

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: April 11, 2023  
To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors  
From: Joseph Lamers, Office of Strategy, Budget, and Performance  
Subject: Request to Abolish 1.0 FTE Administrative Assistant and Create 1.0 Project Assistant for Department of Administration, Architecture, Engineering and Environmental Services (AE&ES)  
File Type: Informational Report

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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