

**HOUSING COMMISSION:
CY2017 COMMISSION WORKPLAN SUBMITTAL**



Jurisdiction and Purpose:

It is necessary in the public interest to provide for the creation of a municipal corporation to be known as the Highland Park Housing Commission, in order to encourage, promote, and engage in the development of low and moderate-income housing, and undertake such land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, and sanitary dwellings. The Commission administers the City's Housing Trust Fund to provide financial resources for affordable housing activities and oversees the City's Inclusionary Housing Program and other housing initiatives.

2017 Workplan Objectives	Associated Funding Request
Continue the City Employer-Assisted Housing Program	\$9,170
Oversee property management (Evergreen and HODC) to ensure resident satisfaction and quality facility maintenance at the Housing Commission's affordable properties, including the ones they own, Peers, Ravinia and Sunset Woods rentals, and the one they operate, Walnut Place.	
Oversee Management Companies to ensure that construction and remodeling projects for the Commission's affordable properties incorporate energy-efficiency improvements and sustainable building practices to the greatest extent practicable, including completion of the Peers window and air-conditioning replacement project.	
Refinance Sunset Woods loan due in 2017.	
Administer the City's Affordable Housing Trust Fund and grant making program.	
Explore alternative financing opportunities for HC properties	
Investigate property tax exemption or abatement for Peers and Ravinia	

Commission Operating Expense Requests	Amount
Professional Services – Accounting Services and Minutetaker	\$6,700
Professional Development - conferences, outside meetings	0
Membership dues	\$375
Educational materials - books, journals, software, etc.	\$100
Business expense - food for 12 meetings, staff notary renewal, and other business expenses	\$1,200
Administration of Inclusionary Housing Unit Resale Process - appraisals for Inclusionary Housing units	\$250

2017 TOTAL REQUEST:	<u>\$17,795</u>
2016 BUDGET:	<u>\$15,545</u>

2016 Workplan Objectives

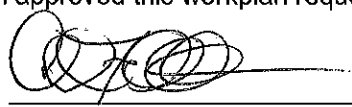
Status

Continue the City Employer-Assisted Housing Program.	On-going
Continue working with Evergreen Real Estate Services and the Housing Opportunity Development Corporation to assure resident satisfaction and development quality at the Housing Commission's affordable properties, including the ones they own, Peers, Ravinia and Sunset Woods rentals, and the one they operate, Walnut Place.	Management companies' contracts have both been renewed. Staff works closely with both agencies to ensure resident satisfaction and provides a conduit to Housing Commission.
Oversee Management Companies to assure that construction and remodeling projects for the Commission's affordable properties incorporate energy-efficiency improvements and sustainable building practices to the greatest extent possible, including implementation of the Peers window and air-conditioning replacement project.	Bid package for Peer window replacement project has been reviewed by legal counsel.
Assess whether to re-finance the Peers Senior Housing development.	To occur in fall.

2016 Additional Accomplishments

Staff qualified purchasers for the Sunset Woods affordable senior condominium building on behalf of the Sunset Woods Condominium Association.
Considered purchase proposal regarding Ravinia Housing Association parking area.
Consider the Inclusionary Housing Advisory Group's recommendations regarding the City's Inclusionary Housing Ordinance.
Continued coordination with HUD, Ravinia, and the City on parking lot lease agreement.
Refined bid documents for Peers Window Replacement project with edits and comments collected from legal counsel and in house staff review, in preparation for project bidding.
Conduct procurement process for Peer's window and air conditioning project

I certify that the Commission approved this workplan request by a vote of 6-0 on the date of October 5, 2016 for CY2017:

Commission Chair
Signature:  Date: 10/12/16