

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : August 20, 2021

TO : Marcella Nicholson, Milwaukee County Board Chair

FROM : Joe Lamers, Director, DAS Performance, Strategy, and Budget (DAS-PSB)

SUBJECT : Request to abolish 1.0 Senior Financial Capital Analyst position and create 1.0 FTE Fiscal and Budget Manager position in the Transportation Services Division (5090) of the Department of Transportation (DOT).

Request: The Department of Transportation (DOT), Transportation Services Division, requests to abolish 1.0 FTE Senior Financial Capital Analyst (pay grade 33JM \$64,334-\$87,714) and create 1.0 FTE Fiscal and Budget Manager (Pay Grade 35M \$80,018-\$95,368) position within the Transportation Services Division of DOT.

Background:

The Transportation Services Division of the Department of Transportation has recognized the need to create a high-level position with specific skill sets in management, tracking, monitoring auditing and reporting on both capital projects, as well as help initiate and create an annual operating budget. Experience in auditing, annual budget creation and monitoring, as well as compliance with several Federal and State funded grants used for planning, designing, real estate acquisition and construction of our County Truck Highways (CTHs), bridges, traffic signals, and other infrastructure improvements that are critical to the work of Transportation Services.

In 2019 the Transportation Services Division successfully transitioned to its own agency/org/division. Due to the transition, reorganization of the division to match the needed structure to maintain its mission to provide safe, reliable, and sustainable transportation system. Furthermore, the creation of the requested position ties into the current overall County strategic plan by ensuring financial sustainability and safety for all on County Truck Highways (CTHs), bridges, and other infrastructure. After functioning as a separate division for two years, it was determined that the current financial management positions in place are not adequate for the future attainment of the division mission. Over the past years, MCDOT as whole has struggled retaining and hiring financial staff that provide the necessary financial support needed to maintain a good financial standing and meet the County's Strategic Planning goals and objectives

The Fiscal & Budget Manager position will manage, and oversee day to day budgeting, accounting, and auditing functions within the Transportation Services Division, working with the Wisconsin Department of Transportation (WisDOT) to adhere to compliance of the multiple Federal/State grant funding for implementing improvements for County Trunk Highways (CTH's), County bridges, County traffic signals and other associated safety improvements and oversight, including budgeting and completing the projects within the grant deadlines.

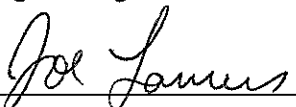
Fiscal Note:

For the remainder of 2021 and future years, the costs from the abolishment of the Senior Financial Capital Analyst will cover the majority of the costs of the new position. The difference will be covered by increased or additional State and/or Federal revenue. No additional tax levy is anticipated to support the creation of the Fiscal & Budget Manager position. It is expected that the Fiscal & Budget Manager position will be filled in October/November of this year and is in the 2022 operating budget request. An administrative transfer is included to cover the costs for 2021.

The following position action is being requested:

Position Title	Action	FTE	Pay Grade
Senior Financial Capital Analyst	Abolish	1.0	Pay Grade 33JM \$64,334-\$87,714
Fiscal and Budget Manager	Create	1.0	Pay Grade 35M \$80,018-\$95,368

Recommendation: The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE Fiscal and Budget Manager be created.



Joe Lamers, Director, DAS-PSB