

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: November 22, 2023

SUBJECT: Real Estate Development Specialist 3 – Economic Development Division

The Human Resources Department received a request from Economic Development Division (EDD) Director Matt Mikolajewski on August 23, 2023 to study the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG 18, Range 10), currently filled by Kris Koval, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Upon reviewing the updated and prior position descriptions, the current class specification and progression series, and conducting interviews with Matt, Real Estate Development Supervisor Dan Rolfs, and Kris, I recommend recreating the position as a Real Estate Development Specialist 4 in CG18, Range 12 and reallocating the employee to the new position.

Kris was hired as a Real Estate Agent 3 in 2015, was reclassified as a Real Estate Specialist 3 in 2019 and reclassified again in 2020 to a Real Estate Development Specialist 3 with the creation of a new classification series. The Real Estate Development Specialist 3 class specification describes:

...advanced-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 considerable 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 ongoing 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.

Whereas the Real Estate Development Specialist 4 class specification describes:

...advanced-level professional financial analysis and project management work in Real Estate Development Specialist series. Employees at this level are assigned **complex economic development projects**, and/or the City's Tax Incremental Financing (TIF) Program, and may incorporate **long-term complex projects**. The work is characterized by **considerable 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 **ongoing project management, policy and program development**, and coordination with and/or **leadership of various ad-hoc inter/intra-departmental project teams**. Work is performed under the general supervision of the Real Estate Supervisor. [emphasis added]

The duties and responsibilities of the Real Estate Development Specialist 4 that differentiate it from level 3 are:

- All the duties and responsibilities of a Real Estate Development 3 but with a greater degree of skill, independence of action, and programmatic leadership.
- Manage complex community, economic, neighborhood, and redevelopment proposals involving the DPCED or the Community Development Authority. Serve as project manager for the administration of complex community, economic, and housing development proposals involving the City, private developers, and other funding partners, both public and private. Lead and coordinate professional staff for community, economic, and housing development projects on behalf of the DPCED, Economic Development Division, or the Community Development Authority.
- Direct, coordinate and administer the City's TID's. Prepare annual budget recommendations for all City tax increment districts. Document activities, maintain historical records, prepare executive summaries, and ensure that future contract conditions or "triggers" are implemented.

The majority of the work in this position includes real estate project management and asset management. This is highly technical work involving complex and long-term economic development projects, City-owned and mixed-use commercial space/properties, a multitude of legal documents, and various public, private, and non-profit stakeholders. Responsibilities of this position include the following:

- Property and asset management for City-owned commercial properties, such as Community Development Authority's (CDA) Village on Park. Development and tracking of operating budget.
- Develop, negotiate and manage various legal documents, such as leases, sub-leases, Purchase and Sale Agreements (PSAs), license agreements, operating agreements, Request for Proposals (RFPs), operating/parking easements, condominium declarations, Purchase of Service (POS) contracts, resolutions, etc.
- Manage redevelopment and capital improvement efforts, specifically at the Village on Park, including architectural services, tenant improvement work, renovations, demolition, design build specifications, plans, contracts, contract compliance, etc.
- Perform complex financial analysis and prepare executive summaries.
- Provide leadership to and coordinate with multiple stakeholders/external partners, including Madison Metropolitan School District (MMSD), UW-Madison, Urban League, and commercial entities, as well as other City agencies.
- Policy development for CDA financial policies to mitigate risks and recommend CDA commercial lease approval process. Develop parking policy for Village on Park.

As this position requires considerable independent judgment and discretion with respect to complex and long-term economic development projects, policy development, complex legal and financial analysis, leadership, and development of operating budgets, it is appropriate that it be placed in the highest level of the Real Estate Development Specialist series. As a result, I recommend recreating position #698 as a Real Estate Development Specialist 4 in CG 18, Range 12

and reallocating the employee to the new position, within the Economic Development Division budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Effective Date: 9/3/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
18/10	\$76,402	\$91,821	\$102,840
18/12	\$83,522	\$100,833	\$112,933

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