

2.COUNTY OF MILWAUKEE
Inter-Office Communication

Date: July 19, 2022

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 requests to create 1.0 FTE Project Manager, Pay Grade 34A, and 1.0 FTE Project Assistant, Pay Grade 20

File Type: Action Report

REQUEST

DAS-FMD requests to create 1.0 FTE Project Manager, Pay Grade 34A and 1.0 FTE Project Assistant, Pay Grade 20. These new positions will provide additional project management support within the Architecture, Engineering and Environmental Services section of DAS-FMD, for the specific purpose of managing capital projects funded through the County ARPA (American Rescue Plan Act) program.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2022 Adopted Budget

BACKGROUND

The Architecture, Engineering and Environmental Services (AE&ES) section of DAS-FMD is responsible for managing and delivering the majority of the projects within the County's annual capital program. At this time we are constrained in project resources that can support the capital projects funded through ARPA.

Milwaukee County will directly receive \$183 million between 2021-24 in federal ARPA aid. Approximately \$115,728,599 million has been allotted for Revenue Loss Recovery projects. The Revenue Loss Recovery Subgroup was established to generate project-level allocation recommendations to improve the fiscal health of Milwaukee County and strengthen support for vital public services. Sample expenditures that are being considered by the Revenue Loss Recovery Subgroup include addressing the backlog of capital projects and deferred maintenance, as well as making cost-saving and efficiency investments in technology, service delivery, facilities, etc.

With potentially over \$100M of capital projects that may be funded over the next three

years, the Department of Administrative Services (DAS) is planning how to best manage this unique opportunity. The Architecture, Engineering and Environmental Services (AE&ES) section of the Facilities Management Division (FMD) of DAS currently is charged with planning and executing the majority of County capital projects (exceptions include Highway and Transit projects) and is expecting to be charged with planning and executing capital projects funded via ARPA. AE&ES is not sufficiently staffed to fully support the influx of capital projects. The unit currently has a long list (over 200 projects and \$100M of capital) of active projects, faces significant staff vacancies, has a high retirement eligibility, and has limited bandwidth to manage significant project inflow from ARPA.

As the number and scale of ARPA-funded projects is becoming known, the project management resources for executing the projects is being assessed. Some projects will be managed with external resources, but additional internal resources are recommended to help build internal capacity for the ARPA program. These resources can also help build institutional knowledge and provide a feeder into the regular AE&ES staffing as we anticipate a number of retirements in the coming years.

ALIGNMENT TO STRATEGIC PLAN

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

1C: Increase the number of County contracts awarded to minority and women-owned businesses

Responsibilities of these new positions will include TBE participation contracting and compliance monitoring. Enforcing compliance with contractual requirements for participation should help increase the number and quality of participating contractors and contracts.

3B: Enhance the County’s fiscal health and sustainability

Effective project management of ARPA projects will significantly reduce the timing risk associated with the program (ARPA has a contractual end date), resulting in improved project outcomes, such as budget and schedule control.

FISCAL EFFECT

The anticipated date of hire of the new positions is October 24, 2022. Both current year and subsequent year costs are included within current ARPA allocated funds.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Create	Project Manager	\$43.23 - \$51.42	\$89,918.40 - 106,953.60
Create	Project Assistant	\$ 22.62 – 26.26	\$ 47,049.60 – 54,620.80

VIRTUAL MEETING INVITES

Stuart Carron, Director, Facilities Management Div, DAS
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PREPARED BY:

Stuart Carron, Director, 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