

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: December 1, 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 abolish 1.0 FTE Property Assessment Program Manager, Pay Grade 34M, and create 1.0 FTE FCAP Program Manager, Pay Grade 35M

File Type: Action Report

REQUEST

DAS-FMD requests to abolish 1.0 FTE Property Assessment Program Manager, Pay Grade 34M, and create 1.0 FTE FCAP Program Manager, Pay Grade 35M. The new FCAP Program Manager position will incorporate the responsibilities of the former Property Assessment Program Manager, plus supervisory responsibilities for the Facility Assessment Condition Assessment Program within DAS-FMD.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2023 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 new FCAP Program Manager role is designed to facilitate the effectiveness of this new organization, especially in the area of capital planning. The FCAP Program

Manager develops policies and procedures and provides managerial guidance and oversight of the FCAP team including supervision of permanent full-time professional staff.

ALIGNMENT TO STRATEGIC PLAN

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

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

This position action should allow us to combine the following two roles into one: 1) Facilities Condition Assessment Principal (38M), and 2) Property Assessment Program Manager (34M), under the remaining title: FCAP Program Manager, thereby generating budget efficiencies within the FCAP program.

FISCAL EFFECT

The anticipated date of hire of the new position is March 2023. The salary costs are within the adopted 2023 budget salaries in DAS-FMD.

POSITION INFORMATION

Action	Title	Pay Range (per hour)	Annual Salary Range
Abolish	Property Assessment Program Manager	\$38.43 – \$45.78	\$79,939 – \$95,217
Create	FCAP Program Manager	\$40.02 – \$47.70	\$83,250 – \$99,220

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, 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