

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

Date: March 22, 2014

To: Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors
Kerry Mitchell, Director, Department of Human Resources

From: Gregory High, Director, Architecture, Engineering and Environmental Services
Section, DAS-FM

Subject: **Mid-year Abolish & Create Request**
Department of Administrative Services – Facilities Management Division

Policy

County Board approval is required to abolish and create positions within Milwaukee County.

Background

The Department of Administrative Services has identified a need for a position to assist in facility assessment inspections as part of the Facilities Assessment Team. When the assessment team was originally formed it was to consist of a (1) Managing Architect (1) Electrical Mechanic and (2) Heating Equipment Mechanics. The assessment inspection program was created to assess the status of all county-wide facilities completing the task that begin in 2005. Currently, one of the Heating Equipment Mechanic positions is vacant. The Department of Administrative Services is requesting to abolish the vacant position within DAS Facilities Assessment (5703), and create a new position in the same organizational unit.

The details of the position actions are listed below.

Position to be Abolished				Position to be Created			
Job Title	Position ID	Pay Range	Union	Job Title	Position ID	Pay Range	Union
Heating Equipment Mechanic	27280000002	5425	Building Trades	Architect	35361000002	32A	Team Co

Rationale for the Request

The position of Heating Equipment Mechanic has been vacant for some time. In reviewing the needs of Facility Assessment Team it was determined that an architect position would assist the program better than having two Heating Equipment Mechanics as originally planned. Hiring an architect to assist in the assessment program would enhance the program because of the expertise

an architect brings to viewing drawings and specifications of buildings. The requested action will eliminate a vacant position that is not essential, and replace it with one that can assist in assessment program.

RECOMMENDATION

The Department of Administrative Services recommends that the County Board of Supervisors authorize the Director of DAS or his designee to work with DHR to abolish one position of Heating Equipment Mechanic and create one position of Architect, all within the Department of Administrative Services – Facilities Management Division (5703).

Approved by:



Gregory High, Director,
Architecture, Engineering and Environmental Services
DAS-FM

Attachments: Proposed Position Description

cc: Chris Abele, County Executive
Amber Moreen, Chief of Staff, County Executive's Office
Joshua Fudge, Fiscal and Budget Administrator
Vince Masterson, Fiscal and Management Analyst
Steve Cady, Research Analyst
Janelle Jenson, Committee Clerk, Finance and Audit
Sean Moore, HR Coordinator

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(ITEM NO. *) A resolution requesting authorization to abolish 1.0 FTE Heating Equipment Mechanic (title code 27280, pay grade 5425) and create 1.0 FTE Architect (title code 35361, pay grade 32A).

:

A RESOLUTION

WHEREAS, the Director of the Department of Administrative Services is requesting to abolish a vacant position (Heating Equipment Mechanic) within DAS Facilities Assessment (5703), and create a new position (Architect) in the same organizational unit; and

WHEREAS, in reviewing the needs of Facility Assessment Team, it was determined that an Architect position would assist the program better than having two Heating Equipment Mechanics as originally planned; and

WHEREAS, hiring an architect to assist in the assessment program would enhance the program because of the expertise an architect brings to viewing drawings and specifications of buildings and the requested action will eliminate a vacant position that is not essential, and replace it with one that can assist in assessment program; and

WHEREAS, the Department of Administrative Services, Fiscal Affairs recommends that the request to abolish 1.0 FTE Heating Equipment Mechanic (title code 27280, pay grade 5425) and create 1.0 FTE Architect (title code 35361, pay grade 32A).
be approved; now, therefore

BE IT RESOLVED, that the following position actions are approved for the Department of Administrative Services:

<u>Action</u>	<u>Title</u>	<u>No. of FTEs</u>	<u>No. of Positions</u>
Abolish	Heating Equipment Mechanic	1.0	1
Create	Architect	1.0	1

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: March 22, 2014

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Abolishment of the Heating Equipment Mechanic and creation of an Architect position that will assist in the Facilities Assessment Program

FISCAL EFFECT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input checked="" type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input checked="" type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	15,860	
	Revenue	15,860	
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. The position of Heating Equipment Mechanic has been vacant for some time. In reviewing the needs of Facility Assessment Team it was determined that an architect position would assist the program better than have two Heating Equipment Mechanics as originally planned. Hiring an architect to assist in the assessment program would enhance the program because of the expertise an architect brings to viewing drawings / specifications of buildings. The requested action will eliminate a vacant position that is not essential, and replace it with one that can assist in assessment program.

B. This action will not affect the current budget year.

C. The positions in this program are cross charged to county departments that have facilities that need to be assessed.

D. None

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By Department of Administrative Services: Gary E. Drent

Recommended By: *Gregory G. High*

Gregory G. High, Director, AE&ES, DAS-FM

Authorized Signature *Gregory G. High*

Gregory G. High, Director, AE&ES, DAS-FM

Authorized Signature _____

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.