

Department of Public Works

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MEMO

07-0700

TO: Mayor Gary Becker

FROM: Richard M. Jones
Commissioner of Public Works

DATE: May 15, 2007

SUBJECT: Facility Manager Duties

The consolidation of Parks Building Maintenance and Public Works Building Maintenance resulted in many positive aspects. However, the one negative aspect is that the overtime demands for a single person is daunting. The Facility Manager, due to his knowledge of the facilities and their needs, is literally on call 52 weeks a year minus vacations. It is not a viable option to include other supervisors with this additional need due to their own overtime activities and their lack of knowledge regarding the operation of the various facilities. The complexity of maintaining facilities has grown many fold due the computerization of building automation systems and state and federal requirements for energy efficiency and minimum operating standards.

In addition, the daily demands of the position are requiring Mr. Miller to work 10 or more hours a day.

Therefore, the problem is supplementing the existing Facility Manager duties especially as it relates to overtime needs. An additional issue is that the day-to-day demands of the position do not allow for planning and budgeting activities which are critical to our future success.

The recent retirement of the Equipment Maintenance Manager allows for the evaluation of the shifting of duties since the Equipment Maintenance Manager is responsible for the maintenance of the Equipment Maintenance Garage, Solid Waste Garage and Street Maintenance Garage, in addition to his duties to maintain and manage the City's vehicle and equipment fleet. Associated with the maintenance function is:

One (1) full-time Building Maintenance Worker HU-9
Two (2) long seasonal employees
One (1) student employee

After review of duties, responsibilities and needed expertise, I recommend that the following actions be taken:

1. That the responsibility for maintaining the field operation facility be transferred to the Facility Manager. This is internal to the Department of Public Works and, therefore, no approval is necessary.
2. Shifting supervisory responsibility for the current Building Maintenance Worker HU-9 from the Equipment Maintenance Manager to the Building Complex Facility Manager.
3. That the two long seasonal employee positions be eliminated.
4. That the student position be eliminated.
5. That a Building Maintenance Supervisor position be created at a NR-11 level with a salary midpoint of \$53,658.00.
6. That this proposed change results in no increase in the City budget.

ADVANTAGES

1. No loss of full-time union position.
2. No impact to City budget.
3. Continues consolidation of Building Maintenance functions.
4. Provides needed staffing.

DISADVANTAGES

None

I would be happy to meet with you to discuss this change.

RMJ:das

SUMMARY OF PROPOSED REORGANIZATION

	<u>Existing</u>	<u>Proposed</u>	<u>Difference</u>	<u>Account Affected</u>
Equipment Maintenance Manager	\$71,968.00	\$68,168.00	(3,800.00)	401.000.5010 Equipment Garage - Salaries
(Pension 10.6%)	\$7,628.61	\$7,225.81	(402.80)	401.000.5110 Equipment Garage - WI Retirement
(FICA 7.65%)	\$5,505.55	\$5,214.85	(290.70)	401.000.5120 Equipment Garage - FICA
Facility Manager	\$64,542.00	\$68,168.00	3,626.00	404.000.5010 Building Complex - Wages
(Pension 10.6%)	\$6,841.45	\$7,225.81	384.36	404.000.5110 Building Complex - WI Retirement
(FICA 7.65%)	\$4,937.46	\$5,214.85	277.39	404.000.5120 Building Complex - FICA
Building Maintenance Wages	\$6,721.00	\$0.00	(6,721.00)	404.000.5010 Building Complex - Wages
Building Maintenance Pension (10.6%)	\$712.43	\$0.00	(712.43)	404.000.5110 Building Complex - WI Retirement
Building Maintenance FICA (7.65%)	\$514.16	\$0.00	(514.16)	404.000.5120 Building Complex - FICA (this acct over budgeted in 2006 by this amount)
Building Maintenance Worker (HU-9)	\$47,272.00	\$47,272.00	0.00	404.000.5010 Building Complex - Wages
Building Maintenance Pension (10.6%)	\$5,010.83	\$5,010.83	0.00	404.000.5110 Building Complex - WI Retirement
Building Maintenance FICA (7.65%)	\$3,616.31	\$3,616.31	0.00	404.000.5120 Building Complex - FICA (Transfer Pension and FICA from Equipment Garage to Building Complex)
(2) Long Seasonal Employees	\$39,500.00	\$0.00	(39,500.00)	401.000.5020 Equipment Garage - Other Salaries
Building Maintenance Pension (10.6%)	\$4,187.00	\$0.00	(4,187.00)	401.000.5110 Equipment Garage - WI Retirement
Building Maintenance FICA (7.65%)	\$3,021.75	\$0.00	(3,021.75)	401.000.5120 Equipment Garage - FICA
(1) Student	\$4,382.00	\$0.00	(4,382.00)	404.000.5020 Building Complex - Other Salaries
Building Maintenance FICA (7.65%)	\$335.22	\$0.00	(335.22)	404.000.5120 Building Complex - FICA
(1) Assistant Facility Manager	\$0.00	\$53,658.00	53,658.00	404.000.5010 Building Complex - Wages
(Pension 10.6%)	\$0.00	\$5,687.75	5,687.75	404.000.5110 Building Complex - WI Retirement
(FICA 7.65%)	\$0.00	\$4,104.84	4,104.84	404.000.5120 Building Complex - FICA
Longevity - Equipment Garage	\$23,689.00	\$21,289.00	(2,400.00)	401.000.5180 Equipment Garage, Longevity (due to Markiewicz retirement)
Longevity - Building Maintenance	\$7,136.00	\$4,736.00	(2,400.00)	404.000.5180 Building Complex - Longevity (due to Schmidt retirement)
Net	<u>\$307,520.77</u>	<u>\$306,592.05</u>	<u>(928.73)</u>	Savings

NET SUMMARY OF ACCOUNTS AFFECTED

<u>Existing</u>	<u>Proposed</u>	<u>Difference</u>	<u>Account Affected</u>
\$71,968.00	\$68,168.00	(3,800.00)	401.000.5010 Equipment Garage - Salaries
\$39,500.00	\$0.00	(39,500.00)	401.000.5020 Equipment Garage - Other Salaries
\$11,815.61	\$7,225.81	(4,589.80)	401.000.5110 Equipment Garage - WI Retirement
\$8,527.30	\$5,214.85	(3,312.45)	401.000.5120 Equipment Garage - FICA
\$23,689.00	\$21,289.00	(2,400.00)	401.000.5180 Equipment Garage, Longevity
\$118,535.00	\$169,098.00	50,563.00	404.000.5010 Building Complex - Wages
\$4,382.00	\$0.00	(4,382.00)	404.000.5020 Building Complex - Other Salaries
\$12,564.71	\$17,924.39	5,359.68	404.000.5110 Building Complex - WI Retirement
\$9,403.15	\$12,936.00	3,532.85	404.000.5120 Building Complex - FICA
\$7,136.00	\$4,736.00	(2,400.00)	404.000.5180 Building Complex - Longevity
\$307,520.77	\$306,592.05	(\$928.73)	Net Changes