



COUNTY ADMINISTRATOR  
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TO: Wesley Prater, Chair  
Ways & Means Committee

FROM: Robert E. Guenzel  
County Administrator

DATE: August 4, 2004

SUBJECT: Creation of Community Development Director

**BOARD ACTION REQUESTED:**

Washtenaw County Administration requests the Board of Commissioners to authorize the creation of a Community Development Director.

**BACKGROUND:**

The City of Ann Arbor and Washtenaw County have long-standing commitments to providing support for those in need. Both governments have shown this commitment by addressing homelessness and providing affordable housing and by providing critical supportive services. The recent opening of the Delonis Center represents an unprecedented level of cooperation within the public, private and non-profit sectors of the community to provide decent shelter and needed services to the homeless members of the community.

There is a sense within the community and within the City and County organizations that better coordination of programs and funding for housing and human services is needed, especially as the needs in the community are increasing and the resources available to deal with them are shrinking.

**DISCUSSION:**

In the fall of 2003, the City of Ann Arbor had an opening for their Community Development Manager. This opening sparked conversations between the City of Ann Arbor and the County regarding collaboration. In November 2003, a City/County design team was convened to study the issue. The team was made up of Jayne Miller, Community Services Administrator; Frank Cambria, Deputy County Administrator; Betsy Lindsley, Ann Arbor Housing Commission Director; Tony Vanderworp, County Planning and Environment Director; Wendy Rampson, Interim Community Development

Administrator; and Amy Klinke, County Management Analyst. Kerry Laycock, the City's reorganization consultant, facilitated the weekly meetings.

The design team concluded in April 2004 that bringing together under one roof the County and City staff responsible for CDBG and HOME programs would be an important first step in improving the impact of these funds in the community.

In the upcoming fiscal year, City and County Administration will bring together the staff of the City's Community Development Unit and the community development staff of the County Department of Planning and Environment into shared office space, under a single director. Both staffs currently administer the Department of Housing and Urban Development (HUD) regulations for CDBG and HOME funds. In addition, both staffs have responsibility for oversight of General Fund grants to non-profit housing and human services providers.

The four County employees and seven City employees, plus consultants and interns, will continue to administer their independent programs and remain employees of their respective organizations. For the initial year, each will manage separate CDBG, HOME and General Fund grant funds. However, since both organizations provide similar programs and have similar goals, we anticipate there will be many areas where we can bring together the combined knowledge of the City and County to provide a better understanding of community needs; streamline administrative processes; and innovate in community programming and technical assistance to non-profits.

Amy Klinke, currently working with the Washtenaw County Administrator's Office and a member of the design team, has been asked to direct the combined staff. Ms. Klinke has been a member of the City's Housing Policy Board. At the August 2, 2004 meeting, City Council will be asked to contract with Washtenaw County for management of the Community Development Unit, with half of the cost of the Director position to be paid from budgeted administration funds. Wendy Rampson will continue to manage the Community Development Unit on an interim basis until the transition is formalized.

There will be a service contract with the City of Ann Arbor that the County Administrator will sign.

**IMPACT ON HUMAN RESOURCES:**

The requested action will necessitate the creation of the following position:

<b><u>Position #</u></b>	<b><u>Position Title</u></b>	<b><u>Grade</u></b>	<b><u>Group</u></b>	<b><u>Create</u></b>
3444-0001	Community Development Director	34	32	1.0 FTE

**IMPACT ON BUDGET**

There will be no budget impact as we expect this position creation to be cost neutral to the County. This position will be funded by existing grant revenue through the rearrangement of existing grant staff, and by revenue generated through a contractual agreement with the City of Ann Arbor.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENICES:**

None

**CONFORMITY TO COUNTY POLICIES:**

This action conforms to all related county policies and procedures.

**ATTACHMENTS/APPENDICIES:**

Board of Commissioners Resolution  
Job Description

A RESOLUTION CREATING A COMMUNITY DEVELOPMENT DIRECTOR POSITION

WASHTENAW COUNTY BOARD OF COMMISSIONERS

AUGUST 4, 2004

WHEREAS, the City of Ann Arbor and Washtenaw County have long-standing commitments to providing support for those in need; and

WHEREAS, both Governments have shown this commitment by addressing homelessness and providing affordable housing and by providing affordable housing and by providing critical supportive services; and

WHEREAS, The recent opening of the Delonis Center represents an unprecedented level of cooperation within the public, private and non-profit sectors of the community to provide decent shelter and needed services to the homeless members of the community; and

WHEREAS, There is a sense within the community and within the City and County organizations that better coordination of programs and funding for housing and human services is needed, especially as the needs in the community are increasing and the resources available to deal with them are shrinking; and

WHEREAS, in the fall of 2003, the City of Ann Arbor had an opening for their Community Development director which started a conversation between the City and the County for collaboration; and

WHEREAS, in November 2003 a design team was formed to look at the issue of collaboration between the City and the County for Community Development; and

WHEREAS, the Design team concluded in April 2004 concluding that bringing together under one roof and a shared director, the County and City staff responsible for CDBG and HOME programs would be an important first step in improving the impact of these funds in the community;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby creates a Community Development Director position and adopts the attached job description:

<b>Position #</b>	<b>Position Title</b>	<b>Grade</b>	<b>Group</b>	<b>Create</b>
3444-0001	Community Development Director	34	32	1.0 FTE