



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, February 26, 2016 at 8:00 A.M.

LOCATION:
GOVERNMENTAL CENTER – SECOND FLOOR TRAINING ROOM
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

February 26, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, FEBRUARY 26, 2016 AT 8:00 A.M.**

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

POSTED: FEBRUARY 24, 2016

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 January 22, 2016 Regular Meeting Minutes – Approval Recommended.*

- B. *Consideration of Approval of Schedule of Disbursements for January 2016 for Public Housing & HCV Section 8 Programs* – Approval Recommended.
- C. *Review & Approval of Payment of Invoices for February 2016* – Approval Recommended.
- D. *Review & Acceptance of Financial Statements for January 2016* – Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: February 15, 2016

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report
- B. Family Self-Sufficiency (FSS) Program Report
- C. Resident Council Report(s)

VII OLD BUSINESS

- A. 2016 Consolidated Budget: Review
- B. 2015 – 2020 Strategic Plan: Update
- C. Executive Director Annual Review: Update

VIII NEW BUSINESS

- A. TCHC Policy Review Schedule
- B. Administrative Plan for Housing Choice Voucher Program - Introduction
- C. Emergency Closing Policy – Resolution
- D. Acknowledgment of Change in Financial Institution – Resolution

IX CORRESPONDENCE

- A. TBD

X GUEST SPEAKER

- A. Carlos A. Sanchez, Executive Director, Grand Rapids Housing Commission, Grand Rapids, MI

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT

XIII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, March 25, 2016 at 8:00 A.M.



ANNOUNCEMENT: GUEST SPEAKER

February 26, 2016



Carlos A. Sanchez, Executive Director

Grand Rapids Housing Commission, Grand Rapids, MI

Part of our Strategic Plan is to engage in planned “learning opportunities” for both staff and Commissioners that will help us chart our direction into future activities. To that end, we are pleased to announce that Carlos A. Sanchez, the Executive Director of the Grand Rapids Housing Commission (GRHC), has agreed to visit with us during our monthly Commission Meeting in February. He will be here to talk about the growth of the GRHC during his nearly 25 year tenure as director.

Career Highlights:

- Expanded the number and scope of the Grand Rapids Housing Commission’s (GRHC) programs and services, at times pioneering the way for other housing commissions throughout the country.
- Increased the number of housing units during his tenure by 3,294 bringing the total number of units the GRHC provides to low-income families, seniors, and disabled persons to 4,500 and increased the Commission’s budget from \$3.8 million in 1983 to \$20 million in 2010.
- Served as chair of the Public Act 18 Committee, which embarked on a two-year effort to amend the enabling legislation that created housing commissions across the state of Michigan. Passed in 1996, the amendments gave housing commissions’ greater authority and autonomy.
- Serves on the Board of Directors of the Metropolitan Hospital Board, as well as several other local boards and committees in the Grand Rapids area. Also served on several housing related committees including the Grand Rapids Area Housing Continuum of Care/Vision to End Homelessness Advisory Committee, the State Policy Academy on Homeless Families & Children’s Working Group 1, and others.



Traverse City Housing Commission
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CONSENT AGENDA

January 22, 2016 Regular Meeting Minutes

Schedule of Disbursements for January 2016 for Public Housing

Schedule of Disbursements for January 2016 for HCV Section 8 Programs

Invoices for February 2016

Financial Statements for January 2016

Meeting Minutes of the Traverse City Housing Commission

Regular Commission Meeting

January 22, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by Vice President Jo Simerson at Riverview Terrace, Community Room, 150 Pine Street, Traverse City Michigan, at 8:05 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli, Jo Simerson, Richard Michaels, and Brian Haas.

Staff: Tony Lentych, Executive Director, JoAnn Turnbull, Deputy Director, Kari Massa Program Manager, and Jerry Dafoe, Maintenance.

Residents: Priscilla Townsend, Caroline Beaudrie, Elizabeth Osborn, Ellen Corcoran, Marie Schaffer.

Public: None.

II APPROVAL OF AGENDA

Commissioner Haas moved (Serratelli support) that the agenda be approved. The motion was unanimously approved.

III PUBLIC COMMENT

Riverview Terrace Resident Pricilla Townsend spoke about resident's food stamps.

IV CONSENT CALENDAR

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

- A. Consideration of Approval of December 15, 2015 Regular session Minutes
- B. Consideration of Approval of Schedule of Disbursements for December 2015 for Public Housing and HCV, Section 8 Programs
- C. Review and approve payment of invoices for January 2016
- D. Review & Acceptance of Financial Statements for December 2015

NOTE: Commissioner Smits joined the meeting at 8:11 A.M. and chaired the remainder of the meeting following the conclusion of Committee Reports at 8:16 A.M.

V COMMITTEE REPORTS

- A. Executive & Governance Committee: Commissioner Serratelli reported that there will be a meeting of the full governance committee to review TCHC policies beginning in February.
- B. Finance & Compliance Committee: Commissioner Michaels reported on the presentation by Traverse City State Bank and their ability to offer the TCHC consolidated bank accounts (individual accounts at other banks all reporting under one TCSB account). Provided information on steps involved in property acquisition.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director's Report: Review of the status of the Leelanau County Brownfield Grant for Orchardview II. Reviewed TC City policy of commissioner meeting attendance.
- B. Resident Council Report: Review by the Board of the Resident Council information provided for the meeting. Commissioner Serratelli questioned if the letter from the Council was based on council action or an individual member. Commissioner Serratelli also noted that communications concerning the Resident Board should be directed to ED Lentych and not individual Board members. ED Lentych noted that information pertinent to both the Resident Council and the overall Riverview Terrace community will flow from his office. President Smits stated that the information provided by the Resident Council was deemed received and filed and that the TCHC Asset and Physical Plant addendums should explain how information is relayed. Commissioner Simerson stated that she had reviewed the criteria for her position as Resident Board Member and found no requirement that she attend Resident Council meetings and is doing her job per requirements.

VII OLD BUSINESS

- A. 2016 Consolidated Budget was presented.
- B. 2015-2020 Strategic Plan: Lentych noted there will be a review as part of our annual meeting.
- C. Roof-top Lease. Commissioner Simerson moved (Haas support) the motion governing the negotiation of the lease with T Mobile. The motion was unanimously approved.
- D. Executive Director Review: Commissioner Serratelli presented information about hiring a third party to complete the ED annual review. President Smits presented a motion (Simerson seconded) to accept the proposal by J. Seaman – directing her to recommend stakeholders to interview with recommendation and concurrence by Commissioner Serratelli. The motion was unanimously approved.

VIII NEW BUSINESS

- A. Information Privacy Policy was reviewed. The following additions were added to the policy: Commission members should be added to policy, verbal disclosures to be added and the policy be reviewed by our attorney. President Smits made a motion (Serratelli support) that the Privacy Policy be adopted as amended to include applicability of board member (current and former) and other change recommended by our attorney, John Racine. The motion was unanimously approved.
- B. Asset Management Policy Addendum was reviewed. ED Lentych stated that the Asset Management Policy is policy dictated by HUD and areas outside of HUD funding. Explains how we handle request from outside of HUD (city, neighbors) and formal requests. President Smits recommended we have all final recommendations reviewed by our attorney, Ward Kuhn. President Smits moved (Michaels seconded) the Asset Management Addendum be adopted, subject to further modification and review by our attorney. The motion was unanimously approved.
- C. Pool Table Purchase. Lentych advised the Board that the TCHC would buy and upgrade the Community Room Pool Table with the intent to sell to the Resident Council. Purchase will be completed pursuant to the Resident Council approving the re-purchase.

IX **CORRESPONDENCE**

- A. Email from City of Traverse City Clerk, Benjamin Marentette, dated January 19, 2016.
- B. HUD notification on Fiscal Year 2015 Audit dated December 22, 2015.
- C. Email from Priscilla Townsend requesting assistance on Pool Table issue.
- D. Sondee, Racine, & Doren Notification dated December 22, 2015.
- E. ICS & CDARS Information Sheet from Finance Committee Meeting.
- F. Director Election results from Federal Home Loan Bank of Indianapolis magazine, "Indepth".

X **PUBLIC COMMENT**

General: Ellen Corcoran.

XI **COMMISSIONER COMMENT**

Commissioners Serratelli, Michaels, Simerson, and President Smits.

XII **ADJOURNMENT**

Commissioner Simerson moved (President Smits support) to adjourn. The motion was unanimously approved and President Smits adjourned the meeting at 9:24 A.M.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Andrew Smits, President

Time: 08:11:09

Check Register Summary Report

Chemical Bank

From: 01/01/2016 To: 01/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
01/04/2016	DEP			29,716.62	177,058.83
01/05/2016	EFT	Principal Life Insurance Co.	1,078.05		175,980.78
01/05/2016	ADJST	Anthony Lentych	2,359.06		173,621.72
01/05/2016	ADJST	Gerald DaFoe	767.04		172,854.68
01/05/2016	ADJST	Kari Massa	1,168.43		171,686.25
01/05/2016	ADJST	JoAnn Turnbull	112.63		171,573.62
01/05/2016	ADJST	Joseph Battaglia	315.90		171,257.72
01/05/2016	ADJST	David Gourlay	1,006.61		170,251.11
01/07/2016	036139	City Of Traverse City	47.00		170,204.11
01/07/2016	036140	DTE ENERGY	45.00		170,159.11
01/08/2016	EFT	IRS	2,343.49		167,815.62
01/08/2016	EFT	HUD		21,225.00	189,040.62
01/08/2016	EFT	HUD		23,700.00	212,740.62
01/08/2016	EFT	IRS	2,343.49		210,397.13
01/08/2016	036141	The Trophy Trolley Inc.	24.00		210,373.13
01/08/2016	036142	Snap! Quick Print	114.89		210,258.24
01/08/2016	036143	Engineered Protection Systems Inc	131.00		210,127.24
01/08/2016	036144	John DeWeese	22.00		210,105.24
01/08/2016	036145	Twin Bay Glass Inc.	213.33		209,891.91
01/08/2016	036146	Kelly Services, Inc.	2,613.26		207,278.65
01/08/2016	036146	**VOID** Kelly Services, Inc.	(2,613.26)		209,891.91
01/08/2016	036147	City of Traverse City	3,900.00		205,991.91
01/08/2016	036148	The Estate of Martha Klama or	292.00		205,699.91
01/08/2016	036149	Environmental Pest Control	270.00		205,429.91
01/08/2016	036150	R.W. Popp Excavating, Inc.	57.00		205,372.91
01/08/2016	036151	Northwest Michigan Community Action	2,500.00		202,872.91
01/08/2016	036152	Trugreen	360.00		202,512.91
01/08/2016	036153	Speedwrench, Inc.	375.00		202,137.91
01/08/2016	036154	Nan McKay & Associates Inc	213.83		201,924.08
01/08/2016	036155	A T & T	168.05		201,756.03
01/08/2016	036156	Verizon Wireless	97.06		201,658.97
01/08/2016	036157	Charter Communications	3,001.51		198,657.46
01/08/2016	036158	Smith & Klaczkiewicz, PC	5,750.00		192,907.46
01/08/2016	036159	Cardmember Service	345.58		192,561.88
01/08/2016	036160	Grahm Motor & Generator Service	425.00		192,136.88
01/08/2016	036161	Dolly's Best Inc.	1,800.00		190,336.88
01/08/2016	036162	Jo Simerson	60.00		190,276.88
01/08/2016	036163	Housing Authority Accounting	1,099.41		189,177.47
01/08/2016	036164	D & W Mechanical	151.65		189,025.82
01/08/2016	036165	Great Lakes Business Systems, Inc.	67.68		188,958.14

Time: 08:11:09

Check Register Summary Report

Chemical Bank

From: 01/01/2016 To: 01/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
01/08/2016	036166	McCardel Water Conditioning	97.00		188,861.14
01/08/2016	036168	Kelly Services, Inc.	1,927.17		186,933.97
01/08/2016	036169	Safety Net	6,280.00		180,653.97
01/13/2016	036167	Advantage Electric, LLC	23,700.00		156,953.97
01/19/2016	ADJST	Kari Massa	1,168.41		155,785.56
01/19/2016	ADJST	JoAnn Turnbull	941.40		154,844.16
01/19/2016	ADJST	Joseph Battaglia	277.17		154,566.99
01/19/2016	ADJST	David Gourlay	1,124.08		153,442.91
01/19/2016	EFT	Principal	1,274.05		152,168.86
01/19/2016	ADJST	Anthony Lentych	2,359.18		149,809.68
01/19/2016	ADJST	Gerald DaFoe	894.22		148,915.46
01/21/2016	EFT			556.00	149,471.46
01/22/2016	EFT	IRS	2,358.32		147,113.14
01/27/2016	EFT	Principal	550.00		146,563.14
01/29/2016	036170	SAM'S CLUB	448.61		146,114.53
01/29/2016	036171	Alpine Electric Corporation	114.00		146,000.53
01/29/2016	036172	City Of Traverse City	275.26		145,725.27
01/29/2016	036173	Guardian Medical Monitoring	14.95		145,710.32
01/29/2016	036174	Thomas P. Licavoli	770.00		144,940.32
01/29/2016	036175	CynergyComm.net,Inc	3.82		144,936.50
01/29/2016	036176	Elmer's	150.00		144,786.50
01/29/2016	036177	Republic Services #239	360.90		144,425.60
01/29/2016	036178	Staples Business Advantage	178.84		144,246.76
01/29/2016	036179	Home Depot Credit Services	469.79		143,776.97
01/29/2016	036180	CBC Innovis, Inc.	6.85		143,770.12
01/29/2016	036181	A T & T	101.81		143,668.31
01/29/2016	036182	Leonardo's Tree Service	550.00		143,118.31
01/29/2016	036183	City Of Traverse City	237.46		142,880.85
01/29/2016	036184	Priority Health	5,951.10		136,929.75
01/29/2016	036185	City of Traverse City	15,117.12		121,812.63
01/29/2016	036186	DTE ENERGY	1,562.60		120,250.03
01/29/2016	036187	Save Carpet USA	2,761.00		117,489.03
01/29/2016	036188	Safety Net	599.00		116,890.03
Total:			105,649.80	75,197.62	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 01/01/2016 To: 01/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
01/01/2016	EFT	HUD		79,134.00	198,309.46
01/01/2016	EFT	HUD		7,066.00	205,375.46
01/04/2016	DEP			175.00	205,550.46
01/04/2016	000172	Sandra Aeschliman	190.00		205,360.46
01/04/2016	000172	Jeana Aiken	579.00		204,781.46
01/04/2016	000172	Jack Anderson	848.00		203,933.46
01/04/2016	000172	Ayers Investment Properties LLC	345.00		203,588.46
01/04/2016	000172	Brad Barnes	465.00		203,123.46
01/04/2016	000172	Bay Front Apartments	288.00		202,835.46
01/04/2016	000172	Bay Hill Apartments	627.00		202,208.46
01/04/2016	000172	Bay Hill Housing LDHALP	5,876.00		196,332.46
01/04/2016	000172	Bay Hill II Apartments	3,515.00		192,817.46
01/04/2016	000172	WODA Boardman Lake LHDALP	3,099.00		189,718.46
01/04/2016	000172	David & Mary Briggs	388.00		189,330.46
01/04/2016	000172	Brookside Commons	522.00		188,808.46
01/04/2016	000172	Irma Jean Brownley	345.00		188,463.46
01/04/2016	000172	Central Lake Townhouses	405.00		188,058.46
01/04/2016	000172	Cherrywood Village Farms, Inc.	2,608.00		185,450.46
01/04/2016	000172	Douglas A. Chichester	600.00		184,850.46
01/04/2016	000172	Jack V. Dean	422.00		184,428.46
01/04/2016	000172	Dmytro Cherkasov	1,079.00		183,349.46
01/04/2016	000172	Shirley Farrell	786.00		182,563.46
01/04/2016	000172	Rent Leelanau, LLC	1,483.00		181,080.46
01/04/2016	000172	Lisa Forbes	539.00		180,541.46
01/04/2016	000172	Steve Forbush	411.00		180,130.46
01/04/2016	000172	Dale E. French	90.00		180,040.46
01/04/2016	000172	French Quarter Apts.	72.00		179,968.46
01/04/2016	000172	G Rentals	735.00		179,233.46
01/04/2016	000172	Michael Glowacki	358.00		178,875.46
01/04/2016	000172	David Grzesiek	373.00		178,502.46
01/04/2016	000172	Habitat for Humanity	95.00		178,407.46
01/04/2016	000172	Harbour Ridge Apts	1,217.00		177,190.46
01/04/2016	000172	Heartwood Enterprises	781.00		176,409.46
01/04/2016	000172	Louis Herman	400.00		176,009.46
01/04/2016	000172	Susan Herman	458.00		175,551.46
01/04/2016	000172	Hillview Terrace	537.00		175,014.46
01/04/2016	000172	Josh Hollister	390.00		174,624.46
01/04/2016	000172	HomeStretch	3,104.00		171,520.46
01/04/2016	000172	Caroline Hupp	86.00		171,434.46
01/04/2016	000172	Joseph and Marion Fasel	569.00		170,865.46

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 01/01/2016 To: 01/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
01/04/2016	000172	Donna Kalchik	306.00		170,559.46
01/04/2016	000172	Sidney Lammers	710.00		169,849.46
01/04/2016	000172	Legendary Rentals, LLC	918.00		168,931.46
01/04/2016	000172	Jeffrey R. Lenten	643.00		168,288.46
01/04/2016	000172	John J. Lewis	872.00		167,416.46
01/04/2016	000172	Don E. Lint	393.00		167,023.46
01/04/2016	000172	Juan Maldonado	543.00		166,480.46
01/04/2016	000172	Mathews Trust	825.00		165,655.46
01/04/2016	000172	McLain Management	748.00		164,907.46
01/04/2016	000172	James & Tamela Moquin	509.00		164,398.46
01/04/2016	000172	Northwest Michigan Supportive	418.00		163,980.46
01/04/2016	000172	Oak Park Apts	1,954.00		162,026.46
01/04/2016	000172	Oak Terrace Apts	882.00		161,144.46
01/04/2016	000172	Gerald Oliver Revocable Trust	865.00		160,279.46
01/04/2016	000172	Daniel G. Pohlman	1,763.00		158,516.46
01/04/2016	000172	Douglas L. Porter	399.00		158,117.46
01/04/2016	000172	Putnam Leelanau Farms, LLC	762.00		157,355.46
01/04/2016	000172	Phillip Putney	1,098.00		156,257.46
01/04/2016	000172	Thomas Raven	506.00		155,751.46
01/04/2016	000172	Adele M. Reiter	975.00		154,776.46
01/04/2016	000172	Timothy Rice	429.00		154,347.46
01/04/2016	000172	The Village at Rivers Edge Apartments	241.00		154,106.46
01/04/2016	000172	Robert F. Follett	833.00		153,273.46
01/04/2016	000172	Debra Rushton	116.00		153,157.46
01/04/2016	000172	Sabin Pond Apartments LLC	710.00		152,447.46
01/04/2016	000172	John Sarya	600.00		151,847.46
01/04/2016	000172	Eldon Schaub	389.00		151,458.46
01/04/2016	000172	Gerald Sieggreen	674.00		150,784.46
01/04/2016	000172	SILVER SHORES MHC	143.00		150,641.46
01/04/2016	000172	Douglas & Julia Slack	327.00		150,314.46
01/04/2016	000172	22955 Investments LLC	4,777.00		145,537.46
01/04/2016	000172	Carl Sumner	386.00		145,151.46
01/04/2016	000172	Traverse City Property Management	314.00		144,837.46
01/04/2016	000172	TCR Investments, LLC	473.00		144,364.46
01/04/2016	000172	Wendy Teagan	456.00		143,908.46
01/04/2016	000172	TOS Holdings, LLC	1,216.00		142,692.46
01/04/2016	000172	Tradewinds Terrace Apts	238.00		142,454.46
01/04/2016	000172	Village Glen Apartments	8,496.00		133,958.46
01/04/2016	000172	Catherine L. Wolfe	524.00		133,434.46
01/04/2016	000172	Woodmere Ridge Apartments LDHA	5,332.00		128,102.46

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 01/01/2016 To: 01/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
01/04/2016	000172	Theodore V. Zachman	795.00		127,307.46
01/04/2016	000172	Ann Zenner	443.00		126,864.46
01/04/2016	000172	Barb Zupin	1,513.00		125,351.46
01/08/2016	022854	Blarney Castle Oil Co.	58.00		125,293.46
01/08/2016	022855	Cherryland Electric Cooperative	129.00		125,164.46
01/08/2016	022856	City Of Traverse City	132.00		125,032.46
01/08/2016	022857	Consumers Energy	41.00		124,991.46
01/08/2016	022858	DTE ENERGY	264.00		124,727.46
01/08/2016	022859	Holttons LP Gas Fife Lake	46.00		124,681.46
01/08/2016	022860	Chase Bank	885.00		123,796.46
01/08/2016	022861	Angela Nottage	11,760.41		112,036.05
Total:			93,514.41	86,375.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2016 To: 02/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
02/02/2016	EFT	Principal	1,078.05		115,811.98
02/02/2016	ADJST	Anthony Lentych	2,359.24		113,452.74
02/02/2016	ADJST	Kari Massa	1,168.43		112,284.31
02/02/2016	ADJST	JoAnn Turnbull	759.36		111,524.95
02/02/2016	ADJST	Joseph Battaglia	238.83		111,286.12
02/02/2016	ADJST	Gerald DaFoe	957.83		110,328.29
02/02/2016	ADJST	David Gourlay	975.96		109,352.33
02/02/2016	EFT	Principal	1,274.05		108,078.28
02/04/2016	DEP			18,749.59	126,827.87
02/05/2016	EFT	IRS	2,239.30		124,588.57
02/05/2016	EFT			11,161.66	135,750.23
02/05/2016	DEP			5,957.00	141,707.23
02/05/2016	DEP			253.00	141,960.23
02/05/2016	DEP			6,537.00	148,497.23
02/05/2016	EFT			21,338.00	169,835.23
02/05/2016	036189	A T & T	207.69		169,627.54
02/05/2016	036190	Cardmember Service	2,214.37		167,413.17
02/05/2016	036191	Verizon Wireless	97.39		167,315.78
02/05/2016	036192	D & W Mechanical	1,122.15		166,193.63
02/05/2016	036193	Stricker's Outdoor Power Equipment	19.50		166,174.13
02/05/2016	036194	Spectrum Business	184.97		165,989.16
02/05/2016	036195	DTE ENERGY	89.49		165,899.67
02/05/2016	036196	Advantage Electric, LLC	654.48		165,245.19
02/05/2016	036197	City Of Traverse City	50.00		165,195.19
02/05/2016	036198	Grand Traverse Cty. Treasurer	44.94		165,150.25
02/05/2016	036199	Otis Elevator Company	976.20		164,174.05
02/05/2016	036200	Kuhn Rogers PLC	437.00		163,737.05
02/05/2016	036201	Kelly Services, Inc.	2,482.16		161,254.89
02/05/2016	036202	Wilmar	322.45		160,932.44
02/05/2016	036203	Charter Communications	3,001.51		157,930.93
02/05/2016	036204	Aflac	223.20		157,707.73
02/05/2016	036205	City Of Traverse City	47.00		157,660.73
02/05/2016	036206	DTE ENERGY	45.00		157,615.73
02/05/2016	036207	South Cedar Chimney Sweep	150.00		157,465.73
02/08/2016	DEP			935.00	158,400.73
02/08/2016	EFT			11,161.66	169,562.39
02/16/2016	ADJST	Anthony Lentych	2,359.21		167,203.18
02/16/2016	ADJST	Kari Massa	1,168.42		166,034.76
02/16/2016	ADJST	JoAnn Turnbull	782.88		165,251.88
02/16/2016	ADJST	Joseph Battaglia	162.17		165,089.71

Traverse City Housing Commission
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Chemical Bank
From: 02/01/2016 To: 02/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
02/16/2016	ADJUST	Gerald DaFoe	894.24		164,195.47
02/16/2016	ADJUST	David Gourlay	975.95		163,219.52
02/16/2016	ADJUST	Lisa J. Knickerbocker	931.29		162,288.23
02/16/2016	EFT	Principal	1,273.94		161,014.29
02/16/2016	DEP			4,953.00	165,967.29
02/22/2016	EFT	State of Michigan	690.89		165,276.40
02/22/2016	EFT	State of MI	690.89		164,585.51
02/22/2016	036208	City Of Traverse City	275.26		164,310.25
02/22/2016	036209	Engineered Protection Systems Inc	123.54		164,186.71
02/22/2016	036210	City Bike Shop	204.50		163,982.21
02/22/2016	036211	John DeWeese	40.75		163,941.46
02/22/2016	036212	Housing Data Systems	114.15		163,827.31
02/22/2016	036213	Trugreen	360.00		163,467.31
02/22/2016	036214	Housing Authority Accounting	1,369.41		162,097.90
02/22/2016	036215	Speedwrench, Inc.	804.92		161,292.98
02/22/2016	036216	David Gourlay	108.78		161,184.20
02/22/2016	036217	Gerald DaFoe	295.80		160,888.40
02/22/2016	036218	Integrated Payroll Services, Inc.	96.90		160,791.50
02/22/2016	036219	Holiday Fleet	63.01		160,728.49
02/22/2016	036220	Great Lakes Business Systems, Inc.	109.19		160,619.30
02/22/2016	036221	Sondee, Racine & Doren, P.L.C.	256.00		160,363.30
02/22/2016	036222	Wolverine Power Systems	1,987.96		158,375.34
02/22/2016	036223	Home Depot Credit Services	294.80		158,080.54
02/22/2016	036224	DeWeese Hardware	27.98		158,052.56
02/22/2016	036225	Roto-Rooter	150.00		157,902.56
02/22/2016	036226	Environmental Pest Control	270.00		157,632.56
02/22/2016	036227	Save Carpet USA	1,535.00		156,097.56
02/22/2016	036228	Aflac	223.20		155,874.36
02/22/2016	036229	City Of Traverse City	15,351.41		140,522.95
02/22/2016	036230	SAM'S CLUB	508.90		140,014.05
02/22/2016	036231	A T & T	104.09		139,909.96
02/22/2016	036232	Grand Traverse Cty. Treasurer	44.94		139,865.02
02/22/2016	036233	Chris Gauthier or the Estate of Rose	79.00		139,786.02
02/22/2016	036234	Staples Business Advantage	225.31		139,560.71
02/22/2016	036235	Guardian Medical Monitoring	29.90		139,530.81
02/22/2016	036236	CBC Innovis, Inc.	35.75		139,495.06
02/22/2016	036237	Republic Services #239	464.67		139,030.39
02/22/2016	036238	Barton Carroll's Inc	1,557.00		137,473.39
02/22/2016	036239	Thomas P. Licavoli	770.00		136,703.39
02/22/2016	036240	Keiser Services LLC	409.00		136,294.39

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Date	Ref Num	Payee	Payment	Deposit	Balance
02/22/2016	036241	Kuhn Rogers PLC	1,178.00		135,116.39
02/22/2016	036242	Northern Building Supply LLC	365.55		134,750.84
02/22/2016	036243	Safety Net	783.00		133,967.84
02/22/2016	036244	R.W. Popp Excavating, Inc.	1,074.00		132,893.84
02/22/2016	036245	Elmer's	900.00		131,993.84
02/22/2016	036246	Integrated Payroll Services, Inc.	163.90		131,829.94
02/22/2016	036247	Advantage Electric, LLC	949.29		130,880.65
02/22/2016	036248	Advantage Electric, LLC	500.00		130,380.65
02/22/2016	036249	Nichols Paper & Supply Co.	203.40		130,177.25
02/22/2016	036250	DTE ENERGY	1,564.75		128,612.50
02/22/2016	036251	Priority Health	5,951.10		122,661.40
02/22/2016	036252	Kelly Services, Inc.	2,097.60		120,563.80
02/22/2016	036253	Advantage Electric, LLC	18,000.00		102,563.80
02/22/2016	036254	Scott Kuefler	200.00		102,363.80
Total:			95,572.14	81,045.91	

Traverse City Housing Commission
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Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2016	EFT	HUD		78,991.00	191,027.05
02/01/2016	EFT	HUD		7,146.00	198,173.05
02/01/2016	000173	Sandra Aeschliman	189.00		197,984.05
02/01/2016	000173	Jeana Aiken	351.00		197,633.05
02/01/2016	000173	Jack Anderson	848.00		196,785.05
02/01/2016	000173	Ayers Investment Properties LLC	345.00		196,440.05
02/01/2016	000173	Brad Barnes	465.00		195,975.05
02/01/2016	000173	Bay Front Apartments	303.00		195,672.05
02/01/2016	000173	Bay Hill Housing LDHALP	6,503.00		189,169.05
02/01/2016	000173	Bay Hill II Apartments	3,717.00		185,452.05
02/01/2016	000173	WODA Boardman Lake LHDALP	2,766.00		182,686.05
02/01/2016	000173	David & Mary Briggs	388.00		182,298.05
02/01/2016	000173	Brookside Commons	352.00		181,946.05
02/01/2016	000173	Irma Jean Brownley	345.00		181,601.05
02/01/2016	000173	Central Lake Townhouses	405.00		181,196.05
02/01/2016	000173	Cherrywood Village Farms, Inc.	2,210.00		178,986.05
02/01/2016	000173	Douglas A. Chichester	600.00		178,386.05
02/01/2016	000173	Jack V. Dean	422.00		177,964.05
02/01/2016	000173	Dmytro Cherkasov	1,079.00		176,885.05
02/01/2016	000173	Shirley Farrell	786.00		176,099.05
02/01/2016	000173	Rent Leelanau, LLC	1,483.00		174,616.05
02/01/2016	000173	Lisa Forbes	539.00		174,077.05
02/01/2016	000173	Steve Forbush	411.00		173,666.05
02/01/2016	000173	Dale E. French	90.00		173,576.05
02/01/2016	000173	French Quarter Apts.	72.00		173,504.05
02/01/2016	000173	G Rentals	735.00		172,769.05
02/01/2016	000173	Michael Glowacki	584.00		172,185.05
02/01/2016	000173	David Grzesiek	373.00		171,812.05
02/01/2016	000173	Habitat for Humanity	95.00		171,717.05
02/01/2016	000173	Harbour Ridge Apts	1,217.00		170,500.05
02/01/2016	000173	Heartwood Enterprises	781.00		169,719.05
02/01/2016	000173	Louis Herman	400.00		169,319.05
02/01/2016	000173	Susan Herman	458.00		168,861.05
02/01/2016	000173	Hillview Terrace	537.00		168,324.05
02/01/2016	000173	Josh Hollister	390.00		167,934.05
02/01/2016	000173	HomeStretch	3,104.00		164,830.05
02/01/2016	000173	Caroline Hupp	223.00		164,607.05
02/01/2016	000173	Joseph and Marion Fasel	569.00		164,038.05
02/01/2016	000173	Donna Kalchik	306.00		163,732.05
02/01/2016	000173	Sidney Lammers	710.00		163,022.05

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Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2016	000173	Legendary Rentals, LLC	918.00		162,104.05
02/01/2016	000173	Jeffrey R. Lenten	643.00		161,461.05
02/01/2016	000173	John J. Lewis	872.00		160,589.05
02/01/2016	000173	Don E. Lint	393.00		160,196.05
02/01/2016	000173	Juan Maldonado	543.00		159,653.05
02/01/2016	000173	Mathews Trust	825.00		158,828.05
02/01/2016	000173	McLain Management	748.00		158,080.05
02/01/2016	000173	James & Tamela Moquin	509.00		157,571.05
02/01/2016	000173	Northwest Michigan Supportive	418.00		157,153.05
02/01/2016	000173	Oak Park Apts	1,950.00		155,203.05
02/01/2016	000173	Oak Terrace Apts	1,019.00		154,184.05
02/01/2016	000173	Gerald Oliver Revocable Trust	865.00		153,319.05
02/01/2016	000173	Daniel G. Pohlman	1,415.00		151,904.05
02/01/2016	000173	Douglas L. Porter	399.00		151,505.05
02/01/2016	000173	Putnam Leelanau Farms, LLC	762.00		150,743.05
02/01/2016	000173	Phillip Putney	1,098.00		149,645.05
02/01/2016	000173	Thomas Raven	506.00		149,139.05
02/01/2016	000173	Adele M. Reiter	975.00		148,164.05
02/01/2016	000173	Timothy Rice	429.00		147,735.05
02/01/2016	000173	The Village at Rivers Edge Apartments	241.00		147,494.05
02/01/2016	000173	Robert F. Follett	833.00		146,661.05
02/01/2016	000173	Debra Rushton	116.00		146,545.05
02/01/2016	000173	Sabin Pond Apartments LLC	710.00		145,835.05
02/01/2016	000173	John Sarya	600.00		145,235.05
02/01/2016	000173	Eldon Schaub	389.00		144,846.05
02/01/2016	000173	Gerald Sieggreen	674.00		144,172.05
02/01/2016	000173	SILVER SHORES MHC	143.00		144,029.05
02/01/2016	000173	Douglas & Julia Slack	327.00		143,702.05
02/01/2016	000173	22955 Investments LLC	4,777.00		138,925.05
02/01/2016	000173	Carl Sumner	386.00		138,539.05
02/01/2016	000173	Traverse City Property Management	314.00		138,225.05
02/01/2016	000173	TCR Investments, LLC	473.00		137,752.05
02/01/2016	000173	Wendy Teagan	456.00		137,296.05
02/01/2016	000173	TOS Holdings, LLC	1,216.00		136,080.05
02/01/2016	000173	Tradewinds Terrace Apts	253.00		135,827.05
02/01/2016	000173	Village Glen Apartments	8,395.00		127,432.05
02/01/2016	000173	Catherine L. Wolfe	524.00		126,908.05
02/01/2016	000173	Woodmere Ridge Apartments LDHA	5,345.00		121,563.05
02/01/2016	000173	Theodore V. Zachman	795.00		120,768.05
02/01/2016	000173	Ann Zenner	443.00		120,325.05

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Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2016	000173	Barb Zupin	1,513.00		118,812.05
02/02/2016	EFT	HUD		6,356.20	125,168.25
02/04/2016	EFT	HUD		125.00	125,293.25
02/04/2016	EFT	HUD		556.00	125,849.25
02/05/2016	022862	Blarney Castle Oil Co.	58.00		125,791.25
02/05/2016	022863	Cherryland Electric Cooperative	129.00		125,662.25
02/05/2016	022864	City Of Traverse City	131.00		125,531.25
02/05/2016	022865	Consumers Energy	123.00		125,408.25
02/05/2016	022866	DTE ENERGY	455.00		124,953.25
02/05/2016	022867	Holtens LP Gas Fife Lake	46.00		124,907.25
02/12/2016	000174	WODA Boardman Lake LHDALP	333.00		124,574.25
02/12/2016	000174	TCR Investments, LLC	938.00		123,636.25
02/22/2016	022868	Housing Data Systems	145.00		123,491.25
02/22/2016	022869	Traverse City Housing Commission	22,270.59		101,220.66
02/22/2016	022870	Chase Bank	1,101.00		100,119.66
02/22/2016	022871	City Of Traverse City	98.00		100,021.66
02/22/2016	022872	DTE ENERGY	227.00		99,794.66
Total:			105,415.59	93,174.20	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2016

Units	1 Month Ended	7 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>January 31, 2016</u>	<u>January 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,969.04	\$ 218,080.66	\$ 236,250	\$ 405,000	186,919.34
3110.2 - Dwelling Rental-Proj. 2	5,259.00	32,620.00	0	0	(32,620.00)
3120 - Excess Utilities	100.00	526.00	583	1,000	474.00
3190 - Nondwelling Rental	4,798.59	33,207.82	30,042	51,500	18,292.18
Total Rental Income	<u>41,126.63</u>	<u>284,434.48</u>	<u>266,875</u>	<u>457,500</u>	<u>173,065.52</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	21,225.00	151,426.00	140,000	240,000	88,574.00
Total HUD PHA Grants	<u>21,225.00</u>	<u>151,426.00</u>	<u>140,000</u>	<u>240,000</u>	<u>88,574.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	214.78	1,584.81	2,100	3,600	2,015.19
3690 - Tenant Income	279.95	2,622.39	2,917	5,000	2,377.61
3690.1 - Non-Tenant Income	912.25	23,531.56	16,333	28,000	4,468.44
3690.2 - Tenant Income-Cable	2,500.00	17,375.00	15,254	26,150	8,775.00
Total Nonrental Income	<u>3,906.98</u>	<u>45,113.76</u>	<u>36,604</u>	<u>62,750</u>	<u>17,636.24</u>
Total Operating Income	<u>66,258.61</u>	<u>480,974.24</u>	<u>443,479</u>	<u>760,250</u>	<u>279,275.76</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	7,720.02	55,298.43	76,528	131,190	75,891.57
4120 - Compensated Absences	0.00	0.00	875	1,500	1,500.00
4130 - Legal Expense	0.00	3,272.10	5,542	9,500	6,227.90
4140 - Staff Training	149.68	3,528.28	4,375	7,500	3,971.72
4150 - Travel Expense	18.83	889.64	4,375	7,500	6,610.36
4170 - Accounting Fees	450.16	3,556.12	3,792	6,500	2,943.88
4171 - Auditing	4,025.00	4,025.00	1,692	2,900	(1,125.00)
4182 - Employee Benefits - Admin	5,026.67	27,281.07	31,996	54,850	27,568.93
4185 - Telephone	524.02	3,839.84	3,354	5,750	1,910.16
4190.1 - Publications	0.00	0.00	292	500	500.00
4190.2 - Membership Dues and Fees	0.00	947.50	438	750	(197.50)
4190.3 - Admin. Service Contracts	6,452.26	21,094.35	11,375	19,500	(1,594.35)
4190.4 - Office Supplies	271.12	3,319.79	1,458	2,500	(819.79)
4190.5 - Other Sundry Expense	6,277.01	16,718.92	8,750	15,000	(1,718.92)
4190.6 - Advertising	0.00	1,090.62	438	750	(340.62)
Total Administration	<u>30,914.77</u>	<u>144,861.66</u>	<u>155,280</u>	<u>266,190</u>	<u>121,328.34</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	2,259.52	5,271.54	8,750	15,000	9,728.46
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	3,001.51	20,232.43	18,958	32,500	12,267.57
Total Tenant Services	<u>5,261.03</u>	<u>25,503.97</u>	<u>27,708</u>	<u>47,500</u>	<u>21,996.03</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2016

Units	1 Month Ended	7 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>January 31, 2016</u>	<u>January 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	627.60	9,564.50	9,625	16,500	6,935.50
4320 - Electricity	14,756.20	64,871.83	87,500	150,000	85,128.17
4330 - Gas	<u>1,665.72</u>	<u>4,220.71</u>	<u>12,833</u>	<u>22,000</u>	<u>17,779.29</u>
Total Utilities	17,049.52	78,657.04	109,958	188,500	109,842.96
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	6,176.54	44,294.00	47,058	80,670	36,376.00
4420 - Materials	1,890.03	9,770.61	11,667	20,000	10,229.39
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	892.35	4,620.20	6,708	11,500	6,879.80
4430.03 - Snow Removal Contracts	207.00	342.00	2,333	4,000	3,658.00
4430.04 - Elevator Maintenance Contracts	0.00	13,462.83	4,958	8,500	(4,962.83)
4430.05 - Landscape & Grounds Contracts	550.00	5,313.75	6,417	11,000	5,686.25
4430.06 - Unit Turnaround Contracts	3,531.00	14,101.80	10,500	18,000	3,898.20
4430.07 - Electrical Contracts	0.00	3,133.27	2,917	5,000	1,866.73
4430.08 - Plumbing Contracts	386.21	1,580.41	875	1,500	(80.41)
4430.09 - Extermination Contracts	270.00	2,405.00	2,042	3,500	1,095.00
4430.10 - Janitorial Contracts	0.00	4,032.53	700	1,200	(2,832.53)
4430.11 - Routine Maintenance Contracts	2,753.00	5,479.75	6,125	10,500	5,020.25
4430.12 - Misc. Contracts	0.00	13,067.51	8,750	15,000	1,932.49
4431 - Garbage Removal	360.90	2,993.45	3,383	5,800	2,806.55
4433 - Employee Benefits - Maint.	<u>4,457.82</u>	<u>23,924.96</u>	<u>18,993</u>	<u>32,560</u>	<u>8,635.04</u>
Total Ordinary Maint. & Oper.	21,474.85	148,522.07	133,426	228,730	80,207.93
General Expense					
4510 - Insurance	2,361.34	16,523.64	15,225	26,100	9,576.36
4520 - Payment in Lieu of Taxes	1,780.00	12,460.00	12,688	21,750	9,290.00
4570 - Collection Losses	0.00	0.00	788	1,350	1,350.00
4586 - Interest Expense-CFFP	0.00	0.00	19,600	33,600	33,600.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	<u>0.00</u>	<u>0.00</u>	<u>292</u>	<u>500</u>	<u>500.00</u>
Total General Expense	4,141.34	28,983.64	48,593	83,300	54,316.36
Total Routine Expense	78,841.51	426,528.38	474,962	814,220	387,691.62
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	<u>0.00</u>	<u>4,948.40</u>	<u>7,292</u>	<u>12,500</u>	<u>7,551.60</u>
Total Extraordinary Maint.	0.00	4,948.40	7,292	12,500	7,551.60
Casualty Losses-Not Cap.					
Total Casualty Losses	0.00	0.00	0	0	0.00
Total Non-Routine Expense	0.00	4,948.40	7,292	12,500	7,551.60
Total Operating Expenses	<u>78,841.51</u>	<u>431,476.78</u>	<u>482,254</u>	<u>826,720</u>	<u>395,243.22</u>
Operating Income (Loss)	<u>(12,582.90)</u>	<u>49,497.46</u>	<u>(38,775)</u>	<u>(66,470)</u>	<u>(115,967.46)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2016

Units	1 Month Ended	7 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>January 31, 2016</u>	<u>January 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	188,374.13	0	0	(188,374.13)
4810 - Loan Fee Amortization Exp.-CFFP	0.00	0.00	0	0	0.00
Total Depreciation Expense	26,910.59	188,374.13	0	0	(188,374.13)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	0.00	0.00	0	0	0.00
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	0.00	7,270.81	0	0	(7,270.81)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	0.00	42,633.00	0	0	(42,633.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	0.00	(49,903.81)	0	0	49,903.81
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (39,493.49)</u>	<u>\$ (138,876.67)</u>	<u>\$ (38,775)</u>	<u>\$ (66,470)</u>	<u>\$ 72,407</u>
HUD Net Income (Loss)	<u>\$ (12,582.90)</u>	<u>\$ (406.35)</u>	<u>\$ (38,775)</u>	<u>\$ (66,470)</u>	<u>\$ (66,064)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2016

Units	1 Month Ended		7 Months Ended				
208	<u>January 31, 2016</u>	<u>PUM</u>	<u>January 31, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 122.50	0.80	\$ 1,058.00	0.94	\$ 0	0.00	\$ (1,058.00)
3603 - Number of Unit Months	154.00	(1.00)	1,120.00	(1.00)	0	0.00	1,120.00
3604 - Unit Months - Contra	<u>(154.00)</u>	1.00	<u>(1,120.00)</u>	1.00	<u>0</u>	0.00	<u>(1,120.00)</u>
Total Oper. Reserve Income	122.50	0.80	1,058.00	0.94	0	0.00	(1,058.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	79,134.00	513.86	570,090.00	509.01	0	0.00	(570,090.00)
3411 - Admin Fee Funding	<u>7,622.00</u>	49.49	<u>50,020.00</u>	44.66	<u>0</u>	0.00	<u>(50,020.00)</u>
Total HUD PHA Grants	86,756.00	563.35	620,110.00	553.67	0	0.00	(620,110.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>86,878.50</u>	564.15	<u>621,168.00</u>	554.61	<u>0</u>	0.00	<u>(621,168.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,238.24	14.53	15,750.15	14.06	44,170	0.00	28,419.85
4130 - Legal Expense	0.00	0.00	57.60	0.05	0	0.00	(57.60)
4140 - Staff Training	64.15	0.42	345.55	0.31	2,250	0.00	1,904.45
4150 - Travel Expense	8.07	0.05	369.15	0.33	3,000	0.00	2,630.85
4170 - Accounting Fees	649.25	4.22	4,747.25	4.24	8,130	0.00	3,382.75
4171 - Auditing	1,725.00	11.20	1,725.00	1.54	2,400	0.00	675.00
4182 - Employee Benefits - Admin	1,736.53	11.28	9,125.61	8.15	0	0.00	(9,125.61)
4185 - Telephone	31.69	0.21	542.19	0.48	1,400	0.00	857.81
4190.1 - Publications	0.00	0.00	0.00	0.00	800	0.00	800.00
4190.2 - Membership Dues and Fees	0.00	0.00	380.00	0.34	450	0.00	70.00
4190.3 - Admin. Service Contracts	2,701.03	17.54	6,441.77	5.75	3,160	0.00	(3,281.77)
4190.4 - Office Supplies	50.67	0.33	676.94	0.60	1,935	0.00	1,258.06
4190.5 - Other Sundry Expense	1,663.80	10.80	2,964.16	2.65	5,250	0.00	2,285.84
4190.6 - Advertising	<u>0.00</u>	0.00	<u>448.13</u>	0.40	<u>0</u>	0.00	<u>(448.13)</u>
Total Administration	10,868.43	70.57	43,573.50	38.90	72,945	0.00	29,371.50
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	10,868.43	70.57	43,573.50	38.90	72,945	0.00	29,371.50

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2016

Units 208	1 Month Ended <u>January 31, 2016</u>	PUM	7 Months Ended <u>January 31, 2016</u>	PUM	BUDGET	PUM	*OVER/UNDER
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	74,275.00	482.31	497,216.00	443.94	0	0.00	(497,216.00)
4715.2 - HAP-Vacant Unit	0.00	0.00	5,707.00	5.10	0	0.00	(5,707.00)
4715.3 - HAP - Non-Elderly Disabled	4,262.00	27.68	26,710.00	23.85	0	0.00	(26,710.00)
4715.4 - HAP - Utility Allowances	670.00	4.35	6,383.52	5.70	0	0.00	(6,383.52)
4715.5 - HAP - Fraud Recovery	(122.50)	(0.80)	(1,058.00)	(0.94)	0	0.00	1,058.00
4715.6 - HAP - Homeownership	720.00	4.68	6,192.00	5.53	0	0.00	(6,192.00)
4715.9 - HAP - Portable Receiving	0.00	0.00	161.00	0.14	0	0.00	(161.00)
4719 - HAP - FSS Escrow	<u>885.00</u>	<u>5.75</u>	<u>12,615.69</u>	<u>11.26</u>	<u>0</u>	<u>0.00</u>	<u>(12,615.69)</u>
Total HAP Payments	80,689.50	523.96	553,927.21	494.58	0	0.00	(553,927.21)
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
7520 - Replacement of Equipment	0.00	0.00	2,259.78	2.02	0	0.00	(2,259.78)
7590 - Operating Expenditures-Contra	<u>0.00</u>	<u>0.00</u>	<u>(2,259.78)</u>	<u>(2.02)</u>	<u>0</u>	<u>0.00</u>	<u>2,259.78</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	\$ (4,679.43)	(30.39)	\$ 23,667.29	21.13	\$ (72,945)	0.00	\$ (96,612.29)

Analysis of HAP Funding-Voucher

7 Months Ended

A.C. Received: JAN. 31, 2016

January 31, 2016

HAP Funding

\$ 570,090.00

A.C. Spent

HAP - Occupied Units	497,216.00
HAP-Vacant Unit	5,707.00
HAP - Non-Elderly Disabled	26,710.00
HAP - Utility Allowances	6,383.52
HAP - Homeownership	6,192.00
HAP - Fraud Recovery	(1,058.00)
HAP - FSS Escrow	<u>12,615.69</u>

Total Funding Required

553,766.21

Over/(Under) Funding-current fiscal year

\$ 16,323.79

HAP Reserve-prior fiscal years

\$ (19,039.12)

Cumulative Over (Under) Funding-HAP (NRA)

\$ (2,715.33)

Memo: Income not including the over (under) funding of HAP

\$ (830.64)

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement**

For the 1 Month and 7 Months Ended January 31, 2016

Units	1 Month Ended		7 Months Ended				
	<u>January 31, 2016</u>	<u>PUM</u>	<u>January 31, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>0.00</u>	0.00	<u>33,205.50</u>	0.00	<u>0</u>	0.00	<u>(33,205.50)</u>
Total HUD PHA Grants	0.00	0.00	33,205.50	0.00	0	0.00	(33,205.50)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>0.00</u>	0.00	<u>33,205.50</u>	0.00	<u>0</u>	0.00	<u>(33,205.50)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,224.48	0.00	30,062.43	0.00	60,660	0.00	30,597.57
4182 - Employee Benefits - Admin	<u>1,829.62</u>	0.00	<u>11,317.21</u>	0.00	<u>0</u>	0.00	<u>(11,317.21)</u>
Total Administration	6,054.10	0.00	41,379.64	0.00	60,660	0.00	19,280.36
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	6,054.10	0.00	41,379.64	0.00	60,660	0.00	19,280.36

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement**

For the 1 Month and 7 Months Ended January 31, 2016

Units	1 Month Ended		7 Months Ended				
	<u>January 31, 2016</u>	<u>PUM</u>	<u>January 31, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ (6,054.10)</u>	0.00	<u>\$ (8,174.14)</u>	0.00	<u>\$ (60,660)</u>	0.00	<u>\$ (52,485.86)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: February 15, 2016

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee February 15, 2016

An Executive & Governance Committee Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at 4:15 p.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli, and Andrew Smits.

Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

- A. No correspondence to report.

AGENDA

- A. The Agenda for the February Commission meeting was reviewed and approved:
- A new location was noted (Government Center).
 - Primary business items should run approx. 30- 45 minutes, with special Guest Speaker to follow. A flyer announcing the Guest Speaker, Carlos Sanchez (ED of Grand Rapids Housing Commission) is provided to summarize his background and experiences in the Housing field in Michigan.
 - The regular Agenda includes a proposed revision to the Emergency Closing Policy, with both current and proposed documents to be provided. Lentych related a conversation he had with a HUD representative concerning the Community Room Policy.
 - This policy conversation led to his summary listing of the policies included in the TCHC office Policy Binder. However, it appears that many of the policies included in the binder are out of date and do not reflect some changes made by the recent (last 2 years) work of previous Governance Committee. This will be examined and changed as needed.
- B. Resident Council: Lentych stated that he has periodic conversations with the RTRC President, relative to continuation of work on By-Laws amendments, MOU, and meetings. It was not clear if there was a January 2016 RC meeting.
- C. Executive Director Performance Review Process: Consultant Jen Seman is in process of conducting interview with Commissioners, Staff, and Residents (some random-draw residents, and the Resident Council officers). The final identification of Community Leaders to be included in the process will be determined by the end of the month, in order to meet the completion deadline for final Report Summary at March 25 Board Meeting.
- D. Shared Access Easement: Lentych reported that there has been no discussions with the City or other parties regarding the proposed easement with our neighbor to the north (305 West Front Street). No word has been received since the City hosted the initial meeting.

ADJOURNMENT

President Smits adjourned the meeting at 6:00 p.m.

Respectfully submitted,

Kay Serratelli &
Tony Lentych, Executive Director



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

February 26, 2016

BUILDINGS/OCCUPANCY:

Riverview Terrace – We had two (2) units open this month – both are now filled. We lost our entry way video feed via the cable system due to a power surge. Service was restored in about 8 days.

Orchardview – We have one (1) unit open at this time and have a family ready to move in before the end of the month.

FINANCIAL:

Successfully submitted our 2016 Operating Subsidy Tools to HUD for processing (that reads a lot easier than it really was). We are beginning the Fiscal Year 2017 Budget process in March.

PROJECTS (This is a list of projects that are on-going or recently completed):

- Office IT: We are delayed on the camera install until the wiring issue is solved.
- Uptown Development: We have not submitted our final bill to the developers yet because we are waiting to see what everything looks like early this spring.
- Orchardview Phase II: No change in status.
- Housing Development: No change in status.
- Advocacy: Beginning work on an overview of the PILOT ordinances that should translate into a training opportunity for local elected officials. Working with Housing Solutions Network on this as key topic for 2016.
- Office Management: We have had a successful transition to a new Intake staff person. Lisa Knickerbocker began work on February 1 and has already made a great impression with everyone who has met her. We held a welcome “coffee & doughnuts” for her with Riverview Terrace residents that was very well attended.
- Strategic Planning: No change in status.

ACTIVITIES:

Participated in my first Affordable Housing Program Advisory Committee meeting with the Federal Home Loan Bank of Indianapolis. Also participated in a board orientation and a dinner with the entire FHLBI Board of Directors – All meetings in Indianapolis.

Meeting with our Architect while in Indianapolis to discuss contract and window project at Orchardview.

Met with City Manager Marty Colburn to discuss several issues (general items) regarding relationship with the City.

Participated in Housing Solutions Network monthly meeting at Networks Northwest.

Conversation with Donald Valentino of CoolLED Inc. to review proposal to switch out our current bulbs at Riverview Terrace with LED bulbs.

Participated in a conference call about the adoption of PILOT on the old hospital property as well as the property's Walk Score.

Meeting with UNISON representative on roof-top leases (preliminary sales pitch).

Held several meetings with Riverview Terrace Residents regarding general issues in our community and issues concerning the Riverview Terrace Resident Council. Participated in one Appeal hearing on an Eviction notice.

Prepared for and participated in a monthly Executive & Governance Committee meetings.

Chaired the monthly Housing Solutions Network meeting at Networks Northwest.

Met with Commissioner Kay Serratelli and Jen Seman (separately) on performance evaluation.

Met with Rotary Charities staff, Marsha Smith and Becky Ewing, about potential affordable housing projects and their upcoming meetings with their investors.

Met with TCAPS Superintendent Paul Soma to discuss affordable housing.

Attended the City Commission's study session on two PILOT requests before the city.

Meeting with Prima Civitas (Lansing) CEO to discuss policy issues affecting small/rural communities.

Several discussions with our Attorney, Ward Kuhn about a pending legal matter and participated in conference call (hearing) with State of Michigan Civil Rights Commission.

Conversations with recently retired State of Michigan Treasury employee, Wayne Workman (also a Traverse City resident), about volunteer activities.

Conversations with Traverse Light & Power about power surge on property.

Participate in CEDAM Board of Directors Meeting. Also participated as a CEDAM Representative in a Community Development Advisory Committee Meeting (regarding CDBG issues and priorities, etc. as the entire program transfers to TED from MSHDA).

MEDIA:

Only a couple of brief conversations with reports about on-going stories but more or less a very quiet month.

PERSONAL:

Nothing to report.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

February 26, 2016

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) is reporting 24 current participants with 72% of families having an established escrow account. An additional participant will be added in March bringing the enrollment to full funding status.

This places the program in the "High Performer" category.

Program Manager Update

January was an exciting month for FSS!

We were able to graduate a family who quit the FSS program prior to 2010 for personal reasons. They were able to enroll with the program again in 2013 and push to complete their goals. We are very happy to see they are able to utilize the program and move towards homeownership, along with relinquishing their housing assistance.

Enrollment is up and by fall of 2016 I would expect to have 28 participants enrolled. This number creates a cushion for funding requirements and for clients interested in enrolling. When a participant is interested in the program the best course of action is to enroll them immediately.

Status of Participants

Quarterly meetings were conducted in January and are being scheduled again for March/April. Current participants are showing progress and moving at a good pace towards completing one specific goal by the end of the year.

SEMAP Indicators Report

As of January 31, 2016

Housing Authority: **MI080**
Housing Authority FYE: **June 30**



Download in Excel Print Page View Entire Report

Current SEMAP Indicator Information

Most Recent SEMAP Indicator Information

**Indicator 9:
Annual
Reexaminations**

**Indicator 10:
Correct Tenant
Rent
Calculations**

**Indicator 11:
Precontract
HQS
Inspections**

**Indicator 12:
Continuing
HQS
Inspections**

**Indicator 13:
Lease-Up**

**Indicator 14:
Family Self-
Sufficiency
Enrollment**

Enrolled	Enrollment Rate	Count
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in **red** and **bold** result in reduced SEMAP scores.

Indicator 9	Indicator 10	Indicator 11	Indicator 12	Indicator 13
22	24	109	13	72

[+] Families enrolled in Voucher FSS Program

[+] Families completing FSS Contract

* - As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may not include approved exceptions to mandatory slots.



MEMO TCHC FEBRUARY 26, 2016

FROM RTRC Riverview Resident Council

One more month closer to spring and the Residents are anxiously waiting for the warmer weather and more outside time but with some hesitation knowing it may bring activity on River West. What we know at this point is that we have able to get on our own. If our Board/landlord have more insight as to what we can expect we would appreciate them sharing with us.

Since we have given the TCHC the requested information on the structure of the Resident Council and verified its legitimacy we are again attaching the MOU as presented in December to be reviewed and considered by the Board as a working tool of cooperation.

We are grateful to Tony and Staff for all their help in sitting up the Residents office as it is proving to be the necessary glue in bonding our neighborhood into a more cooperative and kinder place to live. We continue to plow forward in looking for more ways in which to make life kinder and more fun. It takes time to rebuild trust and respect but we sure are trying.


Thanks to the Board for helping make the Pool table possible for us now. Each step taken to encourage interactions is having big payoffs.

Priscilla Townsend, Resident council, President

Att: (I) MOU 3 pages

150 PINE STREET • TRAVERSE CITY, MI. 49684 • 231.642.5033

RVT.RESCOUNCIL@gmail.com



RIVERVIEW TERRACE

Resident Council

231.642.5035

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150 PINE STREET
TRAVERSE CITY, MI. 49684

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding hereafter referred to as the MOU, entered into on January 1, 2016, by and between the TRAVERSE CITY HOUSING COMMISSION residing at 150 Pine Street, Traverse City Michigan, 49684, hereafter referred to as the TCHC, and the RIVERVIEW TERRACE RESIDENTIAL COUNCIL residing at 150 Pine St. Traverse City Michigan 49684, hereafter referred to as the RTRC.

MISSION:

The TCHC and the RTRC enter into this MOU to establish an open dialogue for a better understanding of the challenges and responsibilities of establishing and maintaining affordable housing in Traverse City and the surrounding areas.

OBJECTIVE:

The purpose of this MOU is to encourage and aid in a more cohesive working relationship between all members of the TCHC and the RTRC and a more open understanding of the challenges facing both.

RESPONSIBILITIES AND CONTRIBUTIONS OF THE TCHC AND THE RTRC TO THIS MOU:

The TCHC agrees that the RTRC is the legal entity as recognized by the State of Michigan and HUD.

The TCHC agrees that the RTRC is the ones they talk to and negotiate with concerning issues, policy changes and budgets affecting the Residents of Riverview Terrace.

The TCHC Agrees to hold their monthly meetings at 6:00PM on the Third Tuesday of the Month to allow for more Residents and the public to participate in the open meeting of the TCHC.

Page (2)

The TCHC Agrees the Resident Council Board member to be chosen by a vote of the RTRC (taking into consideration all units of the TCHC (Orchardview and Section 8 Voucher Holders) and approved by the Traverse City proper authority.

The TCHC agrees to partner with the RTRC to provide and funds the training for the RTRC Council and their Board Member and openly share the benefits of their service to assure the success of both.

The TCHC agrees to provide a private office space, necessary equipment for said office, including desks, chairs, and computers with internet access, Phone hookup, copy machine and to cover all the initial cost of setup from their Capital Funds.

The TCHC agrees to provide Monthly packets for review prior to their meetings via electronic transmission.

The RTRC agrees to operate and Resident office in an appropriate and professional manner.

The RTRC agrees to maintain equipment and to cover daily use of supplies and the monthly phone bill from their tenant funds and to handle all funds in a fiscally responsible manner to report to management on a monthly basis and to provide all records for an annual audit.

The RTRC agrees to hold monthly meetings with the Residents according to their bi-laws and to share with the Residents all information shared between the TCHC and RTRC and agrees to forward to the TCHC questions and concerns of the Residents. The RTRC agrees to post TCHC minutes for review by all Residents.

ADDITIONAL TERMS OF THIS MOU:

Should there be any need or cause to reimburse any funds to or in support of this MOU and the success therein, this need shall be outlined in a separate and mutually agreed upon written agreement and shall be controlled and in accordance with Michigan governing laws, regulations and procedures

(Page 3).

The TCHC and RTRC agree to submit in writing any questions, comments, requests and expect the responses to be submitted in writing in a timely manner.

Both the TCHC and RTRC agree on the importance of open and honest communication and mutual respect.

Any and all disputes between the TCHC and the RTRC must first be discussed in-house if this proves to be unworkable then and only then will the dispute go to an independent arbitrator. It is further agreed that the decision of the arbitrator will be the final decision and both will abide by the said decision.

The TCHC and RTRC acknowledge that they must be able to fulfill the responsibilities under this agreement in accordance with the laws and regulations governing their activities.

The TCHC and RTRC assume full responsibility for their performance under the terms of this MOU.

It is not the intent of this MOU to restrict the members of the TCHC or the RTRC from their involvement or participation with any other public or private individuals, agencies or organizations.

The TCHC and the RTRC shall work together in a cooperative and coordinated effort and in such a professional manner as to bring about the successful achievement of the objectives of this MOU.

Upon signing of this MOU by legal officials of the TCHC and the RTRC, this MOU shall be in full force and effect for a period of Three (3) years.

If at any time either the TCHC or the RTRC is unable to perform their duties or responsibilities in the MOU, the effected party shall immediately provide written notice to establish a date with a 90 day period to resolve the matter.

SIGNATURES:

_____TCHC_____RTRC

_____Date



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2016 Consolidated Budget: Review

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	JANUARY 2016 ACTUAL*	FY 2016 YTD*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 41,126.63	\$ 270,252.41	66.73%
Investment Interest	3,115.76	3,600.00	214.78	\$ 1,584.81	44.02%
Program Income: HCV	801,679.00	925,000.00	86,878.50	\$ 621,168.00	67.15%
Program Income: FSS	66,127.50	66,000.00	-	\$ 33,205.82	50.31%
Earned Income	118,755.80	146,500.00	3,692.20	\$ 57,711.02	39.39%
HUD Property Subsidy	250,531.00	240,000.00	21,225.00	\$ 151,426.00	63.09%
CFP / Draw on Surplus	216,024.34	55,000.00	-	\$ 87,391.57	158.89%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 153,137.11	\$ 1,222,739.63	66.41%
OPERATING EXPENSES					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 14,182.74	\$ 101,111.01	46.28%
Benefits	43,703.38	90,000.00	8,592.82	\$ 47,723.89	53.03%
Compensated Absences	(1,805.55)	(1,500.00)	-	\$ -	0.00%
Legal	6,913.00	9,500.00	-	\$ 3,329.70	35.05%
Travel / Staff Training	7,862.47	15,000.00	240.73	\$ 5,196.87	34.65%
Accounting / Auditing	20,345.52	21,000.00	6,849.41	\$ 14,053.37	66.92%
General Office Expenses	86,997.61	72,000.00	17,971.60	\$ 58,399.96	81.11%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 47,837.30	\$ 229,814.80	54.14%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 2,259.52	\$ 5,271.54	42.17%
Cable Television	33,037.34	33,000.00	3,001.51	\$ 20,232.43	61.31%
HAP	854,465.00	840,000.00	80,689.50	\$ 553,927.21	65.94%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 85,950.53	\$ 579,431.18	65.44%
UTILITIES					
Water	\$ 17,181.40	\$ 16,500.00	\$ 627.60	\$ 9,564.50	57.97%
Electricity	148,299.11	150,000.00	14,756.20	\$ 64,871.83	43.25%
Gas	16,715.50	15,500.00	1,665.72	\$ 4,220.71	27.23%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 17,049.52	\$ 78,657.04	43.22%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 6,176.54	\$ 44,294.00	52.11%
Maintenance Benefits	31,533.44	32,500.00	4,457.82	\$ 23,924.96	73.62%
Materials	13,328.43	20,000.00	1,890.03	\$ 9,770.61	48.85%
Contract / CFP Costs	292,289.06	80,000.00	8,950.46	\$ 131,532.13	164.42%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 21,474.85	\$ 209,521.70	96.33%
GENERAL EXPENSE					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 2,361.34	\$ 16,523.64	70.02%
Payment in Lieu of Taxes	22,213.09	18,000.00	1,780.00	\$ 12,460.00	69.22%
Collection Losses	3,511.15	1,350.00	-	\$ -	0.00%
Interest Expense / Other ¹	37,087.94	25,000.00	-	\$ -	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 4,141.34	\$ 28,983.64	42.65%
EXTRAORDINARY / CASUALTY					
	\$ 10,675.17	\$ 12,500.00	\$ -	\$ 4,948.40	39.59%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 176,453.54	\$ 1,131,356.76	63.21%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ (23,316.43)	\$ 97,473.06	
PROPERTY IMPROVEMENTS/EQUIP*					
	\$ (24,805.70)	\$ (25,000.00)	\$ -	\$ (63,042.22)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ (23,316.43)	\$ 34,430.84	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<u>OPERATING INCOME</u>	
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.
<u>OPERATING EXPENSES</u>	
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.
<u>TENANT PROGRAMS & SERVICES</u>	
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.
<u>UTILITIES</u>	
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.
<u>MAINTENANCE / BUILDING OPERATION</u>	
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.
<u>GENERAL EXPENSE</u>	
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 ¹	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
<u>EXTRAORDINARY / CASUALTY*</u>	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.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	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 JANUARY 2016

PUBLIC HOUSING

Chemical Bank	Checking	\$	128,175.21	
Members Credit Union	Savings	\$	6,596.68	
Chemical Bank	520011210	\$	101,033.11	
Traverse City State Bank	1051647	\$	161,248.59	
Traverse City State Bank	53691	\$	42,472.33	
First Merit Bank	4535723359	\$	162,300.71	
Traverse City State Bank	ICS Acct	\$	75,358.75	
Bank of Holland	1075909	\$	25,136.42	
Chemical Bank	9426	\$	17,524.81	
First Merit Bank	4532078534	\$	26,832.76	
Members Credit Union	CD 16525-S100	\$	30,741.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,194.69	Certificate of Deposit
SUB TOTAL		\$	<u>828,615.67</u>	

HOUSING CHOICE VOUCHER

PNC Bank	Checking	\$	112,542.75	
Chase Bank	135080088317	\$	65,193.63	Escrow Account
SUB TOTAL		\$	<u>177,736.38</u>	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	<u>554,397.00</u>	

TOTAL Cash & Cash Equivalents **\$ 1,560,749.05**

* as of June 30, 2015



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

TCHC Policy Review Schedule

Administrative Plan for Housing Choice Voucher Program - Introduction

Emergency Closing Policy – Resolution

Acknowledgment of Change in Financial Institution – Resolution

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 26, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Policy Review

MESSAGE:

Attached you find an excel spreadsheet of the majority of Policies that are currently in place for the Traverse City Housing Commission. This document attempts to do two (2) things: 1 – list all of the policies that are known to be in effect, and 2 – schedule these policies for a review at some point in the next 12-18 months.

Please note that this document is not complete and will change as we investigate these policies over time. There was a lot of work done reviewing many of these policies in the past and that work will be reflected at some point but we need time to review notes and minutes of previous meetings.

We plan to convene the full Executive & Governance Committee starting in March to begin the process of reviewing all of our policies and to advise on potential changes.

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 17, 2014	June 2016	
ACOP (Admission & Continued Occupancy Policy)	?	September 20, 2005	TBD	
ADMIN (Administrative Plan HCV)	January 1, 2005	Annual	February 2016	
Asset / Physical Plant Management Addendum	January 22, 2016	NA	NA	January 22, 2016
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	September 11, 1996	None	TBD	
Community Room Policy	?	November 5, 2012	March 2016	
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	NA	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	None	March 2016	
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	July 30, 2012	February 2016	
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	Unknown	Unknown	TBD	
Freedom of Information Policy	June 16, 2015	NA	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	March 2016	
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	Unknown	Unknown	March 2016	
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	August 6, 2002	None	April 2016	
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	TBD	

TCHC Policy Review Schedule

Pest Control Policy	Unknown	Unknown	TBD
Procurement Policy	May 1, 1990	Unknown	TBD
Public Housing Maintenance Plan	Unknown	Unknown	TBD
Reasonable Accommodation	Unknown	Unknown	TBD
Rent Collection Policy	April 5, 1988	None	April 2016
Safety & Evacuation Policy	Unknown	Unknown	TBD
Schedule of Excess Utility Charges Policy	February 14, 1989	None	May 2016
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD
Sexual Harassment Policy	September 11, 1996	None	TBD
Smoking Policy	Unknown	Unknown	TBD
Social Security Number Privacy Policy	January 22, 2016	NA	NA
Transfer Policy	Unknown	Unknown	TBD
Travel Policy	Unknown	Unknown	TBD
Trespass Policy	Unknown	Unknown	TBD
Vehicle Policy	Unknown	Unknown	April 2016
			January 22, 2016


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 26, 2016

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Introduction of the Housing Choice Voucher Administrative Plan Policy Review

MESSAGE:

On an annual basis the TCHC reviews the “Admissions and Continued Occupancy Plan” (ACOP) and the “Housing Choice Voucher Administrative Plan” (Admin Plan). These two plans are comprehensive guides for the governance of both our Public Housing Program and our Housing Choice Voucher Program. It has been reviewed several times (see attached cover sheet).

The ACOP and Admin Plan 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 Admin Plan and incorporated the required changes and several additional changes to our current “Wait List” Procedures. Utilizing the previous plan, we made the necessary adjustments in a clearly marked fashion (red font).

The specific “Wait List” changes include:

- The preference for applicants from the six county area, within 50 miles of 150 Pine Street or relocating to the area due to a job offer.
- The wait list to remain open for two months or when the estimated waiting period is twenty four months for the applicants.
- The wait list will reopen every 24 months, names remaining from the previous wait list may be purged.
- Annual update letters will no longer be sent to applicants.

This is a 400-page document and it is available on our website, in our office, and as a PDF. Please let me know if you would like a physical copy of this plan to review. Otherwise I will send out a link to the website for your review for approval at the March Commission meeting.

The Admin plan will also be reviewed by the public AND the Resident Advisory Board (RAB) prior to the March Commission meeting.

ADMINISTRATIVE PLAN

FOR THE TRAVERSE CITY HOUSING COMMISSION HOUSING CHOICE VOUCHER PROGRAM

Adopted: May 1, 2005

Revision Dates:

February 1, 2006	June 1, 2011
October 1, 2006	June 1, 2012
June 1, 2007	July 16, 2013
September 1, 2008	October 21, 2014
September 1, 2009	March 25, 2016*
August 1, 2010	

Submitted to HUD: March 28, 2016*

*Tentative Date, pending approval from the Traverse City Housing Commission.

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TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 26, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Emergency Closing Policy Update

MESSAGE:

Recent weather events during my first “full” winter on staff has made me realize that we need to review our Emergency Closing Policy. I am attaching both the proposed policy AND the old policy for you to review. There are only minor changes and clarifications. I believe that these changes will allow me to better manage the staff during a declared emergency.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE EMERGENCY CLOSING POLICY

February 26, 2016

WHEREAS, the Traverse City Housing Commission has made it a priority to review all Policies and plans that govern all of its operations; and

WHEREAS, the Emergency Closing Policy was last reviewed in 2012 and was in need of a review and update; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the Emergency Closing Policy; 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 Emergency Closing Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission Emergency Closing Policy

1. **Purpose.** All The Traverse City Housing Commission (TCHC) offices must remain open and operating if at all possible. There may be emergencies caused by phenomena such as severe weather conditions or other hazardous conditions within or around a building that may strike with or without warning. Therefore, this policy provides for centralized reporting of emergency conditions to the Executive Director.
2. **Definition.** The Executive Director (or the Deputy Director if the Executive Director is unavailable) shall have the authority to declare an “emergency condition”. An “emergency condition” could result from severe weather or an isolated, unfavorable work area condition and may be defined as:

A full Grand Traverse County-wide “emergency” that could potentially cause harm to the health and/or safety of TCHC employees or when Northwestern Michigan College (NMC) is closed due to winter weather condition

3. **Procedure.** The Executive Director is responsible for informing department managers of any County-wide emergency conditions that may potentially be hazardous to employees. The Executive Director also has the authority to release employees without pay (or by allowing the use of short-term leave, vacation time, or floating holiday time) when the employee deems his or her safety or that members of his or her family is in jeopardy.

The Executive Director may officially declare an emergency closing, according to the conditions defined above, and release TCHC employees according to the following:

1. The Executive Director shall notify the department managers of such emergency closing, authorizing the release of employees. The department managers shall determine which employees, if any, are deemed essential to remain at work. Maintenance employees, however, may be required to work during snow emergency closings.
2. Employees will be released with pay and will not be required to make up the time.
3. Employees who do not or are unable to report for work, due to weather conditions, may use short-term leave, vacation time, or floating holiday time for the hours not worked prior to an emergency closing being declared.

4. Employees and the general public may be advised not to leave the premises because of severe weather or other emergency conditions continuing after regular working hours. Remaining on the premises after hours will not entitle employees to overtime compensation unless they remain at work because they are required by department head direction to assist during the emergency situation.
5. Employees may be required to notify participants of their scheduled appointments about the emergency closing.
6. At the discretion of the Executive Director and on a case by case basis, an employee who utilizes short-term leave, vacation time, or floating holiday time, may or may not be affected by the emergency closing and will have his or her time records charged accordingly.
7. Part-time employees who were scheduled to work during and emergency closing will be treated in the same manner as full-time employees (hours paid will not exceed the scheduled number of work hours).

Adopted: April 18, 2006
Reviewed: July 30, 2012
Reviewed: February 26, 2016

PREVIOUS VERSION!

**Traverse City Housing Commission
Emergency Closing Policy**

The Traverse City Housing Commission (TCHC) offices must remain open and operating if at all possible. There may be emergencies caused by phenomena such as severe weather conditions or other hazardous conditions within a building that may strike with or without warning. Therefore, this policy provides for centralized reporting of emergency conditions to the Executive Director. The Executive Director or his/her designee shall have the authority to declare an emergency condition.

An emergency condition could result from severe weather or an isolated, unfavorable work area condition and may be defined as:

A full County-wide emergency condition that could potentially cause harm to the health and/or safety of all Traverse City Housing Commission employees.

The Executive Director is responsible for informing department heads of any County-wide emergency conditions that may potentially be hazardous to employees. Department heads have the authority to release employees without pay (or by using vacation, short-term leave or floating holiday time) when the employee deems his/her safety is in jeopardy and as long as the department is able to continue to function.

The Executive Director may officially declare an emergency closing, according to the conditions defined above, and release TCHC employees according to the following:

1. If Northwestern Michigan College is closed due to weather conditions, the TCHC offices will be closed.
2. The Executive Director shall notify the departments heads of such emergency closing, authorizing the release of employees. The department heads shall determine which employees, if any, are deemed essential to remain at work.
3. Employees will be released with pay and will not be required to make up the time.
4. Employees who do not or are unable to report for work, due to weather conditions, may use vacation, short-term leave or floating holiday time for the hours not worked prior to an emergency closing being declared.


5. Employees and the general public may be advised not to leave the premises because of severe weather or other emergency conditions continuing after regular working hours. Remaining on the premises after hours will not entitle employees to overtime compensation unless they remain at work because they are required by department head direction to assist during the emergency situation.
6. An employee who utilizes short-term leave, vacation day or floating holiday time will not be affected by the emergency closing and will have his/her time records charged accordingly.
7. Part-time employees who were scheduled to work will be treated in the same manner as full-time employees on this issue. (Hours paid will not exceed the scheduled number of work hours.)

Adopted: April 18, 2006
Reviewed: July 30, 2012

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 26, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Acknowledge Change in Financial Institutions

MESSAGE:

The recent acquisition of the Bank of Northern Michigan by Chemical Bank has triggered a “change in financial institution” issue with HUD. Specifically, we are not allowed to transfer financial assets to a new financial institution without a formal resolution from our Commission acknowledging said transfer. In order to make the necessary changes within the HUD on-line programs, we need to submit a formal resolution.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ACKNOWLEDGE A CHANGE IN FINANCIAL INSTITUTIONS

February 26, 2016

WHEREAS, the US Department of Housing and Urban Development (HUD) require public housing authorities to formally report all transfers of assets between financial institutions by way of a resolution of its Commission; and

WHEREAS, the Bank of Northern Michigan has been formally acquired by Chemical Bank causing our assets to transfer to a “new” financial institution; and

WHEREAS, the Traverse City Housing Commission has decided, for the time being, to leave its financial accounts with Chemical Bank; 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 Traverse City Housing Commission acknowledges the official transfer of assets for its Housing Choice Voucher program from the Bank of Northern Michigan to Chemical Bank.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

None