



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. Kamholz
Special Deputy Comptroller

April 24th, 2009

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

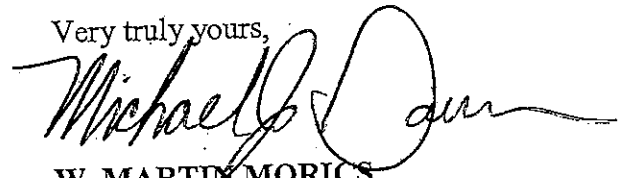
Re: Common Council Contingent Fund Status

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 4/24/2009

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 April 24th, 2009 3,987,325.27

% Expended/Reserved Current status 20%

Comparative Balance Available on April 24th, 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	4,483,028	5,000,000	10%
Average of prior years	4,946,606	5,200,000	5%

Office of the Comptroller
TD



City of Milwaukee

City Hall
200 East Wells Street
Milwaukee, WI 53202

Meeting Agenda FINANCE & PERSONNEL COMMITTEE

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

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

Wednesday, April 29, 2009

9:00 AM

Room 301-B, City Hall

AMENDED 4/23/09

1. [081621](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding various vacancy requests, fund transfers and equipment requests.

 Sponsors: THE CHAIR

2. [081291](#) Communication from the Department of Employee Relations relative to classification studies scheduled for Fire and Police Commission action.

 Sponsors: THE CHAIR

3. [081748](#) Communication from the Milwaukee Public Library relating to amendments to the Positions Ordinance.

 Sponsors: THE CHAIR

4. [090005](#) Communication from the Department of Public Works relating to amendments to the Positions Ordinance.

 Sponsors: THE CHAIR

5. [081743](#) Reappointment of Margaret Henningsen to the Public Debt Commission by the Mayor. (4th Aldermanic District)

 Sponsors: THE CHAIR

6. [081702](#) Resolution directing the Department of Employee Relations to submit the necessary application documents for self-insurance status (workers' compensation benefits) to the State of Wisconsin.

 Sponsors: THE CHAIR

7. [081705](#) Substitute resolution relative to application, acceptance and funding of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

 Sponsors: THE CHAIR

 ---May be referred from the Public Safety Committee.

8. [081706](#) Substitute resolution relative to application, acceptance and funding of the Healthy Homes Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD).

 Sponsors: THE CHAIR

 ---May be referred from the Public Safety Committee.
9. [081707](#) Substitute resolution relative to the application, acceptance and funding of the Public Health Legal Action in Communicable Disease Grant from the National Assoc. of City and County Health Officials (NACCHO).

 Sponsors: THE CHAIR

 ---May be referred from the Public Safety Committee.
10. [081619](#) A substitute ordinance to further amend the 2009 rates of pay of offices and positions in the City Service.

 Sponsors: THE CHAIR
11. [081620](#) A substitute ordinance to further amend the 2009 offices and positions in the City Service.

 Sponsors: THE CHAIR

The Finance and Personnel Committee may convene into closed session at 9:00 A.M. on Wednesday, April 29, 2009 in Room 301-B, City Hall, 200 E. Wells St., Milwaukee, Wisconsin, pursuant to s. 19.85(1)(g), Wis. Stats., for the purpose of conferring with the City Attorney who is rendering advice with respect to Item #12... 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; and then will reconvene in open session.

12. [081289](#) 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.

 Sponsors: THE CHAIR

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.



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081621

File ID: 081621

Type: Communication

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 03/25/2009

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	03/25/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Communication was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	03/26/2009	REFERRED TO	BUDGET AND MANAGEMENT ANALYSIS DIVISION	04/24/2009		
	Action Text: This Communication was REFERRED TO to the BUDGET AND MANAGEMENT ANALYSIS DIVISION due back on 4/24/2009						
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009					

Text of Legislative File 081621

..Number
081621

..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
3/19/09

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

DATE: April 29, 2009

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: April 29, 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>DEPT. OF EMPLOYEE RELATIONS</u>										
9153	Labor Relations Officer*	9	4/8/09	2	1	1	0	0		Int	x-2a
	<u>FIRE DEPARTMENT</u>										
9183	Deputy Chief	865	4/18/09	7	6	1	0	0		Int	x-1
9184	Battalion Chief	863	5/17/09	20	19	1	0	0		Int	x-1
9185	Fire Captain	857	5/17/09	54	53	1	0	0		Int	x-1
9186	Fire Lieutenant	856	5/17/09	160	159	1	0	0		Int	x-1
	<u>LIBRARY</u>										
9187	Librarian III	557	6/24/09	45	44	1	0	0		Int	x-2b
9189	Office Assistant II**	410	6/2/09	4	3	1	0	0		Int	x-3
	<u>DPW-INFRASTRUCTURE SERVICES</u>										
9193	Civil Engineer III	628	3/21/09	3	1	1	1	0	90% capital	Int	x-2a

*Labor Relations Officer to be underfilled through an internal promotion resulting in a staff vacancy which will not be filled.

**Department will fill position with current library employee.

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

Finance and Personnel Meeting: April 29, 2009

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF EMPLOYEE RELATIONS</u> Health Care Administrative Exp. Health Care Dental Insurance Health Care Claims	\$138,744.32 \$202,858.67	\$341,602.99	This transfer will cover year end accruals to the claims account for expenses paid in 2009 for 2008 incurred claims.
<u>DPW-INFRASTRUCTURE SERVICES</u> Movable Bridges Replace Drives & Controls Movable Bridges Auto Lube System Bridge Constr. Renovation Project	\$41,663.97 \$28,299.07	\$69,963.04	This is a transfer from two bridge subaccounts which are no longer needed to the bridge parent account so that the unspent subaccount funds are available for current bridge projects.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous matters

FILE NUMBER: 081621
Finance & Personnel Committee
NOTICES SENT TO:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081291

File ID: 081291

Type: Communication

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 01/16/2009

File Name:

Final Action:

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

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Cover Letter Transmitting Job Evaluation Reports
,Hearing Notice List ,Fiscal Note and Spreadsheet

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	01/16/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text:	This Communication was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE					
0	FINANCE & PERSONNEL COMMITTEE	03/11/2009	HEARING NOTICES SENT		03/20/2009		
0	FINANCE & PERSONNEL COMMITTEE	03/20/2009	HELD TO CALL OF THE CHAIR				Pass
	Action Text:	A motion was made by ALD. DUDZIK that this Communication be HELD TO CALL OF THE CHAIR. The motion PREVAILED by the following vote:					
Mover:	ALD. DUDZIK	Aye:5 - Murphy, Bauman, Dudzik, Coggs, and Kovac No:0					5-0
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		

0 FINANCE & 04/29/2009
PERSONNEL
COMMITTEE

Text of Legislative File 081291

..Number

081291

..Version

ORIGINAL

..Reference

..Sponsor

THE CHAIR

..Title

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

..Drafter

DER

MM:fcw

1/09/09



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 23, 2009

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

Dear Committee Members:

Re: Common Council File Number 081291

The following classifications and pay levels were approved by the Board of Fire and Police Commissioners on April 23, 2009:

In the Police Department:

Two new positions were classified to Crime Analyst, PR 598.

One position of Office Assistant III, PR 425 held by Shelley Correa was retitled to Office Assistant IV, PR 445.

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: 2 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, Lieutenant of Detectives, John Malloy Hagen, Nicole Demotto, Ronnette Nelson, Valarie Williams, Deputy Inspector of Police, Denita Ball, Lieutenant of Police, Kurt Leibold, Shelley Correa and John Whitman (ALEASP),

JOB EVALUATION REPORT

Fire & Police Commission Meeting: April 23, 2009

This report recommends an appropriate classification and compensation level for two new positions in the Police Department. In reviewing this position, staff analyzed a new job description and held discussions with Lieutenant of Detectives John Malloy Hagen, Personnel Analyst-Senior Ronnette Nelson, and Crime & Intelligence Specialist Nicole DeMotto. The following chart summarizes the recommendation.

Current	Request	Recommendation
2 New Positions	Crime Analyst-2 positions SG 05 \$47,109 - \$65,957	Crime Analyst-2 positions Pay Range 598* \$52,170 - \$63,366

*2006 rates

Action Required

In the Salary Ordinance, under Pay Range 598, add the title "Crime Analyst 2"

2/ Appointment may be up to the fifth step of pay range 598 with the approval of the Department of Employee Relations and the Chair of Finance & Personnel Committee.

In the Positions Ordinance, under Police Department, Operations Decision Unit, Intelligence Division, Auxiliary Personnel, delete two positions of "Crime Analyst"; under Crime Analysis, add two positions of "Crime Analyst."

Background

The Police Department has requested the classification of two new civilian positions of Crime Analyst. This job description received from the department indicates these positions will be responsible for collecting and analyzing crime data to discover developing trends in criminal activity through use of mapping and other analytic software. These positions duties will have a impact on the Criminal Investigation Bureau, Patrol Bureau and external local, State, and Federal agencies,

Specific duties, responsibilities, and requirements include:

- Research and Monitor Developing Crime Trends
 - Produce information related to crime trends to assist the department's operational and administrative personnel in preventing and suppressing criminal activities, aiding the investigation process, increasing apprehension of offenders and clearing cases.
 - Prepare data used to make recommendations on manpower deployment and resource allocation
 - Maintain statistical reports that detail the results of analysis, conclusions, and recommendations
 - Prepare periodic statistical reports for department commanders
 - Measure and forecast long-term public safety related activity related to problem solving, intervention and crime reduction efforts.
- Maintain databases on probation and parole information provided by the Wisconsin Department of Corrections and United States District Court
- Collect, analyze and interpret data received from various departmental units and other law enforcement agencies.

- Analyze crime information from Federal, State and local law enforcement agencies and other related duties.
- Maintain proficiency with GIS software and crime analysis methods and tools
- Maintain confidentiality and integrity of information and investigations
- Attend job related training and conferences
- Coordinated system activity with Information Division staff
- Assist members of the department, elected officials and community members in obtaining data from systems to which they have access
- Train department members on access to and analysis of data
- Maintain maps for active court cases for use at trials

The positions require a related Bachelors Degree and at least one year of experience conducting complex statistical analysis using statistical computer programs. Experience with statistical computer programs such as SPASS or SAS and experience working with GIS software, computer databases and spreadsheets. Knowledge of police computer systems and IACA certification are desirable. Although these requirements appear reasonable, they have not yet been validated for staffing purposes.

Critical knowledge, skills and abilities include:

- Ability to collect analyze, and interpret data and statistics using quantitative and qualitative methodology
- Ability to prepare and present complex statistical reports
- Ability to effectively participate in team efforts to improve/develop departmental programs and services
- Ability to exercise judgment and discretion in completing assigned tasks.
- Ability to communicate orally and in writing to effectively prepare and present findings to Command-level officers and other local, State and Federal law enforcement officials
- Knowledge and experience with computer systems in conducting research, analyzing data, and presenting and communicating findings.

Comparisons with other City Positions

In determining the appropriate rate of pay for these new positions, we considered other positions with similar impact and responsibility including:

Title	Pay Range	Department	Minimum	Maximum
Research & Policy Analyst	05	Fire & Police Commission	\$47,109	\$65,957
FPC Investigator/Auditor	07	Fire & Police Commission	\$53,519	\$74,922
GIS Analyst	598	DOA-ITMD	\$52,170*	\$63,366*

*2006 rates

FPC Investigator/Auditor, SG 07

These positions investigate complaints filed against members of the Police and Fire Departments arising from misconduct, including violation of Department rules, policies, and procedures. This includes investigating complaints, preparing investigative reports, assisting complainants in filing a complaint, auditing investigations conducted by Police and Fire Departments, maintaining statistics of citizen complaints; and identify trends and necessary corrective action. The position requires a related Bachelor's Degree and five years experience in investigating local, state, or federal criminal/military offenses or related work.

Research and Policy Analyst, SG 05

This position conducts extensive and in-depth research and analysis of various public safety issues; and provides guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. This includes conducting extensive and in-depth research and analysis of various public safety issues such as crime data, fire suppression, personnel deployment and budget and resource allocation and prepares related reports. Reviews and analyzes public safety data from the Fire and Police department maintains data for the Fire and Police Commission website. The position requires a related Bachelors degree and three years related experience.

GIS Analyst, PR 598

The position analyzes and maintains the parcel base map for the City of Milwaukee using the Geographic Information System (GIS). The position uses and interprets source data from the Department of Public Works-Infrastructure Services and the Assessor's Office databases. The position works with both internal and public customers, determines their GIS information needs, and prepares data reports related to these requests. The position acts as a lead worker in the maintenance and support of the parcel geo-database and participates in the Milwaukee County Automated Land Information meetings. The position requires a related Bachelors degree and knowledge of automated mapping/GIS theory and application.

Analysis

Under the direction of the Crime & Intelligence Specialist (Salary Grade 09), these new positions will conduct intelligence research that will support investigative operations. This research will involve extracting, compiling, and analyzing factual information on crime patterns and trends using computerized software and databases. The work conducted by these positions will have a direct impact on investigations conducted by the Milwaukee Police Department Criminal Investigation Bureau and Patrol Bureau as well as external local, State of Wisconsin, and Federal agencies.

The duties and responsibilities of these new positions are comparable to those of the Research and Policy Analyst (Salary Grade 05) as they are involved in-depth research and analysis leading to recommendations. There is some comparability to the Investigator/Auditor positions (Salary Grade 07) in preparing investigative reports and identifying trends. These positions also have the added knowledge and skill required of a GIS Analyst (PR 598) which works with GIS and related systems and databases.

The original request from the Chief of Police Edward Flynn requests the title of Crime Analyst in Salary Grade 05. However, because these positions do not have significant administrative management or supervisory responsibilities, our recommendation is to classify this position as non-management. We therefore recommend the non-management Pay Range of 598 for these new positions.

In determining the salary range for this position, staff also considered external rates of pay for similar positions within other jurisdictions including the City of Madison.

A final consideration was the ability of the department to recruit high-quality candidates in a competitive job-market for these positions. For this reason we would recommend the department have authority to recruit up to the fifth step of the pay range 598 with the approval of DER and the Chair of the Committee on Finance & Personnel.

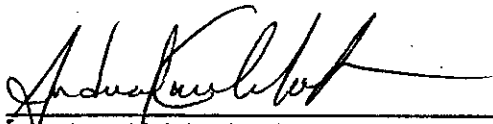
Recommendation

Based upon the comparisons to other City of Milwaukee positions and other jurisdictions, it is our recommendation to classify these two new positions as Crime Analysts in Pay Range 598. We further recommend the ability to recruit up to the fifth step of the Pay Range with the approval of Employee Relations and the Chair of the Committee on Finance & Personnel.

Pay Range 598

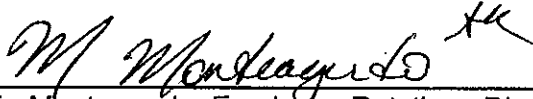
Step	1	2	3	4	5	6
Biweekly	\$2,006.53	\$2,083.56	\$2,163.71	\$2,246.98	\$2,333.68	\$2,437.16
Annual	\$52,169.78	\$54,172.56	\$56,256.46	\$58,421.48	\$60,675.68	\$63,366.16

Prepared by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: April 23, 2009

Department: Police Department

Current	Request	Recommendation
Office Assistant III PR425 (\$31,905-\$35,296)* Incumbent: Shelley Correa Current Rate: Step 5 \$35,296*	Study of Position	Office Assistant IV Pay Range 445 (\$34,767-\$38,474)* New Rate: Step 3 \$36,362*

*2006 Rates

Action Required

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Professional Performance Division, delete one position of "Office Assistant III" and add one position of "Office Assistant IV".

Background

In a letter dated May 23, 2006, Nannette Hegerty, former Chief of Police, requested one position of Office Assistant III in the Professional Performance Division be studied for reclassification. Job Descriptions were reviewed and discussions were held with the incumbent; Denita Ball, Deputy Inspector of Police; Kurt Leibold, Lieutenant of Police; and Valarie Williams, Police Personnel Administrator.

Duties and Responsibilities

The basic function of this position is to perform comprehensive, detailed administrative support functions in the Professional Performance Division of the Milwaukee Police Department (MPD). Specific duties, responsibilities and requirements include the following:

- 50% Create, compile, query and analyze records for the Chief of Police, Assistant Chief, Captain, and Fire and Police Commission (FPC); create all discipline, modification, termination, and dismissal orders while adhering to specific contractual guidelines; initiate and compose memorandums for Commanding Officer's signature; prepare files and highly confidential documents for the FPC and City Attorney's Office; create complex reports and statistics provided to the FPC, Department of Justice, and Chief of Police; maintain Commanding Officer's schedule relative to grievance hearings, discipline reviews, and FPC Hearings; review reports/documents created by supervisors for accuracy and comparison purposes; act as a liaison for Office Assistant II positions; and review reports/documents created by Office Assistant II positions.
- 25% Screen calls from command staff and administrative officers; create confidential intra-departmental documents utilized by command staff relative to discipline; prepare files for grievances and FPC hearings; maintain all discipline orders and related documents for

commanding officers; and analyze Use of Force Reports prior to entering data in database.

- 15% Purge confidential files and enter disposition of case in the Division database; edit/modify database relative to dispositions of grievances, appeals, and hearings; and maintain documents submitted by Department personnel relative to investigations.
- 10% Create correspondence and documents for Sergeants, Lieutenants, and Commanding Officer relative to open records requests; provide policy training to Division personnel, including supervisors; complete office support duties including monitoring telephone calls, filing, and copying; complete time cards and enter payroll; and complete special projects assigned by Division personnel.

Requirements for this position include four years of office support experience with at least one year of experience at the Office Assistant II level or above. Job-related coursework may be substituted for up to six months of experience requirement. Other requirements include proficiency in Word and Excel software programs, and language and grammar skills; knowledge of the Rules, Regulations, and Standard Operating Procedures of the Department, and the internal/external complaint process; and an ability to work at a high level of confidentiality, multi-task with a high level of efficiency, and function in high pressure situations.

Changes in the Position

This position is performing a number of new duties including the following:

- Create all discipline, suspension, termination, and discharge personnel orders
- Monitor all discipline and confirm orders are served in a timely manner
- Create statistical reports regarding charges issued and discipline imposed
- Create reports on "comparables" that provide comprehensive information on related discipline and suspensions to assist the Lieutenant and the Chief of Police with decisions on discipline, and the Fire and Police Commission on the review of discipline.
- Plan and prepare investigative files to be assessed by the Chief of Police. This includes prioritizing cases based on deadlines and preparing an itinerary.
- Prepare files for the Fire and Police Commission appeal process and the Police Chief's level of grievances.
- Maintain files on performance evaluations of Police personnel
- Review for completeness and accuracy all documents in charging packages and maintain all employee Case History Reports.
- Prepare letters of notification for commanding officers

The Police Department has restructured the work in the Professional Performance Division so that the position under study is spending a majority of the time performing a number of new duties including those listed above. Some of these duties were previously performed by an Office Assistant IV position in Salary Grade 445 and some were performed by a Sergeant position that has been reassigned to a different area.

Comparisons

The Division has a total of eight support staff positions; one Office Assistant IV position, two Office Assistant III positions (including the position under study), and five Office Assistant II positions. The Office Assistant IV position has some secretarial duties such as maintaining the schedule for the Division Commander; and typing highly confidential reports and performing other tasks for the Division Commander. This position also performs some general office duties such as processing the mail, answering phones, compiling reports, and updating databases.

The other Office Assistant III position performs data entry and preparation of citizen complaints including recording information regarding citizen complaints or internal violations into a complaint log; preparing and distributing bi-weekly reports to Commanders listing all investigations past 30 days; providing administrative support for drug testing of Department members such as preparing drug tests, entering results into a database and monitoring those who need to be tested such as new members, those who are promoted, those working in sensitive areas, and random drug tests; and preparing and distributing statistical reports for the Fire and Police Commission.

The Office Assistant II positions have duties that include sorting mail for Lieutenants and Sergeants; maintaining the Roll Call Board, Crime Summary Board, and Professional Performance Tracking Board; managing files and databases; typing confidential reports, memos, and letters; preparing charge packets; maintaining and updating law bulletins, discipline bulletins, grievance arbitrations, and labor contracts; preparing caseload report on biweekly basis; entering data for squad accident and use of force reports; and assisting in compiling statistics and creating special reports as requested by the Office of the Chief of Police.

For comparison purposes we reviewed a number of different job descriptions and specifications including those listed below.

Office Assistant Job Series

This series includes all office positions in City government performing general office duties, as distinguished from those working directly with one or a few managers, professionals, or elected officials in a secretarial capacity.

Office Assistant III (Pay Range 425)

Performs diverse and complex duties involving the application of standard procedures to a variety of office assignments. Selects and interprets data, and demonstrates a thorough knowledge of departmental and organizational policies and procedures in assigned area of responsibility. Screens telephone calls, answers questions, and provides information. Some telephone and in-person work may be difficult due to the nature of questions or customers served. Uses advanced features of software packages on a regular basis to produce complex documents. May work with others on a team to complete special projects. May guide and check the work of other employees.

Requirements: Four years of office experience with at least one year of experience at the Office Assistant II level or above. Job-related coursework may be substituted for up to six months of experience requirement.

Office Assistant IV (Pay Range 445)

In addition to all of the duties listed for the Office Assistant III, and the corresponding knowledge, skills, and abilities associated with them, acts as a group leader for lower level employees. Responsibility as a group leader usually includes basic office management such as monitoring equipment and ordering supplies, monitoring and improving office procedures and practices, and directing a small group of employees. May work with others on a team to complete special projects.

AND/OR

Exercises responsibility for a specific function or service area requiring extensive knowledge of technical and/or complex procedures and processes having a significant consequence of error. This requires responsibility for monitoring and improving those procedures on a continuous basis.

Requirements: Four years of office experience with at least six months of experience at the Office Assistant III level or above. Job-related course work may be substituted for up to six months of the experience requirement.

Administrative Assistant Job Series

This job series includes all office support positions performing secretarial duties directly supporting the work of one or more managers or high-level professionals. The managers to whom these positions report are usually in middle management and often top management. Positions performing general office work not directly supporting the work of a manager, as a personal secretary, are included in the Office Assistant series.

Administrative Assistant II (Pay Range 445)

Performs standard, advanced, and confidential secretarial duties requiring broad experience, skill, and knowledge of organizational policies and practices. Screens telephone calls and visitors, and resolves routine and some complex inquiries. Schedules and maintains calendar of appointments, meetings, and travel itineraries, and coordinates related arrangements.

Takes, prepares, and distributes minutes of meetings. Prepares correspondence, memoranda, and reports from various sources of written or dictated output. May compose correspondence and memoranda on routine matters for the manager's signature.

Searches records and data bases for information needed by the manager for reports, speeches, and other uses. May follow up on correspondence, projects, and requests from the manager to others in the organization. May act as a group leader for special projects and work with others to complete special projects. Uses advanced features of microcomputer software and mainframe applications. Typically provides secretarial services to one high-level manager, such as a Division or Section Head.

Requirements: Four years of office experience performing duties related to the position with at least one year of experience at the Office Assistant III level or above. Equivalent combinations of education and experience may be considered.

Administrative Assistant III (Salary Grade 530)

Performs advanced, diversified, and confidential secretarial and administrative duties requiring broad and comprehensive experience, skill and knowledge of organizational

policies and practices. Tracks and monitors correspondence and projects assigned to others by Department Head. Prepares correspondence, memoranda, and reports from various sources of written or dictated output. Composes and may initiate routine correspondence and memoranda for the manager's signature.

Searches records and data bases for information needed by the manager for reports, speeches, and other uses. Follows up on correspondence, projects, and requests from the manager to others in the organization. Screens telephone calls and visitors, and resolves routine and some complex inquiries. Schedules and maintains calendar of appointments, meetings, and travel itineraries, and coordinates related arrangements.

Prepares agendas, takes minutes at board meetings and other less formal meetings, prepares minutes and meeting summaries for distribution, and distributes minutes of meetings. Acts as a group leader for projects and may work with others on teams to complete special projects. Uses advanced features of microcomputer software. Uses mainframe applications. Typically provides administrative and secretarial services to a formal board or commission and the head of a major organizational function such as library services and human resources.

Requirements: Four years of office experience performing duties related to the position with at least one year of experience at the Office Assistant III level or above. Equivalent combinations of education and experience may be considered.

Analysis and Recommendation

The Administrative Assistant Job Series includes some similar responsibilities to the position under study such as searching records and databases for information needed by a manager for reports, speeches, and other uses; following up on correspondence, projects, and requests from the manager to others in the organization; acting as a group leader for special projects; and using advanced features of microcomputer software. The Administrative Assistant II classification is in the same Pay Range 445 as the recommended classification of Office Assistant IV. The Administrative Assistant III classification in Pay Range 530 has the distinction of typically providing administrative and secretarial services to a formal board or commission and the head of a major organizational function.

The position under study has less emphasis on secretarial duties and more emphasis on detailed administrative support functions that are more typical of the Office Assistant Job Series, specifically at the Office Assistant IV level in Pay Range 445. For example, the position has some leadworker duties and responsibility for the specific and complex function of administratively processing discipline within the Police Department. This includes selecting and interpreting data for reports on comparable discipline and monitoring the process to insure policies and procedures are followed correctly. Several of the duties must be done in a specific way with strict deadlines. The consequence of error is high since the reports and correspondence are related to discipline up to and including discharge.

Other current Office Assistant IV positions with similar duties and level of responsibility include:

- An Office Assistant IV in DPW – Administrative Services which provides administrative support to the Safety Supervisor and the DPW Personnel Administrator and is required to handle sensitive and confidential employee information. Duties include typing office

correspondence, compilation and completion of various reports, and maintaining personnel and safety files and databases.

- An Office Assistant IV in the Police Department which provides administrative support to the Community Services Division and performs general office duties, monitors the purchase of all equipment, supplies, and materials; serves as confidential secretary to the Commanding Officer of the Division; and compiles, organizes, and coordinates public appearance records, correspondence and special reports.


Our analysis of the specifications for the Office Assistant and Administrative Assistant job series, and a comparison to other similar positions in city government indicate that the new duties for this position have strengthened it to the level of Office Assistant IV in Pay Range 445.

Recommendation

Based on the above analysis we recommend this position of Office Assistant III in Pay Range 425 be reclassified to Office Assistant IV in Pay Range 445.

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: 4/23/09

File Number: 081291
Orig Fiscal Note ☒ Substitute ☐

Subject: Classification and pay recommendations approved by the Fire and Police Commission on April 23, 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:	Classification and pay recommendations for new or changed positions in the 2009 budget in the Police Department. (See attached spreadsheet for details)		(See attached spreadsheet)		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
Totals					

F) For expenditures and revenues which will occur on an **annual** basis over several years check the appropriate box below and then list each item and dollar amount **separately**.

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

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

H) Computations used in arriving at fiscal estimate:

(See attached spreadsheet for details)

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

Department of Employee Relations

Fiscal Note Spreadsheet

Fire and Police Commission Meeting of April 23, 2009
Finance and Personnel Committee Meeting of April 29, 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	Office Assistant III	425	Office Assistant IV*	445	\$35,296	\$36,362	\$615	\$126	\$741
2	Police	New Positions	N/A	Crime Analyst**	598	N/A	N/A	N/A Included in 2009 Budget		
3								\$615	\$126	\$741

Rates are for 2006

*Assume change is effective Pay Period 12 (May 31, 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	Office Assistant III	425	Office Assistant IV	445	\$35,296	\$36,362	\$1,066	\$218	\$1,284
2	Police	New Positions	N/A	Crime Analyst	598	N/A	N/A	N/A Included in 2009 Budget		
3								\$1,066	\$218	\$1,284

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

FILE NUMBER: 081291
Finance & Personnel Committee
NOTICES SENT TO:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081748

File ID: 081748

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 Milwaukee Public Library relating to amendments to the Positions Ordinance.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Library Letter ,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	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009					

Text of Legislative File 081748

..Number
081748
..Version
Original

..Reference

..Sponsor
THE CHAIR

..Title
Communication from the Milwaukee Public Library relating to amendments to the Positions Ordinance.

..Drafter
CC
tjm
4/14/09



MILWAUKEE
PUBLIC LIBRARY

Central Library

April 16, 2009

To The Honorable Members of the Common Council
City Hall, Room 205

Dear Council Members:

In 2009, a new position of Library Security Manager was added to the operating budget of the Milwaukee Public Library. Since the filling of this position in January 2009 it has become apparent that there is a frequent need for the incumbent to drive a personal vehicle on matters related to library business.

For this reason, the Milwaukee Public Library is requesting the following amendment to the Positions Ordinance in order to add the provision of private automobile allowance to this job title:

Under "Milwaukee Public Library, Administrative Services Decision Unit, Investigation and Call Director Section", add footnote "(X)" to Library Security Manager.

We appreciate your attention to this matter.

Respectfully,

Judith Zemke
Library Personnel Officer

NOTICES SENT TO:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 090005

File ID: 090005

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 Public Works relating to amendments to the Positions Ordinance.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Auxiliary Position Request ,Hearing Notice List

Enactment Number:

Drafter:

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	REFERRED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Communication was REFERRED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009					

Text of Legislative File 090005

..Number
090005
..Version
ORIGINAL

..Reference

..Sponsor
THE CHAIR

..Title
Communication from the Department of Public Works relating to amendments to the Positions Ordinance.

..Requestor

..Drafter
jro
04/21/09

April 15, 2009

The Honorable,
Members of the Common Council
City Hall

Dear Honorable Members of the Common Council:

RE: Appointment of auxiliary position of Parking Meter Technician

The Department of Public Works is requesting the appointment of an auxiliary position for a Parking Meter Technician, pay grade 245, for the remainder of 2009. This request is being made due to extensive family medical leave utilization by one of the three employees in the parking meter shop. Major functions of the shop include hooding for events and maintenance for approximately 6,500 metered spaces.

Hood jobs are especially critical during the busy summer season. With only 2 staff and the potential that unplanned sick leave could occur at any time, 1) hood jobs may not be completed in a timely manner; and 2) hoods may be left on meters longer after events or placed earlier before events. The latter would inconvenience the public due to parking restrictions and would also reduce revenue.

Regarding maintenance, first, work orders would cease. This includes removing and installing loading zones, removing or re-installing meters for construction and roadwork, and the installation or removal of meters after a change in legislation. Lack of these services would increase complaints and decrease revenue. Second, the length of time required for meter repair will increase. This will lead to increased numbers of citations at broken meters, an increase in complaints, and a loss in revenue. The recent rate increase causes more coins to be used per meter and therefore more maintenance.

If approved now, this position will be filled by an experienced person, minimizing training issues. Funding for this position will be the Parking Fund salary account. Please contact me at x5582 with any questions you may have.

Sincerely,

Shirley Krug
Administrative Services Director

Cc: Dan Thomas
Cindy Angelos
Paul Klajbor

NOTICES SENT TO:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081743

File ID: 081743

Type: Appointment

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 04/14/2009

File Name:

Final Action:

Title: Reappointment of Margaret Henningsen to the Public Debt Commission by the Mayor. (4th Aldermanic District)

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Reappointment Letter ,Hearing Notice List

Enactment Number:

Drafter: tb

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 Appointment was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009					

Text of Legislative File 081743

..Number
081743
..Version
ORIGINAL
..Reference

..Sponsor
THE CHAIR

..Title

Reappointment of Margaret Henningsen to the Public Debt Commission by the Mayor. (4th Aldermanic District)

..Drafter

Mayor

TB

4/15/09



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



Office of the City Clerk

Re: Common Council File Number 081743

Reappointment of Margaret Henningsen to the Public Debt Commission by the Mayor.
(4th Aldermanic District)

Dear Sir/Madam,

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

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

Please provide the following required information and return immediately to our office for consideration at the April 29, 2009, Finance & Personnel Committee Meeting:

- Number of meetings held: 26
- Number of meetings attended: 24
- Number of excused absences: 2
- Number of unexcused absences: 0

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

Very truly yours,

RONALD D. LEONHARDT
City Clerk

April 14, 2009

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

Honorable Members of the Common Council:

I am pleased to reappoint Margaret J. Henningsen, 3025 West McKinley Boulevard, Milwaukee, Wisconsin, 53208, to the Public Debt Commission. This reappointment is pursuant to Section 15-01 of the Milwaukee City Charter. Ms. Henningsen will serve a three-year term, commencing upon taking of the oath of office.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Tom Barrett". The signature is written in a cursive style with a long horizontal line extending to the left.

Tom Barrett
Mayor

FILE NUMBER: 081743
Finance & Personnel Committee
NOTICES SENT TO:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081702

File ID: 081702

Type: Resolution

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 04/14/2009

File Name:

Final Action:

Title: Resolution directing the Department of Employee Relations to submit the necessary application documents for self-insurance status (workers' compensation benefits) to the State of Wisconsin.

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Cover Letter ,Fiscal Note ,Hearing Notice List

Enactment Number:

Drafter: mb

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 Resolution was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009					

Text of Legislative File 081702

..Number
081702

..Version

ORIGINAL

..Reference

..Sponsor

THE CHAIR

..Title

Resolution directing the Department of Employee Relations to submit the necessary application documents for self-insurance status (workers' compensation benefits) to the State of Wisconsin.

..Analysis

This resolution authorizes and directs the Department of Employee Relations to submit the application documents necessary for renewal of the City's self-insurance status (workers' compensation benefits) to the State of Wisconsin no later than May 2009. Renewal of self-insurance status is required every 3 years.

..Body

Whereas, For purposes of providing workers' compensation benefits, the City of Milwaukee has chosen to be self-insured, rather than to purchase workers' compensation insurance; and

Whereas, The State of Wisconsin requires employers that have self-insurance status for their workers' compensation programs to apply for this status every 3 years; and

Whereas, Approval of continued self-insurance status is contingent upon timely submission of the necessary documents to the Department of Workforce Development; and

Whereas, Pursuant to s. 340-1 of the Milwaukee Code of Ordinances, the Department of Employee Relations, Employee Benefits Division, has the authority to administer the City of Milwaukee's workers' compensation program and is responsible for preparing the necessary documents for self-insurance; and

Whereas, The Department of Employee Relations, Employee Benefits Division has prepared the application documents required for renewal of the City's self-insurance status, said documents being attached to and made a part of this resolution; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the Department of Employee Relations is authorized and directed to submit the application documents required for renewal of the City's self-insurance status (workers' compensation benefits) to the State of Wisconsin.

..Requestor

Department of Employee Relations

..Drafter

DER MB 4/6/2009

April 6, 2009

The Honorable Common Council
City Hall Room 200
200 East Wells Street
Milwaukee, WI 53202

**RE: RESOLUTION AUTHORIZING DER TO APPLY TO STATE FOR SELF-INSURANCE
STATUS FOR WORKERS' COMPENSATION BENEFITS**

Dear Ladies and Gentlemen:

Please introduce a file at the next Common Council Meeting for referral to the Finance and Personnel Committee to authorize and direct the Department of Employee Relations to submit the necessary application documents for self-insurance status for Workers Compensation Benefits to the State of Wisconsin Department of Workforce Development.

Every three years each self-insured political subdivision must provide a resolution passed by the governing body that states its intent and agreement to self-insure. The City is required to complete and return the paperwork to the State by May, 2009. The Department of Employee Relations recommends this be done. A draft resolution for this purpose is attached.

Sincerely,

Michael Brady
Employee Benefits

Cc: James Owczarski, Common Council Records Section
Debra Fowler, Common Council Records Section
City Attorney Grant Langley
Ellen Tangen, City Attorney's Office
Dennis Yaccarino, Budget Office
Barry Zalben, Legislative Reference Bureau
Marianne Walsh, Legislative Reference Bureau
Maria Monteagudo, DER
Edwin Reyes, DER
Burma Hudson, DER

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 6, 2009

FILE NUMBER:

Original Fiscal Note

☒

Substitute

☐

SUBJECT: Resolution authorizing and directing the Department of Employee Relations to submit the necessary application documents for self-insurance status (Workers' Compensation Benefits) to the State of Wisconsin

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

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

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

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

FILE NUMBER: 081702
Finance & Personnel Committee
NOTICES SENT TO:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081705

File ID: 081705

Type: Resolution

Status: In Committee

Version: 1

Reference:

Controlling Body: PUBLIC SAFETY
COMMITTEE

File Created: 04/14/2009

File Name:

Final Action:

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

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Fiscal Note ,Fiscal Analysis ,Operating Grant Budget
,Grant Analysis Form ,Cover Letter ,Hearing Notice
List

Enactment Number:

Drafter: yr

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	PUBLIC SAFETY COMMITTEE			
	Action Text: This Resolution was ASSIGNED TO to the PUBLIC SAFETY COMMITTEE						
0	PUBLIC SAFETY COMMITTEE	04/16/2009	HEARING NOTICES SENT		04/23/2009		
1	CITY CLERK	04/17/2009	DRAFT SUBMITTED				
	Action Text: This Resolution was DRAFT SUBMITTED						
1	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	PUBLIC SAFETY COMMITTEE	04/23/2009	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			Pass
	Action Text: A motion was made by ALD. PUENTE that this Resolution be RECOMMENDED FOR ADOPTION AND ASSIGNED TO the FINANCE & PERSONNEL COMMITTEE . The motion PREVAILED by the following vote:						
	Notes: Individuals present: Yvette Rowe and Mary Ellen Bruesch - Health Dept.						

Mover: ALD. PUENTE

Aye:3 - Donovan, Puente, and Witkowski
No:0
Excused:2 - Witkowiak, and Davis

3-0-2

1 FINANCE &
PERSONNEL
COMMITTEE

04/29/2009

Text of Legislative File 081705

..Number
081705

..Version
Substitute 1

..Reference

..Sponsor
The Chair

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

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

..BODY:
Whereas, The City of Milwaukee appears to be eligible for grant funds from the Wisconsin Department of Natural Resources to fund daily bacterial monitoring of City of Milwaukee public beaches; and

Whereas, The operation of this grant project from 05/15/09 to 09/30/09 would cost \$20,000 entirely provided by the grantor; now, therefore, be it

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

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant parent of the 2009 Special Revenue-Grant and Aid Projects fund, the following amounts for the project titled Beach Monitoring Grant:

Project/Grant	GR0000900000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$20,000

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

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

1. Expend from the amount budgeted for specified purposes as indicated in the grant budget and incur costs consistent with the award date; and
2. Expend from the 2009 grant budget funds for training and out-of-town travel by departmental staff; and,
3. Enter into subcontracts as detailed in the grant budget; and, be it

Further Resolved, That the Common Council directs that the 2009 Positions Ordinance C.C. File Number 080522, should be amended as follows:

Under

Health Department

Change Footnote (CCC) to read as follows:

To expire 9/30/09 unless the Beach Monitoring Grant is extended. One position partially funded by the Beach Monitoring Grant.

..Requestor
HEALTH DEPARTMENT

..Drafter
YMR
04-16-09
Beach Monitoring 2009 Res

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 17, 2009

FILE NUMBER: 081705

Original Fiscal Note ☐ Substitute ☒

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

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

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

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

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

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

<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 ☐

LRB - RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE

APRIL 23, 2009

ITEM 11, FILE # 081705

File # 081705 is a resolution relating to application, acceptance and funding of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

Background

1. This resolution authorizes the Milwaukee Health Department (MHD) to apply for, accept and fund the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.
2. This is a continuing grant.

Discussion

1. The purpose of this project is to implement bacterial monitoring of water quality at Wisconsin public beaches to promote public health and to prevent communicable diseases and injuries due to pollution. This grant award supports annual monitoring of 5 public beaches: Bradford Beach, McKinley Beach, South Shore Beach, an area identified as Water Craft, and an area close to South Shore Beach identified as South Shore Rocky.
2. Beach monitoring is conducted on a seasonal basis, Memorial Day through Labor Day in compliance with Wisconsin statutes, and will be conducted in accordance with rules and regulations relating to Lake Michigan public beaches. The public will be advised of beach water quality.
3. The beach monitoring grant period extends from May 15, 2009, through September 30, 2009, and is budgeted as follows:

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

4. The resolution in File #081705 authorizes the City Comptroller to commit \$20,000 grantor share funds within the Project/Grant Parent of the 2009 Special Revenue-Grant and Aid Projects Fund and to create appropriate Special Revenue Fund-Grant and Aid Project/Grant and Project /Grant levels. The resolution further authorizes the Health Department, consistent with the terms of the grant, to expend from these budgeted amounts and incur costs consistent with the grant.

Fiscal Impact

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

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

Prepared by: Richard L. Withers, ext. 8532
LRB-Fiscal Review Section
April 17, 2009

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: Beach Monitoring Grant

PROJECT/PROGRAM YEAR: 2009

CONTACT PERSON: Paul Biedrzycki/Anupa Gandhi/Mary Ellen Bruesch

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

GRANT ANALYSIS FORM

OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

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

Contact Person & Phone No: Paul A. Biedrzycki, Mgr. Disease Control and Prevention X5787

Category of Request

☐ **New Grant**

☐ **Grant Continuation**

Previous Council File No. 080017

☐ **Change in Previously Approved Grant**

Previous Council File No.

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

Grantor Agency: Wisconsin Department of Natural Resources

Grant Application Date: 4-1-09

Anticipated Award Date: 05-15-2008

Please provide the following information:

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

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

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

This program is consistent with City-wide strategic goals and department outcomes particularly Strategy #4 to reduce illness and injury from communicable diseases, pollution and disasters in Milwaukee.

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

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

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

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

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

May 15, 2009 – September 30, 2009.

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

6. Provide a List of Subgrantees:

Great Lakes Water Institute

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

April 8, 2009

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

RE: "Title Only" Grant Resolutions

Dear Mr. Owczarski:

This is to provide you with background information on the grant resolutions that the Health Department would like to be introduced:

Beach Monitoring Grant (DNR) - Resolution relative to application, funding and expenditure of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

Healthy Homes Demonstration Grant (HUD) - Resolution relative to application, acceptance and funding of the Healthy Homes Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD).

Public Health Legal Action Grant (NACCHO) - Resolution relative to application, acceptance and funding of the Public Health Legal Action in Communicable Disease Response Grant from the National Assoc. of City and County Health Officials (NACCHO).

As always, thank you for your consideration of these "title only" resolutions. The files will be filled as soon as possible.

Sincerely,

Yvette M. Rowe
Business Operations Manager-Health
Attachments

FILE NUMBER: 081705
Finance & Personnel Committee
NOTICES SENT TO:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081706

File ID: 081706

Type: Resolution

Status: In Committee

Version: 1

Reference:

Controlling Body: PUBLIC SAFETY
COMMITTEE

File Created: 04/14/2009

File Name:

Final Action:

Title: Substitute resolution relative to application, acceptance and funding of the Healthy Homes Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD).

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Fiscal Note ,Fiscal Analysis ,Cover Letter ,Operating Grant Budget ,Grant Analysis Form ,Hearing Notice List

Enactment Number:

Drafter: yr

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	PUBLIC SAFETY COMMITTEE			
	Action Text: This Resolution was ASSIGNED TO to the PUBLIC SAFETY COMMITTEE						
0	PUBLIC SAFETY COMMITTEE	04/16/2009	HEARING NOTICES SENT		04/23/2009		
1	CITY CLERK	04/17/2009	DRAFT SUBMITTED				
	Action Text: This Resolution was DRAFT SUBMITTED						
1	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	PUBLIC SAFETY COMMITTEE	04/23/2009	RECOMMENDED FOR ADOPTION AND ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			Pass
	Action Text: A motion was made by ALD. PUENTE that this Resolution be RECOMMENDED FOR ADOPTION AND ASSIGNED TO the FINANCE & PERSONNEL COMMITTEE . The motion PREVAILED by the following vote:						
	Notes: Individuals present: Yvette Rowe and Pat Walters - Health Dept.						

Mover: ALD. PUENTE

Aye:3 - Donovan, Puente, and Witkowski

3-0-2

No:0

Excused:2 - Witkowiak, and Davis

1 FINANCE &
PERSONNEL
COMMITTEE

04/29/2009

Text of Legislative File 081706

..Number

081706

..Version

Substitute 1

..Reference

..Sponsor

..Title

Substitute resolution relative to application, acceptance and funding of the Healthy Homes Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD).

..Analysis

This resolution authorizes the Health Department to apply for, accept and fund the Healthy Homes Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$1,001,369 comprised of \$874,085 in grantor share and \$127,284 in City matching funds. The purpose of this project is to enroll 120 housing units and completely address healthy housing issues within 85 units in Milwaukee for a healthier environment by addressing asthma triggers and to leverage expertise from a community-based organization and the Medical College of Wisconsin through contracting.

..BODY:

Whereas, The City of Milwaukee appears to be eligible for grant funds from the U.S. Department of Housing and Urban Development to make 85 units in Milwaukee healthier by addressing asthma triggers and to leverage expertise from a community-based organization; and

Whereas, The operation of this grant project from 04/15/09 to 04/15/12 would cost \$1,001,369; \$874,085 (87%) to be provided by the grantor and \$127,284 (13%) in City matching funds; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the U.S. Department of Housing and Urban Development is authorized and the Health Department shall accept this grant without further approval unless the terms of the grant change as indicated in Milwaukee Code of Ordinances Section 304-81 and, be it

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant Parent of the 2009 Special Revenue-Grant and Aid Projects Fund, the following amounts for the project titled Healthy Homes Demonstration Grant:

Project/Grant	GR0000900000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$874,085

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project/Grant Levels; budget against these Project/Grant values the amounts required under the grant agreement;

3. Establish the necessary City Share project values; and be it

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

1. Expend from the amount budgeted for specified purposes as indicated in the grant budget and incur costs consistent with the award date;
2. Expend from the 2009 grant budget funds for training and out-of-town travel by departmental staff;
3. Expend from the 2009 grant budget funds for specific items of equipment;
4. Enter into subcontracts and leases as detailed in the grant budget; and, be it

Further Resolved, That the Common Council directs that the 2009 Positions Ordinance C.C. File Number 080522, should be amended as follows:

Under:

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

DELETE:

(1 position) Lead Grant Project Manager (X) (Y) (PP) (Z)
(1 position) Office Assistant IV (PP)
(1 position) Chemist II (PP)

ADD:

(1 position) Lead Grant Project Manager (X) (Y) (Z) (PP) (SS)
(1 position) Office Assistant IV (PP) (SS)
(1 position) Chemist II (PP) (SS)

Under:

HEALTH DEPARTMENT
Disease Control and Environmental Health Services Division
Home Environmental Health

ADD:

Healthy Homes Demonstration Grant - Economic Stimulus Funding (HUD) (SS)

(1 position) Lead Risk Assessor III (X) (SS)

ADD Footnote (SS) to read as follows:

To expire 04/15/12 unless the Healthy Homes Demonstration Grant-Economic Stimulus Funding from the U.S. Department of Housing and Urban Development (HUD) is extended. Also partially funds one position of Lead Grant Project Manager, one position of Office Assistant IV and one position of Chemist II within the Lead-Based Paint Hazard Control Grant (HUD).

..Requestor
Health Department

..Drafter
YMR

04-17-09

HUD Healthy Homes Grant Res

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 17, 2009

FILE NUMBER: 081706

Original Fiscal Note ☒ Substitute ☐

SUBJECT: Substitute resolution relative to application, funding, and expenditure of HUD-Lead-Based Paint Hazard Control Grant from the U.S. Department of Housing and Urban Development (HUD).

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

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			\$1,001,369	\$874,085	
TOTALS			\$1,001,369	\$874,085	

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: \$127,284 of City match comprised of Indirect costs.

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

PLEASE LIST ANY COMMENTS ON REVERSE SIDE AND CHECK HERE ☐

LRB - RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE

APRIL 23, 2009

ITEM 10, FILE # 081706

File # 081706 is a resolution relating to application, acceptance and funding of the Healthy Homes Demonstration Grant from the United States Department of Housing and Urban Development (HUD) with funding made available by federal economic stimulus legislation.

Background

1. The City of Milwaukee has a strong track record for administration of HUD demonstration grants to abate lead hazards and reduce the incidence of blood lead poisoning.
2. The City has been identified by the Asthma and Allergy Foundation of America as the second worst city in the United States for people living with asthma. The Home Environmental Health program of the Department of Health does not currently have funding to address issues related to asthma.
3. This is a new grant.

Discussion

1. This 3-year grant for a total of \$1,001,369 funds activities from April 15, 2009 to April 15, 2012, and is made possible by recent passage of the federal stimulus package.
2. Of the total grant budget, \$874,085 (87%) is grantor share and \$127,284 (13%) is City matching funds. The City share is identified in the budget as Indirect Costs. This level of Indirect Costs is within the amount agreed to by HUD and the City Comptroller for the Health Department in 2008. It appears that these Indirect Costs are acceptable to the HUD grant officer. There will be no impact on the tax levy.
3. The grant targets the 53206 zip code, which has been determined to be one of the highest risk areas of the City for childhood asthma.
 - The program will enroll 120 housing units and, with the likelihood that some families may move or drop out of the program, it is designed to completely address healthy housing issues for 85 of the enrolled units.
 - Enrollment criteria include a diagnosis of childhood asthma for a child in the home less than 6 years of age.
 - As a demonstration project, grant activities will be subject to Institutional Review Board (IRB) approval.
 - The Principle Investigator (PI) will be John Meuer, MD, of the Medical College of Wisconsin.
 - The PI will guide human subjects protocols through the IRB at Children's Hospital and will conduct analysis of data including hospitalization data for the study group and for the zip code area and follow-up interviews with families.
 - The subject housing units will be assessed for lead paint and other hazards to child health and, under HUD standards, families may be temporarily relocated while abatement efforts take place.
 - Other home safety activities that will occur in conjunction with asthma trigger remediation include providing cabinet locks, child monitors and parent education.

4. The grant will partially fund 3 positions in the Health Department, will support a new full time position, and will include sub-contracts with the Medical College of Wisconsin, with the Dominican Center for Women, and contracts yet to be determined for moisture control and occupant relocation. The following is the proposed 3-year budget:

Personnel

Lead Grant Project Manager (0.2 FTE, Range 006)	\$ 31,793
Lead Risk Assessor III (New 1.0 FTE, Grade 553)	161,054
Office Assistant IV (0.2 FTE, Grade 445)	17,378
Chemist II (0.5 FTE, Grade 642)	68,810

Fringe Benefits

(41%)	113,584
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Supplies and Materials

Office Supplies	9,000
Laboratory Supplies	42,000
Intervention Supplies	70,000
Incentives	8,400
Home Safety Kits	14,000

Services

Travel and Training	6,000
Auto Allowance	4,040
Uniform Allowance	225
Cellular Phone Charges	550
Printing	7,500
Laboratory Instrument Accreditation Service	7,500
Sampling	9,800
Miscellaneous Services	9,000

Contractual Services

Moisture Control	98,000
Dominican Center for Women	126,000
Medical College of Wisconsin	37,965
Occupant Relocation	33,486

Total Grantor Share	874,085
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Indirect Costs	Total City Share	127,284
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TOTAL GRANT	\$1,001,369
--------------------	--------------------

5. The resolution in File #081706 authorizes the City Comptroller to commit \$874,085 grantor share funds within the Project/Grant Parent of the 2009 Special Revenue-Grant and Aid Projects Fund and to create appropriate Special Revenue Fund-Grant and Aid Project/Grant and Project /Grant levels, and establish appropriate city share project values. The resolution further authorizes the Health Department, consistent with the terms of the grant, to expend from these budgeted amounts and incur costs consistent with the grant including out-of town travel.

Fiscal Impact

1. The total amount of this grant is \$874,085 grantor share, and \$127,284 city share, which is entirely indirect costs.
2. There is no impact on the tax levy.

Cc: W. Martin Morics Raquel Filmanowicz
Bevan Baker Mat Wolters
Yvette Rowe
Renee Joos

Prepared by: Richard L. Withers, ext. 8532
LRB-Fiscal Review Section
April 20, 2009

April 8, 2009

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

RE: "Title Only" Grant Resolutions

Dear Mr. Owczarski:

This is to provide you with background information on the grant resolutions that the Health Department would like to be introduced:

Beach Monitoring Grant (DNR) - Resolution relative to application, funding and expenditure of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

Healthy Homes Demonstration Grant (HUD) - Resolution relative to application, acceptance and funding of the Healthy Homes Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD).

Public Health Legal Action Grant (NACCHO) - Resolution relative to application, acceptance and funding of the Public Health Legal Action in Communicable Disease Response Grant from the National Assoc. of City and County Health Officials (NACCHO).

As always, thank you for your consideration of these "title only" resolutions. The files will be filled as soon as possible.

Sincerely,

Yvette M. Rowe
Business Operations Manager-Health
Attachments

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: HUD Healthy Homes Demonstration Grant - Economic Stimulus Funding
 CONTACT PERSON: Yvette Rowe X3997

PROJECT/PROGRAM YEAR: 2009 - 2012

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
	0.2	Lead Grant Project Manager (X)(Y)(Z)(PP)(SS)	006	31,793			31,793
1		Lead Risk Assessor III (X) (SS)	553	161,054			161,054
	0.2	Office Assistant IV (PP) (SS)	445	17,378			17,378
	0.5	Chemist II (PP) (SS)	642	66,810			66,810
		TOTAL PERSONNEL COSTS		277,035			277,035
		FRINGE BENEFITS					
		41%		113,584			113,584
		TOTAL FRINGE BENEFITS		113,584			113,584
		SUPPLIES AND MATERIALS					
		Office Supplies		9,000			9,000
		Lab supplies		42,000			42,000
		Intervention Supplies		70,000			70,000
		Incentives		8,400			8,400
		Home Safety Kits		14,000			14,000
		TOTAL SUPPLIES AND MATERIALS		143,400			143,400
		EQUIPMENT AND FACILITY RENT					
				0			0
		TOTAL EQUIPMENT AND FACILITY RENT		0			0

		SERVICES					
		Travel and Training		6,000			6,000
		Auto Allowance		4,040			4,040
		Uniform Allowance		225			225
		Cellular phone line charges		550			550
		Printing		7,500			7,500
		Laboratory Instrument Accrediation Service		7,500			7,500
		Sampling		9,800			9,800
		Miscellaneous Services		9,000			9,000
		TOTAL SERVICES		44,615			44,615
		EQUIPMENT					
				0			0
		TOTAL EQUIPMENT		0			0
		CONTRACTUAL SERVICES					
		Moisture Control		98,000			98,000
		Dominican Center for Women		126,000			126,000
		Medical College of Wisconsin		37,965			37,965
		Occupant Relocation		33,486			33,486
		TOTAL CONTRACTUAL SERVICES		295,451			295,451
		INDIRECT COSTS					
				0	127,284		127,284
		TOTAL INDIRECT COSTS		0	127,284		127,284
		TOTAL COSTS		874,085	127,284		1,001,369

GRANT ANALYSIS FORM

OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: **Health Department**

Contact Person & Phone No: **Mat Wolters, x5448**

Category of Request

☒ **New Grant**

☐ **Grant Continuation**

☐ **Change in Previously Approved Grant**

Previous Council File No.

Previous Council File No.

Project/Program Title: HUD Healthy Homes Demonstration Grant – Economic Stimulus Funding

Grantor Agency: U.S. Department of Housing and Urban Development

Grant Application Date: July 17, 2008

Anticipated Award Date: April 15, 2009

Please provide the following information:

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

This grant supports housing and community-based healthy homes initiative in the 53206 zip code. It incorporates a research based healthy housing standard to maximize the number of: 1) children protected from asthma triggers within the housing unit, and 2) interior safety hazards to the housing unit. The proposed strategy targets one of the most at-risk zip codes in the City of Milwaukee for childhood asthma.

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

The Home Environmental Health (HEH) Program within the City of Milwaukee Health Department (MHD) has a long history of dealing with environmental hazards in the home environment. MHD is committed to make the City of Milwaukee the healthiest city in the nation. HEH is committed on working towards this goal by expanding efforts in addressing additional health hazards in the home beyond lead paint hazards.

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

According to the Asthma and Allergy Foundation of America, The City of Milwaukee currently ranks number two on the list of worst cities to live in with Asthma. The Home Environmental Health (HEH) program does not currently have funding to address asthma issues within the City of Milwaukee. With this funding, HEH will be able to provide low cost measures to families within the 53206 zip code to address Asthma triggers and other safety issues within the household. Additionally the program will leverage the experience that HEH currently has with regards to lead poisoning to address those hazards when applicable.

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

Activities and results will be measured at a variety of methods, including: daily data collection in the field, enrollment forms, and within an Excel database which tracks specific information on each housing unit that receives healthy homes services. Furthermore, key housing activity data will be tracked on a monthly basis and reported to HUD each quarter.

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

The grant will fund staff and healthy homes efforts for three years, from April 15, 2009 through April 15, 2012, and assure completion of enrollment of 120 properties into the healthy homes demonstration grant.

6. Provide a List of Subgrantees:

Dominican Center for Women
Medical College of Wisconsin
TBD for Moisture Control
TBD for Occupant Relocation

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

See attached.

NOTICES SENT TO FOR FILE 081706:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081707

File ID: 081707

Type: Resolution

Status: In Committee

Version: 1

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 04/14/2009

File Name:

Final Action:

Title: Substitute resolution relative to the application, acceptance and funding of the Public Health Legal Action in Communicable Disease Grant from the National Assoc. of City and County Health Officials (NACCHO).

Notes:

Agenda Date:

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments: Fiscal Note ,Fiscal Analysis ,Operating Grant Budget
,Grant Analysis Form ,Cover Letter ,Hearing Notice
List

Enactment Number:

Drafter: yr

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	PUBLIC SAFETY COMMITTEE			
	Action Text: This Resolution was ASSIGNED TO to the PUBLIC SAFETY COMMITTEE						
0	PUBLIC SAFETY COMMITTEE	04/16/2009	HEARING NOTICES SENT		04/23/2009		
1	CITY CLERK	04/17/2009	DRAFT SUBMITTED				
	Action Text: This Resolution was DRAFT SUBMITTED						
1	FINANCE & PERSONNEL COMMITTEE	04/22/2009	HEARING NOTICES SENT		04/29/2009		
0	PUBLIC SAFETY COMMITTEE	04/23/2009	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:						

Mover: ALD. WITKOWSKI

Aye:4 - Donovan, Puente, Witkowski, and Witkowiak

4-0-1

No:0

Excused:1 - Davis

1 FINANCE &
PERSONNEL
COMMITTEE

04/29/2009

Text of Legislative File 081707

..Number

081707

..Version

Substitute 1

..Reference

..Sponsor

The Chair

..Title

Substitute resolution relative to the application, acceptance and funding of the Public Health Legal Action in Communicable Disease Grant from the National Assoc. of City and County Health Officials (NACCHO).

..Analysis

This resolution authorizes the Health Department to apply for, accept and fund the Public Health Legal Action in Communicable Disease Grant from the National Assoc. of City and County Health Officials (NACCHO) in the amount of \$86,681. The purpose of this project is to develop legal guidelines and templates for containment measures that local health departments can employ when responding to a communicable disease outbreak. The project will be developed primarily for the City of Milwaukee and Milwaukee County, but will include state partners that will aid in making the materials transferable state wide.

..Body:

Whereas, The City of Milwaukee appears to be eligible for grant funds from the National Assoc. of City and County Health Officials (NACCHO) to implement this public health communicable disease project; and

Whereas, The operation of this grant project from 4/06/09 to 10/05/09 would cost \$86,681 entirely provided by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the National Assoc. of City and County Health Officials (NACCHO) is authorized and the Health Department shall accept this grant without further approval unless the terms of the grant change as indicated in Milwaukee Code of Ordinances Section 304-81 ; and, be it

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant Parent of the 2009 Special Revenue-Grant and Aid Projects Fund, the following amount for the project titled NACCHO- Public Health Legal Action in Communicable Disease Grant:

Project/Grant	GR0000900000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	\$86,681

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

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

1. Expend from the amount budgeted for specified purposes as indicated in the grant budget and incur costs consistent with the award date;
2. Enter into subcontracts and leases as detailed in the grant budget; and
3. Expend from the 2009 grant budget funds for training and out-of-town travel by departmental staff.

Further resolved, That the Common Council directs that the 2009 Positions Ordinance C.C. File Number 080522, should be amended as follows:

Under

HEALTH DEPARTMENT

Disease Control & Environmental Health Services Division
Bioterrorism-CDC Public Health Preparedness Grant (A)

DELETE:

Public Health Emergency Response Planning Coordinator (X) (A) (P) (Y)
Infectious Disease Epidemiologist (A) (X) (Y) (EE) (FF)

ADD:

Public Health Emergency Response Planning Coordinator (X) (Y) (A) (P) (RR)
Infectious Disease Epidemiologist (X) (Y) (A) (EE) (FF) (RR)

HEALTH DEPARTMENT

Disease Control & Environmental Health Services Division
Bioterrorism Grant - Focus CRI/PANDEMIC FLU (P)

DELETE:

Health Project Coordinator - Emergency Preparedness (P) (X) (Y) (A)

ADD:

Health Project Coordinator - Emergency Preparedness (X) (Y) (A) (P) (RR)

ADD Footnote (RR) to read as follows:

To expire 10/5/09 unless the NACCHO- Public Health Legal Action in Communicable Disease Grant is extended. Partially funds one position of Infectious Disease Epidemiologist, one position of Public Health Emergency Response Planning Coordinator and one position of Health Project Coordinator-Emergency Preparedness.

..Requestor
Health Department

..Drafter
ymr
4/17/09
NACCHO PH Legal Action res 2009

CITY OF MILWAUKEE FISCAL NOTE

A) DATE April 17, 2009

FILE NUMBER: 081707

Original Fiscal Note ☒ Substitute ☐

SUBJECT: Substitute resolution relative to application, acceptance and funding of Public Health Legal Action in Communicable Disease Response Grant from the National Assoc. of City and County Health Officials (NACCHO).

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

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

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

E) PURPOSE	SPECIFY TYPE/USE	ACCOUNT	EXPENDITURE	REVENUE	SAVINGS
SALARIES/WAGES:					
SUPPLIES:					
MATERIALS:					
NEW EQUIPMENT:					
EQUIPMENT REPAIR:					
OTHER:			\$86,681	\$86,681	
TOTALS			\$86,681	\$86,681	

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 ☐

LRB - RESEARCH AND ANALYSIS SECTION

PUBLIC SAFETY COMMITTEE

APRIL 23, 2009

ITEM 9, FILE # 081707

File # 081707 is a resolution relating to application, acceptance and funding of the Public Health Legal Action in Communicable Disease Response Grant from the National Association of City and County Health Officials (NACCHO).

Background

1. This 6-month project will lead to development and dissemination of informational materials including guidelines and templates for containment measures that local health departments can employ when responding to a communicable disease outbreak. These materials will provide tools to assist health officials in navigating the often complex legal interplay between protecting the public under extraordinary circumstances and maintaining appropriate protections of individual rights.
2. This resolution authorizes the Milwaukee Health Department (MHD) to apply for, accept and fund the Public Health Legal Action in Communicable Disease Response Grant project.
3. This is a new grant.

Discussion

1. Activities funded by this 6-month grant will extend from April 6, 2009, to October 5, 2009. Operation of the project will cost \$86,681, which will be entirely grantor share.
2. The grant partially funds 3 positions in the Health Department, reimburses the City Attorney's Office for services and covers 2 contracts: a contract with the District Attorney's Office and a contract with a web site developer. The detailed budget provides:

1 Infections Disease Epidemiologist (range 11)	\$ 3,777
1 Public Health Emergency Response Planning Coordinator (range 7)	6,184
1 Health Project Coordinator – Emergency Preparedness (range 4)	7,133
Fringe Benefits (41%)	7,009
Supplies and Materials	1,500
City Attorney's Office Services	16,978
Web Site Development	20,000
District Attorney's Office	24,100

TOTAL \$86,681

3. The resolution in File #081707 authorizes the City Comptroller to commit \$86,681 grantor share funds within the Project/Grant Parent of the 2009 Special Revenue-Grant and Aid Projects Fund and to create appropriate Special Revenue Fund-Grant and Aid Project/Grant and Project /Grant levels. The resolution further authorizes the Health Department, consistent with the terms of the grant, to expend from these budgeted amounts and incur costs consistent with the grant including travel.

Fiscal Impact

1. The total amount of this grant is \$86,681, entirely grantor share, and has no impact on the tax levy.

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

Prepared by: Richard L. Withers, ext. 8532
LRB-Fiscal Review Section
April 17, 2009

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: Public Health Legal Action in Communicable Disease Response
 CONTACT PERSON: Anupa Gandhi

PROJECT/PROGRAM YEAR: 2009

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
	1	Infectious Disease Epidemiologist (X) (Y) (A) (EE) (FF) (RR)	11	3,777			3,777
	1	Public Health Emergency Response Planning Coordinator (X) (Y) (A) (P) (RR)	7	6,184			6,184
	1	Health Project Coordinator – Emergency Preparedness (X) (Y) (A) (P) (RR)	4	7,133			7,133
		TOTAL PERSONNEL COSTS		17,094			17,094
		FRINGE BENEFITS					
		Fringe Benefits 41%		7,009			7,009
		TOTAL FRINGE BENEFITS		7,009			7,009
		SUPPLIES AND MATERIALS					
		Supplies and Materials		1,500			1,500
		TOTAL SUPPLIES AND MATERIALS		1,500			1,500
		SERVICES					
		City Attorney's Office		16,978			16,978
		TOTAL SERVICES		16,978			16,978
		CONTRACTUAL SERVICES					
		Website Development		20,000			20,000
		Subcontract with Milwaukee County DA		24,100			24,100
		TOTAL CONTRACTUAL SERVICES		44,100			44,100
		TOTAL COSTS		86,681	0	0	86,681

GRANT ANALYSIS FORM

OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS

Department/Division: **Health Department**

Contact Person & Phone No: Anupa Gandhi, 286-6457

Category of Request

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

Previous Council File No.

Previous Council File No.

Project/Program Title: Public Health Legal Action in Communicable Disease Response

Grantor Agency: National Association of County and City Health Officials (NACCHO)

Grant Application Date: 3/13/09

Anticipated Award Date: 5/1/09

Please provide the following information:

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

The purpose of this project is to develop legal guidelines and templates for containment measures that local health departments can employ when responding to a communicable disease outbreak. The project will be developed primarily for the City of Milwaukee and Milwaukee County, but will include state partners that will aid in making the materials transferable state wide.

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

Authority to enforce containment measures during a dangerous communicable disease outbreak is a critical response tool for local public health departments. This project will ensure that the City of Milwaukee Health Department can do the appropriate pre-planning needed to enforce containment measures in a timely manner, in order to protect the safety of City of Milwaukee residents.

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

Grant funds are needed for this project in order to pay for dedicated staff time, arrange stakeholder meetings, and for the development of related educational materials.

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

As part of its application, the City of Milwaukee Health Department outlined specific deliverables for this grant, including development of a legal toolkit that would be disseminated statewide. Reports and deliverables are due at the end of the six month grant performance period.

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

April 6, 2009 – October 5, 2009

There is no phase-out plan needed, as the work focuses around the development of legal guidelines and templates.

6. Provide a List of Subgrantees:

This grant allows for 2 subcontracts: one with the Milwaukee County District Attorney's office for legal counsel, and one for a consultant to work on website development for dissemination of all materials developed.

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

See attached.

April 8, 2009

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

RE: "Title Only" Grant Resolutions

Dear Mr. Owczarski:

This is to provide you with background information on the grant resolutions that the Health Department would like to be introduced:

Beach Monitoring Grant (DNR) - Resolution relative to application, funding and expenditure of the Beach Monitoring Grant from the Wisconsin Department of Natural Resources.

Healthy Homes Demonstration Grant (HUD) - Resolution relative to application, acceptance and funding of the Healthy Homes Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD).

Public Health Legal Action Grant (NACCHO) - Resolution relative to application, acceptance and funding of the Public Health Legal Action in Communicable Disease Response Grant from the National Assoc. of City and County Health Officials (NACCHO).

As always, thank you for your consideration of these "title only" resolutions. The files will be filled as soon as possible.

Sincerely,

Yvette M. Rowe
Business Operations Manager-Health
Attachments

NOTICES SENT TO FOR FILE 081707:

[illegible]



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master with text

File Number: 081619

File ID: 081619

Type: Ordinance

Status: In Committee

Version: 1

Reference: 080521

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

Requester:

Cost:

File Created: 03/25/2009

File Name:

Final Action:

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

Notes: See File #081291 for attachments.

Code Sections:

Agenda Date:

Indexes: SALARY ORDINANCE

Agenda Number:

Sponsors: THE CHAIR

Enactment Date:

Attachments:

Enactment Number:

Drafter: tjm

Effective Date:

Contact:

Extra Date 2:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	COMMON COUNCIL	03/25/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text: This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE						
1	CITY CLERK	04/24/2009	DRAFT SUBMITTED				
	Action Text: This Ordinance was DRAFT SUBMITTED						
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009					

Text of Legislative File 081619

..Number
081619
..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.

..Analysis

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

Police Department

..Body

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

Part 1. 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:

Under Pay Range 598, add the title "Crime Analyst 2/" and add footnote "2/" to read as follows:

"Appointment may be up to the fifth step of pay range 598 with the approval of the Department of Employee Relations and the Chair of Finance & Personnel Committee."

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

Part 3. The provisions of this ordinance are deemed to be in force and effect from and after its passage and publication.

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

..Drafter

City Clerk's Office

TJM

4/24/09



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master with text

File Number: 081620

File ID: 081620

Type: Ordinance

Status: In Committee

Version: 1

Reference: 080522

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

Requester:

Cost:

File Created: 03/25/2009

File Name:

Final Action:

Title: A substitute ordinance to further amend the 2009 offices and positions in the City Service.

Notes: See Files 081291, 081705, 081706, 081707, 081748 and 090005 for attachments.

Code Sections:

Agenda Date:

Indexes:

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	03/25/2009	ASSIGNED TO	FINANCE & PERSONNEL COMMITTEE			
	Action Text:	This Ordinance was ASSIGNED TO to the FINANCE & PERSONNEL COMMITTEE					
1	CITY CLERK	04/24/2009	DRAFT SUBMITTED				
	Action Text:	This Ordinance was DRAFT SUBMITTED					
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009					

Text of Legislative File 081620

..Number
081620
..Version
Substitute 1
..Reference
080522
..Sponsor
THE CHAIR

..Title

A substitute ordinance to further amend the 2009 offices and positions in the City Service.

..Analysis

This substitute ordinance changes positions in the following departments:

Health Department, Library, Police Department and Department of Public Works-Parking Fund

..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:

Under "Health Department, Disease Control & Environmental Health Services Division, Bioterrorism-CDC Public Health Preparedness Grant (A)", delete one position of "Public Health Emergency Response Planning Coordinator (X) (A) (P) (Y)" and one position of "Infectious Disease Epidemiologist (A) (X) (Y) (EE) (FF)" and add one position of "Public Health Emergency Response Planning Coordinator (X) (Y) (A) (P) (RR)" and one position of "Infectious Disease Epidemiologist (X) (Y) (A) (EE) (FF) (RR)"; under "Bioterrorism Grant - Focus CRI/PANDEMIC FLU (P)", delete one position of "Health Project Coordinator - Emergency Preparedness (P) (X) (Y) (A)" and add one position of "Health Project Coordinator - Emergency Preparedness (X) (Y) (A) (P) (RR)" and add footnote "(RR)" to read as follows: "To expire 10/5/09 unless the NACCHO- Public Health Legal Action in Communicable Disease Grant is extended. Partially funds one position of Infectious Disease Epidemiologist, one position of Public Health Emergency Response Planning Coordinator and one position of Health Project Coordinator-Emergency Preparedness"; under "Home Environmental Health, Lead-Based Paint Hazard Control Grant (HUD) (PP)", delete one position of "Lead Grant Project Manager (X) (Y) (PP) (Z)", one position of "Office Assistant IV (PP)" and one position of "Chemist II (PP)" and add one position "Lead Grant Project Manager (X) (Y) (Z) (PP) (SS)", one position "Office Assistant IV (PP) (SS)" and one position "Chemist II (PP) (SS)"; add the title "Healthy Homes Demonstration Grant - Economic Stimulus Funding (HUD) (SS)" and add one position of "Lead Risk Assessor III (X) (SS)" and add footnote "(SS)" to read as follows: "To expire 04/15/12 unless the Healthy Homes Demonstration Grant-Economic Stimulus Funding from the U.S. Department of Housing and Urban Development (HUD) is extended. Also partially funds one position of Lead Grant Project Manager, one position of Office Assistant IV and one position of Chemist II within the Lead-Based Paint Hazard Control Grant (HUD)"; amend footnote "(CCC)" to read as follows: "To expire 9/30/09 unless the Beach Monitoring Grant is extended. One position partially funded by the Beach Monitoring Grant."

Under "Library, Administrative Services Decision Unit, Investigation and Call Director Section", add footnote designation "(X)" to one position of "Library Security Manager."

Under "Police Department, Administration Services Decision Unit, Professional Performance Division", delete one position of "Office Assistant III" and add one position of "Office Assistant IV."

Under "Police Department, Operations Decision unit, Intelligence Division, Auxiliary Personnel", delete two positions of "Crime Analyst"; under "Crime Analysis", add two positions of "Crime Analyst."

Under "Department of Public Works, Parking Fund, Parking Administration/Meters", add one position of "Parking Meter Technician (Auxiliary)."

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

Part 3. The provisions of this ordinance are deemed to be in force and effect from and after the first day of the first pay period following passage and publication.

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

..Drafter



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Master

File Number: 081289

File ID: 081289

Type: Resolution

Status: In Committee

Version: 0

Reference:

Controlling Body: FINANCE &
PERSONNEL
COMMITTEE

File Created: 01/16/2009

File Name:

Final Action:

Title: 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.

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 ,Proposed Sub. A Fiscal note ,Reply from Dept of Adm Budget Office ,Hearing notice ,Proposed Sub A ,Fiscal Analysis ,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	5-0
		No: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
0	FINANCE & PERSONNEL COMMITTEE	04/29/2009	

Text of Legislative File 081289

..Number
081289
..Version
ORIGINAL
..Reference

..Sponsor
THE CHAIR
..Title

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.

..Analysis
This resolution appropriates up to \$174,647.95 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 \$174,647.95, with additional statutory interest required if the settlement is paid after February 28, 2009; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that up to \$174,647.95 is appropriated from the 2009 Common Council Contingent Fund (0001-9990-C001-006300) to the Remission of Taxes Fund special purpose account (0001-9990-S163-006300) to pay 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
January 8, 2009
1056-2007-2936:140912

..Number

081289

..Version

PROPOSED SUBSTITUTE A

..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

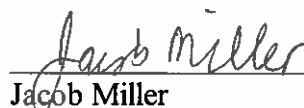
Ref: 09007

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

GRANT F. LANGLEY
City Attorney

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



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JARELY M. RUIZ
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.

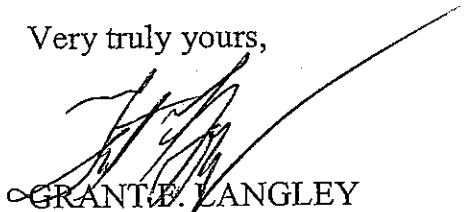
We are hereby requesting approval of this settlement and a Contingent Fund appropriation for the payment of this settlement. This has been previously discussed with Commissioner of Assessments Mary Reavey and Budget Director Mark Nicolini. We would respectfully request that the proposed settlement be 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

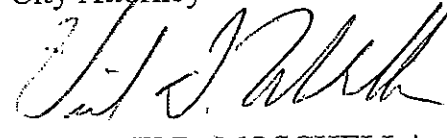
March 20, with the request for consideration by the full Common Council at its meeting on March 25, 2009.

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

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

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 Langley
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
VINCENT D. MOSCHELLA
Deputy City Attorneys



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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

492 \$742.26 \$6,478.32

\$0.00 METROPOLITAN ASSOC
C/O ALAN MARCUVITZ

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

\$562.80
\$6,298.86

9/25/2007

522 \$77.27 \$640.07
\$819.53 \$7,118.39

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

481 \$731.46 \$6,513.33

\$0.00 METROPOLITAN ASSOC
C/O ALAN MARCUVITZ

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

\$292.84
\$6,074.71

9/25/2007

522 \$40.20 \$333.04
\$771.67 \$6,846.38

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?

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
		\$562.80	9/25/2007	553	\$81.86	\$644.66		
		\$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
		\$292.84	9/25/2007	553	\$42.59	\$335.43		
		\$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

NOTICES SENT TO FOR FILE 081289

Finance & Personnel Committee

[illegible]