



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicholas DeSiato
Labor Negotiator

Subject: *Common Council File No. 241421 - Communication from the Department of Employee Relations amending the Salary Ordinance to pay one position of Grant Monitor in the Department of Administration rates that are equivalent to the rate of pay for ARPA Director.*

Dear Committee Members:

This communication requests to amend the 2025 Salary Ordinance to compensate one position of Grant Monitor in the Department of Administration (DOA) rates that are equivalent to the rate of pay for ARPA Director to remain in compliance with the contractual requirements of the American Rescue Plan Act (ARPA).

The City of Milwaukee has received approximately \$394.2 million in direct American Rescue Plan Act (ARPA) assistance. As part of the requirements of accepting ARPA funding the U.S. Treasury Department requires regular ARPA financial and activity reporting. These reporting requirements include having a dedicated ARPA Director.

In September of 2024, the position of ARPA Director became vacant. In order to meet ARPA grant reporting requirements a number of the responsibilities of the ARPA Director were assumed by Matthew Balistrieri, Grant Monitor. ARPA Director duties and responsibilities that Mr. Balistrieri has assumed include:

- Overseeing the strategic planning, management, and implementation of the city's American Rescue Plan Act (ARPA) grant programs, ensuring alignment with federal guidelines and community priorities.
- Ensuring compliance with federal, state, and local regulations governing ARPA funding, including financial and performance reporting requirements.
- Directing the budgeting, allocation, and expenditure tracking of ARPA funds, ensuring transparency, accuracy, and effective use of resources.
- Establishing and monitoring performance metrics and outcomes to assess the impact and success of funded programs and ensure continuous improvement.
- Overseeing the preparation of detailed and timely reports to federal agencies, city officials, and the public on ARPA fund allocations, expenditures, and project progress.
- Identifying and mitigating risks associated with grant administration, ensuring audit readiness and safeguarding public funds.
- Leading, training, and supervising a team of two (2) grant management professionals, providing direction, professional development, and performance feedback.

- Acting as a public representative for ARPA-related initiatives, communicating program goals, impacts, and opportunities to the community through meetings, presentations, and public reports.
- Submitting electronic Quarterly, Biannual and Year-end reports to all grantor entities (State of Wisconsin and US Department of Treasury).

This communication requests amending the Salary Ordinance to add a footnote that provides a \$4,673.24 biweekly wage rate / \$121,504.24 annual wage rate when one position of Grant Monitor, held by Matthew Balistrieri, is performing the functions of the ARPA Director in the Department of Administration.

Action Required – Effective Pay Period 21, 2024 (September 29, 2024)

In the Salary Ordinance

Under Pay Range 2JX,

Create footnote (13) and apply to the title of “Grant Monitor”:

(13) Matthew Balistrieri is authorized to be paid at the following rates (\$4,673.24/biweekly wage rate, \$121,504.24/annual wage rate) while performing the functions of ARPA Director. This footnote shall terminate upon expiration of ARPA Funding.

Respectfully submitted,



Harper Donahue, IV
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>2/5/2025</u>	File Number	<u>241421</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations amending the Salary Ordinance to pay one position of Grant Monitor in the Department of Administration equivalent to the rate of pay for ARPA Director.				

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) _____	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$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		\$ 0.00	\$ 0.00

F**Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$11,346. The total cost for a full year is \$49,168. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

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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.**

NEW COSTS FOR 2024												
Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	DOA	Grant Monitor	2JX	Grant Monitor	2JX	\$83,271	\$126,401	21	\$9,953	\$1,393	\$11,346	
1									\$9,953	\$1,393	\$11,346	

Assume Effective Pay Period 21, 2024 (September 29, 2024) unless otherwise indicated.
Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR											
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	DOA	Grant Monitor	2JX	Grant Monitor	2JX	\$83,271	\$126,401	1	\$43,130	\$6,038	\$49,168
1									\$43,130	\$6,038	\$49,168

Note: Totals may not be to the exact dollar due to rounding.