

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE : September 4, 2012

TO : Marina Dimitrijevic, Chair, County Board of Supervisors

FROM : Craig Kammholz, Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : Request to Abolish 1.0 FTE Ground Transportation and Parking Manager (Unfunded) within the Airport Division and Create 1.0 FTE Transportation Grants Development Manager within the Director's Office effective September 27, 2012

REQUEST

The Director's Office of the Milwaukee County Department of Transportation (Director's Office) is requesting to abolish 1.0 FTE Ground Transportation and Parking Manager (Unfunded) within the Airport Division and create 1.0 FTE Transportation Grants Development Manager within the Director's Office.

BACKGROUND/ANALYSIS

According to the Director's Office request, this position fulfills a major objective of aggressively seeking grants as identified in the 2012 Adopted Budget for the newly created Milwaukee County Department of Transportation (MCDOT).

The Director's Office has indicated that grants activities related to the requested position action will be focused in the following major areas:

- Grant Development and Management (Administration) – Seek and identify grant opportunities to benefit Milwaukee County and maximize revenues. This would include development of prioritization for grant funded projects and collaboration with other agencies and municipalities.
- Grant Writer – Complete and submit applications for grants including all required documentation.
- Financial Administration – Oversight and monitoring activities to ensure compliance with all federal and state guidelines. This would also include maintenance of financial records, invoicing, billing, and reimbursement as well as preparation of grant items related to budget.

The cost for the Transportation Grants Development Manager position is anticipated to be charged to both the Airport and Transit with each paying a 50 percent share. This position will be located in the Director's Office of MCDOT.

FISCAL NOTE

Assuming final approval on September 27, 2012 the creation of the additional position would cost approximately \$26,858 for the remainder of 2012. The MCDOT would be expected to absorb the cost for this position during the remainder of 2012 within existing budgeted appropriations for the Airport and Transit.

It should be noted that the cost for this position of \$26,858 for the remainder of 2012 must be absorbed within existing appropriations for the Airport and Transit as the Ground Transportation and Parking Manager within the Airport Division proposed to be abolished is already unfunded.

RECOMMENDATION

The Department of Administrative Services – Fiscal Affairs Division recommends approval of the request by the Director’s Office to abolish 1.0 FTE Ground Transportation and Parking Manager (Unfunded) within the Airport Division and to create 1.0 FTE of Transportation Grants Development Manager within the Director’s Office.

Craig Kammholz
Fiscal and Budget Administrator, Department of Administrative Services

Pc: Chris Abele, County Executive
Amber Moreen, Chief of Staff, County Executive’s Office
Kelly Bablitch, Chief of Staff, Board of Supervisors
Frank Busalacchi, Director, Milwaukee County Department of Transportation