

## MEMO

TO: Mayor McFarland and Committee Members  
FROM: Jaynellen J. Holloway, P.E.  
DATE: June 22, 2023  
RE: Finance Committee Agenda Narrative of June 26, 2023

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Agenda Item:

Review and take possible action: Approve Revised Stormwater Project Manager's Job Description

### BACKGROUND

In the last year the current Stormwater Project Manager, Maureen McBroom, has taken on the added responsibility of researching and informing staff and the Mayor on a plethora of grant opportunities for the City:

- Bipartisan Infrastructure Law (BIL)
- American Rescue Plan Act (ARPA)
- WisDOT Surface Transportation Program (STP)
- WisDOT Transportation Alternative Program (TAP)
- BIL Transportation Alternatives Program (TAP)
- WDNR Urban Nonpoint Source & Stormwater Management (UNPS & SW)
- WDNR Knowles-Nelson Stewardship
- WDNR Urban Forestry
- WDNR Surface Water
- WisDOT Highway Safety Improvement Program (HSIP)
- WEDC Community Development Investment (CDI)
- WisDOT Carbon Reduction Program
- Innovation Grant Program
- WI Refueling Readiness Program
- Economic Development Administration (EDA) Public Works & Economic Adjustment Assistance Program
- Energy Efficiency and Conservation Block Grant (EECBG)
- Transportation Economic Assistance (TEA)
- WEDC Vibrant Spaces
- U.S. DOT Reconnecting Communities and Neighborhoods (RCN) Program

Of the grants researched and information presented most of them were moved forward for grant application. A majority of the grant applications were awarded and are now being managed and administered by Maureen.

All the grant research, application and administration efforts are in addition to Maureen's job description workload.

The grant writing/administration was previously under the Zoning Administrator's job description but was removed prior to advertising for Jacob's replacement last fall. The main reason was that Maureen had been taking on that role with grant research with all the federal stimulus opportunities in 2022.

It was Engineering's intent to incorporate the job revision in late 2022 or early 2023, but with the reorganization of the Streets/Solid Waste Division it didn't happen. Engineering would like to get this revision approved as soon as possible to "right the ship" and compensate Maureen accordingly. Engineering is requesting that the Stormwater Project Manager's job description be moved forward to Carlson Dettmann for review and reclassification.

Thank you.

#### ATTACHMENTS:

- Revised job description with markups