



Department of Administration
Budget and Management Division

John O. Norquist
Mayor

Michael J. Soika
Director

Joseph J. Czarnecki
Budget and Management Director

July 24, 2003

Ref: 03023

MEMORANDUM

TO: Kathleen 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:

Department/Position Title

Position Change

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
GRANT PROGRAMS

Add the following section entitled:
NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP)

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:fcw

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