



**MEMORANDUM**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:** *John Maxwell by Jm Walters*  
John Maxwell, Director  
Division of Human Resources

**DATE:** January 3, 2020

**SUBJECT:** **Abolish/Create — Division of Grants and Special Programs**

**Request:**

The attached is requesting authorization to abolish one (1) vacant unclassified position of Affordable Housing Manager P/T (Grade 526N) and create one (1) unclassified position of Affordable Housing Manager (Grade 526E) in the Division of Grants and Special Programs, effective upon passage of Council.

**Why are you requesting:**

The purpose of this request is that the Affordable Housing Fund has grown over the past several years to the point that responsibilities for financial oversight and program compliance requiring a full time position.

**What is the cost in this budget year and future budget year?**

To illustrate, this has a 12-month future impact cost of \$42,514.58.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Affordable Housing Manager P/T	(\$45,973.20)	\$0	(\$45,973.20)
Affordable Housing Manager	\$0	\$73,557.12	\$73,557.12
<b>Total Annual Impact/ Salary and Benefits \$42,524.58</b>			

**File Number:**

0044-20

**Director/Commissioner:** John Maxwell/Sally Hamilton

If you have questions or additional information is warranted, please contact Alisha Lyle at (859)258-3957.

