

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 22, 2026
To: Marcelia Nicholson-Bovell, Chair, Milwaukee County Board of Supervisors
From: Nick Sinram, Director Office of Strategy, Budget, and Performance
Subject: DOT Director requests to Create 1.0 FTE Administrator Contracts position (Pay Grade NR28E) in the Director's Office
File Type: Action Report

MCGO 17.05 and Wis. Stats 59.60(10), require the Office of Strategy, Budget, and Performance (SBP) to review departmental position create requests for need, appropriateness, and funding availability.

NEED AND APPROPRIATENESS

SBP concurs with the department report on the need and appropriateness of this position request.

FUNDING AVAILABILITY

The cost of this request will be absorbed within the department's existing salary budget. The department is responsible for managing their personal services budget and taking appropriate action to avoid a deficit. In the subsequent year requested budget, the department will include this position action inside their assigned tax levy target.

Grant Revenue that expires

Other

ADDITIONAL INFORMATION

The creation of 1.0 FTE Administrator Contracts position will be fully offset with a fund transfer from commodities and services. The position is needed due to the expanding regulatory requirements associated with all contracts in DOT. The position will provide oversight and management of contracts to ensure compliance. The position will oversee contract compliance and performance, monitor fiscal and operational efficiencies and produce corrective action measures if necessary. In addition, they will direct the RFP processes to ensure transparent, competitive, and high-quality contracts. The position cost is fully covered with a fund transfer for 2026. Using the 2027 budget process, the DOT Director's office will ensure the position is covered in the future.

Nickolas Sinram

Nick Sinram, Director, Office of Strategy, Budget, and Performance