



AGENDA

11b

4814 Henry Street Norton Shores, Michigan 49741

DATE

2-4-2020 www.nortonshores.org

January 30, 2020

Council Meeting of February 4, 2020

Subject: Fair Housing Services Addendum

The Honorable Mayor
And
Members of the City Council

Ladies and Gentlemen:

The City of Norton Shores, along with the Cities of Muskegon and Muskegon Heights have utilized the services of the Fair Housing Center of West Michigan under a collaborative agreement since 2012. The current agreement was recently renewed last September for a three-year period, however, the amount provided for the cost of services was incorrect. Attached is an addendum with the corrected amount of \$16,830 for the three-year agreement. The funds are budgeted and will be covered by the Community Development Block Grant (CDBG) in Fiscal Years 2020, 2021, and 2022.

The Council is requested to consider adopting the attached resolution approving an addendum to the three-year agreement with the Fair Housing Center of West Michigan.

Respectfully submitted,

Mark C. Meyers (handwritten signature)

Mark C. Meyers
City Administrator

MCM/ad
Attachments

Table with 6 columns: Administration/City Clerk, Assessing Division, Building Division, Finance/Treasurer, Fire Prevention, Fire Department, Parks/Recreation, Planning/Zoning, Police Department, Public Works, Streets Division, Water/Sewer.

RESOLUTION

WHEREAS, the Community Development Block Grant (CDBG) program provides funding to assist communities with fair housing services to ensure the provisions of the Fair Housing Act are adhered to; and

WHEREAS, the Fair Housing Center of West Michigan has been providing fair housing services to the City of Norton Shores since 2012 under a collaborative agreement with the Cities of Muskegon and Muskegon Heights; and

WHEREAS, Norton Shores, Muskegon, and Muskegon Heights renewed the agreement with the Fair Housing Center of West Michigan in September 2019 for an additional three years; and

WHEREAS, an addendum is proposed to correct the total cost for services for the City of Norton Shores in the amount of \$16,830 for the three-year period of July 1, 2019 – June 30, 2022; and

NOW, THEREFORE, BE IT RESOLVED, that the Norton Shores City Council authorizes the Mayor to execute the addendum to the three-year agreement with the Fair Housing Center of West Michigan to provide fair housing services from July 1, 2019 to June 30, 2022.

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 4th of February 2020, the foregoing resolution was moved for adoption by Council Member _____. The motion was supported by Council Member _____.

Ayes:

Nays:

Shelly Stibitz, City Clerk



Internal Memo

January 30, 2020

TO: Mark C. Meyers, City Administrator
FROM: Anthony Chandler, Director of Administrative Services *AC*
SUBJECT: Fair Housing Services Agreement – ADDENDUM

In September 2019 the City of Norton Shores, City of Muskegon, and City of Muskegon Heights renewed a three-year agreement with the Fair Housing Center of West Michigan (FHCWM). Recently, the FHCWM was in the process of sending out the first invoice to the three communities when they realized the cost for services for Norton Shores and Muskegon Heights was inadvertently erroneous.

The correct total cost share for Norton Shores is \$16,830 and the correct total cost share for Muskegon Heights is \$7,140. As you can see, the two amounts were assessed by mistake to the wrong community in the original agreement. The FHCWM has provided an addendum to the three-year agreement with the corrected amounts. Funding for these services is budgeted and will be paid from CDBG funds in FY 2020, 2021, and 2022 (\$5,610 per FY).

Attached is a copy of the addendum and a resolution for consideration by City Council.

FAIR HOUSING SERVICES CONTRACT ADDENDUM 2019-2022

Fair Housing Center of West Michigan

An Agreement for Fair Housing Services was made by and between the **Fair Housing Center of West Michigan** (hereinafter the "FHCWM"), a Michigan non-profit corporation with its principal offices located at 20 Hall Street SE, Grand Rapids, MI 49507 and Cities of Muskegon, Muskegon Heights and Norton Shores (hereinafter the "Cities") on September 16th, 2019 hereinafter referred to as the "original stated contract".

Whereas, it has come to the attention of the parties to the original stated contract that contract amounts for the City of Muskegon Heights and the City of Norton Shores were transposed.

Therefore, the parties wish to correct the error by substituting a new Section V. Compensation for the Section IV. Compensation contained in the original stated contract. The new Section V. Compensation should read as follows:

V. COMPENSATION

For the performance of the activities under this Agreement, the Cities hereby agree to pay the FHCWM the total amount of \$51,000.00 (fifty one thousand dollars) throughout the three year Term of the contract. The total amounts are subject to change if funding sources substantially diminish from HUD and/or other funding sources arise to substantially cover the Muskegon County area. However, such modifications must be proposed at least 30 days prior to their effective date, mutually agreed upon by all parties, and incorporated into written amendments to this contract. Under no circumstances will compensation be reduced for work or services provided pursuant to this Contract that have been performed in a timely and satisfactory manner.

Agreement Activities Timelines and Costs		
Activities	Timeframe	Amount
A, B, C	Year 1: July 1, 2019 – June 30, 2020	\$12,000.00
D	Year 1: July 1, 2019 – June 30, 2020	\$ 5,000.00
A, B, C	Year 2: July 1, 2020 – June 30, 2021	\$12,000.00
D	Year 2: July 1, 2020 – June 30, 2021	\$ 5,000.00
A, B, C	Year 3: July 1, 2021 – June 30, 2022	\$12,000.00
D	Year 3: July 1, 2021 – June 30, 2022	\$ 5,000.00
TOTAL		\$51,000.00

The municipalities share of the total is based upon the following agreed upon percentages of the total:

Municipality	Percentage	Share of Contract Total	Year 1 Total	Year 2 Total	Year 3 Total
City of Muskegon	53%	\$27,030	\$9,010	\$9,010	\$9,010
City of Norton Shores	33%	\$16,830	\$5,610	\$5,610	\$5,610
City of Muskegon Heights	14%	\$7,140	\$2,380	\$2,380	\$2,380
TOTAL	100%	\$51,000.00	\$17,000.00	\$17,000.00	\$17,000.00

FAIR HOUSING SERVICES CONTRACT ADDENDUM 2019-2022

Fair Housing Center of West Michigan

The FHCWM will submit invoices to each of the municipalities with each of its six (6) bi-annual reports reflecting the amount due for services rendered during each six-month reporting period. The schedule of payments is as follows:

Reporting Period		Municipality	Agreement Activities Rendered	Timeframe	Amount
Year 1	Report 1 Due Jan. 15, 2020	City of Muskegon	A, B, C and D	July 1, 2019 - December 31, 2019	\$4,505
		City of Norton Shores	A, B, C and D	July 1, 2019 - December 31, 2019	\$2,805
		City of Muskegon Heights	A, B, C and D	July 1, 2019 - December 31, 2019	\$1,190
	Report 2 Due Jul. 15, 2020	City of Muskegon	A, B, C and D	January 1, 2020 - June 30, 2020	\$4,505
		City of Norton Shores	A, B, C and D	January 1, 2020 - June 30, 2020	\$2,805
		City of Muskegon Heights	A, B, C and D	January 1, 2020 - June 30, 2020	\$1,190
Year 2	Report 3 Due Jan. 15, 2021	City of Muskegon	A, B, C and D	July 1, 2020 - December 31, 2020	\$4,505
		City of Norton Shores	A, B, C and D	July 1, 2020 - December 31, 2020	\$2,805
		City of Muskegon Heights	A, B, C and D	July 1, 2020 - December 31, 2020	\$1,190
	Report 4 Due Jul. 15, 2021	City of Muskegon	A, B, C and D	January 1, 2021 - June 30, 2021	\$4,505
		City of Norton Shores	A, B, C and D	January 1, 2021 - June 30, 2021	\$2,805
		City of Muskegon Heights	A, B, C and D	January 1, 2021 - June 30, 2021	\$1,190
Year 3	Report 5 Due Jan. 15, 2022	City of Muskegon	A, B, C and D	July 1, 2021 - December 31, 2021	\$4,505
		City of Norton Shores	A, B, C and D	July 1, 2021 - December 31, 2021	\$2,805
		City of Muskegon Heights	A, B, C and D	July 1, 2021 - December 31, 2021	\$1,190
	Report 6 Due Jul. 15, 2022	City of Muskegon	A, B, C and D	January 1, 2022 - June 30, 2022	\$4,505
		City of Norton Shores	A, B, C and D	January 1, 2022 - June 30, 2022	\$2,805
		City of Muskegon Heights	A, B, C and D	January 1, 2022 - June 30, 2022	\$1,190

FAIR HOUSING SERVICES CONTRACT ADDENDUM 2019-2022

Fair Housing Center of West Michigan

The parties reaffirm that no other terms or conditions of the above mentioned original stated contract have been modified or amended by this addendum.

APPROVAL AND SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

CITY OF MUSKEGON

By: _____

Date: _____

CITY OF MUSKEGON HEIGHTS

By: _____

Date: _____

CITY OF NORTON SHORES

By: _____

Date: _____

FAIR HOUSING CENTER OF WEST MICHIGAN

By: _____
Nancy Haynes, Executive Director

Date: _____

FAIR HOUSING SERVICES PROPOSAL 2019-2022

Fair Housing Center of West Michigan

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D	Year 2: July 1, 2020 – June 30, 2021	\$ 5,000.00
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TOTAL		\$51,000.00

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City of Norton Shores	14%	\$7,140	\$2,380	\$2,380	\$2,380
TOTAL	100%	\$51,000.00	\$17,000.00	\$17,000.00	\$17,000.00