

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** June 12, 2012

**TO:** Chairwoman, Marina Dimitrijevic, County Board of Supervisors

**FROM:** Frank Busalacchi, Director of Department of Transportation

**SUBJECT:** **REQUEST TO ABOLISH 1.0 FTE Grounds Transportation and Parking Manager Title Code 00020225 and Create 1.0 FTE Transportation Grant Development Director, Title Code: TBD**

**REQUEST:**

The Director of Transportation respectfully requests the abolishment of 1.0 FTE Ground Transportation and Parking Manager, Title Code 00020225 and the creation of one 1.0 FTE Transportation Grant Development Director. The position is part of a new initiative to aggressively seek grants in the transportation arena for all divisions within the unit. This would include but not limited to FAA, FEMA, Homeland Security, FHA, FTA, FHWA, and Clean Cities to name a few.

**BACKGROUND:**

In the 2012 Adopted Budget, one of the major objectives for the newly created Department of Transportation was to aggressively seek grants for the transit company. While reviewing the objectives identified for the department an assessment of current grants identified a need to create a dedicated Grant Section that would be able to actively strategize with the Director to seek grants that would benefit Milwaukee County in all facets of transportation. This initiative would include any and all grants at every level.

The Transportation Planning Section currently has two staff that submit grant MCTS information into the TEAM ACCESS software for funds that benefit Milwaukee County Transit System; the two positions did not have clear direction regarding which grants to pursue that would benefit Milwaukee County and there may have been some opportunities missed. The new initiative will be to create a dedicated Grant Section within the Director's Office. The funding for the Grant Development Director will be funded 50% from MCTS and 50% from GMIA. The model for the grant section will be based on three separate functions:

**GRANT SECTION – DIRECTOR'S OFFICE**

- GRANT DEVELOPMENT & MANAGEMENT (Administration)- Seek and identify grant opportunities
- GRANT WRITER- Submit the applications and complete all the documentation required for grant
- FINANCIAL ADMINISTRATION- All financial records, invoicing, billing, reimbursement, preparation of budget reviewed by the Grant Director

The duties of the new create being requested would deal with the development of priorities for grant funding projects; review to ensure consistency with the mission, goals and objectives of the department; coordinate grant projects with other agencies and municipalities; to provide oversight to ensure application on identified projects are submitted, monitored and criteria met; to ensure the grant projects process is followed, e.g., audits, extensions; that close out is followed per federal and state guidelines; to represent the department as well as interpret qualifications on behalf of the department with federal and state agencies; to select proper grants for staff to apply; to monitor for compliance and adhere to federal and state guidelines; to identify targets for each budget year to generate additional revenue resources for Milwaukee County Department of Transportation federal projects and to monitor all legislation to monitor for new potential grant opportunities.

The newly created position will take on this initiative, which is not currently being done at this level. Since this is a new create, there are no incumbents. The current staff does not meet the needs specific for this new create, but would need to be changed at a later date to cover the two sections within the grant section of the Director's Office. The position description and organizational chart are attached for review.

### **RECOMMENDATION**

The Director of Transportation respectfully requests the abolishment of 1.0 FTE Grounds Transportation & Parking Manager (Title Code 00020225) position and to create 1.0 FTE Transportation Grant Development Director (Title Code TBD) in the Director's Office to focus on the grants initiative.

  
Frank Busalacchi, Director

Attachments: Position descriptions, organizational chart for position

CC: Supervisor Willie Johnson, Co-Chair, Finance, Audit and Personnel Committee  
Supervisor David Cullent, Co-Chair, Finance, Audit and Personnel Committee  
Kerry Mitchell, Director, Department of Human Resources  
Pat Farley, Director, Department of Administrative Services

1  
2 (Item )  
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4 From the Director, Department of Transportation, requesting the abolishment of 1.0  
5 Grounds Transportation & Parking Manager and the creation of 1.0 FTE Transportation  
6 Grant Development Director the Department of Transportation  
7

8 File No. \_\_\_\_\_  
9 Journal \_\_\_\_\_  
10

11 **RESOLUTION**  
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15 WHEREAS, the Department of Transportation request abolishment of 1.0 FTE  
16 Grounds Transportation & Parking Manager and the creation of 1.0 FTE Transportation  
17 Grant Development Director; and  
18

19 WHEREAS, the Grounds Transportation & Parking Manager works is in the  
20 managerial category of the Department of Transportation and has been for two years; and  
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22 WHEREAS, the Grounds Transportation & Parking Manager duties have been  
23 merged with another position and is currently vacant; and  
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25 WHEREAS, the new initiative required development of a job description for the  
26 newly created Transportation Grant Development Director and it actually reflects the role  
27 and responsibilities necessary to make the new initiative to seek grant funds in the  
28 multimodal transportation programs for Milwaukee County; and  
29

30 WHEREAS, at this time the Director of Transportation is recommends the  
31 abolishment of 1.0 FTE Grounds Transportation & Parking Manager (Title Code 00020225  
32 pay range 30M) and creation of 1.0 FTE Transportation Grant Development Director (Title  
33 Code TBD pay range TBD); and  
34

35 WHEREAS, the newly created position will be funded 50% by MCTS and 50% by  
36 GMIA which are two areas that the department will be focusing on with the Clean Cities  
37 fuel initiatives; and  
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39 BE IT RESOLVED, the Director of Department of Transportation is requesting  
40 authorization to create the position of Transportation Grant Development Director in the  
41 2012 Budget and create the Grant Section to focus on the new initiative to actively seek  
42 grants;  
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**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE: JUNE 12, 2012**

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT: REQUEST TO ABOLISH POSITION FOR MIDYEAR CREATE OF TRANSPORTATION GRANT DEVELOPMENT**

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact  | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget                                    | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	TBD	0
	Revenue		
	Net Cost		
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

The Director of Transportation is requesting abolishment of 1.0 FTE Grounds Transportation and Parking Manager and the creation of 1.0 FTE of Transportation Grant Development Director

The proposed position would manage the Grant Administration Section which will consist of three main areas of responsibility; grant development and management will actively locate grants that would benefit multimodal transportation projects; grant financial administration will monitor the fiscal aspects of all grants and submission of reports; and the grant analyst will be responsible for filing the application identified.

The funding of the Grant Development Director position will be funded 50% from transit and 50% from GMIA. These are the two most visible grant opportunities, but there may be additional grant funding in the transportation program for road projects.

Currently, we do not have any staff within the department actively seeking grant opportunities at the legislative level.

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<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

This is a new initiative to identify grant opportunities that will benefit Milwaukee County in the multimodal transportation area that has not been visible.

The estimate is based on the assumption that the funds will be reimbursed through the various areas as identified as receiving grant funds.

Department/Prepared By Debbie Bachun

Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review?       Yes       No

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
HUMAN RESOURCE**

**POSITION DESCRIPTION**

**OFFICIAL TITLE OF POSITION:**                    **Transportation Grant Development – DOT**

**NAME OF PRESENT INCUMBENT:**                New Create

**DIVISION:**                                         **Director’s Office**

**REPORTS TO:**                                      Frank Busalacchi, Director of Transportation

**TITLE CODE:**                                      TBD    **POSITION NUMBER**    **PROPOSED PAYRANGE**    **EXEMPT**

**TYPE OF POSITION:** FULL TIME EMPLOYEE (FTE) – RA STATUS

**PURPOSE OF POSITION:** Develop and manage full range of grant development, finance and administration activities for the agency primarily in the multimodal transportation programs that fall under the discretion of Department of Transportation; e.g. Highway, GMIA, MCTS, Fleet.

**TITLES OF POSITIONS SUPERVISED:** Transportation Business Manager (Fiscal), Transportation Planner (working title Grant Writer), Accountant IV (Grants GMIA)

**DUTIES:** Described at all essential tasks for this position;

**ESSENTIAL FUNCTIONS:**

45%(E)            Develop and identifies long rang view of grant project possibilities; translates long range view into grant funding plans and include mix of federal and state formula funding, capital grant programs in state and federal programs. Plans annual program elements and assures the transportation improvement programs are adopted and then coordinates; supervises and assign staff to file applications for identified grant opportunities; monitors for staff compliance of all regulatory and legislative process, e.g. close out, quarterly reports etc.

10%(E)            Preparation of the annual budget and identify goals for the grant section

5% (E)            Oversight of the grant accounting subsidiary schedules, ensure DBE compliance and preparation of documentation to meet criteria;

5% (E)            Work with the Director to set objectives and target grants for multimodal grants in transportation; develop process for audit reviews

- 10%(E) Review project management of grants awarded e.g. purchases, capital projects
- 10%(E) Oversee staff preparation specific financial studies and reports for submission to appropriate governmental bodies;
- 5% (E) Presentations before committees to negotiate receipt of grants. Negotiate joint initiatives with other cities, villages, and municipalities
- 5% (E) Establish policy and procedures for staff preparing grant application; invoicing, etc.; evaluate staff performance in grant process and closeout of projects.
- 5% (E) Research and maintains active involvement in grant program areas to stay current with laws and regulations

**KNOWLEDGES- SKILLS & ABILITIES.**

- **Knowledge of federal and grant procedures**
- **Knowledge of grant related programs**
- **Familiarity with project management**
- **Applicable Federal, State and Local laws, rules and regulations**
  
- Ability to establish priorities and manage a diverse operating unit
- The ability to work under pressure and more established deadlines
- The ability to work productively with other agencies and departments
- Thorough knowledge of general grant structure and precise ability to interpret needs of multimodal transportation programs
- Familiar with governmental policies and procedures
- Possess exceptional verbal and written communication skills
- Possess average to above average skills in common office software packages, the ability learn new computer applications as needed; ability to develop spreadsheets and monthly updates
- A fundamental understanding of the grant application process; general knowledge or ability to learn process; ability to research and prepare narrative regarding findings in a report format

**EDUCATION:**

College education with a degree required; Masters Degree preferred;

**EXPERIENCE:**

- Proficient in ability to interpret and prepare narratives for grants
- Preference: Understanding of the grant structure,
- Valid Wisconsin Driver's License;
- Ability to travel to remain current in regulatory and legislative changes to remain current
- Ability to travel to various agencies to prepare or assist in preparation of financial and fiscal information



- Ability to negotiate and work with various agencies and develop relationships to benefit Milwaukee County

**PHYSICAL**

Normal physical agility expected in an office environment such as the ability to lift and move files boxes ability to work on person computer system for extended periods

**ORGANIZATIONAL CHART**

