TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: July 21, 2026

SUBJECT: Real Estate Development Specialist 4 – CDA Housing Operations

Department of Planning, Community and Economic Development (DPCED) Director Matt Wachter is requesting the creation of a 1.0 FTE Real Estate Development Specialist 4 (CG18, Range 12) position to perform complex project management, financial and project analysis, and property acquisition and disposal work focused on housing development and redevelopment. Upon reviewing the submitted position description, I recommend creating a new 1.0 FTE position of Real Estate Development Specialist 4 in CG 18, Range 12 for the reasons outlined in this memo.

The City's goal of expanding affordable housing options for low- and moderate-income residents has increased the number of redevelopment projects. In order to manage these projects, the City has had to rely on the work of consultants. In an effort to manage these projects more efficiently and cost effectively, and to provide housing more rapidly, DPCED is requesting an additional Real Estate Development Specialist 4 position. This position will perform similar work as the current Real Estate Development Specialist 4 described as:

> …**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. [emphasis added]

The position will be authorized within the DPCED Office of the Director and supervised by the Administrative Services Manager in the Office. Like the existing Real Estate Development Specialist 4 position within the Office, the new position will be fully allocated to the CDA Fund and will therefore not impact the City's General Fund.

As the Real Estate Development Specialist 4 classification already exists in the City's classification scheme, creation of a Real Estate Development Specialist 4 position within the Housing Operations operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend creation of a 1.0 FTE Real Estate Development Specialist 4 position (CG 18, Range 12) within the DPCED Office of the Director's 2026 operating budget to be fully allocated to the CDA Fund.

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

cc: Matt Wachter - Department of Planning, Community and Economic Development Director
Chad Ruppel – CDA Housing Director
Heather Stouder – DPCED Administrative Services Manager