



Department of Administration  
Community Block Grant Administration

**John O. Norquist**  
Mayor

**Michael J. Solka**  
Director

**Steven L. Mahan**  
Community Block Grant Director

July 17, 2003

Ref: 03023

MEMORANDUM

TO: Kathy Marquardt, Office of the City Clerk

FROM: Joseph Czarnecki  
Budget and Management Director

SUBJECT: Technical change to the 2003 Positions Ordinance

The Office of Community Block Grant Administration in the Department of Administration has recommended changing the location of certain positions involved in the Neighborhood Improvement Program (NIP). These positions work with the Neighborhood Improvement Development Corporation (NIDC) on the NIP program, which is funded by the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant.

The 2003 budget transferred all NIDC positions from the Department of Neighborhood Services (DNS) to the Department of City Development (DCD). The Block Grant Administration has recommended transferring the positions working on NIP from DCD back to DNS. These changes are intended to avoid the potential for a conflict of interest between DCD and NIDC.

The following changes should be made to the 2003 position ordinance:

<u>Caption/Position Title</u>	<u>Position Change</u>
DEPARTMENT OF CITY DEVELOPMENT	
PUBLIC HOUSING PROGRAMS DECISION UNIT	
HOUSING REHABILITATION AND FINANCIAL SERVICES SECTION	
Code Enforcement Assistant Supervisor (C)(X)	-1
Housing Rehabilitation Coordinator (C)(X)	-1
Housing Rehabilitation Inspector (C)(X)	-2
Administrative Specialist Senior (C)(X)	-1
Office Assistant III (C)	-1

DEPARTMENT OF NEIGHBORHOOD SERVICES  
RESIDENTIAL INSPECTION DIVISION

Add the following section entitled:

HOUSING REHABILITATION AND FINANCIAL SERVICES SECTION

Code Enforcement Assistant Supervisor (A)(X)	+1
Housing Rehabilitation Coordinator (A)(X)	+1
Housing Rehabilitation Inspector (A)(X)	+3
Administrative Specialist Senior (A)(X)	+1
Office Assistant III (A)	+1

ECP: \_\_

DNS/OTHER/NIP position memo

CC: Terry McDonald, City Clerk

Martin Collins, Department of Neighborhood Services

Julie Penman, Department of City Development

Steven Mahan, Office of Community Block Grant Administration