office of the Commissioner of Assessment during budget deliberations by the Finance & Personnel Committee in October of 2008 reported that the definite payments known at that time to be outstanding against the 2009 Remission of Taxes Fund totaling \$1.1 million included:
 - \$770,000 cumulative paybacks due by January 31, 2009
 - \$40,000 in interest
 - \$180,000 in the claims brought by Metropolitan Apartments
 - \$107,500 in the settlement of claims of Golden Marina Causeway

Additionally, the following potential repayments were identified:

- \$216,000 in the matter of Allright Parking (in the Court of Appeals)
- \$200,000 in the matter of US Oil (in the Circuit Court)
- \$200,000 for typical paybacks ordered by the Board of Review

Projections of potential 2010 claims were also made, one of which was the Walgreen's claim, noted above, estimated in October to be \$700,000.

Fiscal Impact

1. The settlement amount of up to \$174,627.95 authorized in resolution file # 081289 will leave approximately \$3,975,000 in the Common Council Contingent Fund.

cc: Marianne Walsh
W. Martin Morics
Grant Langley
Vincent Moschella
Mary Reavy
Mark Nicolini

Prepared by Richard L. Withers
Legislative Reference Bureau
Ext 8532
February 3, 2009

LRB-RESEARCH AND ANALYSIS SECTION

JUDICIARY AND LEGISLATION COMMITTEE	FEBRUARY 2, 2009	ITEM 9, FILE # 081289
FINANCE & PERSONNEL COMMITTEE	FEBRUARY 4, 2009	ITEM 5, FILE # 081289

The resolution in File # 081289 authorizes appropriation of up to \$174,647.95 from the 2009 Common Council Contingent Fund to the Remission of Taxes Fund for settlement of three lawsuits against the City of Milwaukee relating to 2006, 2007 and 2008 tax assessments.

Background

1. The following legal actions were brought against the City in the Milwaukee County Circuit Court alleging excessive assessment of properties for the tax years 2006, 2007 and 2008 under the provisions of s. 74.37, Wis. Stats., providing an alternative to the administrative appeal process before the Board of Review under s. 70.46, Wis. Stats., and s. 307-4 of the Code:
 - Metropolitan Associates v. City (Docket No. 07CV14475)
 - Granville Holding v. City (Docket No. 07CV14477)
 - Northland Apartments v. City (Docket No. 07CV14471)
2. The claim process provided in s. 74.37, Wis. Stats., was made applicable to jurisdictions in Milwaukee County in 2001 as a result of a decision of the Wisconsin Supreme Court striking down an exception in the law for jurisdictions in a county with a population of 500,000 or more.
3. Legislation will be proposed in the 2009-2010 session of the Wisconsin Legislature in an effort to limit the ability of claimants to bypass administrative appeals initiating direct actions in court challenging assessments. The legislation has previously been introduced but was not acted upon before the close of the last legislative session. The Intergovernmental Relations Division-Department of Administration is working on this initiative.

Discussion

1. Settlement discussions between the parties resulted in concessions on both sides. The City Attorney reports that the settlements are in amounts approximately 30% of the claimed overpayment of taxes, and together with interest, total up to 40% of the claimed overpayments.
2. The complexity and interaction of factors taken into account in commercial property assessments and the multiple methodologies that may be utilized, suggest that settlement in this case will not set a precedent for other retailers or retail chains.
3. It is generally conceded that the process of initiating and trying an action for excessive assessment in Circuit Court places more pressures and incentives on the City to settle cases as opposed to the former process.
4. The resolution appropriates up to \$174,627.95 from the Common Council Contingent Fund. The request is made due to the higher than anticipated 2009 demand on the Remission of Taxes Fund Special Purpose Account. An earlier

appropriation from the Contingent Fund to the Remission of Taxes Fund was made this year in settlement of claims brought by Walgreens for up to \$850,000 in resolution File # 81161.

5. The Comptroller's status report relating to the 2009 Common Council Contingent Fund finds that, as of January 30, 2009, an amount of \$4,150,000 remains available of the original \$5,000,000 appropriation.

Fiscal Impact

1. The settlement amount of up to \$174,627.95 will leave approximately \$3,975,000 in the Common Council Contingent Fund.

cc: Marianne Walsh
W. Martin Morics
Grant Langle
Vincent Moschella
Mary Reavy
Mark Nicolini

Prepared by Richard L. Withers
Legislative Reference Bureau
Ext 8532
February 1, 2009

GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD
LINDA ULISS BURKE
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MELANIE R. SWANK
JAY A. UNORA
DONALD L. SCHRIEFER
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MARYNELL REGAN
G. O'SULLIVAN-CROWLEY
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ELOISA DE LEÓN
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KEVIN P. SULLIVAN
BETH CONRADSON CLEARY
THOMAS D. MILLER
HEIDI E. GALVÁN
JARELY M. RUIZ
ROBIN A. PEDERSON
Assistant City Attorneys

January 8, 2009

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

Alderman Ashanti Hamilton, Chair
Judiciary & Legislation Committee
Room 205 – City Hall

Re: Proposed Settlement of Metropolitan Associates v. City,
Case No. 07CV14475; Granville Holding v. City, Case No.
07CV14477; and Northland Apartments v. City, Case No. 07CV14471

Dear Committee Chairmen:

These matters are Wis. Stat. § 74.37 actions for property tax refunds for three large apartment complexes in the City of Milwaukee. This office, in conjunction with the Commissioner of Assessments, has negotiated a proposed settlement with these plaintiffs for appropriate refunds for their 2006, 2007 and 2008 assessments. This will result in a total refund from the City in the amount of \$174,647.95 if paid on or before February 28, 2009. Additional interest will be due if the principal amount is paid after that date.

We are hereby requesting approval of this settlement and a Contingent Fund appropriation for the payment of this settlement. This has been previously discussed with Commissioner of Assessments Mary Reavey and Budget Director Mark Nicolini. We would respectfully request that the proposed settlement be scheduled for hearing at the Judiciary & Legislation Committee meeting on February 2, 2009, and that the Contingent Fund appropriation be scheduled for the Finance & Personnel Committee meeting on February 4, with the request for consideration by the full Common Council at its meeting on February 10, 2009.

Alderman Michael Murphy
Alderman Ashanti Hamilton
January 8, 2009
Page 2

Please do not hesitate to contact the undersigned if you have any questions or concerns about this matter.

Very truly yours,

GRANT F. LANGLEY
City Attorney

VINCENT D. MOSCHELLA
Deputy City Attorney

VDM:dms

c: Mary Reavey
Mark Nicolini
Jeff Osterman

1056-2007-2936:140878

C.C. FILE#

SPECIAL

Interest Calculated Through

02/28/09

Interest Rate

9.60%

Levy Year	Taxkey Number	Amount	Refund Amount Paid	Date Paid	Number of Days Interest	Amount of Interest	Total Refund Amount	Balance Due	Make Check Payable To:
2006	316-1015-100-3	\$4,572.84	\$4,572.84	12/14/2006	807	\$970.59	\$5,543.43	\$0.00	NORTHLAND APARTMENTS CC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007	316-1015-100-3	\$3,608.74	\$3,608.74	12/22/2007	434	\$411.93	\$4,020.67	\$0.00	NORTHLAND APARTMENTS CC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006	005-0139-100-X	\$161.93	\$161.93	1/16/2007	774	\$32.96	\$194.89	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006	031-0101-110-X	\$41,755.07	\$41,755.07	1/10/2007	780	\$8,566.08	\$50,321.15	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202

2007 031-0101-110-X	\$15,399.72	\$15,399.72	1/22/2008	403	\$1,632.29	\$17,032.01	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 031-0108-110-8	\$161.93	\$161.93	1/10/2007	780	\$33.22	\$195.15	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 031-0108-120-5	\$161.93	\$161.93	1/10/2007	780	\$33.22	\$195.15	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 031-0351-110-X	\$69.39	\$69.39	1/10/2007	780	\$14.24	\$83.63	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 223-9999-110-6	\$1,501.87	\$1,501.87	11/5/2007	481	\$190.00	\$1,691.87	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 223-9999-110-6	\$1,133.51	\$1,133.51	10/25/2008	126	\$37.56	\$1,171.07	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33

MILWAUKEE, WI 53202

2006 262-9999-125-2 \$3,407.22 \$3,407.22 11/5/2007

481 \$431.05 \$3,838.27

\$0.00 METROPOLITAN ASSOC

C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2006 532-0222-110-2 \$6,298.86 \$5,736.06 10/25/2007

\$562.80 9/25/2007
\$6,298.86
492 \$742.26 \$6,478.32
522 \$77.27 \$640.07
\$819.53 \$7,118.39

\$0.00 METROPOLITAN ASSOC

C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2007 532-0222-110-2 \$4,464.66 \$4,464.66 10/25/2008

126 \$147.96 \$4,612.62

\$0.00 METROPOLITAN ASSOC

C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2006 171-9797-110-X \$3,496.88 \$3,496.88 11/5/2007

481 \$442.39 \$3,939.27

\$0.00 METROPOLITAN ASSOC

C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2006 513-9948-100-0 \$6,074.71 \$5,781.87 11/5/2007

\$292.84 9/25/2007
\$6,074.71
481 \$731.46 \$6,513.33
522 \$40.20 \$333.04
\$771.67 \$6,846.38

\$0.00 METROPOLITAN ASSOC

C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2007 513-9948-100-0 \$2,567.77 \$2,567.77 10/25/2008

126 \$85.10 \$2,652.87

\$0.00 METROPOLITAN ASSOC

C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L

100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2006 513-9952-112-6	\$6,231.62	\$6,231.62	11/5/2007	481	\$788.36	\$7,019.98	\$0.00	OKLAHOMA AT 58TH ST CO C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 513-9952-112-6	\$2,891.63	\$2,891.63	10/25/2008	126	\$95.83	\$2,987.46	\$0.00	OKLAHOMA AT 58TH ST CO C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 214-9988-110-7	\$201.74	\$201.74	11/5/2007	481	\$25.52	\$227.26	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 214-9988-110-7	\$208.19	\$208.19	10/25/2008	126	\$6.90	\$215.09	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 183-9956-112-0	\$26,854.24	\$21,542.89	11/5/2007	481	\$2,725.38	\$24,268.27	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
		\$5,311.35	9/25/2007	522	\$729.21	\$6,040.56		
		\$26,854.24			\$3,454.59	\$30,308.83		
2007 183-9956-112-0	\$18,552.66	\$18,552.66	10/25/2008	126	\$614.83	\$19,167.49	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2006 529-9983-110-9 \$4,079.71 \$4,079.71 11/5/2007 481 \$516.12 \$4,595.83

\$0.00 METROPOLITAN ASSOC
C/O ALAN MARCUVITZ
MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2007 529-9983-110-9 \$647.73 \$647.73 10/25/2008 126 \$21.47 \$669.20

\$0.00 METROPOLITAN ASSOC
C/O ALAN MARCUVITZ
MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

\$154,504.55 \$154,504.55 \$20,143.40 \$174,647.95

\$0.00

FINANCE & PERSONNEL COMMITTEE

CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: City Attorney, Assessor CONTACT PERSON & PHONE NO.: Vince Moschella 286-2601, Mary Reavey 286-3101

A. REASON FOR REQUEST (Refer to File 921360 for definitions)

CHECK ONE: ☐ EMERGENCY CIRCUMSTANCES
☒ OBLIGATORY CIRCUMSTANCES
☐ FISCAL ADVANTAGE/COMPLIANCE WITH FISCAL MANAGEMENT PRINCIPALS

B. SUPPORTING INFORMATION

1. State the action requested, including the dollar amount and specific departmental accounts(s) to which the Contingent Fund appropriation would be made.

Request \$174,647.95 appropriation to the Remission of Taxes Special Purpose Account.

2. State the purpose of the action requested which includes the program, service or activity to be supported by the funding, as well as the objective(s) to be accomplished.

The purpose is payment as part of a settlement between the City of Milwaukee and the owners of Metropolitan Associates, Granville Holding, and Northland Apartments for 2006, 2007, and 2008 assessments.

3. Describe the circumstances which prompt the request.

The request is being made due to insufficient funds remaining in the 2009 Remission of Taxes Fund to cover the amount of settlement, due to required remissions from the Board of Review that were appropriated in file 081054.

4. What are the consequences of not providing the program, service, or activity which is funded by this request?

The City will not meet the legal obligations of the settlement, and risks higher costs if legal proceedings continue in this case.

5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.

Usage of the Remission of Taxes fund has been greater than anticipated in 2009, and the outcome of this case was unknown at the time of the fund's budget request. Recent court decisions on 74.37 cases have also led to unforeseen expenditures in remissions.

- 5a. Are there any unexpended funds in the departmental control account for which this appropriation is requested, that could be used to fund this request?

Nothing that would not severely impact regular Assessor services.

5b. What are the consequences of using budgeted operating funds for this request?

Reduction in Assessor services and staff, possibly leading to more remissions and lower City revenue.

6. State why funding was not included in the Budget.

Outcome of court cases were not known at the time of the budget adoption. Settlement reached January 2009.

7. Will the conditions prompting the request be limited to the current year, or will they continue into the following year?

This settlement limits exposure to the City in these cases to the 2009 fiscal year.

8. Has your department made a similar Contingent Fund request in previous years?

☒ YES ☐ NO

*If yes, what is the most recent year the request was made?

Earlier this year to settle Walgreen's case (file 081161).

9. Will this funding be used to implement provisions of a collective bargaining agreement?

☐ YES ☒ NO

10. Will the funding being requested provide a level of service authorized by the Budget?

☒ YES ☐ NO

*If yes, why can't your department accomplish the authorized service level with the authorized funding level?

Amount is above appropriation of \$1 million.

11. Will the requested funding provide a level of service higher than that authorized by the Budget? ☐ YES ☒ NO

*If yes, why is a higher service level necessary?

*What is the estimated amount of additional service units to be provided if the entire Contingent Fund request is approved?

Not applicable.

12. What performance measures and sub-measures are affected by this request, and what are the anticipated changes if the entire Contingent Fund request is approved?

Reduced exposure to Remission of Taxes Fund and Common Council Contingent Fund for 2009 as well as future years.

13. What reductions to performance measures are expected if the request is not approved?

Further exposure to court costs and possible higher expenses that would have to be paid in relation to these cases.

14. Is any grant funding associated with the program service, or activity pertaining to the request? ☐ YES ☒ NO

*If yes, name the grant and current year amount.

15. Will the program, service, or activity affect any electronic data processing system?

☐ YES ☒ NO

The following questions only apply to Contingent Fund requests which transfer appropriations into capital purpose accounts:

16. Does this request transfer an appropriation into a capital purpose subaccount?

☐ YES ☐ NO

*If yes, are similar projects planned and funding available in a capital purpose (parent) account for the current year?

17. Why is the project for which Contingent Funds are requested more important than other similar projects?

18. Does this request fund a project outside the normal order of planned projects of a kind which are funded through a capital purpose (parent) account for the current year?

☐ YES ☐ NO

*If yes, what is the consequence of deferring the lowest priority planned project until next year?

19. Was this project included in the Department's Budget request?

☐ YES ☐ NO

*If not, why not?

GRANT F. LANGLEY
City Attorney

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



THOMAS O. GARTNER
BRUCE D. SCHRIMPF
SUSAN D. BICKERT
STUART S. MUKAMAL
THOMAS J. BEAMISH
MAURITA F. HOUREN
JOHN J. HEINEN
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ROBIN A. PEDERSON
DANIELLE M. BERGNER
Assistant City Attorneys

February 27, 2009

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

Alderman Ashanti Hamilton, Chair
Judiciary & Legislation Committee
Room 205 – City Hall

Re: Common Council File No. 081289 regarding
Contingent Fund Appropriation to Pay

Dear Committee Chairmen:

This matter was placed on file on February 10, 2009. We respectfully ask that this matter be taken from the file at your March 3, 2009 meeting. We make this request because we have new information for you to consider that should be discussed in closed session.

As noted previously, these matters are Wis. Stat. § 74.37 actions for property tax refunds for three large apartment complexes in the City of Milwaukee. This office, in conjunction with the Commissioner of Assessments, has negotiated a proposed settlement with these plaintiffs for appropriate refunds for their 2006, 2007 and 2008 assessments. This will result in a total refund from the City in the amount of \$134,949.23 if paid on or before March 31, 2009. Additional interest will be due if the principal amount is paid after that date.

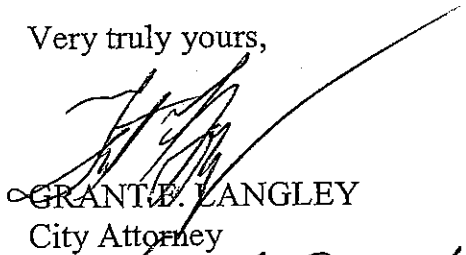
We are hereby requesting approval of this settlement and a Contingent Fund appropriation for the payment of this settlement. This has been previously discussed with Commissioner of Assessments Mary Reavey and Budget Director Mark Nicolini. We would respectfully request that the proposed settlement be scheduled in closed session for hearing at the Judiciary & Legislation Committee meeting on March 12, 2009, and that the Contingent Fund appropriation be scheduled for the Finance & Personnel Committee meeting in closed session on

Alderman Michael Murphy
Alderman Ashanti Hamilton
February 27, 2009
Page 2

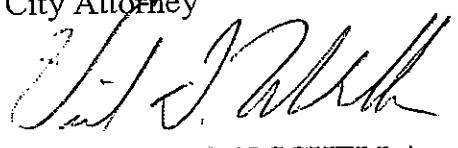
March 20, with the request for consideration by the full Common Council at its meeting on March 25, 2009.

Please do not hesitate to contact the undersigned if you have any questions or concerns about this matter.

Very truly yours,



GRANT E. LANGLEY
City Attorney



VINCENT D. MOSCHELLA
Deputy City Attorney

VDM:dms

c: Mary Reavey
Pete Weissenfluh
Mark Nicolini
Jeff Osterman
Jim Owczarski

1056-2007-2936:143179

bc: Linda Elmer
Terry MacDonald

C.C. FILE#

SPECIAL

Interest Calculated Through

03/31/09

Interest Rate

9.60%

Levy Year	Taxkey Number	Amount	Refund Amount Paid	Date Paid	Number of Days Interest	Amount of Interest	Total Refund Amount	Balance Due	Make Check Payable To:
2006	316-1015-100-3	\$4,572.84	\$4,572.84	12/14/2006	838	\$1,007.88	\$5,580.72	\$0.00	NORTHLAND APARTMENTS CC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007	316-1015-100-3	\$3,608.74	\$3,608.74	12/22/2007	465	\$441.35	\$4,050.09	\$0.00	NORTHLAND APARTMENTS CC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007	005-0139-100-X	\$161.93	\$161.93	1/22/2008	434	\$18.48	\$180.41	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006	031-0101-110-X	\$15,399.72	\$15,399.72	1/10/2007	811	\$3,284.82	\$18,684.54	\$0.00	GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202

2007 031-0101-110-X	\$7,402.56	\$7,402.56	1/22/2008	434	\$844.99	\$8,247.55	\$0.00 GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 031-0108-110-8	\$161.93	\$161.93	1/22/2008	434	\$18.48	\$180.41	\$0.00 GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 031-0108-120-5	\$161.93	\$161.93	1/22/2008	434	\$18.48	\$180.41	\$0.00 GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 031-0351-110-X	\$69.39	\$69.39	1/22/2008	434	\$7.92	\$77.31	\$0.00 GRANVILLE HOLDING LLC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 223-9999-110-6	\$1,501.87	\$1,501.87	11/5/2007	512	\$202.25	\$1,704.12	\$0.00 METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 223-9999-110-6	\$1,133.51	\$1,133.51	10/25/2008	157	\$46.81	\$1,180.32	\$0.00 METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33

MILWAUKEE, WI 53202

2006 262-9999-125-2	\$3,407.22	\$3,407.22	11/5/2007	512	\$458.83	\$3,866.05	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 532-0222-110-2	\$6,298.86	\$5,736.06	11/5/2007	512	\$772.44	\$6,508.50	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
		<u>\$562.80</u>	9/25/2007	553	<u>\$81.86</u>	<u>\$644.66</u>		
		\$6,298.86			\$854.29	\$7,153.15		
2007 532-0222-110-2	\$4,464.66	\$4,464.66	10/25/2008	157	\$184.36	\$4,649.02	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 171-9797-110-X	\$3,496.88	\$3,496.88	11/5/2007	512	\$470.90	\$3,967.78	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 513-9948-100-0	\$6,074.71	\$5,781.87	11/5/2007	512	\$778.60	\$6,560.47	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
		<u>\$292.84</u>	9/25/2007	553	<u>\$42.59</u>	<u>\$335.43</u>		
		\$6,074.71			\$821.20	\$6,895.91		
2007 513-9948-100-0	\$2,567.77	\$2,567.77	10/25/2008	157	\$106.03	\$2,673.80	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L

100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2006 513-9952-112-6	\$6,231.62	\$6,231.62	11/5/2007	512	\$839.17	\$7,070.79	\$0.00	OKLAHOMA AT 58TH ST CO C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 513-9952-112-6	\$2,891.63	\$2,891.63	10/25/2008	157	\$119.40	\$3,011.03	\$0.00	OKLAHOMA AT 58TH ST CO C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 214-9988-110-7	\$201.74	\$201.74	11/5/2007	512	\$27.17	\$228.91	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2007 214-9988-110-7	\$208.19	\$208.19	10/25/2008	157	\$8.60	\$216.79	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
2006 183-9956-112-0	\$26,854.24	\$21,542.89	11/5/2007	512	\$2,901.03	\$24,443.92	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ MICHAEL BEST & FRIEDRICH L 100 E WISCONSIN AVE. STE 33 MILWAUKEE, WI 53202
		\$5,311.35	9/25/2007	553	\$772.52	\$6,083.87		
		\$26,854.24			\$3,673.55	\$30,527.79		
2007 183-9956-112-0	\$18,552.66	\$18,552.66	10/25/2008	157	\$766.10	\$19,318.76	\$0.00	METROPOLITAN ASSOC C/O ALAN MARCUVITZ

MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2006 529-9983-110-9 \$4,079.71 \$4,079.71 11/5/2007 512 \$549.39 \$4,629.10

\$0.00 METROPOLITAN ASSOC
C/O ALAN MARCUVITZ
MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

2007 529-9983-110-9 \$647.73 \$647.73 10/25/2008 157 \$26.75 \$674.48

\$0.00 METROPOLITAN ASSOC
C/O ALAN MARCUVITZ
MICHAEL BEST & FRIEDRICH L
100 E WISCONSIN AVE. STE 33
MILWAUKEE, WI 53202

\$120,152.04 \$120,152.04

\$14,797.19 \$134,949.23

\$0.00



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081697

File ID: 081697

Type: Communication

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 04/14/2009

File Name:

Final Action:

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

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Hearing Notice List

Enactment Number:

Drafter: mm

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	04/14/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Communication was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 081697

..Number
081697
..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

DER

MM::pb

4/8/09



Department of Employee Relations

May 13, 2009

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

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

Dear Committee Members:

Re: Common Council File Number 081697

The following classification and pay recommendations were approved by the City Service Commission on May 12, 2009.

In the Health Department, one new position was classified as a Public Health Nurse, PR 666.

In Neighborhood Services, four positions titled Housing Rehabilitation Inspector, PR 553 currently held by Mark Pelzek and Doyle Dempsey was reclassified to Neighborhood Improvement Project Inspector, PR 549.

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: 2 Job Evaluation Reports
1 Fiscal Notes

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Bevan Baker Ray Weitz, Victoria Robertson, Yvette Rowe, Raquel Filmanowicz, Arthur Dahlberg, Thomas Mishefske, Brian Kaufman, Mark Pelzek, Doyle Dempsey, Bonnie Strauss, Judy Thorsheim (SIEU), Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, James Fields and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting: May 12, 2009

This report recommends the classification and compensation level for a new grant-funded position in the Health Department. In reviewing this position, staff analyzed new job descriptions and held discussions with management representatives. The following chart summarizes the recommended change.

Current	Request	Recommendation
New	Public Health Nurse PR 666 (\$43,182-\$53,026)*	Public Health Nurse PR 666 (\$43,182-\$53,026)*

*2006 Rates

No Action Required

Background

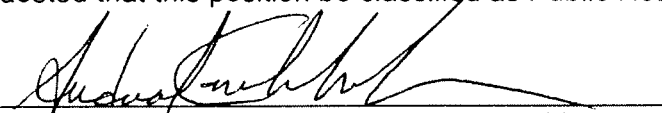
The City of Milwaukee Health Department (MHD) has requested that one new grant-funded position of Public Health Nurse be reviewed for classification purposes. This position will be assigned to the Wisconsin Well Women Program-Wise Women Program which is a pilot grant project for the State of Wisconsin Department of Health Services.

The mission of this program is to provide low-income, underinsured, or noninsured women with the knowledge, skills, CVD screenings, and opportunities to improve their health. The Public Health Nurse assigned to the Wisconsin Wisewoman program of the Wisconsin Well Women unit will be responsible for coordination and case management to improve health outcomes of women in the City of Milwaukee.


This Public Health Nurse will function as part of a multidisciplinary team with the focus on improving the health and medical needs of at-risk women for cardiovascular disease and other chronic diseases. Duties and responsibilities include case management and program data management/reporting. The job description lists the position requirements as a Bachelor's of Science degree in Nursing with one year of related experience preferred.

The nature of the duties and responsibilities associated with this new grant-funded position is consistent with other Public Health Nurse positions within the Milwaukee Health Department. It is therefore requested that this position be classified as Public Health Nurse in Pay Range 666.

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting Date: May 12, 2009

Department: Neighborhood Services

Incumbents: Mark Pelzek, Doyle Dempsey

Present	Request	Recommendation
Housing Rehabilitation Inspector PR 553, \$43,910 - \$52,174* *with certifications, up to \$53,740	Study of Position PR 548, \$47,527 – \$55,819	Neighborhood Improvement Project Inspector PR 549, (\$48,478 - \$56,935))
Rationale: Due to the level of responsibility associated with this job—30 to 35 projects per year per Inspector with a total value of \$900,000 to \$1,000,000—and the changes that have taken place in duties and responsibilities, most notably authorization of payments to contractors and inspection of new construction, an upgrade to this job classification is recommended.		

Action Required - Effective Pay Period 7, 2009

In the Salary Ordinance, under Pay Range 553, delete the title “Housing Rehabilitation Inspector” and under Pay Range 549, add the title “Neighborhood Improvement Project Inspector.”

In the Positions Ordinance, under Department of Neighborhood Services, Neighborhood Improvement Program (NIP), delete four positions of “Housing Rehabilitation Inspector (A) (X)” and add four positions of “Neighborhood Improvement Project Inspector (A) (X).”

Background

Late in November of 2006, the former Commissioner of Building Inspection, [(the head of the Department of Neighborhood Services (DNS)], requested that the job classification of Housing Rehabilitation Inspector be studied, citing the fact that these Inspectors now authorize payments to contractors, something not previously done, in anticipation of new duties and responsibilities associated with the construction of new houses.

In studying this request, staff reviewed written documentation provided by the Department, including a revised job description and a completed job analysis questionnaire. As part of the job study process, an Employee Relations staff member observed and interviewed three Housing Rehabilitation Inspectors in the field as they performed their work. Two Inspectors were observed performing the following work for houses slated for rehabilitation and new construction in progress: examining houses for needed repairs; explaining the program to a home owner; solving a construction problem with a home owner; and obtaining a status reports from contractors and agency representatives. Work products associated with the jobs were also examined, including estimates for rehabilitation and “draws” (authorized payments) to contractors.

Discussions were then held with Brian Kauffman, Neighborhood Improvement Project Manager, and Thomas Mischefske, who was, at the time of these discussions, the acting department head. It should be noted that Mr. Mischefske was the long-time manager of the Neighborhood Improvement Project.

A previous version of this report was acted upon by your Commission on February 17, 2009. Shortly thereafter, we received a letter from affected employees regarding their concerns with the report. As a result, the report was held at a meeting of the Common Council's Committee on Finance and Personnel at the request of the Employee Relations Director, with that any changes in pay be retroactive to the date that would have taken place if the report had not been held. Discussions were then held with employees filling these positions and the acting department head and manager of the Neighborhood Improvement Project. The report submitted here reflects a careful consideration of new information submitted by employees, additional discussions held with management representatives, and new information regarding similar positions in other municipalities.

Duties and Responsibilities

These positions work in the City's Neighborhood Improvement Project (NIP), a federally funded program that enables eligible home owners to have their homes repaired under guidelines established by the Department of Housing and Urban Development (HUD). Funds for this program are administered by the City's Community Development Grants Administration (CDGA). Community housing agencies determine which eligible homeowners will be included in the program and carry out the repair and rehabilitation work with their employees or contractors. The reason that the NIP program exists in the Department of Neighborhood Services, as opposed to City Development or another department, is because many of the homes that are referred to the NIP program have outstanding code violations and the Department of Neighborhood Services is responsible for enforcing the City's building codes.

NIP Housing Rehabilitation Inspectors ensure that the rehabilitation and construction work performed by contractors contains the quality of work and material specified, is reasonably priced, completed within budget, and complies with rules and guidelines established by HUD and the City. As such, these Inspectors perform the technical field and office work needed to carry out the rehabilitation of homes and new home construction. Each Inspector is responsible for approximately 30 to 35 projects per year, with an average cost of about \$31,000, for a total of \$900,000 to over \$1,000,000 annually. This total will increase when the cost of new construction, a new responsibility, is taken into account.

Specific duties and responsibilities include the following:

- Discussing the program, the rehabilitation process, and repairs needed with homeowners
- Inspecting properties chosen for rehabilitation, determining what needs to be repaired or replaced, and documenting these items with notes and photographs.
- Preparing a written scope of work and cost estimate for each project using field notes, measurements, photographs, and other information available.
- Authorizing construction permits
- Inspecting rehabilitation work and new construction for all systems and structures, including carpentry, electrical, plumbing, and heating/ventilating, to assure that repairs and new construction is in conformity with the scope approved for each project and adherence to City and federal rules and guidelines.
- Authorizing payments to contractors for work completed.
- Preparing and authorizing written change orders and associated cost estimates and addendums as needed
- Inspecting properties to approve change orders and addendums completed, assuring that costs are reasonable.
- Preparing reports and correspondence relating to individual project activity and housing agency activity.

Knowledge, Skills, Abilities, and Competencies

The job analysis also included an assessment of the knowledge, skills, abilities, and competencies required for successful job performance. The most noteworthy of these are as follows:

- Knowledge of residential rehabilitation processes, methods, and materials
- Knowledge of residential housing systems, including plumbing, heating and ventilating, and electrical
- Ability to apply knowledge of building codes and construction practices to examine work and materials and detect deviations from plans, codes, and standard construction practices.
- Ability to work effectively with contractors, home owners, representatives from community organizations, construction workers, members of the public, Inspectors from other sections of DNS, team members, managers, and others
- Ability to assert one's authority in an appropriate manner
- Ability to identify code violations and health and safety issues
- Knowledge of residential building codes
- Knowledge of the processes, methods, and materials associated with the construction of new residential housing
- Knowledge of federally funded housing program regulations
- Ability to understand and follow program protocols while working independently in the field and office
- Ability to work as part of a team and maintain good working relationships with multi-cultural, multi-disciplinary staff and public
- Ability to travel to construction sites
- Ability to accurately inventory the repairs and renovations that need to be completed
- Ability to create accurate scopes of work and cost estimates

Employees who enter this job are required to have the following certifications and licenses upon appointment or within 6 months of hire:

- Certification in one and two-family residential construction
- Certification as a Wisconsin Lead Risk Assessor
- Valid Wisconsin driver's license (at time of hire)

The job analysis indicates that the learning curve for this job is approximately 2 years, meaning that it would require 2 years for a well qualified employee to become fully versed in all aspects of the job and fully proficient in performing its duties and responsibilities. As indicated in a 2003 posting, the minimum requirements for this job were previously stated as status as a Code Enforcement Inspector II with the City. Required certifications could be earned within 6 months on the job. The current job description, as written by the Department of Neighborhood Services, incorporates the recent changes in duties and responsibilities that have taken place in the job, and outlines new, higher level requirements commensurate with those new duties and responsibilities.

Changes in Duties and Responsibilities

During the recent past, the duties and responsibilities associated with this job have changed. They are as follows:

Authorization of payments to contractors

Housing Rehabilitation Inspectors now authorize all payment requests from contractors. In doing so, they attest that the work completed has been done in accordance with the written scope of work and construction standards and that payment requests are appropriate for the quantity and quality of work

completed. While work is in progress, Inspectors must also monitor the funds available for each project to ensure that sufficient funds are available to complete the work.

Authorization of change orders and addendums

These positions now have the authority to approve change orders and addendums that impact the cost of each project. This was formerly done by the Manager of the section.

New construction

Beginning in the spring of 2007, employees in these positions became responsible for monitoring new residential construction, something that was not previously performed. Home construction costs for each residence are anticipated to from \$75,000 to \$225,000.

Reinspection of homes

Reinspections are now carried out over a span of years, as required by the HOME Partnership Program.

Support of community housing agencies

As the result of funding received late in 2008, Inspectors will work with the Milwaukee Christian Center and any other approved agency to inspect properties to identify building code violations and potential lead-based paint hazards, prepare written scopes of work and cost estimates, and monitor the rehabilitation activity, and conduct a final inspection.

Homeowners Down Payment Program

Inspectors will perform code compliance inspections of properties identified for purchase by first-time buyers.

Analysis

The job analysis indicates that changes in duties and responsibilities, particularly those associated with authorizing payments to contractors and involvement with new construction, have increased the level of responsibility associated with this job classification. Each Inspector authorizes interim payments and the final payment to each contractor or community agency for a total of approximately \$1,000,000 annually. This total will increase when the cost of new housing is taken into account.

The minimum requirements for the job have also increased, as indicated on the revised job description and confirmed through a job analysis. Whereas entry into this job previously required status as a Code Enforcement Inspector II with the City, new minimum requirements, as written by the Department of Neighborhood Services, include a combination of education and experience equivalent to a bachelor's degree in a related field.

Other factors affecting the level of these positions are contacts with others—a critical job performance factor—the ability to accurately estimate the cost of projects, and the ability to monitor funds for projects. In terms of oral communication, Housing Rehabilitation Inspectors must be able to explain technical issues to homeowners and others in simple understandable terms as well communicate with contractors and housing professionals. Finally, as with other Inspectors in the department, Housing Rehabilitation Inspectors must be able to say “no” to contractors and others and apply their authority in an appropriate manner. This competency involves assertiveness and the ability to be tactful.

Employees currently filling these positions compared their jobs to Housing Rehabilitation Specialists (Pay Range 548) in the Department of City Development (DCD). These Specialists assist landlords in obtaining loans to bring their properties in conformance with building codes by scoping out work to be performed and awarding contracts. Similarities exist between these two groups in terms of the nature of nature of work performed and the responsibility for authorizing payments to contractors. The current

rate of pay for these positions in the Department of City Development in Pay Range 548 is \$47,527 - \$55,819, in 2006 rates.

The job analysis indicates, however, that the work performed by Housing Rehabilitation Inspectors is broader scope in that DNS Housing Rehabilitation Inspectors are much more closely involved with inspecting work in progress and interacting with all interested parties, including contractors, home owners, and representatives of agencies. Like the DCD positions, Rehabilitation Inspectors now have the responsibility of authorizing payments to contractors, something that was not previously part of the job.

Housing Rehabilitation Inspectors also compared their jobs to the work performed by Building Construction Inspectors, Electrical Inspectors, and Plumbing Inspectors in DNS. Although Housing Rehabilitation Inspectors examine all rehabilitation and repair work, including carpentry, construction, plumbing, electrical work, and heating/ventilating work, the purpose of their inspections is not to enforce building codes per se but to ensure that the work conforms to the scope of work authorized and adheres to federal HUD (Housing and Urban Development) guidelines. Other "trades" inspectors in the Department of Neighborhood Services—Electrical Inspectors, Plumbing Inspectors, and Building Construction Inspectors—have the authority to approve or disapprove work completed on NIP projects (as well as all other permitted work in the City). This is an important difference between the inspection work performed by Housing Rehabilitation Inspectors and Electrical Inspectors *et al.*

In terms of pay, entry-level Electrical Inspectors, Building Construction Inspectors, Boiler Inspectors, Construction Materials Inspectors, Elevator Inspectors, and Sprinkler Construction Inspectors at the "I" level are all compensated at the same rates, in the same pay range. The minimum rate for this group, in 2006 rates, is \$48,478 annually and the maximum rate is \$56,935 annually. The maximum rate of pay for Housing Rehabilitation Inspectors is currently \$53,740 annually.

Like Housing Rehabilitation inspectors, the employees filling the aforementioned Inspector jobs are represented by the same bargaining unit, District Council 48, AFL-CIO. Plumbing Inspectors are represented by a separate bargaining unit, Plumbers' Local Number 75, and have negotiated different, higher-level rates of pay. Following is a discussion of the duties and responsibilities of Electrical Inspectors, Boiler Inspectors, and Building Construction Inspectors. These jobs were chosen for comparison because they are all compensated in the same pay range and are represented by the same bargaining unit. The job classification of Plumbing Inspector was not chosen as a basis of comparison because Plumbing Inspectors are represented by a different bargaining unit, work under a different labor contract, and have negotiated different rates of pay,

Electrical Inspectors inspect wiring and electrical equipment in existing new commercial and residential buildings for compliance with appropriate codes. They conduct inspections based upon complaints, investigate accidents, and investigate electrical fires. When necessary, they issue legally enforceable orders and testify in court against owners for failure to correct violations. The minimum requirements for an Electrical Inspector I are as follows: 6 years of experience in electrical construction work (minimum of 1,000 hours per year); or a bachelor's degree in electrical engineering and 3 years of experience in electrical construction; or 3 years of experience in electrical construction and possession of a credentials as a registered professional engineer, registered architect or certified designer of electrical systems; or other specific equivalent combinations of education and experience. Electrical Inspectors may be promoted to the II level when they complete specified levels of work experience and education.

Boiler Inspectors inspect new, existing, and repaired boilers and pressure vessels internally and externally to ensure their safe operation. They check calculations for allowable limits of pressure and strength of joints, stays, braces, and rivets; examine plans for electronically operated and monitored boilers; inspect refrigeration installations; enforce and explain provision of the Stationary Engineers' and

Boiler Operators' License Law; collect evidence for license law violations to be submitted for court action; and advise engineers and boiler operators regarding engine room safety. When necessary, they issue legally enforceable orders and testify in court against owners for failure to correct violations. The minimum requirements for Boiler Inspector I are as follows: a bachelor's degree in engineering and 1 year of experience in the design, construction operation or inspection of high pressure boilers or other specific combinations of education and experience. Boiler Inspectors may be promoted to the II level when they complete specified levels of work experience and education.

Building Construction Inspectors inspect a wide variety of commercial buildings and structures to ensure compliance with State codes and City ordinances. Examples of commercial structures include banks, grocery stores, "big box" stores, office buildings, gas stations, apartment buildings, and convenience stores. Building Construction Inspectors also research commercial building codes, UDC codes, and City ordinance to determine compliance and resolve complaints. They identify faulty or inadequate construction methods and code violations during on-site inspections. In cases of noncompliance, they draft and send legally enforceable orders to owners and owners' representatives to correct violations. If necessary, they testify in court against owners for failure to correct violations. They also inspect vacant buildings that are dilapidated, fire damaged or in such disrepair as to be dangerous or unfit for habilitation. These types of buildings may need to be condemned or razed.

The minimum requirements for a Building Construction Inspector I are 5 years of experience in building construction as an inspector, carpenter, steam-fitter, sheet metal worker, construction superintendent or contractor; or a bachelor's degree in architecture, engineering, building construction or closely related field and one year of experience in building construction. Like similar Inspectors, Building Construction Inspectors may be promoted to the II level when they complete specified levels of work experience and education.

Following are rates of pay for Electrical Inspectors, Building Construction Inspectors, Boiler Inspectors, Construction Materials Inspectors, Elevator Inspectors, and Sprinkler Construction Inspectors:

**Rates of Pay for Electrical Inspector I, Boiler Inspector I,
Building Construction Inspector I, and Related Jobs**
2006 rates

1	2	3	4*	5
\$48,478	\$51,827	\$53,667	\$55,276	\$56,935

*Recruitment may be up to the fourth step of the range. Official rates of pay are biweekly.

Considering the changes that have taken place in the level of responsibility and knowledge/skill associated with Housing Rehabilitation Inspector job classification, an upgrade of this group is warranted. Additionally, there is some indication that other municipalities equate this job classification with the entry level of "trade's inspectors" such as the job classification of Electrical Inspector I and Building Construction Inspector I in the City of Milwaukee. Due to the increase in responsibility and knowledge/skill associated for this job group and new information obtained from other municipalities, we recommend that these positions be classified and compensated in the same pay range as Electrical Inspector I, Building Construction Inspector I, and Boiler Inspector I in Pay Range 549.

Considering the impact of enforcement duties associated with "trade's inspectors," we do not, however, think that it would be appropriate to compensate Housing Rehabilitation Inspectors at the same level as fully experienced journey-level Electrical Inspectors, Boiler Inspectors or Construction Inspectors. In addition, because labor market conditions for Housing Rehabilitation Inspectors differ somewhat from that of "trade's inspectors," we do not think that it is necessary to allow recruitment of a new Housing Rehabilitation Inspector up to the fourth step of the pay range.

The following chart shows relative levels of compensation for Building Construction Inspector I and II, the current classification of Housing Rehabilitation Inspector, and proposed pay range for Housing Rehabilitation Inspector, with the new title of Neighborhood Improvement Project Inspector.

**Rates of Pay for Building Construction Inspector I and II
And Current and Proposed Rates for Housing Rehabilitation Inspector
2006 Rates**

Title	PR	Min	Max
Building Construction Inspector II	PR 589	\$55,276	\$62,214
Building Construction Inspector I	PR 549	\$48,478	\$56,935
Proposed <i>New title: Neighborhood Improvement Project Inspector</i>	PR 549	\$48,478	\$56,935
Current Housing Rehabilitation Inspector	PR 553	\$43,910	\$53,740

Official rates of pay are biweekly.

Additional Pay Considerations

The current pay range and related footnotes, as seen in the Salary Ordinance for Housing Rehabilitation Inspectors in DNS, is shown below:

**Current Rates of Pay
Housing Rehabilitation Inspector
Pay Range 553, 2006 rates**

Special Attainment Steps*							
1	2	3	4	5	6*	7*	8*
\$43,910	\$45,347	\$46,898	\$48,478	\$52,174	\$52,696	\$53,218	\$53,740

Official rates of pay are biweekly.

*Special Attainment Steps: Employees in these job classifications who complete at least one year of service at the fifth step and who attain and maintain one or more of the following certifications shall receive an additional increment as specified below provided the employee meets the criteria specified for each additional increment:

- Uniform Dwelling Code Construction certification
- Pass the National Fire Academy Five Core Courses for the State Fire Inspectors Certification Program (or State Fire Inspection Certificate when available)
- Commercial Building Code Certification
- Effective Pay Period 22, 2000, employees in these job classifications who are not at the fifth step and who attain and maintain all three of the certifications specified shall advance one additional step in the pay range

As indicated, employees earn special pay steps when they attain certain certifications. Discussions with the Department indicated that these pay steps no longer function as intended because employees possess these certifications when they are promoted into these positions. For that reason, the new pay range into which these positions will be placed will not contain any footnotes.

The new rates of pay for these Rehabilitation positions will be as follows:

**Proposed New Pay Range
For Neighborhood Improvement Housing Inspector
Pay Range 549, 2006 rates**

1	2	3	4	5
\$48,478	\$51,827	\$53,667	\$55,276	\$56,935

Official rates of pay are biweekly.

As can be seen, this pay range to which Rehabilitation Inspectors will be allocated will not contain any special attainment steps.

Job Title

In order to more clearly identify these positions with the Neighborhood Improvement Project and distinguish them from other positions in the City service, it is recommended that they be retitled from Housing Rehabilitation Inspector to **Neighborhood Improvement Project Inspector**.


Minimum Requirements

If this recommendation is approved, these Housing Rehabilitation positions will have the same rates of pay as Building Construction Inspectors I, Electrical Inspector I, Boiler Inspector I *et al.* For that reason, it is recommended that the minimum requirements for the job be reevaluated by the Employee Relations' Staffing Division.

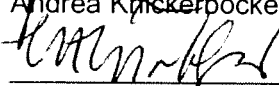
Recommendations

Due to an overall increase in responsibility and level of knowledge and skill required, we recommend that the job classification of Housing Rehabilitation Inspector, PR 553, be reclassified to Neighborhood Improvement Project Inspector, Pay Range 549.

We further recommend that this action be made effective Pay Period 7, 2009, the date these changes would have become effective if the Department of Employee Relations had not asked that the report be held at the meeting of the Committee on Finance and Personnel.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteaudo, Employee Relations Director

CITY OF MILWAUKEE FISCAL NOTE

A) Date: 5/13/09

File Number: 081697
Orig Fiscal Note ☒ Substitute ☐

Subject: Classification and pay recommendations approved by the City Service Commission on May 12, 2009

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:	<i>Classification and pay recommendations for new or changed positions in the 2009 budget in the Health Department and DNS.</i> <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
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 May 20, 2009
City Service Commission Meeting of May 12, 2009

NEW COST FOR 2009

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health									
2	Neighborhood Services	Housing Rehab Insp (Step 1)*	NA	Public Health Nurse	666	N/A	N/A	N/A Grant	Funded Position	
1	Neighborhood Services	Housing Rehab Insp (Step 5)*	553	Neighborhood Impr Housing Insp*	549	\$43,910	\$48,478	\$7,028	\$1,437	\$8,465
1	Neighborhood Services	Housing Rehab Insp (Step 8)*	553	Neighborhood Impr Housing Insp*	549	\$52,174	\$53,667	\$1,148	\$235	\$1,383
5			553	Neighborhood Impr Housing Insp*	549	\$53,740	\$55,276	\$1,182	\$242	\$1,423
								\$9,358	\$1,914	\$11,271

*2006 Rates

Assume changes are effective Pay Period 7 (March 22, 2009)

PROJECTED NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health									
2	Neighborhood Services	Housing Rehab Insp (Step 1)	NA	Public Health Nurse	666	N/A	N/A	N/A Grant	Funded Position	
1	Neighborhood Services	Housing Rehab Insp (Step 5)	553	Neighborhood Impr Housing Insp	549	\$43,910	\$48,478	\$9,136	\$1,868	\$11,004
1	Neighborhood Services	Housing Rehab Insp (Step 8)	553	Neighborhood Impr Housing Insp	549	\$52,174	\$53,667	\$1,493	\$305	\$1,798
5			553	Neighborhood Impr Housing Insp	549	\$53,740	\$55,276	\$1,536	\$314	\$1,850
								\$12,165	\$2,488	\$14,653

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

NOTICES SENT TO FOR FILE 081697

Finance & Personnel Committee

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 090055

File ID: 090055

Type: Communication

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 05/05/2009

File Name:

Final Action:

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

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Hearing Notice List

Enactment Number:

Drafter: tjm

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	05/05/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Communication was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 090055

..Number
090055
..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

DER

MM::pb

4/30/09



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

May 14, 2009

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

Dear Committee Members:

Re: Common Council File Number 090055

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on May 7, 2009:

In the Police Department:

One vacant position titled Document Examiner, PR 808 were reclassified to Forensic Video Examiner, PR 808.

In the Fire Department:

One new position was classified to Painter, PR 981.

One position titled Fire Dispatch Supervisor, SG 004 held by Gary Hogue was reclassified to Network Coordinator-Senior, SG 006.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachment: 3 Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Michael Tobin, Chief of Police Edward Flynn, Assistant Chief of Police Dale Schunk, Assistant Chief of Police Monica Ray, Valarie Williams, John Balcerzak, MPA (Local #21), Chief Douglas Holton, Fire Deputy Chief, Darrell Moore, Mary McDougall, Lyle a Balistreri (MBCTC), Fire Deputy Chief, Gary Miller, Gary Hogue

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009

Department: Police Department

Current	Request	Recommendation
Document Examiner Pay Range 808 (\$63,014 - \$68,096) One vacant position	Forensic Video Examiner Pay Range 808 (\$63,014 - \$68,096)	Forensic Video Examiner Pay Range 808 (\$63,014 - \$68,096)

Action Required

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Identification Division, delete one position of "Document Examiner" and add one position of "Forensic Video Examiner".

Background

In a letter dated March 26, 2009, Chief of Police Edward A. Flynn requested the title of one new position of Document Examiner in Pay Range 808 be changed to Forensic Video Examiner in Pay Range 808 due to changes in duties and responsibilities.

Duties and Responsibilities

The basic function of this position is to perform forensic video examination of analog (VHS) and digital video evidence including moving and still photo images recovered from closed circuit television surveillance systems and camcorders; maintain case note documentation regarding evidence examined, assist federal, state, and municipal law enforcement agencies; perform maintenance on equipment and computers used; and maintain statistics and archives.

Two positions of Document Examiner were previously retitled to Forensic Video Examiner at the September 4, 2008 meeting of the Fire & Police Commission. Our recommendation is therefore to retitle this new position of Document Examiner to Forensic Video Examiner in PR 808.

Recommendation

Based on the above analysis we recommend the title of the new position of Document Examiner in Pay Range 808 be changed to Forensic Video Examiner in Pay Range 808.

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009

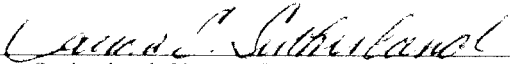
Department: Fire Department

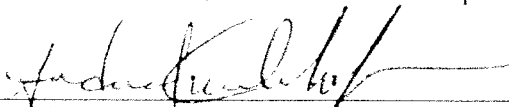
Present	Request
Title: New Position	Title: Painter
Salary: Not Applicable	Salary Grade/Range: 981 (\$24.03/hour)
Step: Not Applicable	Source: Department
Recommendation: Title: Painter Pay Range: 981 (\$24.03/hour)	
Rationale: This new position, established in the City's 2009 budget, will perform painting duties associated with the established job classification of Painter, a journey-level construction trade. Duties will include a full spectrum of painting services, including production painting of all interior and exterior buildings, furniture items, machinery, and firefighting equipment.	

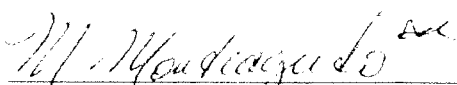
**Action Required:
Analysis**

This new position was established in the Milwaukee Fire Department's Bureau of Construction and Maintenance in the City's 2009 budget, which has responsibility for all Fire Department buildings and equipment. The purpose of this position, as outlined in a job description drafted by the Department, will be to perform production painting required to maintain interior walls and exteriors of 36 fire houses, as well as to paint machinery, furniture, and firefighting equipment. The individual hired into this position must be proficient in a variety of paint application methods and be able to use painting tools, hand brushes, rollers, and spray painting equipment. In addition, the employee must be able to use standard office software and hardware, including software-driven paint matrices.

Due to the fact that this position conforms to the duties and responsibilities associated with the Painter job classification, we recommend that it be classified as such.

Prepared by: 
 Laura Sutherland, Human Resources Representative

Reviewed by: 
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
 Maria Montezagudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 7, 2009

This report recommends the appropriate classification and compensation level for a position of Fire Dispatch Supervisor in Salary Grade 004 that has taken on a completely different function in the Department. In a letter dated March 27, 2008, Douglas Holton, Fire Chief, indicated that the incumbent of this position has developed and utilized skills that have greatly assisted their work in the areas of enhanced record management and consolidation of various database technologies into a single enterprise-based system.

FIRE DEPARTMENT

Current	Request	Recommendation
Fire Dispatch Supervisor SG 004 (\$44,194 - \$61,871) Incumbent: Gary Hogue Current Rate: \$61,871	Network Coordinator - Senior SG 006: (\$50,206 - \$70,295)	Network Coordinator - Senior SG 006: (\$50,206 - \$70,295) New Rate: \$64,964

Network Coordinator – Senior

The basic function of this position is to be responsible for maintaining and developing web-based applications. This includes project planning and management, programming, SQL coding, expert level system analysis, quality assurance, system maintenance, and insuring that industry standards are followed. The duties and responsibilities are as follows:

- 80% Design, develop, and maintain web-based applications using PHP, Apache, Relational Database Management Systems (RDMS) such as Oracle, MySQL, PostgreSQL, Sybase and SQLServer, Javascript, and Linux; maintain and monitor backup/recovery of web server systems/applications/data; optimize SQL queries; recommend RDMS tuning; monitor system/application logs; and write scripts (bin/bash).
- 20% Research new technologies associated with web-based applications, develop testing procedures, test new applications and technologies, and recommend implementation of new or improved technologies and applications.

Requirements for this position include at least three years of experience in PHP programming in an object-oriented environment, and in Linux server administration; at least two years of experience with computer based mapping/AVL; a strong knowledge of HTTP(S), HTML, PHP, CSS, XML, Javascript, TCP/IP, Proxies, FTP, Shell Operations, Scripting, Apache and RDMS; an ability to write efficient SQL queries against enterprise level RDMS; and familiarity with virtualization of operating systems. It is desirable to have experience with Red Hat Linux server administration and familiarity with virtualization of Red Hat Linux operating systems.

Analysis:

The Department indicated that this position will be in the Automation Section of the Administration Division. To classify this position we reviewed the specifications for this job series and made comparisons to other positions in the City. The specification for the Job Family of Network Installation, Operation and Maintenance indicates that these positions install, maintain, monitor, and operate a local area or wide area network (LAN or WAN) on a day to day basis. These positions also evaluate vendor products in hardware, software, and telecommunications equipment and recommend purchases consistent with their Department's short and long term objectives; recommend and implement LAN policies and standards and ensure adherence to security procedures; maintain contact with outside organizations in maintaining, servicing, and/or purchasing LAN; and train users on LAN/WAN operations and procedures.

Within this Job Family is the Network Coordinator Series. This series is for professional information technology (IT) employees who perform all the day-to-day work required to run a LAN. The defining characteristic of positions in this series is that they typically work under the direction of a higher level network administrator or IT manager. The series is structured as follows;

Network Coordinator – Assistant in Salary Grade 002 (\$38,902 - \$54,455)

Network Coordinator – Associate in Salary Grade 004 (\$44,194 - \$61,871)

Network Coordinator – Senior in Salary Grade 006 (\$50,206 – \$70,295)

Other positions in the City that were reviewed include the following:

Network Coordinator - Associate in Salary Grade 004 in the Fire Department

The basic function of these two positions is to manage activities related to the Fire Department's Records Management System for fire house work stations and mobile units; support the microcomputer local area network (LAN); and maintain and troubleshoot Microsoft Windows operating systems, both at the desktop and server levels. These positions support over 1,000 users and more than 159 LAN connections.

Network Coordinator - Senior in Salary Grade 006 in the Department of Public Works – Water Works

The basic function of this position is, under the direction of the Water Network Manager, to manage the daily operations of the Milwaukee Water Works 32 server computer network which supports critical systems such as billing, customer service, geographic information, and standard software; provides system support and documentation; and manages the workload and priorities of Network Coordinator – Associates.

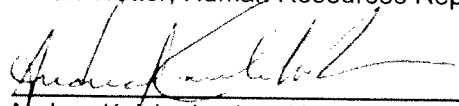
Network Coordinator – Senior in Salary Grade 006 in the Police Department

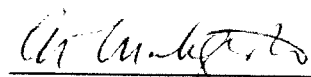
The basic function of this position is responsibility for assisting in the development and support of the Department's LAN, hardware, software, and server/web based applications. Duties include managing the daily operation of the network hardware and software for all Police locations; installing and configuring network equipment; and troubleshooting hardware and software issues. This position supervises three positions of Computer Operator II.

A review of the duties and responsibilities, including supervision of two positions of Network Coordinator – Associate in Salary Grade 004, indicates that the classification of Network Coordinator – Senior in Salary Grade 006 would be the best fit. In comparison to other positions that were reviewed, the position under study will have more emphasis on design but the overall duties and responsibilities are consistent with the job specification and the duties and responsibilities of other Network Coordinator–Senior positions.

We therefore recommend this position of Fire Dispatch Supervisor in Salary Grade 004 be reclassified to Network Coordinator – Senior in Salary Grade 006.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

CITY OF MILWAUKEE FISCAL NOTE

A) Date: 5/14/09

File Number: 090055
Orig Fiscal Note ☒ Substitute ☐

Subject: Classification and pay recommendations approved by the Fire and Police Commission on May 7, 2009

B) Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/X 2398

- 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:	<i>Classification and pay recommendations for new or changed positions in the 2009 budget in the Fire and Police Departments.</i> <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
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 May 7, 2009
Finance and Personnel Committee Meeting of May 20, 2009

NEW COST FOR 2009										
No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Police	Document Examiner*	808	Forensic Video Examiner	808	N/A	N/A	N/A	N/A Title Change Only	
1	Fire	New Position**	N/A	Painter	981	N/A	N/A	N/A Included in 2009 Budget		
1	Fire	Fire Dispatch Supervisor*	4	Network Coordinator - Senior	6	\$61,871	\$64,964	\$1,665	\$283	\$1,949
3								\$1,665	\$283	\$1,949

*Assume changes are effective Pay Period 13 (June 14, 2009).

**Assume change is effective Pay Period 1 (December 28, 2008).

PROJECTED NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Police	Document Examiner	808	Forensic Video Examiner	808	N/A	N/A	N/A	N/A Title Change Only	
1	Fire	New Position	N/A	Painter	981	N/A	N/A	N/A	N/A Included in 2009 Budget	
1	Fire	Fire Dispatch Supervisor	4	Network Coordinator - Senior	6	\$61,871	\$64,964	\$3,093	\$526	\$3,619
3								\$3,093	\$526	\$3,619

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

Finance & Personnel Committee

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 090019

File ID: 090019

Type: Communication

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 05/05/2009

File Name:

Final Action:

Title: Communication from the Ethics Board relative to effectuating various changes to the Positions Ordinance.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Communication ,Letter from Employees Retirement
System ,Hearing Notice List

Enactment Number:

Drafter: de

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	05/05/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Communication was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 090019

..Number
090019
..Version
Original
..Reference

..Sponsor

The Chair

..Title

Communication from the Ethics Board relative to effectuating various changes to the Positions Ordinance.

..Drafter

Ethics.

DE

4/27/09



The Board of Ethics

April 22, 2009

Milwaukee Common Council
200 East Wells Street, Room 205
Milwaukee, WI 53202

To the Honorable the Common Council:

The Board of Ethics hereby requests that a file be opened to complete various changes to the 2009 Positions Ordinance.

On Wednesday, April 22, 2009 the Ethics Board reviewed three positions within the Milwaukee Employees' Retirement System (ERS), with respect to the (Y) footnote. In March, the Executive Director of ERS requested a formal review by the Ethics Board relative to the (Y) footnote designation, requiring the filing of the annual Statement of Economic Interests. A copy of that request accompanies this letter. At the April 22nd meeting, the Ethics Board recommended that the (Y) footnote be added to the three ERS positions therefore requiring the filing of the annual Statement of Economic Interests. A detailed list of the changes accompanies this letter.

The Board respectfully asks that this matter be referred to the appropriate committee for further action.

Thank you for your attention to this matter.

Very truly yours,

Dwight Ellis, Chair
Ethics Board

Cc: Bernard J. Allen, ERS Executive Director
Nmd.

Requests for addition of the (Y) footnote:

EMPLOYES' RETIREMENT SYSTEM

Fiscal Services

ERS Financial Officer (1 position)

Information Systems

Information Systems Manager-ERS (1 position)

Membership Services

Membership Services Manager (1 position)



City of Milwaukee
Employees' Retirement System

CITY OF MILWAUKEE

2009 MAR 16 PM 1:14

RONALD D. LEONHARD
CITY CLERK

Bernard J. Allen
Executive Director

Thomas A. Rick, CFA
Chief Investment Officer

Martin Matson
Deputy Director

March 13, 2009

NOLA M DEVEREAUX
BOARD OF ETHICS
200 E WELLS ST, ROOM 205
MILWAUKEE, WI 53202

RE: STATEMENT OF ECONOMIC INTEREST

Dear Ms. Devereaux:

The internal auditor for the Employees' Retirement System (ERS) has requested that our office obtain a formal determination from the City of Milwaukee Board of Ethics as to whether or not certain senior management positions in the ERS are required to file a Statement of Economic Interest. The positions in question include the ERS Financial Officer, the Information Systems Manager and the Member Services Manager. Enclosed are the current job descriptions for each of the senior management positions.

If you have any questions, please do not hesitate to contact the ERS Deputy Director, Martin Matson at 286-2673. Thank you for your consideration in this matter.

Sincerely,



Bernard J Allen
Executive Director

mtm
BJA:MTM:kml
Encl.

JOB DESCRIPTION

Vacancy No.

City Service Commission	Finance Committee
Fire & Police Commission	Common Council

Instructions: Complete all sections except number 11 and Submit 3 copies.
After Action Copies to: Employee Relations (1), Department (1), Incumbent (1)

1. Incumbent	FIRST NAME MICHAEL	INITIAL J.	LAST NAME HALEY	2. Date Prepared	MO DAY YR
3. Position Filled	MO. DAY YR	4. Previous Incumbent	FIRST NAME NONE	LAST NAME	
5. Department Employee's Retirement System	Bureau Division	Administration	Unit		
6. Work Location City Hall, Room 603	Telephone No.	Schedule	M-F, 8:00 – 4:45		
7. Title, Pay Range and Class Code	PRES Present	TITLE	Pay Range	Class Code	
	Requested	Controller			

8. Represented?
Yes ☐ No ☐

9. Bargaining Unit

10. FLSA Status
☐ Exempt
☐ Non exempt

DO NOT COMPLETE THIS BLOCK

11. RECOMMENDED TITLE AND PAY RANGE

Same ☐ Change ☐ Date 6/30/00
as Present (Explain Below)

ERS FINANCIAL OFFICER

Compensation Services Manager

12. BASIC FUNCTION OF POSITION:

Provides senior management and ERS Board with the relevant financial data necessary for budgetary and financial decisions. Oversees the efficient and timely performance of the accounting department for \$4+ billion in assets and \$8+million in operating expenditures.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

- 35% Directly supervises and coordinates activities of employees in the accounting department ensuring that standard accounting principles are followed in keeping ERS' financial records.
- 25% Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- 15% Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- 10% Provides leadership and direction for accounting staff; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- 5% Prepares reports for management, sub committees, and the ERS Board.
- 5% Coordinate with City departments, member agencies and service providers.
- 5% Provide other duties as assigned.

13. DESCRIPTION OF JOB (Continued)

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Executive Director

C. SUPERVISION RECEIVED:

Position receives priority and policy direction from the Executive Director.

D. SUPERVISION EXERCISED:

7 Total number of employees for whom responsible, either directly or indirectly.

Direct Supervision. List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: a) assign duties; b) outline methods; c) direct work in process; d) check or inspect completed work; e) sign or approve work; f) make hiring recommendations; g) prepare performance appraisals; h) take disciplinary action or effectively recommend such.)

The position directly supervises staff, contractors and vendors employed/ engaged for the achievement of the financial soundness and integrity of ERS.

Staff:

2 Contribution Accountant a-h

2 Payroll Accountant a-h

2 Investment Accountant a-h

1 Administrative Assistant a-h

E. QUALIFICATIONS REQUIRED:

(Indicate the more important qualifications required for filling a vacancy – such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

- **Bachelors degree in Accounting, Business, Finance or associated field.**
- **Extensive background and experience in governmental accounting, internal control procedures, payroll, contribution and accounts payable functions, GAAP, and GASB. A minimum of five years of applicable experience.**
- **Experience in preparing and managing financial budgets and projects.**
- **Experience in administering a staff of professionals in a project oriented team environment.**
- **Superior knowledge of computer systems processing including data base concepts, and logic**

F. SUPPLEMENTARY INFORMATION:

(Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or specialty personality characteristics.)

- **Strong interpersonal skills. Self-directed and well organized.**
- **Ability to effectively communicate orally and in writing, and to prepare executive summaries for senior management, and written communications on project progress for City staff, sub committees, and the ERS Board.**
- **Demonstrated ability to work cooperatively and effectively with all levels of City government, including Board members, elected officials, support personnel, and outside vendors and consultants.**
- **Honesty and integrity.**

G. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative

Signature of Incumbent

Instructions: Complete all sections except number 11 and Submit 3 copies.
After Action Copies to: Employee Relations (1), Department (1), Incumbent (1)

Vacancy No.

Fire & Police Commission	Common Council
-----------------------------	-------------------

12.	BASIC FUNCTION OF POSITION:
	Responsible for the planning and management of information technology environment within ERS. Responsibilities also include development and implementation of system changes and improvements as well as supervising the on-going information technology support.
13.	DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)
A.	DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)
35%	Supervise the maintenance of the technology environment of ERS including data integrity, system functionality, and application development.
25%	Direct the execution of adopted information technology projects and manage vendors, contractors and assigned staff.
15%	Manage the procurement of business computer systems, professional services, operations/support services, and computer software and equipment, including RFPs, proposal evaluation, vendor selection, and contract development.
10%	Prepare, maintain and manage ERS' information technology plans and related budgets.
5%	Prepares reports for management, sub committees, and the ERS Board.
5%	Coordinate with City departments, member agencies and service providers.
5%	Provide other duties as assigned.

13. DESCRIPTION OF JOB (Continued)

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Executive Director

C. SUPERVISION RECEIVED:

Position receives priority and policy direction from the Executive Director.

D. SUPERVISION EXERCISED:

(Total number of employees for whom responsible, either directly or indirectly.)

Direct Supervision. List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: a) assign duties; b) outline methods; c) direct work in process; d) check or inspect completed work; e) sign or approve work; f) make hiring recommendations; g) prepare performance appraisals; h) take disciplinary action or effectively recommend such.)

The position directly supervises staff, contractors and vendors employed/ engaged by the ERS for the achievement of information technology projects.

E. QUALIFICATIONS REQUIRED:

(Indicate the more important qualifications required for filling a vacancy – such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

- **Bachelors degree in Business, Accounting, or Computer Science with an emphasis on management information systems.**
- **Extensive background and experience in major financial systems planning, development, implementation, and operations. A minimum of ten years of governmental experience, including extensive background in the development and operation of mission critical systems.**
- **Experience in planning and managing technology budgets and projects.**
- **Experience in administering a staff of professionals in a project oriented team environment.**

F. SUPPLEMENTARY INFORMATION:

(Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or specialty personality characteristics.)

- **Strong interpersonal skills. Self-directed and well organized.**
- **Ability to effectively communicate orally and in writing, and to prepare executive summaries for senior management, and written communications on project progress for City staff, sub committees, and the ERS Board.**
- **Demonstrated ability to work cooperatively and effectively with all levels of City government, including Board members, elected officials, support personnel, and outside vendors and consultants.**
- **Honesty and integrity.**

G. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative

Signature of Incumbent

JOB DESCRIPTION

Vacancy No.

City Service Commission	Finance Committee
Fire & Police Commission	Common Council

Instructions: Complete all sections except number 11 and Submit 3 copies.
After Action Copies to: Employee Relations (1), Department (1), Incumbent (1)

1. Incumbent	FIRST NAME Mary Jane	INITIAL	LAST NAME Stoffel	2. Date Prepared	MO DAY YR
3. Position Filled	MO. DAY YR	4. Previous Incumbent	FIRST NAME NONE	LAST NAME	
5. Department Employee's Retirement System	Bureau Division	Member Services	Unit		
6. Work Location City Hall, Room 603	Telephone No.	Schedule	M-F, 8:00 – 4:45		
7. Title, Pay Range and Class Code	TITLE Present Member Services Manager	Pay Range 007	Class Code		
	Requested				

8. Represented? Yes <input type="checkbox"/> No <input type="checkbox"/>	DO NOT COMPLETE THIS BLOCK				
9. Bargaining Unit	11. RECOMMENDED TITLE AND PAY RANGE				
10. FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	Same as Present	Change (Explain Below)	Date	6/30/00	
	MEMBER SERVICES MANAGER				
	Compensation Services Manager				

12. BASIC FUNCTION OF POSITION:

Responsible for planning and leading ERS' communication efforts in all areas. Oversees the efficient and timely performance of the member services department for 25,000+ active and retired employees.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

35%	Directly supervises and coordinates activities of employees in the member services department ensuring that services are provided courteously, efficiently, timely, and accurately.
25%	Develops, implements, and coordinates programs in the administration and communication of ERS benefits; directs preparation and distribution of written and verbal information to inform employees of ERS benefit programs; assures that assigned areas of responsibility are performed within budget.
15%	Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
10%	Provides leadership and direction for member services staff; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
5%	Prepares reports for management, sub committees, and the ERS Board.
5%	Coordinates with City departments, member agencies and service providers.
5%	Provides other duties as assigned.

13. DESCRIPTION OF JOB (Continued)

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR:
Executive Director

C. SUPERVISION RECEIVED:
Position receives priority and policy direction from the Executive Director.

D. SUPERVISION EXERCISED:
12 Total number of employees for whom responsible, either directly or indirectly.

Direct Supervision. List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: a) assign duties; b) outline methods; c) direct work in process; d) check or inspect completed work; e) sign or approve work; f) make hiring recommendations; g) prepare performance appraisals; h) take disciplinary action or effectively recommend such.)

The position directly supervises staff, contractors and vendors employed/ engaged in the communication and education on behalf of ERS.

Staff:

4 Pension Specialist –Sr. a-h

2 Disability Specialist a-h

1 Office Assistant III a-h

3 Program Assistant II a-h

1 Records Technician II a-h

1 Office Assistant II a-h

1 Admin Serv Spec a-h

E. QUALIFICATIONS REQUIRED:

(Indicate the more important qualifications required for filling a vacancy – such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

- **Bachelors degree in Human Resources, Public Administration, Business Management, Communications or associated field.**
- **Extensive background and experience in a human resources, communication, or benefits administration in a governmental environment. A minimum of five years of applicable experience.**
- **Experience in preparing and managing communication and education programs.**
- **Experience in administering a staff of professionals in a project oriented team environment.**

F. SUPPLEMENTARY INFORMATION:

(Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or specialty personality characteristics.)

- **Strong interpersonal skills. Self-directed and well organized.**
- **Ability to effectively communicate orally and in writing, and to prepare executive summaries for senior management, and written communications on project progress for City staff, sub committees, and the ERS Board.**
- **Demonstrated ability to work cooperatively and effectively with all levels of City government, including Board members, elected officials, support personnel, and outside vendors and consultants.**
- **Honesty and integrity.**

G. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative

Signature of Incumbent

Finance & Personnel Committee

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 090049

File ID: 090049

Type: Charter Ordinance

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 05/05/2009

File Name:

Final Action:

Title: A charter ordinance relating to eligibility to make a selection of a protective survivorship retirement option.

Notes:

Agenda Date:

Agenda Number:

Sponsors: Ald. Murphy

Enactment Date:

Attachments: City Attorney Letter ,Fiscal note ,Hearing Notice List

Enactment Number:

Drafter: met

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	05/05/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Charter Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 090049

..Number
090049
..Version
ORIGINAL
..Reference
..Sponsor
ALD. MURPHY
..Title

A charter ordinance relating to eligibility to make a selection of a protective survivorship retirement option.

..Sections

36-05-7-b-4-a am

..Analysis

This charter ordinance is a technical correction to the chapter 36 provision on protective survivorship retirement options. When ch. 36 of the charter was amended pursuant to the global pension settlement, s. 36-05-7-b-4-a should have been amended so that when firefighters became eligible to retire at age 49 or older, with 22 years of creditable service, they are also able to elect a protective survivorship option at the time they become eligible for the service retirement allowance. This ordinance makes this revision.

..Body

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

Part 1. Section 36-05-7-b-4-a of the charter is amended to read:

36-05. Benefits.

7. OPTIONAL BENEFITS.

b. Retirement Options.

b-4. Protective Survivorship Option.

b-4-a. Any member eligible for normal service retirement under this act, except policemen who attain eligibility for normal service retirement under sub. 1-f on or after January 1, 1985, and firemen who attain eligibility for normal service retirement under sub. 1-f on or after March 1, 1985, may elect a protective survivorship option without a reduction because of such election by selecting an option under this subdivision in the manner hereinafter set forth, which option shall then become effective at his or her death, with the same force and effect as if such member had retired under such option immediately prior to his or her death. Any policeman who attains 25 years of creditable service as a policeman under this act on or after January 1, 1985, [[and]] any fireman who attains 25 years of creditable service as a fireman under this act on or after March 1, 1985, >>and any fireman eligible for a service retirement allowance under sub. 1-f after attaining the age of 49 years and 22 years of creditable service,<< may elect a protective survivorship option without a reduction because of such election by selecting an option under this subdivision in the manner hereinafter set forth, which option shall then become effective at or after his or her death with the same force and effect as if such member had retired under such option immediately prior to his or her death, provided sub. 5 is inapplicable. Such option shall operate as do other options selected under the provisions of this section. A member in order to be eligible for the election of such option based on eligibility for normal service retirement shall be required to make his or her election in writing on a form prescribed by the board within 6 months prior to the date when he or she shall first become eligible for normal service retirement. >>A fireman eligible for election of such option based on 22 years of creditable service shall be required to make his or her election within 6 months of attaining 22 years of creditable service.<< A policeman or fireman eligible for election of such option based on 25 years of creditable service shall be required to make his or her election within 6 months of attaining 25 years of creditable service[[, except that a]] >>. A<< policeman who is in the Milwaukee Police Association bargaining unit on or after November 3, 1988, [[and]] a policeman not in the Milwaukee Police Association bargaining unit who was in the Milwaukee Police Association bargaining unit between November 3, 1988, and December 31, 1988, a policeman who is not in the Milwaukee Police Association bargaining unit on or after July 25, 1989, and a fireman in active service on or after January 16, 1990, shall be permitted to make [[an]] >>a new<< election within 6 months of marriage or remarriage [[subsequent to attaining 25 years of creditable service]]. Thereafter he or she shall be barred from making such election. In the event a fireman or policeman [[with 25 years of creditable service as a fireman or policeman]] has a spouse at the time he or she becomes eligible to make an election under this subd., such fireman or policeman shall be deemed to have elected the option specified in subd. 1; namely, "option 2", the option which provides a 100% survivor option to the member's beneficiary and to have named his or her spouse as the designated survivor, unless, at the time he or she becomes eligible to make an election under this subd., he or she elects a different option within the time allotted. Except for firemen or policemen, the election shall be irrevocable and shall continue after retirement. If a fireman or policeman marries, is divorced or retires, the fireman or policeman shall be permitted to reselect an option under subd. 7-b. The election shall be irrevocable and shall continue after retirement. The option shall be automatically revoked in the event the joint annuitant predeceases the member before retirement; or if the member is legally divorced from the joint annuitant before retirement when such election shall be canceled upon written notice from the member to the board requesting such cancellation. The benefit

payable shall be the actuarial equivalent of the benefits otherwise payable. For firemen and policemen eligible for the option provided for by this subdivision based on attaining the minimum service retirement age, the option shall be effective 30 days after written election thereof is made by the member. For firemen and policemen eligible for the option provided in this subdivision [[based on attaining 25 years of creditable service]], the option shall be effective on the date of death in the event the member has attained the minimum service retirement age or on the date the member would have attained the minimum service retirement age in the event the member has not attained such age on the date of death. The election of a survivorship option heretofore made shall be deemed to have been made under the provisions of this subdivision as amended.

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

..LRB
APPROVED AS TO FORM

Legislative Reference Bureau
Date:_____

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

Office of the City Attorney
Date:_____

..Requestor

..Drafter
LRB09177-1
MET
4/27/09

GRANT F. LANGLEY
City Attorney

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



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

April 17, 2009

Alderman Michael Murphy
Room 205 - City Hall

Re: Amendment to Ch. 36 to Permit Firefighters to Select
Their Protective Survivorship Option at Age 49 with
22 Years of Service

Dear Alderman Murphy:

Local 215, IAFF, asked our office's assistance in drafting a technical correction amendment to Chapter 36 to permit eligible firefighters to select their protective survivorship option after attaining age 49 and 22 years of service. As explained below, it appears that sec. 36-05-7-b-4-a should have been amended when the 49/22 based benefit was created. This amendment is submitted to correct that oversight.

Chapter 36 provides that firefighters may retire on a service retirement allowance at age 52, with 25 years of service, or at age 49, with 22 years of service, but there is no provisions permitting 49/22 firefighters to select a protective survivorship option after 22 years of service. Instead, under current law, they must wait until they have earned 25 years of service to select a protective survivorship option.

Specifically, under sec. 36-05-1-f, firefighters who have attained the age of 52 and completed 25 years of creditable service are eligible for a service retirement allowance. In addition, firefighters who are represented by Local 215, IAFF, and are in active service on or after January 1, 1998, or firefighters who are not represented by Local 215, IAFF, and are in active service on or after January 1, 2000, and participate in the combined fund, are eligible for a service retirement allowance at age 49 upon completion of 22 years of creditable service.

OFFICE OF THE CITY ATTORNEY

Milwaukee City Hall Suite 800 • 200 East Wells Street • Milwaukee, Wisconsin 53202-3551 • Telephone: 414.286.2601 • TDD: 414.286.2025 • Fax: 414.286.8550

Alderman Michael Murphy
April 17, 2009
Page 2

Under sec. 36-05-7-b-4-a, a firefighter who attains 25 years of creditable service on or after March 1, 1985, may elect a protective survivorship option. The section also provides that a firefighter eligible for election based on 25 years of service shall be required to make his or her election within 6 months of attaining 25 years of creditable service.


There is no provision, therefore, that permits a firefighter who has attained the age of 49 and 22 years of creditable service (*i.e.*, eligibility for normal service retirement) to select a protective survivorship option at that time. This three-year hiatus between the time certain firefighters become eligible for a service retirement allowances and the time they are permitted to select a protective survivorship option is inconsistent with the purpose of the protective survivorship option. The purpose of the option is to protect the member's survivorship benefit when the member elects to remain employed beyond the retirement eligibility date. Because of the hiatus, certain firefighters are working three years beyond their retirement eligibility date without having made a protective survivorship option election.

- ✕ The hiatus appears to be the result of an oversight. Section 36-05-7-b-4-a should have been amended when the 49/22 based benefit was created. We have enclosed an amendment to sec. 36-05-7-b-4-a that would permit firefighters who are eligible to retire at age 49 or older, with 22 years of creditable service, to elect a protective survivorship options at the time they become eligible for a service retirement allowance.

Very truly yours,



GRANT E. LANGLEY
City Attorney



RUDOLPH M. KONRAD
Deputy City Attorney

RMK:lmb
enclosure

c: Bernard J. Allen
Attorney Timothy E. Hawks
1054-2009-734:144339

CITY OF MILWAUKEE FISCAL NOTE

A) DATE May 12, 2009FILE NUMBER: 090049Original Fiscal Note ☒ Substitute ☐SUBJECT: A charter ordinance relating to eligibility to make a selection of a protective survivorship retirement option.B) SUBMITTED BY (Name/title/dept./ext.): Bernard J Allen, Executive Director, Employees' Retirement System, Ext. 5454

- 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) *Revenue from MCAMLIS S.C.*

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 ☒

Please note that the Employer Normal Cost to the retirement system has been estimated by the actuary to be \$16,000 as of January 1, 2008

Finance & Personnel Committee

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 090003

File ID: 090003

Type: Ordinance

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 05/05/2009

File Name:

Final Action:

Title: An ordinance relating to the late renewal application fee for a bed and breakfast establishment permit.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Fiscal Note ,Hearing Notice List

Enactment Number:

Drafter: anc

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	05/05/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 090003

..Number
090003

..Version

ORIGINAL

..Reference

..Sponsor
THE CHAIR

..Title
An ordinance relating to the late renewal application fee for a bed and breakfast establishment permit.

..Sections
60-13-2-c am

..Analysis
This ordinance increases the late renewal application fee for bed and breakfast establishment permits from \$40 to \$44.

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

Part 1. Section 60-13-2-c of the code is amended to read:

60-13. Bed and Breakfast Establishment Permit.

2.

c. Permit renewals shall be filed by July 1. There shall be an additional \$[[40]]>>44<< fee for the filing of a late renewal application. If renewal fee applications are not sent out by June 15, the late penalty will be assessed 16 days after the applications have been sent.

..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
Health Department

..Drafter
LRB 09162-1
ANC
04/13/09

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 23, 2009

FILE NUMBER: 090003

Original Fiscal Note ☐ Substitute ☐

SUBJECT: An ordinance relating to the late renewal application fee for a bed and breakfast establishment permit.

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) Contribution Account

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: Department Estimates

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

NOTICES SENT TO FOR FILE 090003

Finance & Personnel Committee

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 090064

File ID: 090064

Type: Resolution

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 05/05/2009

File Name:

Final Action:

Title: Resolution appropriating \$233,500 from the 2008 Parking Contingent Fund account to the 2008 Fringe Benefits account.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Cover Letter ,Fiscal note ,Hearing Notice List

Enactment Number:

Drafter: jem

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	05/05/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Resolution was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	05/14/2009	HEARING NOTICES SENT		05/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 090064

..Number
090064
..Version
ORIGINAL
..Reference

..Sponsor
THE CHAIR

..Title

Resolution appropriating \$233,500 from the 2008 Parking Contingent Fund account to the 2008 Fringe Benefits account.

..Analysis

Resolution appropriates \$233,500 from the 2008 Parking Contingent Fund account to the 2008 Fringe Benefits account to cover a funding shortfall, necessary for closing the Year 2008 financial books.

..Body

Whereas, To facilitate closing of Year 2008 financial books, appropriating \$233,500 from the 2008 Parking Contingent Fund account to the 2008 Fringe Benefits account is necessary; now therefore, be it Resolved, By the Common Council of the City of Milwaukee that an appropriation of \$233,500 from the 2008 Parking Contingent Fund (#0450-6610-0001-R664-006300) (2008) to the 2008 Fringe Benefits account (#0450-6610-0001-R999-006180) (2008) be performed by the Comptroller.

..Requestor

Budget and Management Division

..Drafter

DOA Budget and Management Division

JEM

4/29/09

I:\FINANCE\Resolutions\Parking Contingent Fund to Fringe.doc

LRB RESEARCH AND ANALYSIS

MAY 20, 2009

ITEM 9, FILE 090064

FINANCE & PERSONNEL COMMITTEE

JAMES CARROLL

File #090064 is a substitute resolution appropriating \$233,500 from the 2008 Parking Contingent Fund account to the 2008 Fringe Benefits account.

Background

1. The 2003 Budget established a "Contingent Fund" within the Parking Fund that mirrored other City Enterprise Funds such as Water Works and the Sewer Fund. Like the other Enterprise Funds, if expenditures exceed revenues, a transfer from the Fund's Contingent Fund would need to be implemented. Before the establishment of the Contingent Fund, the Parking Fund had to make withdrawals from its cash reserves to fund unanticipated expenditures.
2. Any excess funds in the Contingent Fund that are available at year-end revert to the Parking Fund's cash reserve. In recent years, a portion of the reserves has been included in Parking Fund's annual transfer to the general fund.
3. The 2008 Budget included \$425,000 for the Parking Fund's Contingent Fund.
4. On March 25, 2009, the Common Council adopted a substitute resolution appropriating \$177,506 from the 2008 Parking Contingent Fund account to the 2008 Payment in Lieu of Taxes account.

Discussion

1. The 2008 Parking Fund Budget included \$2,096,396 for its Estimated Employee Fringe Benefits account. The estimate is based on a rate provided by the Comptroller's Office.
2. The actual 2008 Parking Fund fringe benefit costs were greater than estimated, leaving a shortfall in the Parking Fund's 2008 Fringe Benefits account of \$233,500.

Fiscal Impact

1. To facilitate the closing of Year 2008 financial books, this resolution appropriates \$233,500 from the 2008 Parking Contingent Fund account to its Fringe Benefits account.
2. With the adoption of this file the remaining balance in the 2008 Parking Fund Contingent Fund will be \$13,994.

Cc: Marianne Walsh
Shirley Krug
Cindy Angelos
LaQuisha Schroeder
W. Martin Morics
Mark Nicolini

Prepared by:
Jim Carroll, X8679
LRB Research & Analysis
May 18, 2009

April 29, 2009

Ref: 09007

Common Council
City of Milwaukee

Subject: Introduction of Resolution Appropriating \$233,500 from the 2008 Parking
Contingent Fund Account to the 2008 Fringe Benefits Account

Dear Honorable Members:

We are submitting the attached resolution for introduction at the May 5, 2009, Common Council meeting. This resolution appropriates \$233,500 from the 2008 Parking Contingent Fund account to the 2008 Fringe Benefits Account to cover a funding shortfall necessary for closing the year 2008 financial books.

Respectfully submitted,

Mark Nicolini
Budget and Management Director

JEM:dmr
Attachment

ResolutionIntroLetterParkingFringe

CITY OF MILWAUKEE FISCAL NOTE

A) DATE May 7, 2009FILE NUMBER: 090064Original Fiscal Note ☐ Substitute ☒SUBJECT: Transfer of \$233,500 from 2008 Parking Contingent Fund to 2008 Parking Fringe Benefits account.B) SUBMITTED BY (Name/title/dept./ext.): Jacob Miller, Budget and Management Analyst, Department of Administration, Ext. 5588

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) Transfer between accounts

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:	2008 Parking Contingent Fund	0450-6610-0001-R664-006300	\$233,500		
	2008 Parking Fringe Benefits	0450-6610-0001-R999-006180		\$233,500	
TOTALS			\$233,500	\$233,500	

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 ☐

Finance & Personnel Committee

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master with text

File Number: 081694

File ID: 081694

Type: Ordinance

Status: In Committee

Version: 1

Reference: 080522

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

Requester:

Cost:

File Created: 04/14/2009

File Name:

Final Action:

Title: A substitute ordinance to further amend the 2009 offices and positions in the City Service under control of the Common Council.

Notes: See files 081697, 090019 and 090055 for attachments.

Code Sections:

Agenda Date:

Indexes: POSITIONS ORDINANCE

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments:

Enactment Number:

Drafter: tjm

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	04/14/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text:	This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE					
0	FINANCE & PERSONNEL COMMITTEE	05/15/2009	HEARING NOTICES SENT		05/20/2009		
1	CITY CLERK	05/15/2009	DRAFT SUBMITTED				
	Action Text:	This Ordinance was DRAFT SUBMITTED					
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 081694

..Number
081694
..Version
Substitute 1
..Reference

080522

..Sponsor

THE CHAIR

..Title

A substitute ordinance to further amend the 2009 offices and positions in the City Service under control of the Common Council.

..Analysis

This substitute ordinance changes positions in the following departments:

Employees' Retirement System, Department of Neighborhood Services and Police Department

..Body

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

Part 1. Section 1 of ordinance File Number 080522 relative to offices and positions in the City Service is hereby amended as follows (Effective Pay Period 7, 2009 - March 22, 2009):

Under "Department of Neighborhood Services, Neighborhood Improvement Program (NIP)", delete four positions of "Housing Rehabilitation Inspector (A) (X)" and add four positions of "Neighborhood Improvement Project Inspector (A) (X)."

Part 2. Section 1 of ordinance File Number 080522 relative to offices and positions in the City Service is hereby amended as follows:

Under "Employees' Retirement System, Fiscal Services", add footnote designation "(Y)" to one position of "ERS Financial Officer"; under "Information Systems" and footnote designation "(Y)" to one position of "Information Systems Manager-ERS"; under "Membership Services", add footnote designation "(Y)" to one position of "Membership Services Manager."

Under "Police Department, Administration Services Decision Unit, Identification Division", delete one position of "Document Examiner" and add one position of "Forensic Video Examiner."

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 7, 2009 (March 22, 2009).

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

TJM

5/15/09



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master with text

File Number: 081700

File ID: 081700

Type: Ordinance

Status: In Committee

Version: 1

Reference: 080521

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

Requester:

Cost:

File Created: 04/14/2009

File Name:

Final Action:

Title: A substitute ordinance to further amend the 2009 rates of pay of offices and positions in the City Service under control of the Common Council.

Notes: See file 081697 for attachments.

Code Sections:

Agenda Date:

Indexes: SALARY ORDINANCE

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Dept of Employee Relations letter re Administrative correction

Enactment Number:

Drafter: tjm

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	04/14/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text:	This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE					
0	FINANCE & PERSONNEL COMMITTEE	05/15/2009	HEARING NOTICES SENT		05/20/2009		
1	CITY CLERK	05/15/2009	DRAFT SUBMITTED				
	Action Text:	This Ordinance was DRAFT SUBMITTED					
0	FINANCE & PERSONNEL COMMITTEE	05/20/2009					

Text of Legislative File 081700

..Number
081700
..Version
Substitute 1

..Reference

080521

..Sponsor

THE CHAIR

..Title

A substitute ordinance to further amend the 2009 rates of pay of offices and positions in the City Service under control of the Common Council.

..Analysis

This substitute ordinance changes the rates of pay in the following departments:

Department of Neighborhood Services and Police Department

..Body

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

Part 1. Section 2 of ordinance File Number 080521 relative to rates of pay of offices and positions in the City Service is hereby amended as follows:

Under Salary Grade 009, add the title "Communication Systems Manager."

Part 2. Section 8 of ordinance File Number 080521 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 7, 2009 - March 22, 2009):

Under Pay range 553, delete the title "Housing Rehabilitation Inspector."

Under Pay Range 549, add the title "Neighborhood Improvement Project Inspector."

Part 3. Section 19 of ordinance File Number 080521 relative to rates of pay of offices and positions in the City Service is hereby amended as follows:

Under Pay Range 839, delete the title "Communication Systems Manager" and delete footnote "2/" in its entirety.

Part 4. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Part 5. The provisions of Section 2 of this ordinance are deemed to be in force and effect from and after Pay Period 7, 2009 (March 22, 2009).

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

TJM

5/15/09



Department of Employee Relations

Tom Barrett
Mayor


Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

MEMORANDUM

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

FROM: Maria Monteagudo, Director 
Department of Employee Relations

DATE: May 5, 2009

RE: Administrative Change to Salary Ordinance regarding the Position of
Communications Systems Manager

In the Salary Ordinance, under Pay Range 839, there is a footnote for the title of Communication Systems Manager that reads as follows:

“Position to be civilianized and reallocated to Salary Grade 009 when vacated by Samuel Steffen.”

This footnote was created to implement the recommendations of a Classification Study that was approved by the Finance and Personnel Committee on November 29, 2006 and passed by the Common Council on December 12, 2006. Mr. Steffen has now retired and his last day on the payroll was April 15, 2009. To implement this footnote the Salary Ordinance needs to be amended as follows:

Under Pay Range 839, delete the title of “Communication Systems Manager” and the following footnote “2/ Position to be civilianized and reallocated to Salary Grade 009 when vacated by Samuel Steffen.”

Under Salary Grade 009, add the title of “Communication Systems Manager”.

These changes should be effective Pay Period 9 (April 19, 2009).

c: Chief Edward Flynn
Valarie Williams
Michael Tobin
Troy Hamblin
Joseph Alvarado

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.