



Legislation Details (With Text)

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Title: Resolution to Approve Ann Arbor Housing Commission Non-Union Job Description and Compensation Review

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Attachments: 1. Non-Union Salary Structure 2022.pdf, 2. Agency Growth since 2011.pdf

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2/16/2022	1	Housing Commission		

Resolution to Approve Ann Arbor Housing Commission Non-Union Job Description and Compensation Review

The City of Ann Arbor is the employer for all Ann Arbor Housing Commission staff, except for the Executive Director, who is an employee of the Ann Arbor Housing Commission. The City Human Resources Department administers all processes related to personnel issues such as hiring, benefits, progressions, job descriptions, and compensation.

The AAHC has changed dramatically over the last 11 years. Under the leadership of Jennifer Hall, the agency has grown the amount of permanently affordable housing in the City of Ann Arbor from 355 units in 2011 to 548 units in 2022. The agency has expanded its voucher program for residents of Washtenaw and Monroe County from 1,469 vouchers in 2011 to 2,212 vouchers in 2022. The AAHC has added 4 new specialty voucher programs: Family Unification, Non-Elderly Disabled, Emergency Housing, and Rental Assistance Demonstration. And the agency has expanded the number of vouchers for homeless veterans from 136 to 231.

These programs have required the AAHC to grow its staff from 21 staff in 2011 to 41 staff in 2022. All staff have had to learn how to administer and comply with all of these new programs, because each program has its own unique regulations. As the programs grow, the annual operating budget has also grown from \$13,101,000 in 2011 to \$30,894,000 in 2022.

Simultaneously, the AAHC has been redeveloping and reinvesting in the physical structures of the properties it owns and manages. Starting in 2013, the AAHC was approved by HUD to convert all of its Public Housing to Rental Assistance Demonstration (RAD) Project Based Vouchers (PBV) as long as the AAHC could raise the capital to renovate the properties or demolish and construct

replacement properties. Jennifer Hall secured over \$73 million since 2013 to reinvest in AAHC properties and to acquire Lurie Terrace. The next significant initiative is to partner with the City of Ann Arbor to redevelop City-owned properties as affordable housing. The City of Ann Arbor passed an Affordable Housing Millage in 2020, which will be able to leverage hundreds of millions of dollars from other funding sources to add more permanently affordable housing to the community.

All of this growth has required the AAHC to increase its capacity administratively, financially, and with front line staff. Some of the growth in staffing have been union positions and some have been non-union positions. The union positions have bargaining agreements that determine salaries. Non-union AAHC staff salaries are determined by the City and pay increases are determined by the City, with the approval of the AAHC Executive Director. The Executive Director's salary is set by the AAHC Board, within the pay grade determined by the City based on a compensation study. Job descriptions are periodically updated, but the AAHC Executive Director's job description has not been updated since 2010.

The City hires an outside contractor to conduct a compensation study on individual job descriptions at a cost of \$500/each. It is recommended that the AAHC Board approve a payment of \$500 for a review of the Executive Director's compensation based on an updated job description as well as \$500/each for all non-union AAHC job positions to ensure that the job descriptions, and pay grade and pay level within the pay grades, are appropriate to the skills required to perform these jobs. The other non-union positions include: Director of Operations, Facility and Maintenance Manager, Finance Director, Financial Analyst, Construction Project Manager, Director of Real Estate Development, and Family Self Sufficiency & Supportive Services Coordinator.

Written and Approved by: Jennifer Hall, Executive Director Ann Arbor Housing Commission

WHEREAS, The Ann Arbor Housing Commission has experienced tremendous growth in its housing, programs, and development which impacts finances, administration and staffing; and

WHEREAS, Ann Arbor Housing Commission have both union staff under a union contract and non-union staff whose compensation is determined by the City with the approval of the AAHC Executive Director; and

WHEREAS, The Executive Director's salary is approved by the AAHC Board; and

RESOLVED, The Ann Arbor Housing Commission Board requests that the City of Ann Arbor Human Resource Department conduct a job description review of the Executive Director position and update of all non-union AAHC job descriptions and conduct a compensation study based on the updated job descriptions; and

RESOLVED, The Ann Arbor Housing Commission Board understands and approves the cost of \$500 for each job description compensation study.