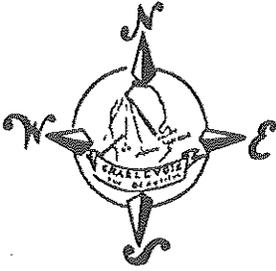


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

**TUESDAY, MARCH 15, 2016**  
**2:00 P.M.**

**PINE RIVER PLACE COMMUNITY ROOM**

### **AGENDA:**

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business:      Public Participation at Board Meetings Policy  
                         Employee Handbook  
                         FYE 2017 Operating Budget

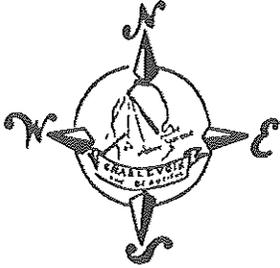
New Business:    FY 2016 Capital Funds  
                         Utility Allowances

Public Comment on subjects unrelated to Agenda Items

Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes February 16, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:02 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

**PRESENT:** Left, Buday, Stephan, Crandall, Stevens

**ABSENT:**

**OTHER:** Julie Waterman, Executive Director,  
Brad Waterman, Maintenance Supervisor,  
Residents of Pine River Place

**Additions to the Agenda:** There were no additions to the agenda.

### **Approval of Meeting Minutes and Bills:**

President Stevens asked if there were any corrections or additions to the minutes from the January regular meeting or the minutes from the closed session portion of the January meeting or questions on the January bills. A motion to approve the minutes from the January 19th meeting and the minutes from the closed session portion of that meeting and the January bills was made by Lillian Left and seconded by Joan Buday.

Yes: Buday, Left, Stephan, Stevens

No:

Abstentions: Crandall

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the January financial statements. "Coffee with Julie" meeting with the residents went very well. Twenty-two residents attended and all questions from residents were answered. We will have another one in March. The Community Room television, donated by the Buday family many years ago, was replaced after several months of very poor performance. The contract with Critical Signals Technologies, the company that monitors our emergency medical response system, was renegotiated. We now have a two year contract at \$420 per month instead of the previous contract at \$645 a month with three years remaining. We are advertising for an Administrative Assistant and a Custodian. Julie discussed highlights from the winter MHDA conference she recently attended. Julie gave an update on the progress of the energy performance contract. A suggestion box has been permanently mounted on the wall in the community room with three comments received so far.

## **Old Business:**

### **Public Participation at Board Meetings:**

There were previous discussions on the policy at past meetings. The board requested that changes be made according to those discussions. An amended Public Participation at Board Meetings Policy was presented. There was no further discussion. President Stevens asked if there were there any public comments on the policy. There were no public comments. Joan Buday made a motion to post the amended Public Participation at Board Meetings Policy for 30 days to allow for public comments before being adopted by the board. Lillian Left seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

### **Employee Handbook:**

Final corrections are being made on the Employee Handbook and a final draft will be presented at the March regular board meeting. Gregory Stevens asked if there were any public comments concerning the Employee Handbook. There were no public comments. Paul Stephan made a motion to postpone approving the Employee Handbook until an amended final draft was presented at the March regular meeting. Laurie Crandall seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

## **New Business:**

### **FYE 2017 Operating Budget:**

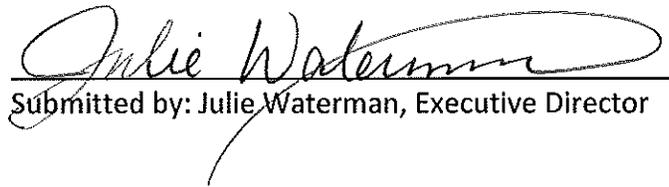
Preparing the FYE 2017 Operating Budget is underway. Julie Waterman suggested a work session to be able to thoroughly discuss the budget. President Gregory Stevens called for a Work Session on Tuesday, February 23<sup>rd</sup> at 1:00pm in the community room at Pine River Place for the purposes of discussing the FYE 2017 Operating Budget.

**Public Comment:** President Stevens asked if there were any public comments on subjects unrelated to agenda items.

Pine River Place resident Barb Evans asked about the reason for going into closed session last meeting in regards to why it couldn't be done after adjourning the meeting. This would have been easier on residents who had to wait until the session concluded. (The board explained that it must be done during the course of a meeting and not after adjourning in accordance with the Open Meetings Act.)

With no further public comments, President Stevens closed the meeting to public comments.

**Adjournment:** The meeting adjourned at 2:45 pm. The next Regular Meeting will be held Tuesday, March 15, 2016 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.

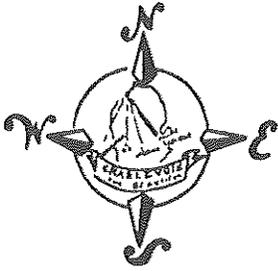
  
Submitted by: Julie Waterman, Executive Director

February 18, 2016

Approved by: Gregory Stevens, Board President

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Work Session Minutes February 23, 2016

A Work Session of the Charlevoix Housing Commission was called to order by President Stevens for the purposes discussing a proposed FYE 2017 Operating Budget. The session began at 1:05 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Left, Stephan, Crandall, Stevens  
ABSENT: none  
OTHER: Julie Waterman, Executive Director

Discussion of the proposed FYE 2017 Operating Budget. The Operating Budget was discussed and notes were made. A revised draft of the proposed FYE 2017 Operating budget will be put together for review and discussion at a regular meeting of the board of commissioners.

**Adjournment** – at 2:55 pm.

  
Submitted by: Julie Waterman, Executive Director

February 25, 2016

Approved by: Gregory Stevens, Board President

# Check Register Summary Report

Operational Budget

From: 02/01/2016 To: 02/29/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
02/02/2016	013980	Housing Authority Accounting S	373.24		44,882.52	Accounting service for January 2016
02/02/2016	013981	Tammy May	200.00		44,682.52	Resident Services Stipend for January
02/02/2016	013982	Brad Waterman	129.60		44,552.92	mileage through 1/29/2016
02/03/2016	ADJST	E-Connect Fee	69.40		44,483.52	monthly electronic banking fee
02/08/2016	DEP	Rent		5,114.00	49,597.52	
02/08/2016	DEP	Rent		2,672.00	52,269.52	
02/08/2016	DEP	Rent ACH		11,311.00	63,580.52	
02/08/2016	013983	Charter Communications	1,492.09		62,088.43	Bulk rate cable TV & cable internet service through 2/29/2016
02/08/2016	013984	AT & T Mobility	122.63		61,965.80	Mobile service through 1/16/2016.
02/08/2016	013985	DTE Energy	3,903.84		58,061.96	gas through 1/18/2016
02/08/2016	013986	City Of Charlevoix	3,106.12		54,955.84	Water, sewer & electric through 1/31/16
02/08/2016	013987	SimplexGrinnell LP	1,988.68		52,967.16	labor for replacing of fire alarm panel
02/08/2016	013988	Michigan Officeways	279.98		52,687.18	calendar & presentation easel
02/08/2016	013989	Housing Data Systems	120.00		52,567.18	Qtr. MTCS Transmittal
02/08/2016	013990	American Waste / Walloon Lake Refuse	488.00		52,079.18	Regular trash removal for January and February
02/08/2016	013991	State of Michigan	190.00		51,889.18	elevator inspection / license
02/08/2016	013992	Klooster Machinery	427.53		51,461.65	Parts and labor to repair tractor.
02/08/2016	013993	ACE Hardware	255.83		51,205.82	padlock, engraved sign, snow shovel, nuts, bolts, screws, fuses, coax staples, keys, plumbing parts, light bulbs, glue, electrical supplies, caulk, drywall mud, pry bar kit,
02/08/2016	013994	Kelly Services, Inc.	370.44		50,835.38	administrative services - two weeks ending 1/31/2016
02/08/2016	013995	Sam's Club / GEMB	1,301.55		49,533.83	TV & mount for community room, trifold towels, copy paper, coffee, mop, light bulbs, trash bags, office supplies, WD 40
02/09/2016	DEP	OFND		4,263.00	53,796.83	January Operating Subsidy
02/09/2016	DEP	WASH Income		597.57	54,394.40	collection for 71 days
02/10/2016	EFT	Paychex of New York LLC	30.60		54,363.80	costs for payroll services
02/10/2016	EFT	Paychex of New York LLC	2,157.05		52,206.75	payroll for 1/23/2016 to 2/05/16
02/10/2016	EFT	Paychex of New York LLC	866.91		51,339.84	Federal Withholding Taxes
02/11/2016	DEP	CFP		1,988.68	53,328.52	

### Check Register Summary Report

Operational Budget

From: 02/01/2016 To: 02/29/2016

Time: 17:08:08

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
02/12/2016	EFT	Paychex of New York LLC	225.25		53,103.27	costs HR & timeclock services
02/16/2016	013996	AT&T	80.94		53,022.33	Telephone service through 3/03/2016
02/16/2016	013997	CDM Mobile Shredding, LLC	45.00		52,977.33	Shredded Documents
02/16/2016	013998	Kelly Services, Inc.	152.15		52,825.18	administrative services - week ending 2/07/2016
02/16/2016	013999	Schindler Elevator Corp.	1,413.78		51,411.40	Qtr. elevator service contract
02/16/2016	014000	Business Card	412.53		50,998.87	money loaded onto laundry WASH card to clean washing machines, stamps, cookies for training/meetir coffee pot descaler, condiments and coffee for luncher timer, deposit on room for conference
02/17/2016	DEP	Rent		591.00	51,589.87	
02/22/2016	014001	Critical Signal Technologies	645.00		50,944.87	February monitoring charge for call to aid system.
02/22/2016	014002	Blue Cross/ Blue Shield	1,165.45		49,779.42	Medical Insurance through 4/09/2016
02/22/2016	014003	Julie Waterman	152.28		49,627.14	Mileage to MHDA conference in Mount Pleasant 2-10-2016 to 2-12-2016
02/23/2016	EFT	Paychex of New York LLC	2,094.67		47,532.47	payroll for 2/06/2016 to 2/19/16
02/23/2016	014004	Northern Greenlawn North, INC.	1,782.00		45,750.47	Fertilizer and weed control for 2016
02/24/2016	EFT	Paychex of New York LLC	835.60		44,914.87	Federal Withholding Taxes
02/24/2016	EFT	Paychex of New York LLC	30.60		44,884.27	costs for payroll services
02/25/2016	DEP	Rent		542.00	45,426.27	
02/26/2016	DEP	Rent		14.00	45,440.27	
02/29/2016	014005	AT & T Mobility	151.12		45,289.15	Mobile service through 2/16/2016.
02/29/2016	014006	Charter Communications	1,492.09		43,797.06	Bulk rate cable TV & cable internet service through 3/31/2016
02/29/2016	014007	Tammy May	200.00		43,597.06	Resident Services Stipend for February
02/29/2016	014008	Kelly Services, Inc.	304.95		43,292.11	administrative services - week ending 2/14/2016
02/29/2016	014009	Barron Title Agency	500.00		42,792.11	title search for 901 State St and 212 W Garfield
02/29/2016	014010	DTE Energy	3,229.49		39,562.62	gas through 2/19/2016
02/29/2016	014011	Northern Fire & Safety	88.00		39,474.62	service fire extinguishers.
<b>Total:</b>			<b>32,874.39</b>	<b>27,093.25</b>		

**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of February 29, 2016**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 38,133.13
1162.1 - Money Mkt Acct 9391	<u>67,821.22</u>
<b>Total Cash</b>	<b>105,954.35</b>

**Receivables**

<b>Total Receivables</b>	0.00
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**Investments**

<b>Total Investments</b>	0.00
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**Deferred Charges**

1211 - Prepaid Insurance	<u>12,725.59</u>
<b>Total Deferred Charges</b>	<b>12,725.59</b>

<b>Total Current Assets</b>	<b>118,679.94</b>
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**Fixed Assets**

1400 - Modernization Cost	9,613.72
1400.6 - Land	267,602.26
1400.61 - Land Improvements	243,775.56
1400.7 - Buildings	1,817,692.87
1400.71 - Building Improvements	1,440,443.09
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	44,760.08
1400.9 - Furn., Equip., Mach.-Admin	98,300.92
1495 - Accumulated Depreciation	<u>(3,383,251.10)</u>
<b>Total Fixed Assets</b>	<b>776,046.91</b>

<b>TOTAL ASSETS</b>	<b><u>\$ 894,726.85</u></b>
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**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of February 29, 2016**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 2,965.01
2114 - Tenant Security Deposits	15,613.00
2117.11 - Medicare Withheld	0.02
2117.4 - Health Insurance Withheld	302.42
2117.6 - Dental Insurance Withheld	119.84
2135 - Salaries and Wages	2,528.25
2135.1 - Accrued Absences-Current	2,751.53
2136 - Accrued Liabilities-Other	1,981.82
2137 - Payments in Lieu of Taxes	<u>15,730.00</u>
<b>Total Current Liabilities</b>	<b>41,991.89</b>

**Noncurrent Liabilities**

2135.2 - Accrued Absences-Long Term	<u>543.63</u>
<b>Total Noncurrent Liabilities</b>	<b>543.63</b>

**TOTAL LIABILITIES** 42,535.52

**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt 776,046.91

**Unrestricted Net Assets**

2806 - Unrestricted Net Assets	232,980.96
Current Year Profit/Loss	(165,476.54)
Current Year Profit/Loss-2015 CFP	<u>8,640.00</u>
<b>Total Unrestricted Net Assets</b>	<b>76,144.42</b>

**TOTAL EQUITY** 852,191.33

**TOTAL LIABILITIES/EQUITY** \$ 894,726.85

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 11 Months Ended February 29, 2016**

Ideal Percentage- 91.67%

		1 Month Ended	11 Months Ended		
	ANNUAL BUDGET	February 29, 2016	February 29, 2016	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 219,730	17,816.00	\$ 201,239.76	91.59%	18,490.24
<b>Total Rental Income</b>	219,730	17,816.00	201,239.76	91.59%	18,490.24
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	59,000	4,263.00	51,533.00	87.34%	7,467.00
<b>Total HUD PHA Grants</b>	59,000	4,263.00	51,533.00	87.34%	7,467.00
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	7.79	105.17	42.07%	144.83
3690 - Tenant Income	1,000	66.00	496.50	49.65%	503.50
3690.1 - Non-Tenant Income	19,400	597.57	10,491.88	54.08%	8,908.12
3690.3 - (Gain)/Loss on Sale of Equipment	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,281.00	13,884.41	111.52%	(1,434.41)
<b>Total Nonrental Income</b>	33,100	1,952.36	29,552.96	89.28%	3,547.04
<b>Total Operating Income</b>	311,830	24,031.36	282,325.72	90.54%	29,504.28
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	50,600	2,692.30	38,656.07	76.40%	11,943.93
4130 - Legal Expense	0	0.00	7,271.86	0.00%	(7,271.86)
4140 - Staff Training	2,000	0.00	1,250.25	62.51%	749.75
4150 - Travel Expense	2,500	406.14	2,784.03	111.36%	(284.03)
4170 - Accounting Fees	5,610	0.00	5,176.33	92.27%	433.67
4171 - Auditing	3,700	0.00	4,200.00	113.51%	(500.00)
4182 - Employee Benefits - Admin	13,800	263.57	3,219.11	23.33%	10,580.89
4185 - Telephone	4,000	538.69	3,773.84	94.35%	226.16
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	0.00	535.00	78.68%	145.00
4190.3 - Admin Service Contracts	3,790	4,463.38	15,217.65	401.52%	(11,427.65)
4190.4 - Office Supplies	2,000	355.35	1,855.00	92.75%	145.00
4190.5 - Other Sundry Expense	3,000	(2,543.99)	3,556.50	118.55%	(556.50)
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
<b>Total Administration</b>	91,880	6,175.44	87,613.04	95.36%	4,266.96
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	400.00	800.00	200.00%	(400.00)
4230 - Contract Costs-Cable/Monitoring	20,040	(4,294.82)	15,732.97	78.51%	4,307.03
<b>Total Tenant Services</b>	20,440	(3,894.82)	16,532.97	80.89%	3,907.03

See Accountants' Compilation Report

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 11 Months Ended February 29, 2016**

	ANNUAL BUDGET	1 Month Ended	11 Months Ended	% Budget Used	*OVER/UNDER
		February 29, 2016	February 29, 2016		
<b>Utilities</b>					
4310 - Water	12,100	1,288.71	13,228.83	109.33%	(1,128.83)
4320 - Electricity	20,100	1,817.41	18,377.86	91.43%	1,722.14
4330 - Gas	21,600	7,133.33	18,247.30	84.48%	3,352.70
<b>Total Utilities</b>	53,800	10,239.45	49,853.99	92.67%	3,946.01
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	58,800	3,037.63	48,327.38	82.19%	10,472.62
4420 - Materials	14,500	1,438.81	19,571.56	134.98%	(5,071.56)
4430.02 - Heating & Cooling Contracts	500	0.00	342.00	68.40%	158.00
4430.03 - Snow Removal Contracts	0	1,782.00	1,782.00	0.00%	(1,782.00)
4430.04 - Elevator Maintenance Contracts	5,500	1,603.78	6,301.50	114.57%	(801.50)
4430.05 - Landscape & Grounds Contracts	3,800	0.00	1,396.79	36.76%	2,403.21
4430.06 - Unit Turnaround Contracts	1,000	0.00	9,461.97	946.20%	(8,461.97)
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	0.00	0.00%	300.00
4430.09 - Extermination Contracts	500	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	1,150	0.00	0.00	0.00%	1,150.00
4430.11 - Routine Maintenance Contracts	4,000	88.00	4,993.21	124.83%	(993.21)
4430.12 - Miscellaneous Contracts	2,000	0.00	1,266.30	63.31%	733.70
4431 - Garbage Removal	3,100	488.00	2,959.00	95.45%	141.00
4433 - Employee Benefits - Maint.	24,620	1,009.21	18,952.61	76.98%	5,667.39
4480 - Protective Services	0	7,740.00	7,740.00	0.00%	(7,740.00)
<b>Total Ordinary Maint. &amp; Oper.</b>	120,270	17,187.43	123,094.32	102.35%	(2,824.32)
<b>Protective Services</b>					
<b>Total Protective Services</b>	0	0.00	0.00	0.00%	0.00
<b>General Expense</b>					
4510 - Insurance	17,700	1,547.00	16,620.04	93.90%	1,079.96
4511 - Insurance-Wk Comp	3,010	247.09	2,710.50	90.05%	299.50
4520 - Payment in Lieu of Taxes	16,590	1,430.00	15,730.00	94.82%	860.00
4590 - Other General Expense	0	0.00	975.00	0.00%	(975.00)
<b>Total General Expense</b>	37,300	3,224.09	36,035.54	96.61%	1,264.46
<b>Total Routine Expense</b>	323,690	32,931.59	313,129.86	96.74%	10,560.14
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
4610.2 - Materials	0	0.00	852.23	0.00%	(852.23)
4610.3 - Contract Costs	0	8,585.40	9,112.20	0.00%	(9,112.20)
<b>Total Extraordinary Maint.</b>	0	8,585.40	9,964.43	0.00%	(9,964.43)
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	0	0.00	0.00	0.00%	0.00
<b>Total Non-Routine Expense</b>	0	8,585.40	9,964.43	0.00%	(9,964.43)
<b>Total Operating Expenses</b>	323,690	41,516.99	323,094.29	99.82%	595.71
<b>Operating Income (Loss)</b>	(11,860)	(17,485.63)	(40,768.57)	343.75%	28,908.57

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 11 Months Ended February 29, 2016**

		1 Month Ended	11 Months Ended		
	ANNUAL BUDGET	<u>February 29, 2016</u>	<u>February 29, 2016</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits and Charges</b>					
<b>Total Surplus Credits and Char</b>	0	0.00	0.00	0.00%	0.00
<b>Capital Expenditures</b>					
7520 - Replacement of Equipment	0	698.00	1,297.95	0.00%	(1,297.95)
7540 - Betterments and Additions	7,500	3,364.64	4,360.95	58.15%	3,139.05
7590 - Operating Expenditures-Contra	<u>(7,500)</u>	<u>(4,062.64)</u>	<u>(5,658.90)</u>	<u>75.45%</u>	<u>(1,841.10)</u>
<b>Total Capital Expenditures</b>	0	0.00	0.00	0.00%	0.00
<b>Other Financial Items</b>					
8010 - Operating Transfer In	<u>20,000</u>	<u>0.00</u>	<u>41,932.90</u>	<u>209.66%</u>	<u>(21,932.90)</u>
<b>Total Other Financial Items</b>	20,000	0.00	41,932.90	209.66%	(21,932.90)
<b>Reserve Net Income (Loss)</b>	<u>\$ 640</u>	<u>(21,548.27)</u>	<u>\$ (9,069.57)</u>	<u>(1,417.12)%</u>	<u>\$ 9,709.57</u>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Public Participation at Board Meetings Policy

**Date:** March 10, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** None

**Background Information:**

A draft of the policy was presented to the board at the November 17, 2015 board meeting. The policy was approved and posted for 30 days to allow for public comments. (There were no public comments.) At the January 19<sup>th</sup> board meeting there was board discussion on the policy. It was decided that requiring individuals to register was not in accordance with Michigan's Open Meetings Act. The draft was amended to remove any language as such. After being approved by the board on February 16, 2016, the revised draft has been posted to allow for public comments before being adopted by board resolution. The draft was posted on February 16, 2016. (30 days would be March 16, 2016) As of March 11, 2016 there have been no public comments.

**Recommendation:**

Postpone adopted by resolution until the annual meeting on April 19, 2016 to allow a full 30 day posting.

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Employee Handbook

**Date:** March 10, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** Proposed resolution

**Background Information:**

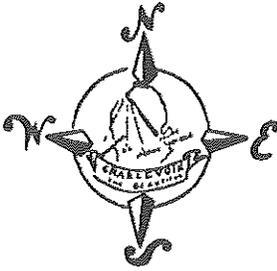
The board reviewed and edited a draft of an Employee Handbook at previous meetings. The draft was updated with the company that prepared it. The revised draft was completed and is ready for adoption.

**Recommendation:**

Approve by board resolution the Employee Handbook.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving Employee Handbook

March 15, 2016      2016-02

Whereas, the Charlevoix Housing Commission has decided that as a responsible employer it is a "best practice" to adopt an Employee Handbook; and

Whereas, the Charlevoix Housing Commission has contracted with the company Paychex to provide a professionally crafted and sound Employee Handbook (draft dated 02/23/2016); and

Whereas, upon adoption of this Employee Handbook, all previous Personnel Policies become obsolete; and

Whereas, the Charlevoix Housing Commission board resolves to adopt the Employee Handbook.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support of adopting an Employee Handbook, making all previous Personnel Policies obsolete, on this said date of March 15, 2016.

Motion by Commissioner \_\_\_\_\_

Support by Commissioner \_\_\_\_\_

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Laurie Crandall	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Abstention    \_\_\_\_\_ Absent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** FYE 2017 Operating Budget

**Date:** March 10, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** FYE 2017 Proposed Operating Budget and proposed resolution

**Background Information:**

Revisions per board discussion have been made to the FYE 2017 Operating Budget and a final draft can be adopted by board resolution.

**Recommendation:**

Adopt a resolution to approve the FYE 2017 Operating Budget.

# Operating Budget

Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:		Fiscal year ending 03/31/17	No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify)		Type of HUD assisted projects(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeowne 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeo 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) Charlevoix Housing Commission					HUD Field Office Detroit, MI	
Address (city, state, zip code) 210 W. Garfield Street Charlevoix, MI 49720						
ACC Number C-8044		PAS/LOCCS Project No. MI18200115M				
No. of Dwelling Units 62		No. of Unit Months Available 744		No. of Projects 1		
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 3/31/2015 PUM	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget 3/31/2016 PUM	PHA Budget Estimates 03/31/17	
					PUM	Amount (to nearest \$10)
<b>Operating Receipts</b>						
70300	3110	Net Tenant Revenue	292.75	295.34	300.66	223,690
70400	3120	Tenant Revenue-Other (Excess Utilities)	-	-	-	-
<b>70500</b>	<b>Total</b>	<b>Rental Income</b>	<b>292.75</b>	<b>295.34</b>	<b>300.66</b>	<b>223,690</b>
70600	3401.1	HUD PHA Operating Grant-CFP Draw to Operations	47.90	26.88	26.88	20,000
70600	3401.2	HUD PHA Operating Grant-Operating Subsidy	63.46	79.30	76.64	57,020
<b>70700</b>	<b>Total</b>	<b>Fee Revenue</b>	<b>111.36</b>	<b>106.18</b>	<b>103.52</b>	<b>77,020</b>
70710	3680	Management Fee	-	-	-	-
70750	3610	Interest on General Fund Investments	0.33	0.34	0.34	250
71500	3690	Other Revenue	40.17	44.15	28.49	21,200
<b>70000</b>	<b>Total</b>	<b>Revenue</b>	<b>444.61</b>	<b>446.01</b>	<b>433.01</b>	<b>322,160</b>
<b>Operating Expenditures - Administration</b>						
91100	4110	Administrative Salaries	95.52	68.01	63.82	47,480
91200	4171	Auditing Fees	4.97	4.97	4.97	3,700
91400	4190.6	Advertising and Marketing	0.16	0.13	0.67	500
91500	4182	Employee Benefits-Admin	16.33	18.55	5.55	4,130
91600	4190	Office Expenses	24.19	20.93	22.00	16,370
91700	4130	Legal Expense	-	-	9.41	7,000
91800	4150	Travel	4.72	3.36	3.36	2,500
91810	4190	Allocated Overhead	-	-	-	-
91900	4170	Other (Accounting Fees)	7.85	7.54	7.54	5,610
<b>91000</b>	<b>Total</b>	<b>Operating-Administrative</b>	<b>153.74</b>	<b>123.49</b>	<b>117.33</b>	<b>87,290</b>
<b>Tenant Services</b>						
92100	4210	Salaries	-	-	-	-
92200	4215	Relocation Costs	-	-	-	-
92300	4222	Employee Benefits-Tenant Services	-	-	-	-
92400	4220	Tenant Services-Other	0.29	0.54	0.54	400
	4230	Contract Costs, Training and Other (CABLE)	30.23	26.94	21.77	16,200
<b>92500</b>	<b>Total</b>	<b>Tenant Services</b>	<b>30.52</b>	<b>27.48</b>	<b>22.31</b>	<b>16,600</b>
<b>Utilities</b>						
93100	4310	Water	17.10	16.26	7.19	5,350
93200	4320	Electricity	28.00	27.02	27.02	20,100
93300	4330	Gas	39.77	29.03	22.18	16,500
93400	4340	Fuel	-	-	-	-
93500	4350	Labor	-	-	-	-
93600	4360	Sewer	-	-	15.59	11,600
<b>93800</b>	<b>Total</b>	<b>Utilities Expense</b>	<b>84.87</b>	<b>72.31</b>	<b>71.98</b>	<b>53,550</b>

Name of PHA/IHA Charlevoix Housing Commission			Fiscal Year Ending 03/31/17				
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 3/31/2015 PUM	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget 3/31/2016 PUM		PHA Budget Estimates 03/31/17	
				PUM	PUM	PUM	Amount (to nearest \$10)
<b>Ordinary Maintenance and Operation</b>							
94100	4410	Labor	77.96	79.03	68.02	50,610	
94200	4420	Materials	18.47	19.49	24.19	18,000	
94300	4430	Contract Costs	29.42	30.04	38.58	28,700	
94500	4433	Employee Benefits-Maint.	32.87	33.09	21.32	15,860	
94000	<b>Total</b>	<b>Maintenance</b>	158.72	161.65	152.11	113,170	
<b>Protective Services</b>							
95100	4460	Labor	-	-	-	-	
95200	4462	Contract Costs	-	-	-	-	
95300	4480	Other	-	-	6.77	5,040	
95500	4461	Employee Benefits-Protective Services	-	-	-	-	
95000	<b>Total</b>	<b>Protective Services</b>	-	-	6.77	5,040	
<b>General Expense</b>							
96100	4510	Total Insurance Premiums	27.22	27.84	29.01	21,580	
96200	4590	Other General Expense	-	-	-	-	
96210	4550	Compensated Absences	(9.41)	-	-	-	
96300	4520	Payments in Lieu of Taxes	20.79	22.30	22.86	17,010	
96400	4570	Bad Debt-Tenant Rents	0.24	-	-	-	
96000	<b>Total</b>	<b>Other General Expenses</b>	38.84	50.14	51.87	38,590	
96900	<b>Total</b>	<b>Operating Expenses</b>	466.69	435.07	422.37	314,240	
97000	<b>Excess</b>	<b>Operating Revenue over Operating Expenses</b>	(22.08)	10.94	10.65	7,920	
<b>Nonroutine Expenditures</b>							
97100	4610	Extraordinary Maintenance	2.57	-	-	-	
97200	4620	Casualty Losses-Non Capitalized	-	-	-	-	
90000	<b>Total</b>	<b>Expenses</b>	469.26	435.07	422.37	314,240	
<b>Prior Year Adjustments</b>							
11040	6010	Prior Year Adjust. Affecting Operating Reserve	-	-	-	-	
<b>Memo Expenditures</b>							
11620	7540	Building/Site Improvements	13.12	10.08	10.08	7,500	
11630	7520	Furniture & Equipment-Dwelling Purchases	3.19	-	-	-	
11640	7520	Furniture & Equipment-Administrative Purchases	-	-	-	-	
10000	<b>Net</b>	<b>Change in Operating Reserve</b>	(40.96)	0.86	0.56	420	

Unrestricted Net Assets		PHA/IHA Estimates
<b>Provision for and Estimated or Actual Unrestricted Net Assets at Fiscal Year End</b>		
Unrestricted Net Assets at End of Previous Fiscal Year-Actual for FYE (date)		3/31/2015 80,638
Change in Unrestricted Net Assets - Current Budget year (check one)		
<input checked="" type="checkbox"/>	Estimated for FYE	3/31/2016
<input type="checkbox"/>	Actual for FYE	640
Unrestricted Net Assets at End of Current Budget year (check one)		
<input checked="" type="checkbox"/>	Estimated for FYE	3/31/2016
<input type="checkbox"/>	Actual for FYE	81,278
Net Change in Unrestricted Net Assets-Requested Budget year Estimated for FYE		3/31/2017 420
Unrestricted Net Assets at End of Requested Budget Year Estimated for FYE		3/31/2017 81,698
Cash Reserve Requirement-30% of line 96900		94,272

**Operating Budget**  
Schedule of All Positions and Salaries

Name of Housing Authority: Charlevoix Housing Commission	210 W. Garfield Street Charlevoix, MI 49720		Fiscal Year End 03/31/17									
	Position Title and Name By Organizational Unit and Function	Present Salary Rate as of (date) 02/28/15	Requested Budget Year		Allocation of Salaries by Program							
			Salary Rate	Estimated No. Months	Amount	Low Rent Public Housing	Section 8 Programs	Other Programs	Method of Allocation			
<b><u>ADMINISTRATIVE POSITIONS</u></b>												
Executive Director-30 Hrs/Wk	JW	24.04	22.44	12	35,006	35,000						
Administrative Assistant-24hrs/Wk		-	10.00	12	12,480	12,480						
<b>TOTAL ADMINISTRATIVE SALARIES/WAGES</b>								47,480	-	-	-	
<b><u>TENANT SERVICES POSITIONS</u></b>												
<b>TOTAL TENANT SERVICES SALARIES/WAGES</b>								-	-	-	-	
<b><u>MAINTENANCE LABOR</u></b>												
Building Custodian-20 Hrs/Wk		-	10.00	12	10,400	10,400						
Maint Supervisor-40 Hrs/Wk	BW	18.31	18.31	12	38,085	38,090						
Maint Supervisor-Overtime-30 Hrs		27.47	27.47	12	824	820						
Maint Supervisor-On Call (\$25/wk)					1,300	1,300						
<b>TOTAL MAINTENANCE SALARIES/WAGES</b>								50,610	-	-	-	

**Operating Budget**

Schedule of Nonroutine Expenditures

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority

Charlevoix Housing Commission

Locality

210 W. Garfield Street  
Charlevoix, MI 49720

Fiscal Year End

03/31/17

Work Project Number	Description of Work Project	Housing Project Number	Total Estimated Cost	Requested Budget Year		Equipment Requirements	Requested Budget		
				Percent Complete Current Budget Year End	Estimated Expenditure in Year		Percent Complete Year End	No. of Items	Item Cost
	<u>EXTRAORDINARY MAINTENANCE</u>								
	TOTAL EXTRAORDINARY MAINT.		0	0				0	0
	<u>BUILDING/SITE IMPROVEMENTS</u>								
	A&E Services		7,500		7,500				
	TOTAL BUILDING IMPROVEMENTS		7,500		7,500			0	0
	TOTAL ADMINSTRATIVE EQUIP							0	0
	<u>FURNITURE AND EQUIPMENT DWELLINGS</u>								
	<u>FURNITURE AND EQUIPMENT ADMINISTRATIVE</u>								
	TOTAL DWELLING EQUIP							0	0

## Operating Budget

Schedule of Administrative Expenses  
Other than Salaries

Name of Housing Authority 210 W. Garfield Street			Locality 210 W. Garfield Street Charlevoix, MI 49720		Fiscal Year End 03/31/17		
FDS Line #	Acct #	Description	Total	Low Rent Public Housing			HCV
91200	4171	Auditing Fees	3,700	3,700	-	-	-
91400	4190.6	Advertising & Marketing	500	500	-	-	-
91600	Office Expenses						
	4140	Staff Training	2,000	2,000	-	-	-
	4185	Telephone, Fax, Electronic Communications	4,000	4,000	-	-	-
	4190.1	Publications	100	100	-	-	-
	4190.2	Membership Dues and Fees (list organization and amount)	680	680	-	-	-
	4190.3	Administrative Services Contracts (list and provide justification)	4,590	4,590	-	-	-
	4190.4	Forms, Stationary and Office Supplies	2,000	2,000	-	-	-
	4190.5	Other Sundry Expense (provide breakdown)	3,000	3,000	-	-	-
	4190.7	Collection Agent Fees and Court Costs	-	-	-	-	-
91600	Total	Office Expenses	16,370	16,370	-	-	-
91700	4140	Legal Expenses	7,000	7,000	-	-	-
91800	4150	Travel	2,500	2,500	-	-	-
91900	4170	Other (Accounting Fees)	5,610	5,610	-	-	-
		TOTAL ADMINISTRIVE EXPENSES OTHER THAN SALARIES	35,680	35,680	-	-	-

### Justification / Breakdown:

#### Training/Travel:

Increase training to \$2000 and travel to \$2500 for additional training for new ED

#### Accounting Fees:

Monthly Service-\$4580-no longer includes Payroll Tax Accounting

Supplemental Services-\$1030-Budgets and Revisions, Operating Subsidy submission, REAC-Unaudited and Audited

#### Audit:

No change

#### Membership Dues/Fees:

Sam's Club-\$145

PHADA-\$140

MHDA-\$40

NAHRO-\$190

UPHO-\$40

MI League for Human Services-\$130

#### Admin Service Contracts:

HDS-Annual Support/MTCS Transmittal-\$1890

Paychex-Payroll Service-\$1160

Copy Machine Contract-\$740

#### Other Sundry Expense:

Maintenance Fees-Ckg-\$660

Postage-\$490

Printing-\$50

Credit Checks-\$120

Flu Shots-\$80

Shredding-\$100

Computer Repair/Service-\$500

Miscellaneous-\$200

**Operating Budget**

Summary of Budget Data And Justifications

Name of Housing Authority Charlevoix Housing Commission	Locality 210 W. Garfield Street Charlevoix, MI 49720	Fiscal Year Ending 03/31/17
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**Operating Receipts**

**Dwelling Rental**

62 Units Available		PUM	300.69
		x Change Factor	101%
61 Avg Units Occupied as of:	1/1/2016		303.70
		x Occupancy %	99%
18,342 Avg Rent Roll			300.66
		x UMA	744
300.69 Avg Monthly Dwelling Rent Per Unit		Dwelling Rental	<u>223,690</u>

**Excess Utilities**

Utility Services Surcharged:	<input type="checkbox"/> Electricity	<input type="checkbox"/> Other	
Comments:	None	Specify	
			<u>-</u>

**Interest on General Fund Investments**

Estimated Investment Income	<u>250</u>
-----------------------------	------------

**Other Revenue**

Late Fees, Move out charges/Misc.	1,000	Acct 3690
Rent-212 Garfield/901 State	-	Acct 3690.1
Laundry Income	5,000	Acct 3690.1
Cable TV for Tenants	15,200	Acct 3690.4
Total	<u>21,200</u>	

Comments:

**Operating Expenditures**

**Utilities**

Water	5,350
Electricity	20,100
Gas	16,500
Sewer	11,600
Total	<u>53,550</u>

**Ordinary Maintenance & Operation-Materials**

Estimated Materials	<u>18,000</u>
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## Operating Budget

### Summary of Budget Data And Justifications

Name of Housing Authority Charlevoix Housing Commission	Locality 210 W. Garfield Street Charlevoix, MI 49720	Fiscal Year Ending 03/31/17
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### Operating Expenditures

#### Ordinary Maintenance & Operation-Contract Costs

Acct	Description	
4430.02	Heating and Cooling	500
4430.03	Snow Removal	1,000
4430.04	Elevator	5,500
4430.05	Landscape & Grounds	2,000
4430.06	Unit Turnaround	8,000
4430.07	Electrical	500
4430.08	Plumbing	300
4430.09	Exterminating	500
4430.10	Janitorial	300
4430.11	Routine	5,000
4430.12	Misc. Contracts	2,000
4431	Garbage	3,100
		<u>28,700</u>

#### Insurance

Property/Liability-Bus Owners	18,600
Workers Comp	2,980
	<u>21,580</u>

#### Employee Benefit Contributions

	Total	Admin	Maint	Section 8
Fica	7,500	3,630	3,870	-
Medical Supplement/Health	10,400	-	10,400	-
Group Dental	1,080	-	1,080	-
MI Unemployment-1%	1,010	500	510	-
		<u>4,130</u>	<u>15,860</u>	-
Compensated Absences Estimate	700	<u>500</u>	<u>500</u>	-

#### Collection Losses

Estimated Adjustment to Allowance for Doubtful Accts	<u>-</u>
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#### Tenant Services/ Other General

Tenant Services	400	Acct 4220
Tenant Contracts-Cable TV	16,200	Acct 4230
	<u>16,600</u>	Total
Other General Expenses	<u>-</u>	Acct 4590

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB Approval No. 2577-0026  
(exp 04/30/16)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Charlevoix Housing Commission PHA Code: MI182  
PHA Fiscal Year Beginning: 4/1/2016 Board Resolution Number: 2016-03

Acting on behalf of the Board of commissioners of the above-named PHA as its Chairman, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- X Operating Budget approved by Board resolution on: 03-15-2016  
Date  
Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_  
Operating Budget revision approved by Board resolution on: \_\_\_\_\_  
Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(l)

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

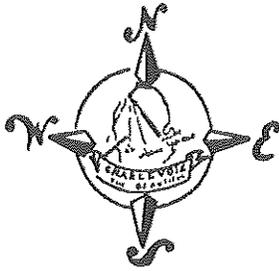
Print Board Chairperson's Name:	Signature	Date
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# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving FYE 2017 Operating Budget

March 15, 2016      2016-03

Whereas, it is the Charlevoix Housing Commission's responsibility to follow federal regulations concerning its Public Housing program at Pine River Place Apartments; and

Whereas, the Charlevoix Housing is required to have an operating budget for its public housing program; and

Whereas, the Charlevoix Housing Commission board resolves to approve the proposed FYE 2017 Operating Budget.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of approving the FYE 2017 Operating Budget.

Motion by Commissioner \_\_\_\_\_

Support by Commissioner \_\_\_\_\_

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Laurie Crandall	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Abstention    \_\_\_\_\_ Absent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** PHA FY 2016 Annual Statement Parts I & II  
and Capital Fund Program Amendment

**Date:** March 10, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** FY 2016 Annual Statement Parts I & II, Capital Fund Program Amendment  
and proposed resolution

**Background Information:**

This is an Annual Statement for FY 2016 and amendment number 25 to the Annual Contributions Contract. The Five Year Plan was originally approved by the board January 7, 2015. The dollar amount of \$60,977.00 is the amount determined by HUD that we are eligible to receive for FY 2016 for the Capital Fund Program.

**Recommendation:**

Approve Resolution 2016-04 which is required for the commission to be able to receive the \$60,977.00 for 2016.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

Part I: Summary		Grant Type and Number		FFY of Grant: 2016	
PHA Name: Charlevoix Housing Commission		Capital Fund Program Grant No: M128P18250116		FFY of Grant Approval:	
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	10,000			
3	1408 Management Improvements	5,000			
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000			
10	1460 Dwelling Structures	15,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	15,977			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

<b>Part I: Summary</b>		FFY of Grant: 2016	
PHA Name: Charlevoix Housing Commission	Grant Type and Number Capital Fund Program Grant No: MB3P18250116 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
18a	1501 Collateralization or Debt Service paid by the PHA	Original	Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	60,977.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
3-2-16			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.











**2016 Capital Fund**

**Capital Fund Program  
(CFP) Amendment  
To The Consolidated Annual Contributions  
Contract (form HUD-53012)**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Charlevoix Housing Commission MI182 (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions  
Contract(s) ACC(s) Number(s) C8044 dated 2/20/1980

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$60,977.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number MI28P18250116  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 25

Now Therefore, the ACC(s) is (are) amended as follows:

- The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
- The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
- The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
- For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
- Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(6) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
- Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
- The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one):  Yes  No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

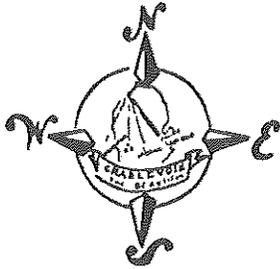
12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By _____ Date: _____	PHA (Executive Director or authorized agent) By <u>Julie Waterman</u> Date: <u>3-2-16</u>
Title _____	Title <u>Executive Director</u>

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving Annual Statement for FY 2016

### Parts I & II and Capital Fund Program Amendment

March 15, 2016      2016-04

Whereas, it is the Charlevoix Housing Commission's responsibility to follow federal regulations concerning its Public Housing program at Pine River Place Apartments; and

Whereas, the Charlevoix Housing is required to complete a Capital Fund Annual Statement Parts I & II and a Capital Fund Amendment to the Annual Contributions Contract (ACC); and

Whereas, the Charlevoix Housing Commission board does hereby approve the Capital Fund Annual Statement for FY 2016 Parts I & II and the Capital Fund Program Amendment (25) for FY 2016.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of approving the Capital Fund Annual Statement for FY 2016 Parts I & II and the Capital Fund Program Amendment (25) for FY 2016 (copies of the documents are attached).

Motion by Commissioner \_\_\_\_\_

Support by Commissioner \_\_\_\_\_

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Laurie Crandall	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Abstention    \_\_\_\_\_ Absent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Utility Allowances  
**Date:** March 10, 2016  
**Presented By:** Julie Waterman, Executive Director  
**Attachments:** Proposed resolution

**Background Information:**

Every year the Housing Commission must establish the Utility Allowance for all tenant-paid utilities (electric) per its Admissions and Continued Occupancy Policy (page 25 section 13.6). Analysis of the past year's electricity consumption has been completed and the FYE 2017 figures have been determined. See the chart below for the current figures as well as the past numbers for comparison. Adoption of the current Utility Allowance requires a board resolution.

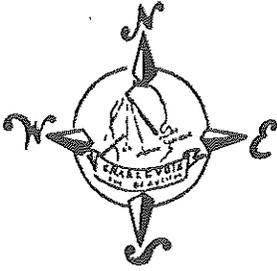
FYE	1 Bedroom	2 Bedroom
2004	\$13.00	\$17.00
2005	\$13.00	\$17.00
2006	\$13.00	\$17.00
2007	\$16.00	\$19.00
2008	\$19.00	\$24.00
2009	\$17.00	\$22.00
2010	\$17.00	\$22.00
2011	\$20.00	\$25.00
2012	\$18.00	\$24.00
2013	\$22.00	\$23.00
2014	\$28.00	\$31.00
2015	\$25.00	\$24.00
2016	\$26.00	\$26.00
2017	\$26.00	\$24.00

**Recommendation:**

Adopt by resolution the FYE 2017 figures for the Utility Allowances for one and two bedroom units at Pine River Place Apartments.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving FYE 2017 Utility Allowances

March 15, 2016      2016-05

Whereas, it is the Charlevoix Housing Commission's responsibility to follow federal regulations concerning its Public Housing program at Pine River Place Apartments; and

Whereas, the Admissions and Continued Occupancy Policy of the Charlevoix Housing Commission requires an annual update to the Utility Allowance; and

Whereas, the analysis of average utility usage per one and two bedroom units has been completed per federal regulation and the amounts are \$26.00 for a one bedroom unit and \$24.00 for a two bedroom unit; and

Whereas, the Charlevoix Housing Commission board resolves to set the Utility Allowances for FYE 2017 for one and two bedroom units at Pine River Place Apartments.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of setting the Utility Allowances for FYE 2017 for Pine River Place Apartments one bedroom apartments at \$26.00 and two bedroom units at \$24.00.

Motion by Commissioner \_\_\_\_\_

Support by Commissioner \_\_\_\_\_

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Laurie Crandall	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Abstention    \_\_\_\_\_ Absent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date