

**COUNTY OF MILWAUKEE**  
**Interoffice Memorandum**

DATE: June 8, 2012

TO: Supervisor David Cullen, Co-Chairman, Committee on Finance, Personnel and Audit  
Supervisor Willie Johnson, Jr., Co-Chairman, Committee on Finance, Personnel and Audit

FROM: Steve Cady, County Board Fiscal & Budget Analyst

SUBJECT: **Request to Create One Position of Carpenter Supervisor and Abolish One Position of Asbestos Worker in DAS-Facilities Management Division (File No. 12-441)**

**REQUEST**

The Interim Director, Department of Administrative Services (DAS) Facilities Maintenance Section, requests the creation of one position of Carpenter Supervisor and the abolishment of one position of Asbestos Worker within DAS-Facilities Maintenance Division to better reflect job duty needs.

Section 1.16(c) of the County Ordinances requires that requests relating to personnel matters by the Department of Administrative Services be reviewed by County Board staff, with recommendations submitted to the Committee on Finance, Personnel and Audit.

**ANALYSIS**

DAS-Facilities Maintenance is responsible for overseeing work performed and inspections related to the Noise Management Program (NMP) at General Mitchell International Airport, primarily related to the Residential Sound Insulation Program component. The total budget for the NMP in 2012 is approximately \$13.5 million, which is financed mostly with Airport Improvement Program (AIP) monies with a small passenger facility charges (PFC) match. No tax levy is used to support the program.

Management oversight of the carpenters performing these sound insulation modifications to homes in the vicinity of the airport is necessary. Previously, a Mechanical Services Manager supervised the work of the contract vendors and performing the home inspections while performing other duties at his assigned station on the County Grounds. The Mechanical Services Manager retired in March 2012 and Facilities Maintenance recommends creating a Carpenter Supervisor to assume these duties.

The 2012 Adopted Budget for DAS-Facilities Management includes six positions of Carpenter, two Carpenter Supervisors and one Asbestos Worker. Expenses for overseeing the NMP at the Airport are reimbursed through a crosscharge between the two departments.

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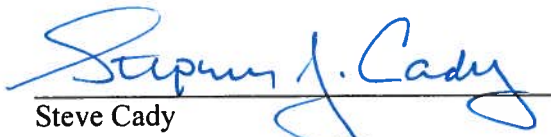
The cost of the position would be mostly offset with salary and fringe benefit savings related to a vacant position of Asbestos Worker. The Asbestos Worker position has been vacant since March 2011 and the duties of this position since covered by less costly time and material contractors.

**RECOMMENDATION**

In order to provide the proper oversight staff for the Noise Management Program at General Mitchell International Airport, it is recommended that the request of the Interim Director of Facilities Maintenance to create one new position of Carpenter Supervisor and the abolishment of one position of Asbestos Worker in the Facilities Management Division of the Department of Administrative Services be approved, effective July 18, 2012.

**FISCAL IMPACT**

If approved, this will increase personal services and fringe benefits by approximately \$1,557 for the remainder of 2012. For 2013, the full-year cost is approximately \$3,114. All increased costs will be offset by airport revenues for no net tax levy impact.

  
Steve Cady  
County Board Fiscal and Budget Analyst

cc: Supervisor Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors  
County Executive Chris Abele  
Pat Farley, Director, DAS  
Craig Kammholz, Fiscal and Budget Administrator, DAS  
Gary Waszak, Interim Director, DAS-Facilities Maintenance  
Carol Mueller, Chief Committee Clerk