



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

September 10, 2024

To the Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File # 240745 – Communication from the Department of Employee Relations amending the Salary Ordinance to provide incentive pay for the position of Real Estate Development Specialist within the Department of City Development.

Dear Committee Members:

This communication requests an amendment to the Salary Ordinance to provide a 3% increase for possessing a Real Estate Broker License for the title of 'Real Estate Development Specialist'. This is a follow-up request to the approved memo to Finance sent to the July 24, 2024 meeting.

In conversations with the department, the Real Estate Broker license for this title would improve and enhance business operations by creating a more knowledgeable, accredited staff. The following justifications has been provided:

This title is responsible for the coordination of real estate acquisition and disposition, including administration of the City's commendation activity by analyzing the commercial and vacant lot real estate acquired through tax foreclosure or by the Redevelopment Authority of the City of Milwaukee; inspecting properties inside and out, price properties for sale, researching properties prior to sale and taking photographs as appropriate, and evaluating proposals for potential buyers; drafts contracts in concert with the City Attorney's Office; and performs real estate closings with the buys, preparing closing statements and transition documents. This title also may provide support for disposal of other municipal properties, including commercial and surplus school properties.

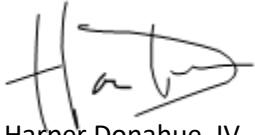
This communication recommends the title 'Real Estate Development Specialist' be eligible for the Real Estate Broker's License incentive pay, with an overall cap of 10% on incentivized certifications.

In the Salary Ordinance:

Under Pay Range 2LX:

- Edit footnote (17) to read:
(17) An employee possessing a Real Estate Salespersons or Broker License to be paid an additional 3%.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Harper Donahue, IV". The signature is stylized with a large, sweeping "H" and "D".

Harper Donahue, IV
Employee Relations Director

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Labor Relations P: (414) 286-3398 • milwaukee.gov/der



City of Milwaukee Fiscal Impact Statement

A	Date	<u>9/18/2024</u>	File Number	<u>240745</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of amending the Salary Ordinance to provide incentive pay for the position of Real Estate Development Specialist within the Department of City Development,				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$3,557.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$3,557.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. Cost reflects totals for a fiscal year.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above. _____

I

Additional information. _____

J

This Note Was requested by committee chair.