

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: December 1, 2023

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Stuart Carron, Director Facility Management Division, Department of Administrative Services (DAS-FMD)

Subject: DAS-FMD request to create 1.0 FTE Principal Facilities Ca-, Pay Grade 38M

File Type: Action Report

REQUEST

DAS-FMD requests to create 1.0 FTE Principal Facilities Ca-, Pay Grade 38M. The Principal Facilities Ca- position was not included in the adopted 2024 operating budget because of a pending retirement that was anticipated in early 2024, but that retirement is being rescheduled at the request of the current employee.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2024 Adopted Budget

BACKGROUND

DAS- Facilities Management Division is responsible for strategic planning, managing and delivering the majority of the projects within the County’s annual capital program. We are undergoing a transformational reorganization to improve all aspects of capital planning, project delivery and customer service.

Within DAS-Facilities Management Division, the Facilities Condition Assessment Program (FCAP) provides building systems condition assessment services for County-owned facilities and administers a software-based asset management system that is a repository for all the building condition data and building system deficiencies. This database provides the basis for major maintenance and capital improvement project requests.

The current County employee in the Principal Facilities Ca- role had indicated a retirement date in early 2024. The adopted 2024 operating budget did not include the Principal Facilities Ca- position. The current Principal Facilities Ca- has requested to reschedule retirement to June 28, 2024.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

2A: Determine what, where, and how we deliver services to advance health equity

This position action allows for continued employment of the current Principal Facilities Ca- until June 28, 2024.

FISCAL EFFECT

The salary costs will be absorbed within existing DAS-Facilities Management Division salary funding. The fiscal impact is approximately \$56,403.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2080 Hours</u>
Create	Principal Facilities Ca-	\$50.38	\$105,193

VIRTUAL/HYBRID MEETING INVITES

Peter Nilles, Director, Facilities Planning and Development, Facilities Management Div., DAS

Peter.nilles@milwaukeecountywi.gov

Stuart Carron, Director, Facilities Management Div, DAS

Stuart.carron@milwaukeecountywi.gov

PREPARED BY:

Peter Nilles, Director, Facilities Planning and Development, Facilities Management Div., DAS

APPROVED BY:

Aaron Hertzberg, Director, Department of Administrative Services

ATTACHMENTS:

none

Aaron Hertzberg

Aaron Hertzberg, Director, Department of Administrative Services

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