



Request for City Council Committee Action from the Department of Community Planning & Economic Development

Date: April 10, 2006

To: Council Member Paul Ostrow, Ways & Means Budget/Committee

Subject: Request approval to start Real Estate Assistant – Real Estate Development Services at Step 8

Recommendation: Community Planning & Economic Development requests your approval to hire Anne M. Engel at step 8 of the salary scale for Real Estate Assistant – Real Estate Development Services

Previous Directives: None

Prepared by: Connie Fournier, Supervisor, CPED Real Estate **Phone:** 673-5028

Approved by: Chuck Lutz, Deputy Director CPED _____
Elizabeth Ryan, Director of Housing _____
Pam French, Director Human Resources _____

Permanent Review Committee (PRC) Approval Not Applicable

Note: To determine if applicable see <http://insite/finance/purchasing/permanent-review-committee-overview.asp>

Presenter in Committee: Elizabeth Ryan, Director of Housing

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the Capital Budget or Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: Action is within the plan. Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's finance contact when provided to the Committee Coordinator.

Community Impact (use any categories that apply)

Neighborhood Notification:

City Goals:

Comprehensive Plan:

Zoning Code:

Other:

Background/Supporting Information

We are seeking to fill the position of Real Estate Assistant with the top candidate for the position, Anne M. Engel. The position is responsible for tracking all city real estate transactions, maintaining the accuracy of the real estate data base, processing combinations and divisions, paying the taxes and/or assessments per City policy, preparing Council reports regarding acquisitions and dispositions and providing administrative support to the Real Estate Development Services section of CPED. The position is critical to the City's centralized real estate functions.

Ms. Engel has 23 years of relevant real estate experience coupled with paralegal experience. This far exceeds the 2 years of experience listed as the minimum qualifications for the position.

She was previously paid \$35 per hour in her paralegal position in Supervalu's real estate department. Step 8 of the real estate assistant position is \$25.75.

We believe starting Ms. Engel at step 8, is a reasonable request which has been approved by Pam French, Human Resources Director (See attached form).