

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: January 26, 2026

SUBJECT: Real Estate Development Specialist - Economic Development

The Human Resources Department received a request from Economic Development Division Director Matt Mikolajewski and Real Estate Supervisor Dan Rolfs to recreate a vacant 1.0 FTE Real Estate Development Specialist 4 position, #3585, (CG 18, Range 12) to a 1.0 FTE Real Estate Development Specialist 2 position (CG18, Range 8) and use the remaining salary to help fund the creation of a second, new 1.0 FTE Real Estate Development Specialist 2 position. The additional position is necessary to manage the workload and responsibilities surrounding its Tax Increment Finance (TIF) program, future development opportunities and lease management.

Position #3585 recently became vacant following the retirement of a long-tenured employee and the Economic Development Division (EDD) has reassessed their staffing needs. Two lower-level positions better support the division by performing project management, financial and project analysis, and asset management work, as well as supporting higher level Real Estate Development Specialists. The Real Estate Development Specialist 2 class spec describes:

...journey-level professional financial analysis and project management work in the real estate field, including responsibility for the planning, coordination and implementation of economic development projects, and/or the City's Tax Incremental Financing (TIF) Program, and the review and analysis of public financing projects and instruments. The work is characterized by more developed independent judgment and discretion in the full range of real estate development activities and places emphasis on the more complex and discretionary elements of professional real estate development, including routine project management, and coordination with various ad-hoc inter/intra-departmental project teams. Work is performed under the general supervision of the Real Estate Supervisor and/or the oversight of higher level Real Estate Development Specialist.

EDD intends to fill the positions at the Real Estate Development Specialist 1 level initially and will fund additional budget costs through the reallocation of existing funding, including Tax Increment District (TID) and Capital Fund dollars, and therefore no new funding from the General Fund will be necessary.

As the Real Estate Development Specialist 2 classification already exists in the City's classification scheme, the creation of a new 1.0 FTE position may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend that position #3585 be recreated as a 1.0 FTE Real Estate Development Specialist 2 position and that a new 1.0 FTE position be created as a Real Estate Development Specialist 2, both in CG18, Range 8, within the Economic Development Division operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
18/12	\$93,996	\$113,478	\$127,095
18/8	\$79,210	\$93,996	\$105,276

cc: Matt Wachter - Department of Planning, Community and Economic Development Director  
Matt Mikolajewski – Economic Development Division Director  
Dan Rolfs – Real Estate Supervisor