



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, December 1, 2017 at 8:00 A.M.

LOCATION:
SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

December 1, 2017

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NOTICE OF MEETING CANCELATION

**THE TRAVERSE CITY HOUSING COMMISSION HAS CANCELED
ITS REGULAR MEETING ORIGINALLY SCHEDULED FOR THIS
FRIDAY, NOVEMBER 17, 2017 AT 8:00 A.M.**

**THIS MEETING HAD BEEN SCHEDULED TO MEET IN THE
SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER
400 BOARDMAN AVENUE, TRAVERSE CITY, MICHIGAN, 49684**

POSTED: NOVEMBER 13, 2017

**NEXT MEETING:
Friday, December 1, 2017 at 8:00 A.M.**



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, DECEMBER 1, 2017 AT 8:00 A.M.**

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684
(231) 995-5150

POSTED: NOVEMBER 29, 2017

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.

AGENDA

I CALL TO ORDER & ROLL CALL

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV CONSENT AGENDA

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Agenda be removed from and placed elsewhere on the agenda for full discussion. Such requests will automatically be respected. If an item is not removed from the Consent Agenda the action noted on the Agenda is approved by a single Commission action adopting the Consent Agenda (*all items on the Consent Agenda are printed in italics*).

- A. *Consideration of Approval of October 27, 2017 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for October 2017 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for November 2017 – Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for October 2017 – Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meetings: November 10, 2017
- B. Governance Committee Meeting: November 16, 2017
- C. Resident Advisory Board Meeting: November 9, 2017

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: November
- B. Family Self-Sufficiency (FSS) Program Report: November
- C. Resident Council Report: November/Election Update

VII OLD BUSINESS

- A. 2018 Consolidated Budget: Review
- B. TCHC Policy Review Schedule: Review
- C. TCHC Human Resources Policy & Procedures Manual: Update
- D. TCHC Smoke Free Policy: Update
- E. Executive Director Review: Update on Goals
- F. RTRC Memorandum of Understanding: Update
- G. New Commissioner Committee Assignments

VIII NEW BUSINESS

- A. Memorandum to Approve Affordable Housing Development Training Agenda
- B. Resolution to Adopt 2018 Calendar of Meetings: Action Required
- C. Resolution to Adopt Succession Plan/Policy: Action Required
- D. Memorandum on the Admission and Continued Occupancy Policy: No Action Required
- E. Resolution on the Disposition of Obsolete Property: Action Required
- F. Resolution on the Removal of Bad Debts/Doubtful Accounts: Action Required

IX CORRESPONDENCE

- A. November 22, 2017 E-Mail from Coan & Lyons, Attorneys at Law

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Study Session on December 19, 2017 at 8:30 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

October 27, 2017 Regular Meeting Minutes

Schedule of Disbursements for October 2017 for Public Housing & HCV Section 8 Programs

Payment of Invoices for November 2017

Financial Statements for October 2017

DRAFT Meeting Minutes of the Traverse City Housing Commission

September 27, 2017

The Regular Meeting of the Traverse City Housing Commission was called to order by Vice President Kay Serratelli at the Government Center – Second Floor Committee Room, 400 Boardman, Traverse City, Michigan at 8:02 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli, Brian Haas, Jim Friend, and Heather Lockwood (9:07 A.M.). President Andy Smits was excused.

Staff: Tony Lentych, Executive Director, Michelle Reardon, Deputy Director.

Residents: Norma Loper, Jo Simerson, Ellen Corcoran and Betty Osborn.

Vice President Serratelli welcomed the new commission members and invited them to introduce themselves and say a few words. Commissioner Friend then introduced himself and spoke about his long interest in public housing. Commissioner Lockwood introduced herself and spoke about her long ties to the Traverse City community.

II APPROVAL OF AGENDA

Commissioner Haas moved (Serratelli support) to accept the agenda as presented. The motion was unanimously approved.

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Haas moved (Friend support) to approve the Consent Agenda as presented. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the September 29, 2017 Regular Commission Meeting.
- B. Schedule of Disbursements for September 2017 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for October 2017.
- D. Financial Statements for September 2017.

V COMMITTEE REPORTS

- A. The meeting minutes from the October 20, 2017 Executive Committee meeting were presented. There was no discussion.
- B. The meeting minutes from the October 19, 2017 Governance Committee meeting were presented. Staff announced that there would be a meeting on November 15, 2017 in the Riverview Terrace Community Room where potential designs for the proposed Riverwalk will be presented and discussed.

VI STAFF AND PROGRAM REPORTS

- A. Staff presented the Executive Director's October Report and made some brief comments. There was a brief discussion on selected items.
- B. Staff presented the October Family Self-Sufficiency Report. The 2018 FSS Grant application is pending.
- C. The October 2017 Resident Council Report was presented. There was a brief discussion on the current status of the Council and its upcoming elections.

VII OLD BUSINESS

- A. The 2017 & 2018 Consolidated Budget was presented and reviewed. ED Lentych noted that the budget is on target at the close of the 1st Quarter.
- B. TCHC Policy Review Schedule was presented.
- C. The TCHC Human Resources Policy & Procedure Manual is with our HR attorney for review and will be distributed to staff upon completion of this review.
- D. Staff presented a memo regarding the Smoke Free Policy activities from the past month. There was a brief discussion.
- E. Staff presented a memo and attachments regarding progress on the Executive Director Goals and requested feedback on the proposed agenda for the Affordable Housing Development Training. There was a brief discussion. Commissioner Haas moved (Lockwood support) to direct staff to plan and advertise this training to the public as an educational opportunity using PHA dollars. The motion was unanimously approved.
- F. There is no update on the RTRC Memorandum of Understanding.

VIII NEW BUSINESS

- A. Staff presented a memo regarding the new Admissions and Continued Occupancy Policy. There was a brief discussion. There will be several opportunities to review the changes to this document including a Resident Advisory Board meeting on November 9, 2017 at 10:00 A.M. (RVT Community Room), the regular meeting of the TCHC Board on November 17, 2017 at 8:00 A.M. (Governmental Center), and a public hearing on December 5, 2017 at 11:00 A.M. (RVT Community Room).
- B. After a brief presentation and discussion, Commissioner Haas moved (Friend support) to adopt the Resolution on the Public Housing Flat Rent Schedule.

Roll call

Friend	Yes
Serratelli	Yes
Haas	Yes
Lockwood	Yes
Smits	Absent

The resolution was adopted unanimously.

- C. After a presentation by staff, Commissioner Haas moved (Lockwood support) to adopt the Resolution on the Rent Collection policy.

Roll call

Serratelli	Yes
Haas	Yes
Lockwood	Yes

Friend	Yes
Smits	Absent

The resolution was adopted unanimously.

- D. Staff presented a memo on area Public Housing Authorities. After a brief discussion Lockwood moved (Haas support) to authorize staff to pursue communication with Housing Authorities in the region for possible coordination of services. The motion was unanimously adopted.
- E. Staff presented a memo regarding and Incentive-Based Compensation Plan. There was a brief discussion and consensus that ED Lentych will further develop the survey tool and present it for discussion to the Governance Committee in November.
- F. Staff presented a memo regarding a request for a Temporary Waiver of Personal/Annual Leave Rules. Commissioner Haas moved (Lockwood support) to authorize a 90-day waiver of the personal leave rule to allow the carryover and use of the personal leave in the first quarter of 2018. The motion was unanimously approved.

IX CORRESPONDENCE

Two items of correspondence were presented and accepted.

X PUBLIC COMMENT

General comments: Norma Loper.

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

Commissioner Hass moved (Lockwood support) to adjourn. The motion was unanimously approved and Vice President Serratelli closed the meeting at 9:25 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Kay Serratelli, Vice President

Time: 11:34:12

Check Register Summary Report

Chemical Bank

From: 10/01/2017 To: 10/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
10/03/2017	EFT	U.S. Dept. of HUD		5,580.00	41,403.51
10/03/2017	EFT	U.S. Dept. of HUD		370.00	41,773.51
10/03/2017	EFT	U.S. Dept. of HUD		19,552.00	61,325.51
10/03/2017	EFT	T Mobile		2,266.00	63,591.51
10/03/2017	DEP			24,091.92	87,683.43
10/04/2017	DEP			6,685.00	94,368.43
10/04/2017	DEP			385.00	94,753.43
10/06/2017	DEP			7,663.66	102,417.09
10/09/2017	037490	Spectrum Business	259.96		102,157.13
10/09/2017	037491	All American Investment Group	9,150.00		93,007.13
10/09/2017	037492	Grand Traverse County DPW	483.00		92,524.13
10/09/2017	037493	Dolly's Best Inc.	1,800.00		90,724.13
10/09/2017	037494	City of Traverse City, Treasurer's	369.46		90,354.67
10/09/2017	037495	City of Traverse City, Treasurer's	350.00		90,004.67
10/09/2017	037496	City Of Traverse City	9,422.05		80,582.62
10/09/2017	037497	Verizon Wireless	94.56		80,488.06
10/09/2017	037498	Spectrum Business	3,163.62		77,324.44
10/09/2017	037499	A T & T	243.13		77,081.31
10/09/2017	037500	McCardel Water Conditioning	8.00		77,073.31
10/09/2017	037501	Housing Authority Accounting	1,099.41		75,973.90
10/09/2017	037502	Thomas P. Licavoli	1,670.00		74,303.90
10/09/2017	037503	Grand Traverse Cty. Treasurer	46.17		74,257.73
10/09/2017	037504	Aflac	188.88		74,068.85
10/09/2017	037505	Total Attention	1,015.00		73,053.85
10/09/2017	037506	MailFinance	149.85		72,904.00
10/09/2017	037507	Phada	645.00		72,259.00
10/09/2017	037508	Integrated Payroll Services, Inc.	157.35		72,101.65
10/09/2017	037509	D & W Mechanical	817.07		71,284.58
10/09/2017	037510	Flex Administrators, Inc.	75.00		71,209.58
10/09/2017	037511	Ace Hardware	56.14		71,153.44
10/09/2017	037512	Wilmar	410.59		70,742.85
10/09/2017	037513	Charles Edwards	251.64		70,491.21
10/09/2017	037514	David Gourlay	86.89		70,404.32
10/09/2017	037515	Great Lakes Business Systems, Inc.	336.59		70,067.73
10/09/2017	037516	State of Michigan	445.00		69,622.73
10/10/2017	ADJST	Alisa Kroupa	1,262.74		68,359.99
10/10/2017	ADJST	Anthony Lentych	2,348.06		66,011.93
10/10/2017	ADJST	Michelle Reardon	1,392.85		64,619.08
10/10/2017	ADJST	Angela N. Szabo	777.05		63,842.03
10/10/2017	ADJST	Joseph Battaglia	284.37		63,557.66

Traverse City Housing Commission
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Chemical Bank
From: 10/01/2017 To: 10/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
10/10/2017	ADJST	Charles Edwards	904.03		62,653.63
10/10/2017	ADJST	David Gourlay	1,004.82		61,648.81
10/10/2017	ADJST	Benjamin Weston	476.39		61,172.42
10/10/2017	EFT	Principal Life Insurance Co.	725.76		60,446.66
10/10/2017	037517	City Of Traverse City	113.50		60,333.16
10/10/2017	037518	DTE ENERGY	13.50		60,319.66
10/10/2017	037519	Cardmember Service	1,494.10		58,825.56
10/10/2017	037520	Leah Marino-Fitch	2,946.16		55,879.40
10/10/2017	037521	Holiday Fleet	9.88		55,869.52
10/11/2017	DEP			1,453.00	57,322.52
10/12/2017	DEP			161.00	57,483.52
10/12/2017	DEP			20.00	57,503.52
10/13/2017	EFT	Internal Revenue Service	2,758.91		54,744.61
10/19/2017	037522	Priscilla Townsend	226.00		54,518.61
10/20/2017	EFT	State of Michigan	810.57		53,708.04
10/20/2017	ADJST	Chemical Bank	10.00		53,698.04
10/20/2017	ADJST			(441.00)	53,257.04
10/23/2017	037523	City Of Traverse City	80.10		53,176.94
10/23/2017	037524	DTE ENERGY	30.90		53,146.04
10/24/2017	ADJST	Alisa Kroupa	1,262.74		51,883.30
10/24/2017	ADJST	Anthony Lentych	2,348.06		49,535.24
10/24/2017	ADJST	Michelle Reardon	1,392.85		48,142.39
10/24/2017	ADJST	Angela N. Szabo	777.05		47,365.34
10/24/2017	ADJST	Joseph Battaglia	123.83		47,241.51
10/24/2017	ADJST	Charles Edwards	851.40		46,390.11
10/24/2017	ADJST	Benjamin Weston	409.85		45,980.26
10/24/2017	ADJST	David Gourlay	1,004.81		44,975.45
10/24/2017	EFT	Principal Life Insurance Co.	725.76		44,249.69
10/24/2017	EFT	U.S. Dept. of HUD		6,559.52	50,809.21
10/25/2017	DEP			2,548.38	53,357.59
10/27/2017	EFT	Internal Revenue Service	2,657.59		50,700.00
10/27/2017	037525	Vision Service Plan	102.87		50,597.13
10/27/2017	037526	Integrated Payroll Services, Inc.	104.90		50,492.23
10/27/2017	037527	Priority Health	6,292.39		44,199.84
10/27/2017	037528	Housing Data Systems	3,890.00		40,309.84
10/27/2017	037529	Environmental Pest Control	270.00		40,039.84
10/27/2017	037530	City Of Traverse City	7,738.62		32,301.22
10/27/2017	037531	Staples Business Advantage	160.54		32,140.68
10/27/2017	037532	Safety Net	649.00		31,491.68
10/27/2017	037533	A T & T	240.05		31,251.63

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Chemical Bank
From: 10/01/2017 To: 10/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
10/27/2017	037534	Wolverine Power Systems	350.00		30,901.63
10/27/2017	037535	Riverview Terrace Resident Council	100.00		30,801.63
10/27/2017	037536	Kuhn Rogers PLC	682.00		30,119.63
10/27/2017	037537	Guardian Medical Monitoring	14.95		30,104.68
10/27/2017	037538	Republic Services #239	711.38		29,393.30
10/27/2017	037539	AmRent	70.80		29,322.50
10/27/2017	037540	CynergyComm.net,Inc	12.95		29,309.55
10/27/2017	037541	Home Depot Credit Services	392.42		28,917.13
10/27/2017	037542	Thomas P. Licavoli	1,770.00		27,147.13
10/27/2017	037543	SAM'S CLUB	387.57		26,759.56
10/27/2017	037544	DTE ENERGY	124.11		26,635.45
10/27/2017	037545	Allen Supply	169.91		26,465.54
10/27/2017	037546	Kendall Electric Inc	104.34		26,361.20
10/27/2017	037547	Eric Weir	720.00		25,641.20
10/27/2017	037548	The Trophy Trolley Inc.	33.00		25,608.20
10/27/2017	037549	Grand Traverse County	46.17		25,562.03
10/27/2017	037550	Koorsen Fire & Security	458.12		25,103.91
10/27/2017	037551	Save Carpet USA	1,981.00		23,122.91
10/27/2017	037552	City Of Traverse City	369.46		22,753.45
10/27/2017	037553	Nan McKay & Associates Inc	448.00		22,305.45
10/27/2017	037554	Networks Northwest	50.00		22,255.45
10/27/2017	037555	Wilmar	351.42		21,904.03
10/27/2017	037556	Ace Hardware	34.96		21,869.07
10/27/2017	037557	Cardmember Service	1,436.61		20,432.46
10/30/2017	DEP			309.00	20,741.46
10/30/2017	DEP			373.00	21,114.46
10/30/2017	EFT	Principal Life Insurance Co.	11,244.93		9,869.53
10/31/2017	DEP			7,534.00	17,403.53
10/31/2017	ADJST	Chemical Bank		18.78	17,422.31
10/31/2017	EFT	Principal Life Insurance Co.	550.00		16,872.31
Total:			104,080.46	85,129.26	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2017 To: 10/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
10/02/2017	EFT	U.S. Dept. of HUD		7,022.00	145,343.38
10/02/2017	EFT	U.S. Dept. of HUD		84,601.00	229,944.38
10/02/2017	ADJST	PNC Bank	60.55		229,883.83
10/02/2017	000201	Jeana Aiken	473.00		229,410.83
10/02/2017	000201	Dustin Ansorge	1,164.00		228,246.83
10/02/2017	000201	Ayers Investment Properties LLC	558.00		227,688.83
10/02/2017	000201	Brad Barnes	487.00		227,201.83
10/02/2017	000201	Bay Front Apartments	320.00		226,881.83
10/02/2017	000201	Bay Hill Housing LDHALP	2,983.00		223,898.83
10/02/2017	000201	Bay Hill II	7,665.00		216,233.83
10/02/2017	000201	Bellaire Senior Apartments	248.00		215,985.83
10/02/2017	000201	Brookside Commons LDHA, LP	2,066.00		213,919.83
10/02/2017	000201	Irma Jean Brownley	465.00		213,454.83
10/02/2017	000201	Rebecca Carmien	339.00		213,115.83
10/02/2017	000201	Carson Square	6,097.00		207,018.83
10/02/2017	000201	Central Lake Townhouses	421.00		206,597.83
10/02/2017	000201	Cherrywood Village Farms, Inc.	2,302.00		204,295.83
10/02/2017	000201	Douglas A. Chichester	628.00		203,667.83
10/02/2017	000201	Cycle-Paths LLC.	509.00		203,158.83
10/02/2017	000201	Jack V. Dean	421.00		202,737.83
10/02/2017	000201	Eden Brook LLC	904.00		201,833.83
10/02/2017	000201	Shirley Farrell	833.00		201,000.83
10/02/2017	000201	Five P Enterprises, LLC	485.00		200,515.83
10/02/2017	000201	Rent Leelanau, LLC	756.00		199,759.83
10/02/2017	000201	Lisa Forbes	527.00		199,232.83
10/02/2017	000201	Mabel Foust	908.00		198,324.83
10/02/2017	000201	Dale E. French	91.00		198,233.83
10/02/2017	000201	French Quarter Apts.	110.00		198,123.83
10/02/2017	000201	Michael Glowacki	652.00		197,471.83
10/02/2017	000201	David Grzesiek	394.00		197,077.83
10/02/2017	000201	Habitat for Humanity	94.00		196,983.83
10/02/2017	000201	Harbour Ridge Apts	1,364.00		195,619.83
10/02/2017	000201	Heartwood Enterprises	775.00		194,844.83
10/02/2017	000201	Hillview Terrace	1,187.00		193,657.83
10/02/2017	000201	Josh Hollister	411.00		193,246.83
10/02/2017	000201	HomeStretch	3,370.00		189,876.83
10/02/2017	000201	Caroline Hupp	89.00		189,787.83
10/02/2017	000201	Joseph and Marion Fasel	700.00		189,087.83
10/02/2017	000201	Donna Kalchik	313.00		188,774.83
10/02/2017	000201	Jim Kidder	353.00		188,421.83

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2017 To: 10/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
10/02/2017	000201	Bruce W. Korson	365.00		188,056.83
10/02/2017	000201	Lake Pointe Acquisitions LLC.	115.00		187,941.83
10/02/2017	000201	Sidney Lammers	372.00		187,569.83
10/02/2017	000201	John J. Lewis	758.00		186,811.83
10/02/2017	000201	Don E. Lint	459.00		186,352.83
10/02/2017	000201	Juan Maldonado	314.00		186,038.83
10/02/2017	000201	Meadowrun-Mancelona Rd 207 LHDA	325.00		185,713.83
10/02/2017	000201	Robert J. Mork	379.00		185,334.83
10/02/2017	000201	Oak Park Apts	1,523.00		183,811.83
10/02/2017	000201	Oak Terrace Apts	550.00		183,261.83
10/02/2017	000201	Gerald Oliver Revocable Trust	729.00		182,532.83
10/02/2017	000201	Daniel G. Pohlman	1,615.00		180,917.83
10/02/2017	000201	Douglas L. Porter	390.00		180,527.83
10/02/2017	000201	Punta Gorda Housing Authority	1,000.38		179,527.45
10/02/2017	000201	Timothy Rice	493.00		179,034.45
10/02/2017	000201	Singkhan Sina Riddell	389.00		178,645.45
10/02/2017	000201	John Sarya	600.00		178,045.45
10/02/2017	000201	Eldon Schaub	401.00		177,644.45
10/02/2017	000201	Mike & Melissa Schichtel	644.00		177,000.45
10/02/2017	000201	Gerald Sieggreen	693.00		176,307.45
10/02/2017	000201	SILVER SHORES MHC	977.00		175,330.45
10/02/2017	000201	Douglas & Julia Slack	333.00		174,997.45
10/02/2017	000201	22955 Investments LLC	3,370.00		171,627.45
10/02/2017	000201	Carl Sumner	535.00		171,092.45
10/02/2017	000201	Traverse City Property Management	439.00		170,653.45
10/02/2017	000201	TCR Investments, LLC	568.00		170,085.45
10/02/2017	000201	Wendy Teagan	475.00		169,610.45
10/02/2017	000201	TEAMCO PROPERTIES	653.00		168,957.45
10/02/2017	000201	TOS Holdings, LLC	766.00		168,191.45
10/02/2017	000201	Tradewinds Terrace Apts	252.00		167,939.45
10/02/2017	000201	Village Glen Apartments	6,473.00		161,466.45
10/02/2017	000201	Village View Housing LHDA LP	867.00		160,599.45
10/02/2017	000201	Village Woods	704.00		159,895.45
10/02/2017	000201	Woda Boardman Lake LDHA.LP	2,879.00		157,016.45
10/02/2017	000201	Woodland Shores Properties, LLC	344.00		156,672.45
10/02/2017	000201	Woodmere Ridge Apartments LDHA	3,959.00		152,713.45
10/02/2017	000201	Theodore V. Zachman	774.00		151,939.45
10/02/2017	000201	Ann Zenner	549.00		151,390.45
10/02/2017	000201	Barb Zupin	1,032.00		150,358.45
10/02/2017	000202	Elizabeth Beckett	374.00		149,984.45

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2017 To: 10/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
10/02/2017	000202	Zachary Duell	1,840.00		148,144.45
10/02/2017	000202	Nancy Irish	702.00		147,442.45
10/02/2017	023020	Elizabeth Beckett	374.00		147,068.45
10/02/2017	023020	**VOID** Elizabeth Beckett	(374.00)		147,442.45
10/02/2017	023021	Zachary Duell	1,840.00		145,602.45
10/02/2017	023021	**VOID** Zachary Duell	(1,840.00)		147,442.45
10/02/2017	023022	Nancy Irish	702.00		146,740.45
10/02/2017	023022	**VOID** Nancy Irish	(702.00)		147,442.45
10/02/2017	023023	Maret Sabourin	525.00		146,917.45
10/06/2017	DEP			100.00	147,017.45
10/10/2017	023024	DTE ENERGY	146.60		146,870.85
10/25/2017	DEP			300.00	147,170.85
10/27/2017	023025	Traverse City Housing Commission	5,637.13		141,533.72
10/27/2017	023026	Chase Bank	2,262.00		139,271.72
10/27/2017	023027	Blarney Castle Oil Co.	48.30		139,223.42
10/27/2017	023028	Cherryland Electric Cooperative	32.70		139,190.72
10/27/2017	023029	City Of Traverse City	340.50		138,850.22
10/27/2017	023030	DTE ENERGY	349.50		138,500.72
Total:			91,843.66	92,023.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 11/01/2017 To: 11/22/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2017	DEP			3,166.00	20,038.31
11/02/2017	EFT	T Mobile		2,266.00	22,304.31
11/02/2017	DEP			11,994.05	34,298.36
11/03/2017	EFT	U.S. Dept. of HUD		5,584.50	39,882.86
11/03/2017	EFT	U.S. Dept. of HUD		19,992.50	59,875.36
11/03/2017	DEP			11,126.00	71,001.36
11/06/2017	DEP			11,516.84	82,518.20
11/07/2017	ADJST	Alisa Kroupa	1,262.74		81,255.46
11/07/2017	ADJST	Anthony Lentych	2,348.06		78,907.40
11/07/2017	ADJST	Michelle Reardon	1,392.85		77,514.55
11/07/2017	ADJST	Angela N. Szabo	777.05		76,737.50
11/07/2017	ADJST	Joseph Battaglia	238.83		76,498.67
11/07/2017	ADJST	Charles Edwards	974.21		75,524.46
11/07/2017	ADJST	David Gourlay	1,004.82		74,519.64
11/07/2017	ADJST	Benjamin Weston	320.47		74,199.17
11/07/2017	EFT	Principal Life Insurance Co.	725.76		73,473.41
11/10/2017	037558	Sherwin Williams Co.	333.90		73,139.51
11/10/2017	037559	Aflac	188.88		72,950.63
11/10/2017	037560	Total Attention	2,740.00		70,210.63
11/10/2017	037561	Housing Data Systems	145.00		70,065.63
11/10/2017	037562	Guardian Medical Monitoring	14.95		70,050.68
11/10/2017	037563	Republic Services #239	438.06		69,612.62
11/10/2017	037564	Kuhn Rogers PLC	834.00		68,778.62
11/10/2017	037565	Neopost	217.99		68,560.63
11/10/2017	037566	McCardel Water Conditioning	39.00		68,521.63
11/10/2017	037567	CynergyComm.net,Inc	9.92		68,511.71
11/10/2017	037568	AmRent	88.50		68,423.21
11/10/2017	037569	City Of Traverse City	337.21		68,086.00
11/10/2017	037570	Grand Traverse County DPW	483.00		67,603.00
11/10/2017	037571	City Of Traverse City	369.46		67,233.54
11/10/2017	037572	Traverse City Record Eagle	93.67		67,139.87
11/10/2017	037573	DeWeese Hardware	47.67		67,092.20
11/10/2017	037574	Great Lakes Business Systems, Inc.	218.63		66,873.57
11/10/2017	037575	Barton Carroll's Inc	1,950.00		64,923.57
11/10/2017	037576	A T & T	261.05		64,662.52
11/10/2017	037577	Housing Authority Accounting	1,099.41		63,563.11
11/10/2017	037578	Traverse City Area Chamber of	175.00		63,388.11
11/10/2017	037579	Engineered Protection Systems Inc	123.54		63,264.57
11/10/2017	037580	Northwest Lock, Inc.	45.00		63,219.57
11/10/2017	037581	Traverse Outdoor	93.00		63,126.57

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 11/01/2017 To: 11/22/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
11/10/2017	037582	Spectrum Business	3,264.77		59,861.80
11/10/2017	037583	Verizon Wireless	92.37		59,769.43
11/10/2017	037584	Thomas P. Licavoli	600.00		59,169.43
11/10/2017	037585	D & W Mechanical	775.40		58,394.03
11/10/2017	037586	Koorsen Fire & Security	149.63		58,244.40
11/10/2017	037587	Stricker's Outdoor Power Equipment	198.35		58,046.05
11/10/2017	037588	Charles Edwards	280.80		57,765.25
11/13/2017	EFT	Internal Revenue Service	2,712.04		55,053.21
11/14/2017	DEP			3,649.00	58,702.21
11/14/2017	DEP			300.00	59,002.21
11/14/2017	037589	Thomas P. Licavoli	1,770.00		57,232.21
11/14/2017	037590	A T & T	242.00		56,990.21
11/14/2017	037591	DTE ENERGY	814.82		56,175.39
11/14/2017	037592	Advantage Electric, LLC	95.79		56,079.60
11/14/2017	037593	Koorsen Fire & Security	57.90		56,021.70
11/14/2017	037594	Environmental Pest Control	450.00		55,571.70
11/14/2017	037595	David Gourlay	65.07		55,506.63
11/14/2017	037596	Dolly's Best Inc.	80.00		55,426.63
11/14/2017	037597	Kendall Electric Inc	775.70		54,650.93
11/14/2017	037598	Ace Hardware	52.85		54,598.08
11/14/2017	037599	SAM'S CLUB	401.95		54,196.13
11/14/2017	037600	Home Depot Credit Services	227.88		53,968.25
11/14/2017	037601	City Of Traverse City	131.80		53,836.45
11/14/2017	037602	DTE ENERGY	37.20		53,799.25
11/14/2017	037603	Michelle Reardon	238.51		53,560.74
11/14/2017	037604	First Contracting, Inc.	6,559.52		47,001.22
11/17/2017	037524	**VOID** DTE ENERGY	(30.90)		47,032.12
11/20/2017	EFT	State Of Michigan	781.59		46,250.53
11/20/2017	DEP		1,136.88		45,113.65
11/20/2017	DEP		146.05		44,967.60
11/21/2017	ADJST	Alisa Kroupa	1,262.74		43,704.86
11/21/2017	ADJST	Anthony Lentych	2,348.06		41,356.80
11/21/2017	ADJST	Michelle Reardon	1,392.85		39,963.95
11/21/2017	ADJST	Angela N. Szabo	777.04		39,186.91
11/21/2017	ADJST	Joseph Battaglia	277.17		38,909.74
11/21/2017	ADJST	Charles Edwards	974.21		37,935.53
11/21/2017	ADJST	David Gourlay	1,004.82		36,930.71
11/21/2017	ADJST	Benjamin Weston	563.37		36,367.34
11/21/2017	EFT	Principal Life Insurance Co.	725.76		35,641.58

Total:

50,825.62

69,594.89

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 11/01/2017 To: 11/22/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2017	EFT	PNC Bank	60.90		138,439.82
11/01/2017	EFT	U.S. Dept. of HUD		7,354.00	145,793.82
11/01/2017	EFT	U.S. Dept. of HUD		30,237.00	176,030.82
11/01/2017	000204	TC Commons I LDHA, LLC	263.00		175,767.82
11/01/2017	000204	Jeana Aiken	473.00		175,294.82
11/01/2017	000204	Dustin Ansorge	1,164.00		174,130.82
11/01/2017	000204	Ayers Investment Properties LLC	575.00		173,555.82
11/01/2017	000204	Brad Barnes	487.00		173,068.82
11/01/2017	000204	Bay Front Apartments	320.00		172,748.82
11/01/2017	000204	Bay Hill Housing LDHALP	3,373.00		169,375.82
11/01/2017	000204	Bay Hill II	6,842.00		162,533.82
11/01/2017	000204	Elizabeth Beckett	288.00		162,245.82
11/01/2017	000204	Bellaire Senior Apartments	248.00		161,997.82
11/01/2017	000204	Brookside Commons LDHA, LP	2,052.00		159,945.82
11/01/2017	000204	Irma Jean Brownley	465.00		159,480.82
11/01/2017	000204	Rebecca Carmien	331.00		159,149.82
11/01/2017	000204	Carson Square	6,097.00		153,052.82
11/01/2017	000204	Central Lake Townhouses	421.00		152,631.82
11/01/2017	000204	Cherrywood Village Farms, Inc.	2,302.00		150,329.82
11/01/2017	000204	Douglas A. Chichester	628.00		149,701.82
11/01/2017	000204	Jack V. Dean	421.00		149,280.82
11/01/2017	000204	Zachary Duell	1,200.00		148,080.82
11/01/2017	000204	Eden Brook LLC	457.00		147,623.82
11/01/2017	000204	Shirley Farrell	833.00		146,790.82
11/01/2017	000204	Five P Enterprises, LLC	485.00		146,305.82
11/01/2017	000204	Rent Leelanau, LLC	756.00		145,549.82
11/01/2017	000204	Lisa Forbes	527.00		145,022.82
11/01/2017	000204	Mabel Foust	450.00		144,572.82
11/01/2017	000204	Dale E. French	91.00		144,481.82
11/01/2017	000204	French Quarter Apts.	110.00		144,371.82
11/01/2017	000204	Michael Glowacki	669.00		143,702.82
11/01/2017	000204	David Grzesiek	394.00		143,308.82
11/01/2017	000204	Habitat for Humanity	94.00		143,214.82
11/01/2017	000204	Harbour Ridge Apts	1,416.00		141,798.82
11/01/2017	000204	Heartwood Enterprises	775.00		141,023.82
11/01/2017	000204	Hillview Terrace	1,453.00		139,570.82
11/01/2017	000204	Josh Hollister	396.00		139,174.82
11/01/2017	000204	HomeStretch	3,333.00		135,841.82
11/01/2017	000204	Caroline Hupp	89.00		135,752.82
11/01/2017	000204	Nancy Irish	554.00		135,198.82

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 11/01/2017 To: 11/22/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2017	000204	Joseph and Marion Fasel	700.00		134,498.82
11/01/2017	000204	Donna Kalchik	313.00		134,185.82
11/01/2017	000204	Jim Kidder	353.00		133,832.82
11/01/2017	000204	Bruce W. Korson	365.00		133,467.82
11/01/2017	000204	Lake Pointe Acquisitions LLC,	288.00		133,179.82
11/01/2017	000204	Sidney Lammers	372.00		132,807.82
11/01/2017	000204	John J. Lewis	758.00		132,049.82
11/01/2017	000204	Don E. Lint	459.00		131,590.82
11/01/2017	000204	Juan Maldonado	314.00		131,276.82
11/01/2017	000204	Maret Sabourin	525.00		130,751.82
11/01/2017	000204	Meadowrun-Mancelona Rd 207 LHDA	465.00		130,286.82
11/01/2017	000204	Robert J. Mork	379.00		129,907.82
11/01/2017	000204	Oak Park Apts	1,571.00		128,336.82
11/01/2017	000204	Oak Terrace Apts	550.00		127,786.82
11/01/2017	000204	Gerald Oliver Revocable Trust	729.00		127,057.82
11/01/2017	000204	Daniel G. Pohlman	1,470.00		125,587.82
11/01/2017	000204	Douglas L. Porter	390.00		125,197.82
11/01/2017	000204	Punta Gorda Housing Authority	1,000.38		124,197.44
11/01/2017	000204	Timothy Rice	349.00		123,848.44
11/01/2017	000204	John Sarya	600.00		123,248.44
11/01/2017	000204	Eldon Schaub	401.00		122,847.44
11/01/2017	000204	Mike & Melissa Schichtel	644.00		122,203.44
11/01/2017	000204	Melanie Schmid	1,583.00		120,620.44
11/01/2017	000204	Gerald Sieggreen	693.00		119,927.44
11/01/2017	000204	SILVER SHORES MHC	1,586.00		118,341.44
11/01/2017	000204	Douglas & Julia Slack	333.00		118,008.44
11/01/2017	000204	22955 Investments LLC	3,511.00		114,497.44
11/01/2017	000204	Carl Sumner	535.00		113,962.44
11/01/2017	000204	Traverse City Property Management	439.00		113,523.44
11/01/2017	000204	TCR Investments, LLC	1,065.00		112,458.44
11/01/2017	000204	Wendy Teagan	475.00		111,983.44
11/01/2017	000204	TEAMCO PROPERTIES	653.00		111,330.44
11/01/2017	000204	Tradewinds Terrace Apts	252.00		111,078.44
11/01/2017	000204	Village Glen Apartments	6,666.00		104,412.44
11/01/2017	000204	Village View Housing LHDA LP	874.00		103,538.44
11/01/2017	000204	Village Woods	704.00		102,834.44
11/01/2017	000204	Woda Boardman Lake LDHA.LP	2,246.00		100,588.44
11/01/2017	000204	Woodland Shores Properties, LLC	344.00		100,244.44
11/01/2017	000204	Woodmere Ridge Apartments LDHA	5,183.00		95,061.44
11/01/2017	000204	Wyatt Road Apartment Company	1,035.00		94,026.44

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 11/01/2017 To: 11/22/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2017	000204	Theodore V. Zachman	876.00		93,150.44
11/01/2017	000204	Ann Zenner	549.00		92,601.44
11/01/2017	000204	Barb Zupin	1,032.00		91,569.44
11/01/2017	023031	TC Commons I LDHA, LLC	263.00		91,306.44
11/01/2017	023031	**VOID** TC Commons I LDHA, LLC	(263.00)		91,569.44
11/02/2017	000205	Davis Investment Properties, LLC	314.00		91,255.44
11/06/2017	DEP			100.00	91,355.44
11/14/2017	000206	Davis Investment Properties, LLC	314.00		91,041.44
11/17/2017	023030	**VOID** DTE ENERGY	(349.50)		91,390.94
11/17/2017	023032	DTE ENERGY	285.00		91,105.94
Total:			85,085.78	37,691.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2017

	1 Month Ended		4 Months Ended			
	<u>October 31, 2017</u>		<u>October 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	32,775.00	\$	125,181.00	\$ 435,000	\$ 309,819.00
3110.2 - Dwelling Rental-Proj. 2		5,655.00		20,739.00	0	(20,739.00)
3120 - Excess Utilities		121.06		531.83	0	(531.83)
3190 - Nondwelling Rental		12,444.10		34,509.25	71,900	37,390.75
Total Rental Income	\$	50,995.16	\$	180,961.08	\$ 506,900	\$ 325,938.92
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	19,922.00	\$	78,773.00	\$ 250,000	\$ 171,227.00
Total HUD PHA GRANTS	\$	19,922.00	\$	78,773.00	\$ 250,000	\$ 171,227.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	144.15	\$	668.57	\$ 2,500	\$ 1,831.43
3690 - Tenant Income		246.00		802.01	6,000	5,197.99
3690.1 - Non-Tenant Income		1,493.38		4,758.16	15,400	10,641.84
3690.2 - Tenant Income-Cable		2,400.00		9,624.00	29,200	19,576.00
Total Nonrental Income	\$	4,283.53	\$	15,852.74	\$ 53,100	\$ 37,247.26
Total Operating Income	\$	75,200.69	\$	275,586.82	\$ 810,000	\$ 534,413.18
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,663.86	\$	43,487.34	\$ 136,780	\$ 93,292.66
4120 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4130 - Legal Expense		647.20		2,747.65	17,000	14,252.35
4140 - Staff Training		35.00		992.00	6,300	5,308.00
4150 - Travel Expense		1,059.04		2,556.80	4,200	1,643.20
4170 - Accounting Fees		450.16		2,858.30	7,000	4,141.70
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		8,067.36		19,607.34	50,430	30,822.66
4185 - Telephone		761.41		2,842.18	7,500	4,657.82
4190 - Administrative Sundry		322.50		322.50	0	(322.50)
4190.1 - Publications		313.60		313.60	800	486.40
4190.2 - Membership Dues and Fees		0.00		315.47	1,000	684.53
4190.3 - Admin. Service Contracts		4,194.47		6,148.10	23,800	17,651.90
4190.4 - Office Supplies		159.59		434.68	4,200	3,765.32
4190.5 - Other Sundry Expense		1,034.89		3,574.29	13,640	10,065.71
4190.6 - Advertising		0.00		52.00	1,500	1,448.00
Total Administration	\$	26,709.08	\$	86,252.25	\$ 277,150	\$ 190,897.75
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	628.39	\$	2,361.48	\$ 8,575	\$ 6,213.52
4230 - Cable TV-Tenants		3,163.62		12,655.62	37,460	24,804.38
Total Tenant Services	\$	3,792.01	\$	15,017.10	\$ 46,035	\$ 31,017.90

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2017

	1 Month Ended	4 Months Ended		
	<u>October 31, 2017</u>	<u>October 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 2,406.65	\$ 6,131.25	\$ 16,500	\$ 10,368.75
4320 - Electricity	15,204.38	30,466.62	150,000	119,533.38
4330 - Gas	111.05	492.79	15,500	15,007.21
Total Utilities	<u>\$ 17,722.08</u>	<u>\$ 37,090.66</u>	<u>\$ 182,000</u>	<u>\$ 144,909.34</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 7,139.01	\$ 34,838.85	\$ 97,540	\$ 62,701.15
4420 - Materials	1,661.37	10,602.88	25,000	14,397.12
4430.02 - Heating & Cooling Contracts	817.07	2,603.33	6,000	3,396.67
4430.03 - Snow Removal Contracts	0.00	0.00	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	445.00	7,971.50	9,600	1,628.50
4430.05 - Landscape & Grounds Contracts	1,015.00	9,934.25	10,000	65.75
4430.06 - Unit Turnaround Contracts	3,440.00	12,599.50	18,000	5,400.50
4430.07 - Electrical Contracts	0.00	(143.96)	1,000	1,143.96
4430.08 - Plumbing Contracts	0.00	145.00	1,000	855.00
4430.09 - Extermination Contracts	270.00	1,300.00	3,000	1,700.00
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	2,258.12	8,706.63	10,000	1,293.37
4430.12 - Misc. Contracts	350.00	16,924.86	10,000	(6,924.86)
4431 - Garbage Removal	711.38	2,307.00	10,500	8,193.00
4433 - Employee Benefits - Maint.	5,623.83	15,876.40	35,620	19,743.60
Total Ordinary Maint. & Oper	<u>\$ 23,730.78</u>	<u>\$ 123,666.24</u>	<u>\$ 243,460</u>	<u>\$ 119,793.76</u>
General Expense				
4510 - Insurance	\$ 2,412.51	\$ 9,697.00	\$ 30,600	\$ 20,903.00
4520 - Payment in Lieu of Taxes	1,780.00	7,256.67	23,000	15,743.33
4570 - Collection Losses	0.00	0.97	5,000	4,999.03
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
Total General Expense	<u>\$ 4,192.51</u>	<u>\$ 16,954.64</u>	<u>\$ 90,600</u>	<u>\$ 73,645.36</u>
Total Routine Expense	<u>\$ 76,146.46</u>	<u>\$ 278,980.89</u>	<u>\$ 839,245</u>	<u>\$ 560,264.11</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 399.00	\$ 797.00	\$ 10,000	\$ 9,203.00
Total Extraordinary Maintenance	<u>\$ 399.00</u>	<u>\$ 797.00</u>	<u>\$ 10,000</u>	<u>\$ 9,203.00</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 399.00</u>	<u>\$ 797.00</u>	<u>\$ 10,000</u>	<u>\$ 9,203.00</u>
Total Operating Expenses	<u>\$ 76,545.46</u>	<u>\$ 279,777.89</u>	<u>\$ 849,245</u>	<u>\$ 569,467.11</u>
Operating Income (Loss)	<u>\$ (1,344.77)</u>	<u>\$ (4,191.07)</u>	<u>\$ (39,245)</u>	<u>\$ (35,053.93)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 21,695.94	\$ 84,997.16	\$ 0	\$ (84,997.16)
Total Depreciation Expense	<u>\$ 21,695.94</u>	<u>\$ 84,997.16</u>	<u>\$ 0</u>	<u>\$ (84,997.16)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2017

	1 Month Ended		4 Months Ended			
	<u>October 31, 2017</u>		<u>October 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Capital Expenditures						
7520 - Replacement of Equipment	\$	0.00	\$	2,745.00	\$ 0	\$ (2,745.00)
7540 - Betterments and Additions		1,981.00		49,941.00	25,000	(24,941.00)
7590 - Operating Expenditures-Contra		<u>(1,981.00)</u>		<u>(52,686.00)</u>	<u>0</u>	<u>52,686.00</u>
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 25,000	\$ 25,000.00
Other Financial Items						
8010 - Operating Transfers In	\$	<u>0.00</u>	\$	<u>0.00</u>	\$ <u>109,300</u>	\$ <u>109,300.00</u>
Total Other Financial Items	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
 HUD Net Income (Loss)	 \$	 <u>(3,325.77)</u>	 \$	 <u>(56,877.07)</u>	 \$ <u>(173,545)</u>	 \$ <u>(116,667.93)</u>
GAAP Net Income (Loss)	\$	<u>(23,040.71)</u>	\$	<u>(89,188.23)</u>	\$ <u>45,055</u>	\$ <u>134,243.23</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2017**

	1 Month Ended	4 Months Ended		
	<u>October 31, 2017</u>	<u>October 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 200.00	\$ 425.00	\$ 0	\$ (425.00)
3603 - Number of Unit Months	(159.00)	(634.00)	0	634.00
3604 - Unit Months - Contra	159.00	634.00	0	(634.00)
Total Operating Reserve Income	\$ 200.00	\$ 425.00	\$ 0	\$ (425.00)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 84,601.00	\$ 303,423.00	\$ 0	\$ (303,423.00)
3411 - Admin Fee Funding	7,022.00	28,489.00	0	(28,489.00)
Total HUD PHA GRANTS	\$ 91,623.00	\$ 331,912.00	\$ 0	\$ (331,912.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 91,823.00	\$ 332,337.00	\$ 0	\$ (332,337.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,082.52	\$ 13,888.08	\$ 40,790	\$ 26,901.92
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	34.80	584.85	500	(84.85)
4140 - Staff Training	15.00	958.00	2,700	1,742.00
4150 - Travel Expense	545.62	1,047.42	1,800	752.58
4170 - Accounting Fees	649.25	3,381.25	8,000	4,618.75
4171 - Auditing	0.00	0.00	3,000	3,000.00
4182 - Employee Benefits - Admin	2,592.86	6,667.65	17,195	10,527.35
4185 - Telephone	181.58	743.46	3,200	2,456.54
4190 - Administrative Sundry	322.50	322.50	0	(322.50)
4190.1 - Publications	134.40	134.40	500	365.60
4190.2 - Membership Dues and Fees	0.00	315.47	1,000	684.53
4190.3 - Admin. Service Contracts	1,797.63	2,510.54	10,200	7,689.46
4190.4 - Office Supplies	68.39	186.28	2,200	2,013.72
4190.5 - Other Sundry Expense	345.55	4,406.59	5,460	1,053.41
Total Administration	\$ 9,770.10	\$ 35,146.49	\$ 96,295	\$ 61,148.51
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 103.14	\$ 0	\$ (103.14)
Total General Expense	\$ 34.38	\$ 103.14	\$ 0	\$ (103.14)
Total Routine Expense	\$ 9,804.48	\$ 35,249.63	\$ 96,295	\$ 61,045.37

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2017**

	<u>1 Month Ended October 31, 2017</u>	<u>4 Months Ended October 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 77,448.00	\$ 302,282.92	\$ 0	\$ (302,282.92)
4715.3 - HAP - Non-Elderly Disabled	2,925.00	13,266.00	0	(13,266.00)
4715.4 - HAP - Utility Allowances	917.60	3,402.00	0	(3,402.00)
4715.5 - HAP - Fraud Recovery	0.00	(225.00)	0	225.00
4715.6 - HAP - Homeownership	1,049.00	4,338.00	0	(4,338.00)
4715.8 - HAP - Portable Paying Out	966.00	2,898.00	0	(2,898.00)
4715.9 - HAP - Portable Receiving	344.00	1,332.00	0	(1,332.00)
4719 - HAP - FSS Escrow	2,262.00	6,750.00	0	(6,750.00)
Total HAP Payments	\$ 85,911.60	\$ 334,043.92	\$ 0	\$ (334,043.92)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 95,716.08	\$ 369,293.55	\$ 96,295	\$ (272,998.55)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ (3,893.08)	\$ (36,956.55)	\$ (96,295)	\$ (59,338.45)
Memo:				
Admin Operating Income/(Loss)	\$ (2,782.48)	\$ (6,760.63)	\$ (96,295)	\$ (89,534.37)

Analysis of Funding

A.C. Received: October 31, 2017

3410 - HAP Funding \$ 303,423.00

A.C. Earned

4715.1 - HAP - Occupied Units 302,282.92
4715.3 - HAP - Non-Elderly Disabled 13,266.00
4715.4 - HAP - Utility Allowances 3,402.00
4715.5 - HAP - Fraud Recovery (225.00)
4715.6 - HAP - Homeownership 4,338.00
4715.8 - HAP - Portable Paying Out 2,898.00
4715.9 - HAP - Portable Receiving 1,332.00
4719 - HAP - FSS Escrow 6,750.00

Total Funding Required \$ 334,043.92

Over/(Under) Funding \$ (30,620.92)

NRA as of: October 31, 2017 \$ (3,377.18)

UNA as of: October 31, 2017 \$ 133,089.27

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2017**

	1 Month Ended		4 Months Ended			
	<u>October 31, 2017</u>		<u>October 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income						
Total Operating Reserve Income	\$ 0.00	\$	0.00	\$	0	\$ 0.00
Revenues - HUD PHA GRANTS						
3412 - FSS Grant Revenue	\$ 5,580.00	\$	22,321.00	\$	0	\$ (22,321.00)
Total HUD PHA GRANTS	\$ 5,580.00	\$	22,321.00	\$	0	\$ (22,321.00)
Income Offset HUD A.C.						
Total Income Offset	0.00		0.00		0.00	0.00
Total Operating Income	\$ 5,580.00	\$	22,321.00	\$	0	\$ (22,321.00)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 3,438.48	\$	15,151.41	\$	55,800	\$ 40,648.59
4182 - Employee Benefits - Admin	3,230.58		7,682.02		19,070	11,387.98
4190.1 - Publications	0.00		433.00		0	(433.00)
Total Administration	\$ 6,669.06	\$	23,266.43	\$	74,870	\$ 51,603.57
General Expense						
Total General Expense	\$ 0.00	\$	0.00	\$	0	\$ 0.00
Total Routine Expense	\$ 6,669.06	\$	23,266.43	\$	74,870	\$ 51,603.57

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2017.**

	<u>1 Month Ended October 31, 2017</u>	<u>4 Months Ended October 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 6,669.06	\$ 23,266.43	\$ 74,870	\$ 51,603.57
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ (1,089.06)</u>	<u>\$ (945.43)</u>	<u>\$ (74,870)</u>	<u>\$ (73,924.57)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meetings: November 10, 2017

Governance Committee Meeting: November 16, 2017

Resident Advisory Board Meeting: November 9, 2017

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
November 10, 2017**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 3:45 P.M. on November 10, 2017.

ROLL CALL

The following Commissioners were present: Brian Haas, Past President, and Andy Smits, President.

CORRESPONDENCE

The Rick Michael Memorial at Safe Harbor is still being planned but will need to be wrapped up before the end of the year. Safe Harbor officials have communicated the delay has been to an artist backing out of the project due to an injury. Commissioner Smits requested that residents be given the chance to participate too.

AGENDA

The following Agenda items were discussed:

- A. Staff gave a brief review of real estate projects.
- B. The Policy Review Schedule was distributed and discussed.
- C. The 2018 Calendar of Meeting was discussed. Meetings will remain on the fourth Friday of the month at 8:00 A.M.
- D. The committee decided to postpone the regular monthly meeting from November 17, 2017 to December 1, 2017 at 8:00 A.M. Staff will make the necessary arrangements.
- E. The December 1, 2017 Draft Agenda was briefly discussed and will include:
 - ACOP
 - Succession Policy
 - 2018 Schedule of Meetings
- F. Commissioners requested that the December Executive Committee Meeting be held earlier in the month due to the Holidays.

ADJOURNMENT

President Smits adjourned the meeting at 5:45 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
November 16, 2017**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Chairperson Serratelli in the Riverview Terrace Community Room, 150 Pine Street, Traverse City at 10:02 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli.

Staff: Michelle Reardon, Deputy Director.

Residents: Ellen Corcoran, Norma Loper, Paula Hunter, and Samir Moubarak.

II APPROVAL OF AGENDA

Committee Member Corcoran moved (Loper support) to approve the agenda.

III PUBLIC COMMENT

General comment: Ellen Corcoran.

IV UPDATES

A. The Policy Review Schedule was presented and discussed.

IV OLD BUSINESS

- A. There is no update regarding the "Shared Drive" request from the City.
- B. Gourdie Fraser, the TC Riverwalk designers, held a meeting on November 15, 2017 in the Riverview Terrace Community Room. They presented information regarding a potential Riverwalk. A written survey will be developed and distributed to all Riverview Terrace residents to solicit additional feedback and suggestions.
- C. The TCHC Human Resources Policy & Procedures Manual was approved by the TCHC in August. The document is with the attorney for final review and is expected to be complete prior to the end of the month.
- D. The Safety & Evacuation Plan revision is ongoing. Staff has met with the fire authorities to ensure the building is ready for the upcoming fire drill.
- E. There is no update related to the Harassment/Hostile Environment Policy that was approved by the TCHC Board at the August 2017 meeting.
- F. The Smoke Free Properties Policy was approved by the TCHC Board at the September meeting. The implementation strategy will be developed with resident input. Staff continues to work with the grandfathered units and anticipates cessation assistance and education to be ongoing. A letter was distributed to the Orchardview residents to inform them of the policy and solicit input on implementation.

V NEW BUSINESS

- A. The draft of the 2017 Admissions and Continued Occupancy Policy for Public Housing is currently being reviewed. The document was discussed by the TCHC Board at the October 27th meeting, and was presented to the Resident Advisory Board at a meeting on November

9, 2017. The RAB provided critical feedback and suggestions that will be incorporated in the final approval and implementation. A public hearing is scheduled for December 5, 2017 at 11:00 AM in the RVT Community Room. The TCHC Board will discuss and consider adoption of the document at the December meeting.

- B. Staff presented the draft Succession Policy. The committee recommends this policy, along with the current staff organization chart, be sent to the TCHC Board for review and approval.
- C. Staff initiated a conversation regarding the creation of a Salary Formula for employee reviews. The committee recommended this item be sent to the Executive Committee to be placed on the TCHC Board agenda for correct committee assignment.
- D. The Incentive-Based Compensation Plan will be presented to the TCHC Board at the December meeting.
- E. Staff presented the draft 2018 Meeting Schedule for the TCHC Board. There were no comments.

VI PUBLIC COMMENT

General comment: Paula Hunter.

VII ADJOURNMENT

The meeting was adjourned by Chairperson Serratelli at 10:57 A.M. The next scheduled meeting is Thursday, December 21, 2017 at 10:00 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Resident Advisory Board
November 9, 2017**

A Meeting of the Traverse City Housing Commission Resident Advisory Board (RAB) was called to order by RAB Chair, Jo Simerson at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 10:04 AM.

I ROLL CALL

The following Commissioners were present: Jim Friend.

Staff: Tony Lentych, Executive Director.

Residents: Jo Simerson, Ellen Corcoran, Paula Hunter, Jeff Turner, Samir Moubarik, Norma Loper, and Diana Hickman.

II APPROVAL OF AGENDA

Norma Loper moved (Hunter support) to accept the agenda as presented. The motion was approved.

III NEW BUSINESS

- A. A description of RAB and its role was distributed and briefly discussed. The inclusion of the RAB in the ACOP and Admin Plan comment process is not required by HUD but was implemented by staff to ensure maximum feedback from residents.
- B. Staff distributed a memorandum that outlined all of the proposed changes to the Admissions and Continued Occupancy Policy (ACOP). Changes in each chapter were discussed in some detail. The following two observations were made by residents:
 - 1. There should be a “training” on Chapter 6 in Riverview Terrace so that people can understand better what they can and cannot do in regards to earning small amounts of income, etc.
 - 2. The “notice to quit” letter should be re-written so that it is easier to understand especially by those who never have received one before.
- C. The 2018 Calendar for review of the PHA Plan Review was presented and everyone looks forward to the next meeting in February.

IV PUBLIC COMMENT

Paula Hunter made general comments about residents taking pride in the property.

V ADJOURNMENT

Jo Simerson adjourned the meeting at 10:44 AM.

Respectfully submitted,

Tony Lentych, Executive Director



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report for November 2017

Family Self-Sufficiency (FSS) Program Report for November 2017

Resident Council Report for November 2017

EXECUTIVE DIRECTOR'S REPORT: December 1, 2017

This report covers the work accomplished from October 27, 2017 until November 30, 2017. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: There is one (1) unit open at this time. Christmas decorations are up!
2. Orchardview: One (1) unit is open but a family is scheduled to move in on December 1, 2017.

Housing Choice Vouchers

1. We have 165 HCV filled at this time. We have 3 looking for housing at this time with another briefing scheduled in December which could result in 10 more persons/families looking for housing. The 120% Payment Exception is still under consideration by the Detroit Field Office.

Projects & Potential Projects

1. There was another meeting with the property owner and our development team to finalize a strategy on 8th Street Property. The current debt on the property may make the property difficult to develop. We plan to do one more analysis before making a final decision.
2. Preparing a property management bid for one potential residential development project.
3. Continued conversations and meetings with partners that include developing secondary plans to implement Homeless Youth Housing – presented plans to Rotary staff about the grant that was submitted last summer. Had first meeting with new director of NMSH.
4. Multiple meetings with local company that may purchase a property that could become workforce housing – serving 80% of AMI – here in Traverse City. Introduced the potential buyer to equity partner and held several meetings working on plans. The seller of the property has not listed the property and does not want it known that it is on the market. TCHC could be in the deal as an owner or property manager or nothing. Everything is fluid at this moment.
5. Held a meeting and a tour of the area with a development company from out of state to set up. We were recommended to them by executive staff at MSHDA/MEDC. Introduced them to local realtor and property owners. They may be looking for something on the large side of the scale.

6. Meet with local real estate agent about affordable housing issues.
7. Attended another meeting with Illinois Facilities Fund at the recommendation of Rotary Charities.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Multiple meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues.
2. Coordinating the election with League of Women Voters – ballot is set and the election will occur on December 12. RTRC is being led by the Vice-President at this point – until the elections.
3. Meeting with the parent of one Riverview Terrace resident.

Strategic Goal 3	Foster an environment of innovation and excellence.
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Strategic Planning

1. Reviewed Strategic Plan in order to share with new commissioners – this is the last part of their Orientation Process.

Financial

1. Finalizing the documents for the Annual Audit – the monthly financial report indicates that we are about where we expected to be (approx. 33% through the year with revenues at 32.9% and expenses at 35.3%).

General Management

1. Working with Maintenance staff to prepare for the medical leave of one staff person.
2. Conducted an Appeal Hearing for one Riverview Terrace applicant that was denied admission.

Office IT

1. We have selected Byte Productions to work with us to re-develop our website. Three firms were solicited and two firms submitted bids. Byte was selected for the precision of their response to our request, a reflection of their investigation of our needs, and the superior recommendation of our IT partner, SafetyNet.

TCHC

1. Attended one TCHC regular meeting (October) and prepared for another (December).
2. Coordinated an Executive Committee meeting. Prepared for a Governance Committee meeting.
3. Meetings/conversations/phone calls with Commissioners Smits, Haas, and Serratelli discussing multiple issues.
4. Met with Commissioners Friend and provided a tour of Orchardview as part of his Board Orientation Process.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing Solution Network: Chaired a monthly meeting of the Housing Solutions Network.
2. Community Economic Development Association of Michigan (CEDAM): Participated in a conference call with CEDAM executive staff and the Washington, D.C.-based nonprofit, Prosperity Now (formerly known as CFED), on affordable homeownership policy in Michigan.
3. Federal Home Loan Bank of Indianapolis: Attended a joint meeting of the Affordable Housing Advisory Meeting and Bank Board of Directors in Indianapolis.
4. Media: E-mail conversations with Executive Editor Nate Payne to coordinate meeting.
5. Reached out to all of the candidates who were successful in their bids for City Commission. Met with the two candidates that did not ultimately win but was able to have a great conversations on housing issues.
6. Attended the Safe Harbor Ribbon Cutting event.
7. Meeting with staff person at Groundworks about Affordable Housing Advocacy.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Several emails with TCHC attorney, Ward Kuhn on a variety of issues. Brief conversation with HR attorney, John Racine.
2. "SHARED DRIVE" / "RIVERWALK": There was no movement on the Shared Drive issue. There was a well-attended meeting with Residents on November 15 with Gourdie-Fraser employees

and DDA staff. Guests left with plenty of comments on the design and the overall general idea. There will be a building-wide survey conducted over the next two or three months.

3. "ENGINEERING SERVICES": No movement on this issue.
4. Holiday/Vacation/Personal Time: One (1) Vacation Day and Two (2) Holidays.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

December 1, 2017

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the "High Performer" category:

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	24	100+%	14	64%

Program Manager Update

I am continuing to meet with current FSS clients and continue to schedule appointments to update their goal plans. We have two new participants this month. Our next briefing for new voucher clients will be December 8, 2017. This is a great opportunity to go over the FSS Program with the new clients and hopefully get some new participants.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. We have an FSS family that has increased their household income significantly and they are very close to graduating!

FSS Grant

We have not received any notification about our program's renewal yet.

TRAVERSE CITY HOUSING COMMISSION


150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director

SUBJECT: Riverview Terrace Resident Council (RTRC) 

MESSAGE:

There is no official report from the RTRC this month other than that they are excited to hold their annual elections (a sample ballot is attached) next month!

There was an official regular meeting this month with Acting President, Jeff Turner presiding for Priscilla Townsend, who has recently moved away from Traverse City and resigned as RTRC President. Our office has been informed that several recent activities have been a great success. I expect to hear more from the organization once the new officers are in place on January 1, 2018.

ATTACHMENT: Sample Ballot

RIVERVIEW TERRACE RESIDENT COUNCIL

General Election Ballot 2017

INSTRUCTIONS & NOTES:

1. Mark only ONE candidate for each office. Marking more than one per office will void your entire ballot.
2. Voting will begin on Tuesday, December 12, 2017 at 11:00 AM in the Community Room. Voting will conclude at 1:00 PM. You will be given your OFFICIAL BALLOT at that time.
3. This year's Election is being coordinated by our local League of Women's Voters. Election results will be tallied by representatives of the League on Tuesday, December 12, 2017 at 1:30 PM in the Community Room.
4. If you cannot vote on Tuesday, you can make arrangements to vote in the TCHC Office starting Monday, December 11, 2017 at 8:00 AM. If you cannot physically leave your apartment, the League will send someone to your apartment during voting hours so that you can vote — please call the office to arrange.



This is a SAMPLE Ballot!

RIVERVIEW TERRACE RESIDENT COUNCIL

General Election Ballot 2017

PRESIDENT

Vote for ONE candidate only!

- ☐ Ellen Corcoran
- ☐ Jo Simerson

There is only ONE
Candidate for these
Offices:

VICE PRESIDENT

Vote for ONE candidate only!

- ☐ Laura Cole
- ☐ Dave Wagstaff

SECRETARY

- ☐ Norma Loper

TREASURER

Vote for ONE candidate only!

- ☐ Louis Kanan
- ☐ Betty Osborne

SOCIAL COORDINATOR

- ☐ Patty Szabo

ELECTION DAY IS DECEMBER 12, 2017

This is a SAMPLE Ballot!



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2018 Consolidated Budget: Review

TCHC Policy Review Schedule: Review

Executive Director Review: Update on Goals

New Commissioner Committee Assignments

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2017 ACTUAL*	FY 2018 BUDGET	OCTOBER 2017 ACTUAL*	FY 2018 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 430,802.36	\$ 435,000.00	\$ 38,430.00	\$ 145,920.00	33.54%
Investment Interest	3,296.42	2,500.00	144.15	668.57	26.74%
Program Income: HCV	1,106,748.50	1,025,000.00	91,823.00	332,337.00	32.42%
Program Income: FSS	66,966.85	66,600.00	5,580.00	22,321.00	33.52%
Earned Income	139,035.24	122,500.00	16,704.54	50,225.25	41.00%
HUD Property Subsidy	253,023.00	250,000.00	19,922.00	78,773.00	31.51%
CFP / Draw on Surplus	92,528.08	199,000.00	6,559.52	59,990.87	30.15%
TOTAL OPERATING INCOME	\$ 2,092,400.45	\$ 2,100,600.00	\$ 179,163.21	\$ 690,235.69	32.86%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 220,395.30	\$ 229,500.00	\$ 16,184.86	\$ 72,526.83	31.60%
Benefits	82,942.28	84,830.00	13,890.80	33,957.01	40.03%
Compensated Absences	3,333.77	(1,500.00)	-	-	0.00%
Legal	15,742.24	17,500.00	682.00	3,332.50	19.04%
Travel / Staff Training	20,941.40	15,000.00	1,654.66	5,362.22	35.75%
Accounting / Auditing	20,477.92	22,000.00	1,099.41	6,239.55	28.36%
General Office Expenses	86,359.91	72,500.00	9,670.89	23,350.20	32.21%
TOTAL OPERATING EXPENSES	\$ 450,192.82	\$ 439,830.00	\$ 43,182.62	\$ 144,768.31	32.91%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,249.64	\$ 8,575.00	\$ 628.39	\$ 2,361.48	27.54%
Cable Television	37,215.33	37,460.00	3,163.62	12,655.62	33.78%
HAP	974,570.52	965,400.00	85,911.60	334,378.92	34.64%
TOTAL TENANT PROGS / SERVICES	\$ 1,021,035.49	\$ 1,011,435.00	\$ 89,703.61	\$ 349,396.02	34.54%
<u>UTILITIES</u>					
Water	\$ 14,871.90	\$ 16,500.00	\$ 2,406.65	\$ 6,131.25	37.16%
Electricity	128,456.86	150,000.00	15,204.38	30,466.62	20.31%
Gas	15,100.66	15,500.00	111.05	492.79	3.18%
TOTAL UTILITIES	\$ 158,429.42	\$ 182,000.00	\$ 17,722.08	\$ 37,090.66	20.38%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 93,120.02	\$ 101,410.00	\$ 7,139.01	\$ 34,838.85	34.35%
Maintenance Benefits	30,400.02	37,870.00	5,623.83	15,876.40	41.92%
Materials	35,531.40	25,000.00	1,661.37	10,602.88	42.41%
Contract / CFP Costs	225,578.48	175,000.00	15,866.09	122,338.98	69.91%
TOTAL ORDINARY MAINTENANCE	\$ 384,629.92	\$ 339,280.00	\$ 30,290.30	\$ 183,657.11	54.13%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,633.24	\$ 30,600.00	\$ 2,412.51	\$ 9,697.00	31.69%
Payment in Lieu of Taxes	24,364.73	23,000.00	1,780.00	7,256.67	31.55%
Collection Losses	7,467.66	5,000.00	-	0.97	0.02%
Interest Expense / Other	32,604.61	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 93,070.24	\$ 90,600.00	\$ 4,192.51	\$ 16,954.64	18.71%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 4,545.00	\$ 10,000.00	\$ 399.00	\$ 797.00	7.97%
TOTAL OPERATING EXPENSES	\$ 2,111,902.89	\$ 2,073,145.00	\$ 185,490.12	\$ 732,663.74	35.34%
NET OPERATING INCOME (LOSS)	\$ (19,502.44)	\$ 27,455.00	\$ (6,326.91)	\$ (42,428.05)	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (170,915.39)	\$ (25,000.00)	\$ (1,981.00)	\$ (52,686.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (190,417.83)	\$ 2,455.00	\$ (8,307.91)	\$ (95,114.05)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
OPERATING INCOME	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
TOTAL OPERATING INCOME	A total of operating income amounts.
OPERATING EXPENSES	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
TENANT PROGRAMS & SERVICES	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
UTILITIES	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
TOTAL UTILITIES	A total of all utility expenditures.
MAINTENANCE / BUILDING OPERATION	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
GENERAL EXPENSE	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
EXTRAORDINARY / CASUALTY*	
	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
PROPERTY IMPROVEMENTS/EQUIP*	
	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances.
	This category utilizes prior year(s) receipts of funding.
RESIDUAL RECEIPTS (DEFICIT)*	Final amounts to be determined by accountants.

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF OCTOBER 2017

PUBLIC HOUSING

Chemical Bank	Checking	\$	26,913.24	
4Front Credit Union	Savings	\$	6,608.11	
TC State Bank	1051647	\$	162,667.27	
TC State Bank	53691	\$	42,451.91	
Huntington Bank	1388434863	\$	162,833.78	
TC State Bank	ICS Acct	\$	75,712.39	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	17,615.09	
Huntington Bank	1388405232	\$	26,833.05	
4Front Credit Union	CD 16525-S100	\$	31,369.69	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit

SUB TOTAL **\$ 605,146.26**

HOUSING CHOICE VOUCHER

PNC	Checking	\$	138,464.57	
Chase Bank	135080088317	\$	68,299.60	Escrow Account

SUB TOTAL **\$ 206,764.17**

OTHER

Reserves/FSS/CFP*		\$	224,602.75	Restricted
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SUB TOTAL **\$ 224,602.75**

TOTAL Cash & Cash Equivalents **\$ 1,036,513.18**

** as of September 30, 2017*

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	May/June 2017	NA	June 23, 2017
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Annual	March 25, 2016
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	1st Quarter 2018	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	January 2018	
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	August 2016	NA	August 26, 2016

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	August 2017	NA	August 25, 2017
Pest Control Policy	Unknown	Unknown	TBD	
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	October 2017	October 27, 2017
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	August 2017	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	September 18, 2012	Summer & Fall 2017	September 29, 2017
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	December 2017	
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	Unknown	Unknown	TBD	
Tresspass Policy	Unknown	Unknown	TBD	
Vehicle Policy	Unknown	Unknown	January 2018	
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Executive Director Goals - Update

MESSAGE:

Attached is an update on the goals we discussed at our August Meeting. Three of the goals are essentially completed and two are actively coming to a conclusion. The final goal will be developed during the first quarter of 2018.

ATTACHMENT: Executive Director Goals
Certification Documentation
Training Proposal
Draft Incentive-based Compensation Plan

EXECUTIVE DIRECTOR GOALS
August 25, 2017 through March 25, 2018

GOAL	ACTIVITY	DATE DUE	UPDATE
1.	BOARD EDUCATION ON HOUSING DEVELOPMENT: Develop a comprehensive plan to fully educate the Board on overall Housing Knowledge – including RAD, long-term Riverview plans, method of LIHTC scoring, update on TAHDCO, his past/current efforts in local TC housing arena, etc. Education method(s) to be both written/documented and verbal, via appropriate meeting format. <u>Note:</u> Possible Joint Session with other City Commissions/Authorities.	PLAN: December 1, 2017 Board Meeting IMPLEMENT: December 2017*	Agreement in place with Training Team – Finalized Agenda.
2.	IMPROVE COMMUNICATIONS: A. Develop a Plan for a fully functional external public website, including archival Board packet/public information; obtain bids from vendors for implementation. B. Develop a Plan for an internal Board method to collectively establish & utilize an agenda / tracking mechanism to manage dates and expectations.	December 2017 Board Meeting	A. Selected Web Site Development firm and began work on our new site – included IT Partner in conversations.
3.	DEVELOP INCENTIVE COMPENSATION PLAN: Develop Incentive Compensation Plan Version 1.0. Set performance criteria for each of the four (4) performance 'bubbles' previously approved. Plan for possible December 2017 payout. Plan to be reviewed by auditors in October; also subject to final Board approval.	Prior to October 2017 Audit	Met with Auditor and presented information to the Governance Committee.
4.	COMPLETION OF PUBLIC HOUSING MANAGER CERTIFICATION: Attend and complete one-week course with certification exam.	October 2017	Completed Class October 3-6 in Lincoln, NE and passed the Certification Exam - score of 94%
5.	EVALUATION OF ORGANIZATION: Provide a "White Paper" to Board with thorough Evaluation of feasibility and manner of advancement of TCHC's independence from HUD. This may include analysis of grants, side funding, CDBG, or other factors.	March 2018 Board Meeting*	Not started. Targeted for December & January
6.	NEW BOARD MEMBER ORIENTATION POLICY/PROCESS: Full development and application of an up-to-date, effective process for new TCHC Board members.	October 2017 Board Meeting	Policy Adopted in September.

*Subject to Change/Adjustment by Commission.



National Association of Housing and Redevelopment Officials

630 Eye Street NW, Washington DC 20001-3736
(202) 289-3500 Toll Free: (877) 866-2476 Fax: (202) 289-8181

November 1, 2017

Tony Lentych
Traverse City Housing Authority
150 Pine St
Traverse City, MI 49684



Dear Tony Lentych:

Congratulations!

The National Association of Housing and Redevelopment Officials (NAHRO) is pleased to inform you that you passed the NAHRO Certified Public Housing Manager (C-PHM) Certification Examination on October 6, 2017 in Lincoln, Nebraska. You received a score of 94 out of a possible 100. The minimum passing score is a 78.

You appear to have completed most or all of the requirements for the NAHRO Certification of Certified Public Housing Manager (C-PHM). A C-PHM application is enclosed.

Also, consider pursuing the NAHRO Certified Manager of Property Operations (CMPO). The C-PHM satisfies a major requirement. More information at www.nahro.org/cmpo

For more information or questions please visit www.nahro.org/certification, email certification@nahro.org, or call toll-free 877-866-2476. We will be happy to discuss with you all aspects of NAHRO's certification programs.

Sincerely,

Blake Pavlik
Director
NAHRO Certification™

Enclosures

Stephen W. Merritt, PHM, President; **Carl S. Richie, Jr.**, NCC, NAHRO Fellow, Senior Vice President; **Julie Brewen**, Vice President-International Research and Global Exchange; **Donna Brown-Rego**, Vice President-Member Services; **Donovan Duncan**, Vice President-Community Revitalization and Development; **Duane Hopkins**, Vice President-Professional Development; **Richard Leco**, PHM, Vice President-Commissioners; **Regina Mitchell**, SPHM, PHM, Vice President-Housing; **John F. Bohm**, Acting Chief Executive Officer.

e-mail: nahro@nahro.org

web site: www.nahro.org

The National Association of Housing and Redevelopment Officials



Hereby presents this **Examination Certificate** on October 6, 2017 to

Tony Lentych

In recognition of successfully passing the examination requirement only established by the
National Association of Housing and Redevelopment Officials for

Certified Public Housing Manager

PRESIDENT:

A handwritten signature in black ink, appearing to read 'Stephen W. Merritt'.

Stephen W. Merritt

CHAIR, Board of Ethics and Credentialing Trustees:

A handwritten signature in black ink, appearing to read 'Daniel Trozzi'.

Daniel Trozzi

**Proposal to Traverse City Housing Commission:
Affordable Housing Development Training**

**Richard G. Ballard, LLC and
Scheuren and Associates, LLC**

November 15, 2017

Purpose

To provide an orientation to members of the board of the Traverse City Housing Commission on the development of affordable housing—the challenges it presents and strategies to address them. Half-day training, longer if required, to be determined. Training is tentatively scheduled for the morning of December 19, 2017.

The Consultants

The team submitting this proposal has extensive experience working with the Low-Income Housing Tax Credit tools of the MSHDA. A brief bio of the Consultants is attached as Exhibit A; additional information on projects and clients is available on request.

Rick Ballard is Principal of Richard G. Ballard, LLC. Rick's background includes 21 years at the Michigan State Housing Development Authority (1989-2010); during the last eight years of his tenure at MSHDA, Rick was Director of Community Development. Since his retirement from State government, Rick has been actively engaged providing technical assistance to state and local governments and consultation to for-profit and nonprofit developers.

Gary Scheuren is Principal of Scheuren and Associates, LLC, a redevelopment management and consulting practice. In that role he assists clients in assembling and managing their real estate redevelopment projects. Gary has over 20 years of experience in the management of historic preservation and redevelopment work.

Rick and Gary have worked as a team on two recent successful LIHTC projects:

- The Gateway, Fremont Senior Apartments (Fremont, MI), adaptive reuse of the historic Fremont High School into 38 units of senior apartments, with 32 supported by 9% LIHTCs and 6 market-rate units. The project was placed in service in June of 2015, has been fully occupied since September of 2015, and has over 100 persons on a waiting list for apartments;
- The Grandview Marquette (Marquette, MI), adaptive reuse of the historic Holy Family Orphanage in downtown Marquette in to 56 affordable family units, with 14 units set aside as permanent supportive housing for formerly homeless persons, and persons with special needs. Construction is substantially complete, with occupancy scheduled for December 1.

Richard G. Ballard, LLC, will serve as the lead contractor and will submit all billing and reports.

Proposed Scope of Training

The proposed training will focus on 4 major subject areas:

1. The challenges presented by the development of affordable housing—what are the unique challenges presented by projects which are inherently “non-economic” (i.e., cannot be made feasible through an income stream that provides a return on investment)?
2. Pre-development due diligence steps—what steps does a development team undertake to determine whether a project should be undertaken?
3. The development pro forma—what strategies does a developer use to ensure that enough funds will be available to cover the cost of development the project (i.e., the “sources and uses budget”)?
4. The operating pro forma—how does a developer estimate and forecast operating feasibility (i.e., the “income and expense budget”) once the project is placed in service and must provide quality affordable housing for at least the next 15-20 years.

The Proposal

The Consultants will provide a 3-4 hour training, on-site in Traverse City, for participants as identified by the Traverse City Housing Commission, including the development of training materials (such as hand-outs and a PowerPoint Presentation, as well as consultant travel and expenses.

The Consultants will collaborate with the TCHC in the production of training materials in a quantity sufficient for attendees at the training, and will ensure that enough materials for all scheduled participants are prepared, as needed.

TCHC will provide a meeting room, including necessary set-up for the presentation. If needed, the Consultants will provide a computer and projector for the presentation.

Price Proposal

The Consultants will provide a report to the Traverse City Housing Commission in accordance with the above proposal for a fee of \$1,500, with preparation costs not to exceed \$500, and presentation, travel and expenses not to exceed \$1000.

Exhibit A: Bios of Richard Ballard and Gary Scheuren

Richard Ballard

Rick Ballard is a Partner in North Coast Community Consultants, LLC (NC3) and Principal of Richard G. Ballard, LLC. Since 2010 he has undertaken over 50 technical assistance and development consultation engagements to local governments, nonprofit organizations and for-profit companies nationwide, assisting clients in the use of NSP, HOME, CDBG, and LIHTC resources and conducting numerous trainings on consolidated planning and federal housing programs.

Mr. Ballard's prior experience includes 21 years of service to the Michigan State Housing Development Authority (MSHDA, 1989-2010) with a deep background in HUD Community Planning and Development (CPD) programs. From 2003-2010 he served as Director of the Office of Community Development at MSHDA, guiding the Authority's community-based interventions in urban neighborhoods.

At the time of his retirement from MSHDA, Mr. Ballard was President of the Council of State Community Development Agencies (COSCDA). He currently serves on the Board of Directors of the Michigan Community Development Association and the Capital Area Housing Partnership, an East Lansing-based Community Housing Development Organization.

Gary Scheuren

Gary Scheuren is Principal of Scheuren & Associates, a redevelopment management and consulting practice. In that role he assists clients in assembling and managing their real estate redevelopment projects. Gary has 20 years of experience in the management of historic preservation and redevelopment work. In addition to his consulting practice, Gary also serves as the Programs Director for the Michigan Historic Preservation Network (MHPN) managing the activities of the MHPN Tax Credit Investment Program and the MHPN Preservation Fund.

Mr. Scheuren holds a Bachelor of Science in Civil Engineering from Michigan Technological University. Prior to his consulting practice, he served as Project Manager and Project Executive at The Christman Company, a Michigan-based construction management firm, specializing in historic preservation, commercial and institutional projects.

Recent Development Projects

Since 2012, Gary Scheuren and Rick Ballard have worked together, assembling development teams to support local partners committed to developing innovative affordable housing projects. In 2015, they completed The Gateway, a redevelopment of the historic high school in downtown Fremont, MI. In 2016 this project was awarded a Governor's Historic Preservation Award and the Michigan Historic Preservation Network Building Award, as well as a Charles L. Edson National Tax Credit Excellence Award.

Their redevelopment of the landmark Holy Family Orphanage in downtown Marquette as the Grandview Marquette is currently completing construction and will open for occupancy December 1, 2017, as The Grandview Marquette. It will feature 56 affordable units for families, including 14 permanent supportive housing units for persons who were formerly homeless.

Other projects, including senior housing and downtown historic mixed-use are in the planning stage.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC Committee Assignments

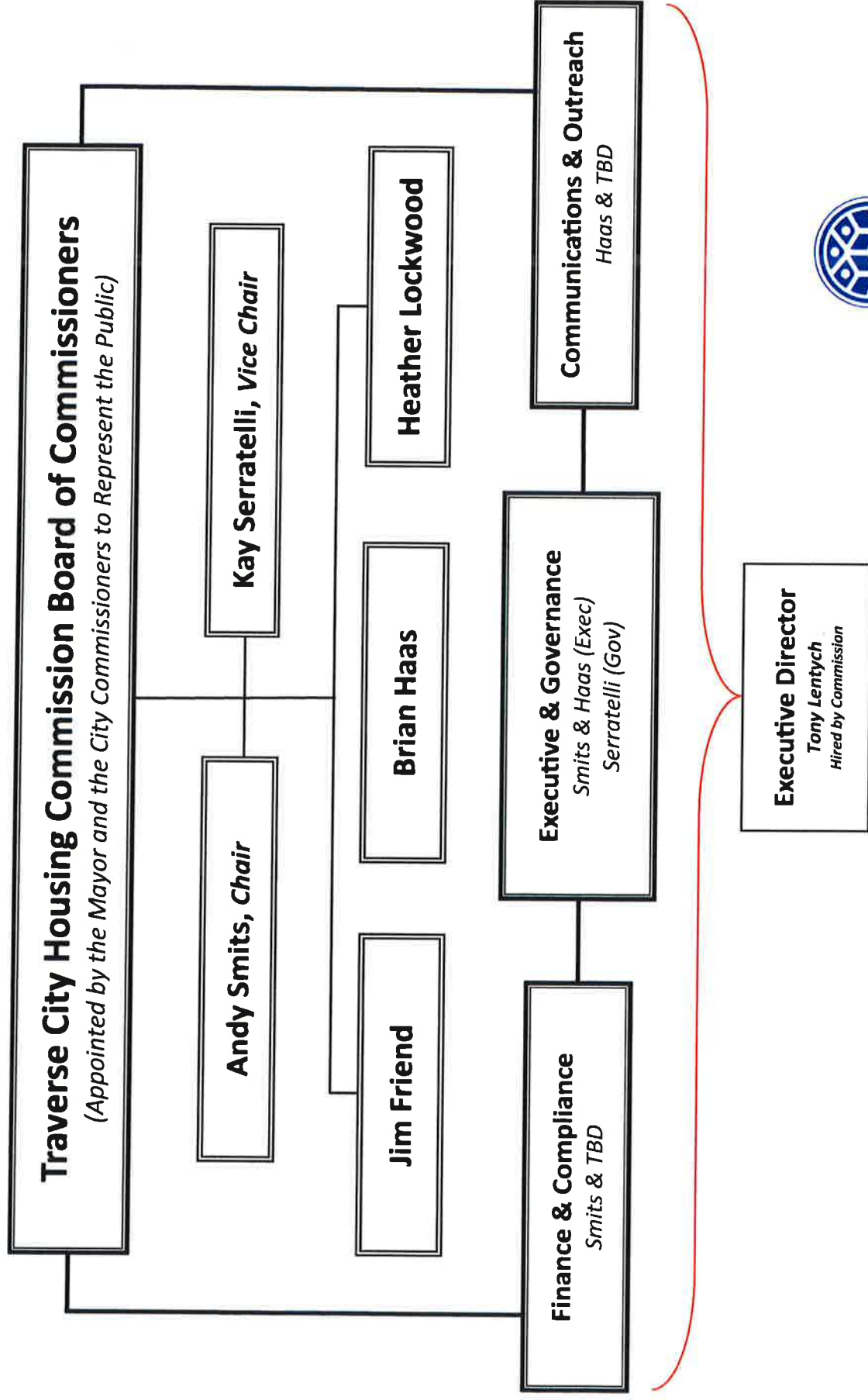
MESSAGE:

Attached you will find our most recent Commissioner Organizational Chart. On it you will see our basic committee structure and which Commissioners currently populate our committees. With two new Commissioners at the table, now is a good time to re-populate these committees so that we can start holding more regular meetings.

I am also attaching the original descriptions on these committees that were the result of our most recent strategic planning sessions at the end of 2015. Some things may have evolved or changed since then but the original purpose and responsibilities are worth reviewing.

ATTACHMENT: TCHC Commissioner Organizational Chart
Strategic Planning Committee Descriptions

TCHC ORGANIZATIONAL CHART



Traverse City Housing Commission
A Public Housing Authority

EXECUTIVE & GOVERNANCE COMMITTEE

Purpose:

The Executive/ Governance Committee supplements the work of the entire Board and serves to strengthen board practices and ensures that the work of the Board is consistent with its mission. It examines how the board is functioning, how board members communicate, and whether the Board is fulfilling its responsibilities and living up to the objectives and aspirations set for itself and the organization. The Board Chair may also choose to convene the Executive & Governance Committee for planning purposes or in-depth discussion on a specific topic.

Primary Responsibilities:

- Develop the Board including strong Board practices, procedures and culture
- Carry out specific directions of the board, and take action on policies affecting the work of the executive committee or when the full board directs the committee to do so.
- Initiate the board's involvement in establishing a strategic framework or direction.
- Lead the board's efforts in developing the strategic plan.
- Observe and nurture potential leaders within the Board and monitor/track Board members' eligibility for re-appointment by the mayor.
- Orients new Board members to ensure that they have adequate materials and understand their roles and responsibilities.
- Involves Board members in "continuing education." The Board Development Team can update Board members (about new programs, etc.) and continues to improve their skills as Board members.
- Establishes an effective communications network to keep Board members apprised of activities through emails, board and committee minutes, reports, and phone calls.
- Annually leads the Board in its self-assessment and develop recommendations to the board for self-improvement.
- Review and update ALL TCHC policies.
- Represents and serves as ambassadors for the organization, adheres to its principles and promotes a positive image.

Structure:

Two Board members including Board chair – additional members may include former board members. The Executive Director is an ex officio member. Reports routinely to the Board and submits routine reports.

Schedule:

Meets monthly or on an as needed basis.

FINANCE & COMPLIANCE COMMITTEE

Purpose:

The Finance and Compliance Committee works with the Executive Director to insure the financial health and legal compliance for the organization. It works with the Executive Director and staff to generate the required monthly financial reports for the Board, develop the draft budget, anticipate future financial needs, and addresses financial issues that relate to providing adequate resources for operations. The Committee is also responsible for conducting an annual external financial audit (including the selection and rotation of the lead auditor), presenting the final audit to the board for approval and ensuring appropriate financial controls are in place. The Committee assumes responsibility for reviewing and updating financial policies.

Primary Responsibilities:

- Develops and reviews a compliance checklist on a regular schedule including insurance policies and regulatory requirements.
- Monitors HUD compliance.
- Develops with the Executive Director and staff to develop the draft annual budget prior to final submission to Board.
- Determines necessary board financial reports and format.
- Prepares financial reports as needed.
- Monitors financial reports and identify potential financial issues.
- Monitors checking account and cash flow/ balance.
- Conducts financial forecasts and project future needs.
- Identifies process and timing for conducting audit including selection of auditor.
- Facilitates audit process; ensure access to required information and records that is provided to the auditors.
- Reviews initial audit reports.
- Provides final report and explanations to Board.
- Represents and serves as ambassadors for the organization, adheres to its principles and promotes a positive image.

Structure:

The Finance and Compliance Committee includes the Board Chair, one other Board member and non-Board members who are potential candidates for the Board. The Executive Director is an ex officio member. Reports routinely to the Board and submits routine reports.

Schedule:

Meets at a minimum on a quarterly basis.

COMMUNICATIONS & OUTREACH COMMITTEE

Purpose:

The Communications & Outreach Committee is responsible for developing and overseeing the organization's overall outreach, advocacy and relationship building activities.

Primary Responsibilities:

- Promote the organization's image, visibility and case for support.
- Outline key communication objectives and messages for the community and identify approaches to reach specific audiences.
- Establish a communication plan that is consistent with the overall strategic plan of the organization.
- Establish identity standards and guidelines which ensure the establishment of a consistent brand and image for the organization.
- Outline specific marketing and visibility activities which promote public understanding and the case for supporting the organization to the public.
- Create a media relations protocol, media release template, and media contact list.
- Develop an outreach strategy which includes presentations to key constituents.
- Further develop the website and social media strategy.
- Evaluate and refines strategies to insure their successful execution.
- Develop prospects, donor, and other mailing/ contact lists.
- Responsible for reviewing the statutory Annual Report that is presented to the City of Traverse City Commission.
- Serve as an ambassador and promote the organization's image, visibility and case for support within the community.

Structure:

Three or more members including both Board and non-Board members who are potential candidates for future board seats; reports routinely to the Board and submits routine reports. The Executive Director and Board Chair are ex officio members.

Schedule:

Once established, meets monthly.



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Memorandum to Approve Affordable Housing Development Training Agenda

Resolution to Adopt 2018 Calendar of Meetings: Action Required

Resolution to Adopt Succession Plan/Policy: Action Required

Memorandum on Admission and Continued Occupancy Policy: No Action Required

Resolution on the Disposition of Obsolete Property: Action Required

Resolution on the Removal of Bad Debts/Doubtful Accounts: Action Required


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Affordable Housing Development Training

MESSAGE:

Attached is the Proposed Agenda for our upcoming Affordable Housing/Real Estate Development Training. Please review this document and make sure that it meets your expectations or covers the areas that you were wanting to learn more about. We will have a discussion on this document in order to provide feedback to our training providers.

You will also find the draft Public Notice on our Study Session/Training for you to approve as well. I would like to post immediately and start inviting partners to attend.

ATTACHMENT: Proposed Affordable Housing Development Training Agenda
Study Session Public Notice

Affordable Housing Development Training

Purpose: To provide an orientation to members of the board of the Traverse City Housing Commission on the development of affordable housing—the challenges it presents and strategies to address them. Half-day training, any follow-up training or technical assistance to be determined at a later date.

Proposed Agenda

I. The Challenges in Developing Affordable Housing

- Affordable Housing is “Non-Economic”
- The Four Basic Strategies Needed to Reduce Costs with Affordable Housing Development.

II. Pre-Development Due Diligence

- Planning Affordable Housing: *Building a Financial Model for Owning and Operating Affordable Housing*
- The Financial Plan or the “Pro Forma”
- Predevelopment Due Diligence

III. The Development Pro Forma: Sources and Uses of Funds

- Uses of Funds: *Development*
- Uses of Funds: *Soft Costs*
- Sources of Funds
- Balancing Sources and Uses
- Use of Low-Income Housing Tax Credits as an Equity Source
- How Low-Income Housing Tax Credits Work
- MSHDA Tax-Exempt Bond Financing for Equity: *MSHDA Package of Tools*

IV. The Operating Pro-Forma: *Operating Income and Expenses*

- Operating Income: *Rents*
- Understanding the Terminology in Affordable Housing
- Typical Operating Costs
- Reasonable Operating Costs
- The Two Critical Measures for Long-Term Feasible Operation
- Minimal Cash Flow: *How Does the Developer Make Money on the Deal?*
- The Two keys to Long-Term Control of Operating Costs

V. Are we there yet? Are we there yet?

- Sources are Committed to Cover Development Costs
- All Local Approvals are in Place
- Firm Construction Costs are Determined
- Long-term Feasibility is Evaluated and Approved by Lenders and Investors
- Ready to Schedule Closing

Ready to Start Building!



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A STUDY SESSION
ON TUESDAY, DECEMBER 19, 2017 AT 8:30 A.M. – 12:00 P.M. (NOON)**

SECOND FLOOR TRAINING ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684
(231) 995-5150

POSTED: DECEMBER 1, 2017

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.

AGENDA

- I CALL TO ORDER & ROLL CALL**
- II APPROVAL OF AGENDA**
- III DISCUSSION ITEMS**
 - A. Affordable Housing Real-Estate Development Training
- IV PUBLIC COMMENT**
- V COMMISSIONER COMMENT**
- VI ADJOURNMENT**

NOTE: This Training Program is open to the public but if you wish to ensure that you get copy of the handouts and training materials at the training, please **RSVP** to (tchc@tcpha.net) **by Friday, December 15, 2017**. All training materials will be available after the Study Session.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director ✓
SUBJECT: 2018 TCHC Regular Meeting Schedule/Calendar

MESSAGE:

A draft schedule/calendar of regular meetings is attached to this memorandum. It nearly identical the schedule/calendar that you adopted last year. I did, however, adjust next year's November meeting in the same manner that we adjusted this year's November meeting – the short period following the October meeting did not warrant an early meeting that month.

We need to publish this before the end of this calendar year. The meetings are still scheduled for 8:00 A.M. If this works for everyone, a simple motion to accept the schedule/calendar as presented will suffice.

ATTACHMENTS: DRAFT 2018 Meeting Schedule



DRAFT 2018 MEETING SCHEDULE

THE **TRAVERSE CITY HOUSING COMMISSION** CONDUCTS ITS REGULAR MEETINGS AT 8:00 A.M. ON THE FOURTH FRIDAY OF EACH OF THE FOLLOWING MONTHS:

JANUARY	January 26, 2018
FEBRUARY	February 23, 2018
MARCH	March 23, 2018
APRIL	April 27, 2018
MAY	May 25, 2018
JUNE*	June 22, 2018*
AUGUST	August 24, 2018
SEPTEMBER	September 28, 2018
OCTOBER	October 26, 2018

DUE TO THE THANKSGIVING HOLIDAY, WE WILL HOLD A REGULAR MEETING AT 8:00 A.M. ON THE FIFTH FRIDAY OF THE FOLLOWING MONTH:

NOVEMBER November 30, 2018

ALL MEETINGS WILL BE HELD AT EITHER ONE OF TWO LOCATIONS:

1. RIVERVIEW TERRACE, COMMUNITY ROOM, 150 PINE STREET, TRAVERSE CITY
2. GOVERNMENTAL CENTER, 400 BOARDMAN AVENUE, TRAVERSE CITY

ROOM LOCATION IN GOVERNMENT CENTER TO BE DETERMINED BASED UPON AVAILABILITY.

NOTES: There is no meeting scheduled for **JULY**. We plan to have a "Study Session" and a "Strategic Plan Review" or "Study Session" in **DECEMBER**.


* June is the official **ANNUAL MEETING** and includes the Annual Election of Officers.

PUBLISHED: DECEMBER 1, 2017

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Executive Staff Succession Policy

MESSAGE:

Attached you will find our Draft Executive Staff Succession Policy and a current organizational chart for reference. This policy was last reviewed in 2014. This review has only produced some minor edits and suggestions that reflect the reality of the office structure as it exists today. The Governance Committee reviewed the policy at its November meeting.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE EXECUTIVE STAFF SUCCESSION POLICY

December 1, 2017

WHEREAS, the Traverse City Housing Commission has made it a priority to review, update, and/or create policies and plans to govern all of its operations; and

WHEREAS, the Commission recognizes that a well-planned transition for its Executive Staff position is crucial to its long-term success; and

WHEREAS, the Commission wishes to adopt the proposed changes to its Executive Staff Succession Policy that reflects the current office structure and organizational chart; and

WHEREAS, the Governance Committee has reviewed the purpose of, and the need for, said Executive Staff Succession Policy; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The Executive Staff Succession Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT Executive Staff Succession Policy

1. **Purpose.** The intent of this policy is to ensure the effective day-to-day operations of the Traverse City Housing Commission (TCHC) should the Executive Director be unable to fulfill the obligations of the office, either in the short-term or the long-term, whether voluntary or involuntary.
2. **Policy.** The TCHC will proactively follow the procedures outlined in this policy in order to fulfil the purpose of this policy.
3. **Procedures.** Upon the immediate notice of the Executive Director being unable to fulfill the obligations of the office, either in the short-term or the long-term, whether voluntary or involuntary the following procedures will be followed:

A. Internal Activities

- 1) The organizational chart of the Traverse City Housing Commission will be re-arranged for a temporary time.
- 2) The Board will appoint the Deputy Director to the position of Interim Executive Director. The Deputy Director will act in the stead of the Executive Director, with all the responsibilities and authorities granted to the position.
- 3) The Deputy Director will be compensated at a level to be set by the Board, during the Interim period.
- 4) The Board will temporarily appoint the **Program Manager** who is next in succession in the Organizational Chart to the position of Interim Deputy Director, and such person will act with all the responsibilities and authorities granted to the Deputy Director.
- 5) The Interim Deputy Director will be compensated at a level to be set by the Board, during the interim period.
- 6) At such a time as the TCHC Board in its sole discretion may determine that the existing Executive Director is able to satisfactorily fulfill the obligations of the office, the temporarily rearranged Organizational Chart and interim distribution of job responsibilities will cease, with Compensation levels of staff to be returned to their previous levels.

B. External Activities

- 1) During the time that the operations of the TC Housing Commission are being overseen by the Interim Executive Director and other members of the temporarily rearranged Organizational Chart, the TCHC Board in its sole discretion will determine the need to actively seek an Executive Director who meets the requirements of the TCHC Board. The search for an Executive Director may include both internal and external candidates. The Interim Executive Director, as well as other staff members,

are eligible to apply for the Executive Director position, at the same time that other candidates are sought via external channels.

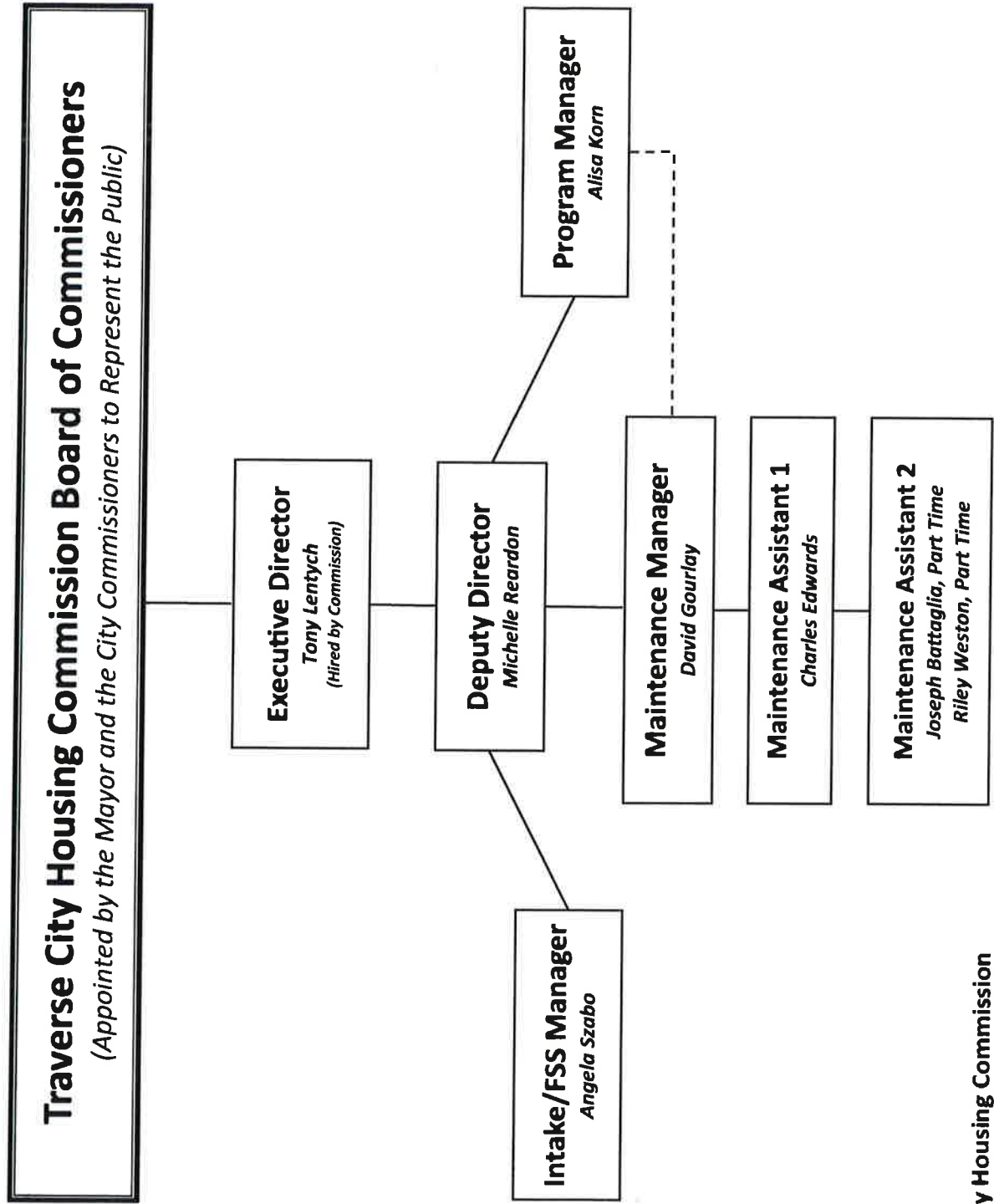
- 2) The Board, in its sole discretion, will determine the sources and methodologies appropriate for an effective and thorough external job search for candidates to fill the Executive Director position. This may include, but is not limited to, Inter-governmental agreements with local government entities such as the City of Traverse City and/or Grand Traverse County. In addition, the Board may consider a full external candidate search, involving seeking of candidates via advertisement of, and recruitment for, this position across a wide geographic area. The Traverse City Housing Commission Board will make final decision on selection of a candidate to fill the Executive Director position.
 - 3) When a candidate has been named to the position of Executive Director and begins active employment with the Housing Commission, the temporarily-rearranged Organizational Chart and job responsibilities distributed on an Interim basis will cease, with Compensation levels of staff to be returned to their previous levels, at a time determined by the new Executive Director in consultation with the Executive Committee.
4. **Update and Review.** The TCHC shall review the Succession Plan on a bi-annual or as needed basis.

Adopted: May 15, 2007

Revised: July 17, 2014

Proposed: December 1, 2017

TCHC ORGANIZATIONAL CHART



Traverse City Housing Commission
A Public Housing Authority


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Admissions and Continued Occupancy Policy Review

MESSAGE:

Please accept this memorandum as an update in the status TCHC's "Admissions and Continued Occupancy Plan" (ACOP) review.

Our current version of the ACOP was purchased from Nan McKay & Associates, a leading provider of consulting, training, and products to the public housing and HCV Section 8 industry. Nan McKay has provided TCHC with plans with updates since 2006. TCHC staff has reviewed the recent ACOP changes and incorporated the required changes and several additional changes based upon our own specific policies to this draft ACOP. Utilizing the previous plan, we made the necessary adjustments in a clearly marked fashion (red font).

Below you will find a summary of all the proposed major changes by chapter. This draft document is several hundred pages long and it is available in our office and as a PDF. Please let me know if you would like a physical copy of this plan to review.

The ACOP was reviewed by the Resident Advisory Board (RAB) on November 9, 2017. There were no issues with any of the proposed changes but the RAB formally requested a better "roll-out" of the ACOP so that residents can understand more about Chapter 6 which deals with income qualifications for admission and recertification. Additionally, the RAB requested that our "notice to quit" letter should be re-written so that it is better understood by all residents. TCHC has granted both of these requests and will work on each of them after the ACOP is adopted.

There is a Public Hearing scheduled for December 5, 2017 at 11:00 A.M. in the Community Room of Riverview Terrace. We had to provide 45 days of official notice to the public before holding the meeting and that is why we are not holding the Public Hearing at our December 1, 2017 Regular Meeting as we would usually do.

A resolution to adopt all of the changes and updates to TCHC's ACOP will be brought to our January 26, 2018 Regular Meeting.

SUMMARY OF ACOP CHANGES:

1. Chapter 1 – Overview of the Program and Plan.
No material changes.
2. Chapter 2- Fair Housing and Equal Opportunity.
Updated Section 2-I.B – Discrimination complaints PHA requirements (p. 2-5).
3. Chapter 3 –Eligibility.
Updated this section for compliance with 24 CFR 5.105(a)(2) and Notice PIH 2014-20 on Program Eligibility Regardless of Sexual Orientation, Gender Identity or Marital Status as Required by HUD's Equal Access Rule.
Added language regarding SSN for children under 6 (p. 3-17).
Added language clarifying an arrest must be substantiated when documenting criminal activity (p. 3-21).
Added language regarding arrest records not being used as proof of disqualifying criminal activity (p. 3-29).
Changed a resource for screening applicants to the Dru Sjodin National Sex Offender database per HUD suggestion (p.3-23).
Updated the section for compliance with HUD's VAWA final rule.
4. Chapter 4 – Applications, Waiting List and Tenant Selection.
Updated the PHA's responsibilities to families with regards to VAWA rights (p. 4-24).
5. Chapter 5 – Occupancy Standards and Unit Offers.
No material changes.
6. Chapter 6 – Income and Rent Determinations.
Updated the Earned Income Disallowance to reflect the Streamlining Final Rule (6-14).
Revised the asset passbook rate procedure under Imputing Income from Assets per HUD requirements (p. 6-20).
Updated HUD guidance on utility reimbursement procedures. TCHC will continue to provide utility reimbursements on a monthly basis (p. 6-49).
Revised Flat Rents and Earned Income Disallowance section to reflect the EID revised calculation method, and removed section on Flat Rents and Mixed Families 9 (p. 6-60).
Revised "Phasing in Flat Rents" per Notice PIH 2015-13 and 24 CFR 960.253(b) (p. 6-58).
Revised "Exhibit 6-4: Earned Income Disallowance" per HUD direction (p. 6-67).
7. Chapter 7 – Verification.
Added a paragraph allowing for self-certification of net assets totaling \$5,000 or less (p. 7-8).
Clarified Section 7-I.E Self-Certification (p. 7-9).
Updated regulations regarding the verification of SSNs for children under 6 years of age.
Added language regarding verification of Income from Excluded Sources regarding partially excluded income (p. 7-23).
8. Chapter 8 – Leasing and Inspections.
Updated this section to reflect the HUD Smoke Free Properties requirements.
Revised the Annual Inspections to require annual USPC inspections on all units within public housing (p. 8-11). *This is the current PHA practice.*
Inserted "Exhibit 8-1: Model Smoke-Free Policy" as required by HUD (p. 8-17).

9. Chapter 9 – Reexaminations.
Inserted Section 9-I.B Streamlined Annual Reexaminations per 24 CFR 960.257 (p. 9-4).
Inserted language regarding a HUD recommendation that PHAs ask whether the tenant, or other member of the household, is subject to a lifetime sex offender registry (p. 9-7).
10. Chapter 10 – Pets.
Added language to include Service Animals in Part I Assistance Animals (p. 10-3).
Updated the Chapter for compliance with the TCHC pet policy.
11. Chapter 11 – Community Service.
Revised the chapter per HUD Notice PIH 2015-12.
Revised “Notification Requirements” per HUD Notice PIH 2016-06 (p. 11-6).
Revised Section 11-I.D. Documentation and Verification per 24 CFR 960.607 and HUD Notice PIH 2016-08 (p. 11-11).
Revised “Continued Noncompliance” to include Enforcement Documentation and procedures (p. 11-14).
Added “Exhibit 11-4: CSSR Work-Out Agreement” per HUD requirements (p. 11-29)
12. Chapter 12 – Transfer Policy.
Revised the chapter for compliance with HUD’s VAWA 2013 final rule.
13. Chapter 13 – Lease Terminations.
Added paragraph regarding record of arrests not being used as a basis for termination to all PHA Policies (p.13-11).
Revised the chapter for compliance with HUD’s VAWA 2013 final rule.
14. Chapter 14 – Grievances and Appeals.
Inserted language requiring the PHA to provide a denied family a notice of VAWA rights as well as the HUD VAWA self-certification form with every written notification of denial of eligibility (p. 14-2).
Revised language requiring the PHA to provide an interpreter at no charge to the family upon request (p. 14-7).
Inserted definition of “Expedited Grievance” per HUD requirements (p. 14-10).
Revised the definition of “Hearing Officer/Panel” per HUD requirements (p. 14-10).
Deleted “Escrow Deposits” section per HUD requirement (p. 14-13).
Inserted language requiring the PHA to describe their policies for selection of a hearing officer in the lease per HUD requirement (p. 14-15).
Deleted “Decision without Hearing” section per HUD requirement (p. 14-16).
Revised the “General Procedures” section regarding audio recording of a hearing to comply with HUD recommendations (p. 14-19).
Added language requiring the PHA to comply with HUD’s LEP Final Rule (p. 14-19).
15. Chapter 15 – Program Integrity.
No material changes.
16. Chapter 16 – Program Administration.
Deleted language referring to Public Housing Maximum Rents as required by HUD.
Revised the language to reflect the correct procedures for establishing flat rents per HUD regulations.
Revised “Part V: Record Keeping” to comply with VAWA 2013 and HUD Notice PIH 2014-20 requirements (p.16-20).

Revised "Part VII: Violence Against Women Act (VAWA): Notification, Documentation, and Confidentiality" to comply with the Violence Against Women Reauthorization Act of 2013 (p. 16-26).

Added "Exhibits 16-1 Form HUD-5380, 16-2 Form HUD-5382, 16-3 Attachment to Form HUD-5382, 16-4 Form HUD-5383 (p. 16-34).

17. Glossary.

Revised per HUD requirements.

ADMISSIONS & CONTINUED OCCUPANCY POLICY

FOR THE TRAVERSE CITY HOUSING COMMISSION PUBLIC HOUSING PROGRAM

Adopted: May 1, 2005

Revision Dates:

February 1, 2006	June 1, 2011
October 1, 2006	June 1, 2012
June 1, 2007	June 1, 2013
September 1, 2008	January 26, 2018
September 1, 2009	
August 1, 2010	

Submitted to HUD: February 1, 2018

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TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Calendar Year-End Property Disposition Resolution

MESSAGE:

Per the U.S. Department of Housing and Urban Development (HUD) guidelines, TCHC has maintained the appropriate lists of inventory and assets. Normally, TCHC produces a quarterly or annual list of items that need to be removed from inventory lists and have, when appropriate, adjustments made to our recorded assets. This resolution covers all items removed from inventory for the last 6 months (since June 2017) which are listed below.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR PROPERTY DISPOSITION

December 1, 2017

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to track the addition and removal of all property and assets; and

WHEREAS, the attached list of items are no longer considered assets to TCHC; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Director and staff.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The following list of surplus property is approved for removal from official TCHC inventory lists as needed with appropriate adjustments made to recorded assets by December 31, 2017:


1. Westinghouse Stove – Damaged/not repairable
Model #KF211KDW / Serial #KLM71194
2. Kenmore Stove – Damaged/not repairable
Model #9609012193 / Serial #
TCHC Inventory #1915

3. Refrigerator – Damaged/not repairable
Model #FFHT1713LW3 / Serial #
RVT Unit #510
4. Westinghouse Stove – Damaged/not repairable
Model #KF211KDW / Serial #KLM71206
5. Stove – Damaged/not repairable
Model #RGD533WEWW / Serial #TH20568R
6. Stove – Damaged/not repairable
Model #VF03661453 / Serial #FF5F3013LWC
7. Kenmore Stove – Damaged/not repairable
Model #960-9012193 / Serial #9511164810
8. Hot Point Stove – Damaged/not repairable
Model #RG13???33?L / Serial #30665R
9. GE Refrigerator – Damaged/not repairable
Model #GTH18DBPCRWN/ Serial #2F508388
10. Hamilton Beach Automatic Roaster Oven – Obsolete
Model #527-2

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 1, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution on Doubtful Accounts

MESSAGE:

Attached you will find a list of former renters that have not responded to any attempts to collect their past due amounts. After reviewing this list, and in accordance with advice from our accountants on how HUD views doubtful accounts, staff is recommending that the attached past due amount on its doubtful account lists be declared bad debt removed from our financial statements. The debts owed are still active in the HUD system (EIV) but it will be removed from our books and we will no longer actively seek to collect or monitor it.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO REMOVE DOUBTFUL ACCOUNTS FROM FINANCIAL STATEMENTS

December 1, 2017

WHEREAS, the Traverse City Housing Commission has always attempted to collect the rents due to it from its tenants in a timely manner but some rent, for a variety of reasons, is never collected and is carried on our financial statements as doubtful accounts; and

WHEREAS, TCHC accountants suggest, and prudent policy dictates, that after some period of time doubtful accounts are declared bad debt and removed from financial statements; and

WHEREAS, the Traverse City Housing Commission has reviewed the list of rents owed; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Director and staff.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The amount of \$688.00 is hereby removed from all Records and Financial Statements of the Traverse City Housing Commission in accordance with all necessary rules and regulations forthwith.

TCHC Doubtful Accounts Aged 12 Months*

Resident	Amount	Notes
Feigel	\$ 688.00	Last payment September 2016 - Moved November 2016

\$ 688.00

Current as of November 2017



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

November 22, 2017 E-Mail from Coan & Lyons, Attorneys at Law

Tony Lentych

From: CL Law Clerk <LawClerk@coanlyons.com>
Sent: Wednesday, November 22, 2017 10:03 AM
To: Tony Lentych
Subject: Retainer Agreement
Attachments: Signed Retainer Agreement - MI080.pdf

Dear Plaintiff:

I am happy to report that we filed a lawsuit challenging HUD's implementation of the 2012 operating subsidy offset last week. Attached is a copy of the Retainer Agreement that you signed before you sent the Agreement to us.

As you will see, I have signed the Agreement. Therefore, in accordance with the last sentence of the Agreement, the Agreement is now effective since it has been signed by both parties. Accordingly, as stated in the Agreement, we are representing you in this lawsuit "for a contingency fee of ten percent of the amount of damages which Housing Authority is awarded and receives through a judgment, settlement or otherwise."

Unless the Government requests an extension, the Government must file a response to the Complaint that we filed by January 16, 2018. We will keep you informed of any developments in the lawsuit.

Please let me know if you should have any questions. Happy Thanksgiving!

Carl A. S. Coan, III
Coan & Lyons
1100 Connecticut Avenue, N.W.
Suite 600
Washington, DC 20036
(202) 728-1070

****Please note our new suite number**

RETAINER AGREEMENT

Name of Housing Authority ("Housing Authority"):

TRAVERSE CITY HOUSING COMMISSION

PHA No.: MI 080

Address of Housing Authority: 150 PINE STREET

TRAVERSE CITY MI 49604

Name and Title of Person Authorized to sign this Agreement and Bind Housing Authority to its terms:

ANTHONY LENTYCH, EXECUTIVE DIRECTOR

Telephone Number and Email Address of the Authorized Person:

231-922-4915, x 203 TLENTYCH@TCPHA.NET

AGREEMENT

This Agreement is by and between Coan & Lyons and Housing Authority. Coan & Lyons is coordinating a lawsuit in the United States Court of Federal Claims ("Claims Court") against the United States for the breach by the United States Department of Housing and Urban Development ("HUD") of the Annual Contributions Contracts between Public Housing Agencies ("PHAs") and HUD based on HUD's failure to prorate the public housing operating subsidies for which PHAs were eligible in accordance with the Public Housing Operating Fund Formula in 2012. For its representation of PHAs in this lawsuit, Coan & Lyons is charging an up-front, flat fee of \$1000 if a PHA has fewer than 250 public housing units and \$3000 if a PHA has 250 or more public housing units. In consideration of Coan & Lyons waiving its up-front, flat fee for Housing Authority to participate as a plaintiff in this lawsuit, Coan & Lyons will represent Housing Authority for a contingency fee of ten percent of the amount of damages which Housing Authority is awarded and receives through a judgment, settlement or otherwise. This contingency fee is the only fee that Housing Authority will have to pay for the litigation of the lawsuit in the Claims Court. Coan & Lyons will be responsible for the payment of any costs of the lawsuit, including any required filing fee. This Agreement shall be effective after it is signed by both parties.

APPROVED: HOUSING AUTHORITY

By: [Signature]

Date: 10.23.2017

COAN & LYONS

By: [Signature]

Date: 11-15-17