

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: 04/22/2026

To: Marcelia Nicholson-Bovell, Chairwoman, Milwaukee County Board of Supervisors

From: Joe Lamers, Director, Department of Transportation

Subject: From the Director, Department of Transportation, requesting approval to create 1.0 FTE Administrator Contract position, pay grade NR28E in the Director's Office.

File Type: Action Report

REQUEST

The Director, Milwaukee County Department of Transportation (MCDOT), is requesting authorization to create 1.0 FTE Administrator Contract position, pay grade NR28E in the Director's Office.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2026 Adopted Budget

BACKGROUND

The 2026 Milwaukee County Adopted budget includes 9 funded positions in the Director's Office.

The creation of an Administrator Contract position within MCDOT is necessary due to the expanding volume, complexity, and regulatory requirements associated with all contracts under the department's purview. This role will provide dedicated oversight, development, and management of contracts to ensure that MCDOT's contracted services are delivered efficiently, compliantly, and in alignment with Milwaukee County's fiscal and operational standards.

The proposed Administrator Contract position will:

- Lead strategic contract planning to strengthen provider networks, optimize service delivery, and ensure financial sustainability across MCDOT programs.
- Oversee contract compliance, including performance monitoring, fiscal and operational reviews, and corrective actions.

- Develop and maintain county-compliant contracts and manage contractor/subrecipient monitoring activities.
- Direct the Request for Proposals (RFP) process on behalf of MCDOT, ensuring transparent, competitive, and high-quality vendor selection.
- Provide consistent contract reporting, visibility, and accessibility to support informed decision-making for department leadership.
- Strengthen network integrity by ensuring provider performance aligns with contract expectations through data analysis, site monitoring, quality reviews, and special investigations.

Given the scope of responsibilities spanning strategy, compliance, fiscal oversight, procurement, and provider performance, this role is essential for safeguarding public resources, improving service outcomes, and supporting MCDOT's operational effectiveness. The addition of this position in the 2026 budget will provide the structure and expertise required to manage a growing and increasingly complex contract portfolio.

Creation of a new Administrator Contract position will accurately align the position with the responsibilities and the duties it is assigned and will better address the needs of the Department.

RECOMMENDATION

The Director, Milwaukee County Department of Transportation (MCDOT), is recommending the creation of 1.0 FTE Administrator Contract position, pay grade NR28E in the Director’s Office.

FISCAL EFFECT

A fiscal note is attached. The increase in expense from the requested action will be absorbed within the Director’s Office operating budget utilizing an administration fund transfer from commodities/services. In 2027 this action will be paid for by a mixture of reduced commodities/services and use of revenues which will result in no tax levy increase.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Create	Administrator Contract	NR28E	\$79,268.80-\$118,913.60

PREPARED BY:

Michael Bickerstaff, Senior Financial Manager, MCDOT

APPROVED BY:

A handwritten signature in cursive script that reads "Joe Lamers". The signature is written in black ink and is positioned above a horizontal line.

Joe Lamers, Director, Department of Transportation

ATTACHMENTS:

Departmental Resolution

Departmental Fiscal Note

Job Evaluation Questionnaire

DHR Report

OSBP Report

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk