



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - CDBG/Home

To: City Council

From: City Manager & Staff

Council Meeting Date: May 7, 2018

Re: Reassignment of Housing Programs Supervisor to Housing Programs Manager;
Appropriating Funds

Executive Summary

The proposed action will reassign the existing Housing Programs Supervisor position to Housing Programs Manager in the Department of Community Development. The change elevates the position from a supervisor reporting to a Division Manager to a Division Manager reporting to a Department head.

Discussion

Over several years the Housing Programs Supervisor position has taken on increased responsibilities, notably as the liaison to the Columbia Community Land Trust, a new organization that leverages federal and local investments in affordable housing. The proposed change from a grade D7 to a grade E4 recognizes this expansion in responsibility. Currently the position is a supervisor reporting to a division manager. The change will elevate it to a division manager.

The Housing Programs Supervisor has traditionally been a manager of the City's formula grants, Community Development Block Grant (CDBG) and HOME Investment Partnerships, and their associated administrative responsibilities. In recent years the incumbent, Mr. Cole, has taken on initiatives such as the Community Land Trust, organization of affordable housing symposia, new community partnerships, and the programming of local funds dedicated to affordable housing and neighborhood improvement.

This reassignment to the higher grade is supported by the final report of the Affordable Housing Task Force which recommended the hire of dedicated "Housing Planner" in its 2007 report. While the City has not added personnel to fulfill this recommendation (except on a temporary basis to manage supplemental grant funds as was the case with the Neighborhood Stabilization Program ca. 2008), increasing the responsibilities of the Housing Programs Manager is an additional step in this direction.

Fiscal Impact

Short-Term Impact: As provided by the City Pay Plan, for this elevation in rank, the immediate impact is a five percent increase in salary, or approximately \$1,409. The position is funded by federal grant funds.

Long-Term Impact: The fiscal impact of the reassignment is estimated at \$2,815 per year.



Comprehensive & Strategic Plan Impact

Comprehensive Plan Impacts:

Primary Impact: Land Use & Growth Management, Secondary Impact: Livable & Sustainable Communities, Tertiary Impact: Not Applicable

Strategic Plan Impacts:

Primary Impact: Social Equity, Secondary Impact: Operational Excellence, Tertiary Impact: Economy

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Approval of the requested reassignment of Housing Programs Supervisor, grade D7, to Housing Programs Manager, grade E4.