



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, March 25, 2016 at 8:00 A.M.

LOCATION:
RIVERVIEW TERRACE – THIRD FLOOR COMMUNITY ROOM
150 Pine Street, 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

March 25, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, MARCH 25, 2016 AT 8:00 A.M.**

RIVERVIEW TERRACE COMMUNITY ROOM
150 Pine Street, Traverse City, Michigan, 49684
(231) 995-5150

POSTED: MARCH 23, 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 February 26, 2016 Regular Meeting Minutes – Approval Recommended.*

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

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: March 14, 2016
- B. Governance Committee: March 15, 2016
- C. Communication & Outreach Committee: March 23, 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. Executive Director Annual Review: Jen Seman Report [**NOTE:** Possible Closed Session]
- B. 2016 Consolidated Budget: Review
- C. 2015 – 2020 Strategic Plan: Update
- D. TCHC Policy Review Schedule: Update

VIII NEW BUSINESS

- A. Administrative Plan for Housing Choice Voucher Program – Resolution
- B. Riverview Terrace Community Room Policy – Resolution
- C. Resident Council Memorandum of Understanding – Discussion

IX CORRESPONDENCE

- A. February 23, 2016 Letter from Russ Soyring, City of Traverse City
- B. February 23, 2016 Letter from State of Michigan Department of Civil Rights
- C. March 18, 2016 Letter from HUD on FSS Closeout for FY 2014

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, April 22, 2016 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

February 26, 2016 Regular Meeting Minutes

Schedule of Disbursements for February 2016 for Public Housing

Schedule of Disbursements for February 2016 for HCV Section 8 Programs

Invoices for March 2016

Financial Statements for February 2016

Meeting Minutes of the Traverse City Housing Commission

February 26, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by Vice President Jo Simerson at Governmental Center, 400 Boardman Ave, Traverse City at 8:02 a.m.

I Roll Call

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

Staff: Tony Lentych, Executive Director; JoAnn Turnbull, Deputy Director; Kari Massa Program Manager.

Residents: Priscilla Townsend, Ellen Corcoran.

Public: Mayor Jim Carruthers, Hans Benghauser.

Guest Speaker: Carlos Sanchez

II Approval of Agenda

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

III Public Comment

None.

IV Consent Calendar

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

- A. Consideration of Approval of January 22, 2016 Regular session Minutes
- B. Consideration of Approval of Schedule of Disbursements for January 2016 for Public Housing and HCV, Section 8 Programs
- C. Review and approve payment of invoices for February 2016
- D. Review & Acceptance of Financial Statements for January 2016

V Committee Reports

- A. Executive & Governance Committee: February 15, 2016 meeting minutes. The Governance Committee will be meeting to review TCHC policies.

VI Staff and Program Reports

- A. Executive Director's Report: ED Lentych presented more information on the Pilot Program Training.
- B. Resident Council: ED Lentych has a draft MOU that will be sent to Commissioners for review/suggestions. Will meet with Resident Council and our attorney, Ward Kuhn for review.

VII OLD BUSINESS

- A. 2016 Consolidated Budget was presented

- B. 2015-2020 Strategic Plans: No update
- C. Executive Director Annual Review: Commissioner Serratelli stated that the review is in process with J. Seaman. Final Summary will be available March 25, 2016.

VIII NEW BUSINESS

- A. Policy Review: ED Lentych stated that the policies are accurate that were reviewed in the last year. Older Policies were not approved properly and will be reviewed.
- B. Administrative Plan for the Housing Choice Voucher Program will be reviewed with the Governance Committee and the Resident Advisory Board prior to the March meeting
- C. Emergency Closing Policy: Commissioner Serratelli moved (Haas support) the motion to update and clarify the Emergency Closing Policy. The motion was unanimously approved.
- D. Financial Institution: Commissioner Haas moved (Michaels support) the transfer of assets as a result of Chemical Bank acquiring Bank of Northern Michigan. The motions was unanimously approved.

IX CORRESPONDENCE

None.

X Guest Speaker

Carlos Sanchez, Executive Director of the Grand Rapids Housing Commission

X Public Comment

General: Ellen Corcoran, Priscilla Townsend

XI Commissioner Comment

Commissioners Serratelli, Michaels, Simerson and Haas

XII Adjournment

Commissioner Michaels moved (Haas support) to adjourn. The motion was unanimously approved and Vice President Simerson adjourned the meeting at 9:45 a.m.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Jo Simerson, Vice President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2016 To: 02/29/2016

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
02/02/2016	DEP			6,356.20	114,434.48
02/04/2016	DEP			18,749.59	133,184.07
02/05/2016	EFT	IRS	2,239.30		130,944.77
02/05/2016	EFT	HUD		11,161.66	142,106.43
02/05/2016	DEP			5,957.00	148,063.43
02/05/2016	DEP			253.00	148,316.43
02/05/2016	DEP			6,537.00	154,853.43
02/05/2016	EFT	HUD		21,338.00	176,191.43
02/05/2016	036189	A T & T	207.69		175,983.74
02/05/2016	036190	Cardmember Service	2,214.37		173,769.37
02/05/2016	036191	Verizon Wireless	97.39		173,671.98
02/05/2016	036192	D & W Mechanical	1,122.15		172,549.83
02/05/2016	036193	Stricker's Outdoor Power Equipment	19.50		172,530.33
02/05/2016	036194	Spectrum Business	184.97		172,345.36
02/05/2016	036195	DTE ENERGY	89.49		172,255.87
02/05/2016	036196	Advantage Electric, LLC	654.48		171,601.39
02/05/2016	036197	City Of Traverse City	50.00		171,551.39
02/05/2016	036198	Grand Traverse Cty. Treasurer	44.94		171,506.45
02/05/2016	036199	Otis Elevator Company	976.20		170,530.25
02/05/2016	036200	Kuhn Rogers PLC	437.00		170,093.25
02/05/2016	036201	Kelly Services, Inc.	2,482.16		167,611.09
02/05/2016	036202	Wilmar	322.45		167,288.64
02/05/2016	036203	Charter Communications	3,001.51		164,287.13
02/05/2016	036204	Aflac	223.20		164,063.93
02/05/2016	036205	City Of Traverse City	47.00		164,016.93
02/05/2016	036206	DTE ENERGY	45.00		163,971.93
02/05/2016	036207	South Cedar Chimney Sweep	150.00		163,821.93
02/08/2016	DEP			935.00	164,756.93
02/08/2016	EFT			11,161.66	175,918.59
02/08/2016	DEP			935.00	176,853.59
02/16/2016	ADJST	Anthony Lentych	2,359.21		174,494.38
02/16/2016	ADJST	Kari Massa	1,168.42		173,325.96

Check Register Summary Report

Chemical Bank

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

Date	Ref Num	Payee	Payment	Deposit	Balance
02/16/2016	ADJUST	JoAnn Turnbull	782.88		172,543.08
02/16/2016	ADJUST	Joseph Battaglia	162.17		172,380.91
02/16/2016	ADJUST	Gerald DaFoe	894.24		171,486.67
02/16/2016	ADJUST	David Gourlay	975.95		170,510.72
02/16/2016	ADJUST	Lisa J. Knickerbocker	931.29		169,579.43
02/16/2016	EFT	Principal	1,273.94		168,305.49
02/16/2016	DEP			4,953.00	173,258.49
02/22/2016	EFT	State of Michigan	690.89		172,567.60
02/22/2016	EFT	State of MI	690.89		171,876.71
02/22/2016	036208	City Of Traverse City	275.26		171,601.45
02/22/2016	036209	Engineered Protection Systems Inc	123.54		171,477.91
02/22/2016	036210	City Bike Shop	204.50		171,273.41
02/22/2016	036211	John DeWeese	40.75		171,232.66
02/22/2016	036212	Housing Data Systems	114.15		171,118.51
02/22/2016	036213	Trugreen	360.00		170,758.51
02/22/2016	036214	Housing Authority Accounting	1,369.41		169,389.10
02/22/2016	036215	Speedwrench, Inc.	804.92		168,584.18
02/22/2016	036216	David Gourlay	108.78		168,475.40
02/22/2016	036217	Gerald DaFoe	295.80		168,179.60
02/22/2016	036218	Integrated Payroll Services, Inc.	96.90		168,082.70
02/22/2016	036219	Holiday Fleet	63.01		168,019.69
02/22/2016	036220	Great Lakes Business Systems, Inc.	109.19		167,910.50
02/22/2016	036221	Sondee, Racine & Doren, P.L.C.	256.00		167,654.50
02/22/2016	036222	Wolverine Power Systems	1,987.96		165,666.54
02/22/2016	036223	Home Depot Credit Services	294.80		165,371.74
02/22/2016	036224	DeWeese Hardware	27.98		165,343.76
02/22/2016	036225	Roto-Rooter	150.00		165,193.76
02/22/2016	036226	Environmental Pest Control	270.00		164,923.76
02/22/2016	036227	Save Carpet USA	1,535.00		163,388.76
02/22/2016	036228	Aflac	223.20		163,165.56
02/22/2016	036229	City Of Traverse City	15,351.41		147,814.15
02/22/2016	036230	SAM'S CLUB	508.90		147,305.25
02/22/2016	036231	A T & T	104.09		147,201.16
02/22/2016	036232	Grand Traverse Cty. Treasurer	44.94		147,156.22
02/22/2016	036233	Chris Gauthier or the Estate of Rose	79.00		147,077.22
02/22/2016	036234	Staples Business Advantage	225.31		146,851.91
02/22/2016	036235	Guardian Medical Monitoring	29.90		146,822.01
02/22/2016	036236	CBC Innovis, Inc.	35.75		146,786.26
02/22/2016	036237	Republic Services #239	464.67		146,321.59
02/22/2016	036238	Barton Carroll's Inc	1,557.00		144,764.59

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2016 To: 02/29/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
02/22/2016	036239	Thomas P. Licavoli	770.00		143,994.59
02/22/2016	036240	Keiser Services LLC	409.00		143,585.59
02/22/2016	036241	Kuhn Rogers PLC	1,178.00		142,407.59
02/22/2016	036242	Northern Building Supply LLC	365.55		142,042.04
02/22/2016	036242	**VOID** Northern Building Supply	(365.55)		142,407.59
02/22/2016	036243	Safety Net	783.00		141,624.59
02/22/2016	036244	R.W. Popp Excavating, Inc.	1,074.00		140,550.59
02/22/2016	036245	Elmer's	900.00		139,650.59
02/22/2016	036246	Integrated Payroll Services, Inc.	163.90		139,486.69
02/22/2016	036247	Advantage Electric, LLC	949.29		138,537.40
02/22/2016	036247	**VOID** Advantage Electric, LLC	(949.29)		139,486.69
02/22/2016	036248	Advantage Electric, LLC	500.00		138,986.69
02/22/2016	036249	Nichols Paper & Supply Co.	203.40		138,783.29
02/22/2016	036250	DTE ENERGY	1,564.75		137,218.54
02/22/2016	036251	Priority Health	5,951.10		131,267.44
02/22/2016	036252	Kelly Services, Inc.	2,097.60		129,169.84
02/22/2016	036253	Advantage Electric, LLC	18,000.00		111,169.84
02/22/2016	036253	**VOID** Advantage Electric, LLC	(18,000.00)		129,169.84
02/22/2016	036254	Scott Kuefler	200.00		128,969.84
02/25/2016	DEP			27,259.59	156,229.43
02/29/2016	DEP			1,550.95	157,780.38
02/29/2016	DEP			325.30	158,105.68
Total:			76,257.30	117,472.95	

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

Check Register Summary Report

PNC - Section 8

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

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

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	Holttons 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
Check Register Summary Report
Chemical Bank
From: 03/01/2016 To: 03/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	ADJST	Anthony Lentych	2,359.24		155,746.44
03/01/2016	ADJST	Kari Massa	1,168.42		154,578.02
03/01/2016	ADJST	JoAnn Turnbull	782.88		153,795.14
03/01/2016	ADJST	Joseph Battaglia	277.17		153,517.97
03/01/2016	ADJST	Gerald DaFoe	798.84		152,719.13
03/01/2016	ADJST	David Gourlay	1,098.55		151,620.58
03/01/2016	ADJST	Lisa J. Knickerbocker	750.36		150,870.22
03/01/2016	EFT	Principal	1,273.94		149,596.28
03/02/2016	DEP			8,259.09	157,855.37
03/08/2016	036255	Engineered Protection Systems Inc	202.71		157,652.66
03/08/2016	036256	Grand Traverse County DPW	1,449.00		156,203.66
03/08/2016	036257	Cardmember Service	380.30		155,823.36
03/08/2016	036258	CynergyComm.net,Inc	10.03		155,813.33
03/08/2016	036259	Elmer's	375.00		155,438.33
03/08/2016	036260	City Of Traverse City	178.70		155,259.63
03/08/2016	036261	SimplexGrinnell LP	961.52		154,298.11
03/08/2016	036262	Charter Communications	184.97		154,113.14
03/08/2016	036263	Thomas P. Licavoli	1,070.00		153,043.14
03/08/2016	036264	Kendall Electric Inc	210.69		152,832.45
03/08/2016	036265	Carlos Sanchez	167.40		152,665.05
03/08/2016	036266	DTE ENERGY	201.59		152,463.46
03/08/2016	036267	Charter Communications	3,001.51		149,461.95
03/08/2016	036268	A T & T	190.48		149,271.47
03/08/2016	036269	Verizon Wireless	95.08		149,176.39
03/08/2016	036270	Priority Health	530.61		148,645.78
03/08/2016	036271	Save Carpet USA	345.00		148,300.78
03/15/2016	ADJST	Lisa J. Knickerbocker	939.52		147,361.26
03/15/2016	ADJST	Anthony Lentych	2,359.24		145,002.02
03/15/2016	ADJST	Kari Massa	1,168.43		143,833.59
03/15/2016	ADJST	JoAnn Turnbull	782.87		143,050.72
03/15/2016	ADJST	Joseph Battaglia	277.16		142,773.56
03/15/2016	ADJST	Gerald DaFoe	767.03		142,006.53
03/15/2016	ADJST	David Gourlay	1,067.90		140,938.63
03/15/2016	EFT	Principal	1,273.94		139,664.69
03/16/2016	DEP			27,250.00	166,914.69
03/16/2016	DEP			4,048.38	170,963.07
03/17/2016	EFT	HUD		22,083.00	193,046.07
03/17/2016	EFT	HUD		5,580.83	198,626.90
03/18/2016	036272	David Gourlay	50.40		198,576.50
03/18/2016	036273	Sherwin Williams Co.	430.09		198,146.41

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2016 To: 03/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/18/2016	036274	R.W. Popp Excavating, Inc.	574.40		197,572.01
03/18/2016	036275	Integrated Payroll Services, Inc.	98.90		197,473.11
03/18/2016	036276	Holiday Fleet	8.13		197,464.98
03/18/2016	036277	Staples Business Advantage	92.52		197,372.46
03/18/2016	036278	Great Lakes Business Systems, Inc.	273.19		197,099.27
03/18/2016	036279	Grahm Motor & Generator Service	716.08		196,383.19
03/18/2016	036280	CBC Innovis, Inc.	50.05		196,333.14
03/18/2016	036281	Traverse City Record Eagle	90.67		196,242.47
03/18/2016	036282	Engineered Protection Systems Inc	202.71		196,039.76
03/18/2016	036283	City Of Traverse City	20.34		196,019.42
03/18/2016	036284	City Of Traverse City	275.26		195,744.16
03/18/2016	036285	Trugreen	360.00		195,384.16
03/18/2016	036285	**VOID** Trugreen	(360.00)		195,744.16
03/18/2016	036286	Thomas P. Licavoli	570.00		195,174.16
03/18/2016	036287	Gerald DaFoe	152.28		195,021.88
03/18/2016	036288	SAM'S CLUB	231.73		194,790.15
03/18/2016	036289	A T & T	102.11		194,688.04
03/18/2016	036290	City Of Traverse City	14,563.83		180,124.21
03/18/2016	036291	Home Depot Credit Services	1,001.25		179,122.96
03/18/2016	036292	Walters & Hemming Inc	104.11		179,018.85
03/18/2016	036293	Aflac	334.80		178,684.05
03/18/2016	036294	Northern Building Supply LLC	362.55		178,321.50
03/18/2016	036295	DTE ENERGY	1,083.81		177,237.69
03/18/2016	036296	Republic Services #239	423.26		176,814.43
03/18/2016	036297	Housing Authority Accounting	1,504.41		175,310.02
03/18/2016	036298	Ace Hardware	46.60		175,263.42
03/18/2016	036299	Allen Supply	286.58		174,976.84
03/18/2016	036300	Speedwrench, Inc.	362.50		174,614.34
03/18/2016	036301	John DeWeese	17.25		174,597.09
03/18/2016	036302	All American Investment Group	8,850.00		165,747.09
03/18/2016	036303	Alisha Clark	356.00		165,391.09
03/18/2016	036304	Deborah Chamberlin or the Estate of	263.00		165,128.09
03/18/2016	036305	JoAnn Turnbull	167.59		164,960.50
03/18/2016	036306	D & W Mechanical	808.25		164,152.25
03/18/2016	036307	City Of Traverse City	51.00		164,101.25
03/18/2016	036307	**VOID** City Of Traverse City	(51.00)		164,152.25
03/18/2016	036308	DTE ENERGY	53.00		164,099.25
03/18/2016	036308	**VOID** DTE ENERGY	(53.00)		164,152.25
03/18/2016	036310	Deborah Chamberlin	263.00		163,889.25
03/18/2016	036311	City Of Traverse City	51.00		163,838.25

Check Register Summary Report

Chemical Bank

From: 03/01/2016 To: 03/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/18/2016	036312	DTE ENERGY	53.00		163,785.25
03/18/2016	036313	Nan McKay & Associates Inc	448.00		163,337.25
03/22/2016	036314	Priority Health	6,562.94		156,774.31
03/22/2016	036315	Safety Net	599.00		156,175.31
03/22/2016	036316	Kuhn Rogers PLC	250.92		155,924.39
03/22/2016	036317	Mike Harmeson	1,200.00		154,724.39
Total:			70,602.59	67,221.30	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2016 To: 03/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	EFT			7,146.00	106,940.66
03/01/2016	EFT			82,055.00	188,995.66
03/01/2016	000175	Sandra Aeschliman	189.00		188,806.66
03/01/2016	000175	Jeana Aiken	373.00		188,433.66
03/01/2016	000175	Jack Anderson	848.00		187,585.66
03/01/2016	000175	Ayers Investment Properties LLC	345.00		187,240.66
03/01/2016	000175	Brad Barnes	465.00		186,775.66
03/01/2016	000175	Bay Front Apartments	303.00		186,472.66
03/01/2016	000175	Bay Hill Apartments	627.00		185,845.66
03/01/2016	000175	Bay Hill Housing LDHALP	5,876.00		179,969.66
03/01/2016	000175	Bay Hill II Apartments	3,906.00		176,063.66
03/01/2016	000175	WODA Boardman Lake LHDALP	2,766.00		173,297.66
03/01/2016	000175	David & Mary Briggs	388.00		172,909.66
03/01/2016	000175	Brookside Commons	352.00		172,557.66
03/01/2016	000175	Irma Jean Brownley	345.00		172,212.66
03/01/2016	000175	Central Lake Townhouses	405.00		171,807.66
03/01/2016	000175	Cherrywood Village Farms, Inc.	2,210.00		169,597.66
03/01/2016	000175	Douglas A. Chichester	600.00		168,997.66
03/01/2016	000175	Jack V. Dean	422.00		168,575.66
03/01/2016	000175	Dmytro Cherkasov	1,079.00		167,496.66
03/01/2016	000175	Shirley Farrell	786.00		166,710.66
03/01/2016	000175	Rent Leelanau, LLC	1,483.00		165,227.66
03/01/2016	000175	Lisa Forbes	539.00		164,688.66
03/01/2016	000175	Steve Forbush	411.00		164,277.66
03/01/2016	000175	Dale E. French	90.00		164,187.66
03/01/2016	000175	French Quarter Apts.	72.00		164,115.66
03/01/2016	000175	G Rentals	735.00		163,380.66
03/01/2016	000175	Michael Glowacki	584.00		162,796.66
03/01/2016	000175	David Grzesiek	373.00		162,423.66
03/01/2016	000175	Habitat for Humanity	95.00		162,328.66
03/01/2016	000175	Harbour Ridge Apts	1,217.00		161,111.66
03/01/2016	000175	Heartwood Enterprises	781.00		160,330.66
03/01/2016	000175	Louis Herman	24.00		160,306.66
03/01/2016	000175	Susan Herman	458.00		159,848.66
03/01/2016	000175	Hillview Terrace	532.00		159,316.66
03/01/2016	000175	Josh Hollister	390.00		158,926.66
03/01/2016	000175	HomeStretch	3,104.00		155,822.66
03/01/2016	000175	Caroline Hupp	223.00		155,599.66
03/01/2016	000175	Joseph and Marion Fasel	215.00		155,384.66
03/01/2016	000175	Donna Kalchik	306.00		155,078.66

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2016 To: 03/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	000175	Darren LaCharite	1,024.00		154,054.66
03/01/2016	000175	Sidney Lammers	710.00		153,344.66
03/01/2016	000175	Legendary Rentals, LLC	780.00		152,564.66
03/01/2016	000175	Jeffrey R. Lenten	643.00		151,921.66
03/01/2016	000175	John J. Lewis	872.00		151,049.66
03/01/2016	000175	Don E. Lint	393.00		150,656.66
03/01/2016	000175	Juan Maldonado	543.00		150,113.66
03/01/2016	000175	Mathews Trust	825.00		149,288.66
03/01/2016	000175	McLain Management	613.00		148,675.66
03/01/2016	000175	James & Tamela Moquin	509.00		148,166.66
03/01/2016	000175	Northwest Michigan Supportive	418.00		147,748.66
03/01/2016	000175	Oak Park Apts	1,950.00		145,798.66
03/01/2016	000175	Oak Terrace Apts	1,019.00		144,779.66
03/01/2016	000175	Gerald Oliver Revocable Trust	865.00		143,914.66
03/01/2016	000175	Daniel G. Pohlman	1,415.00		142,499.66
03/01/2016	000175	Douglas L. Porter	399.00		142,100.66
03/01/2016	000175	Phillip Putney	1,098.00		141,002.66
03/01/2016	000175	Thomas Raven	506.00		140,496.66
03/01/2016	000175	Adele M. Reiter	995.00		139,501.66
03/01/2016	000175	Timothy Rice	429.00		139,072.66
03/01/2016	000175	The Village at Rivers Edge Apartments	241.00		138,831.66
03/01/2016	000175	Robert F. Follett	833.00		137,998.66
03/01/2016	000175	Debra Rushton	116.00		137,882.66
03/01/2016	000175	Sabin Pond Apartments LLC	581.00		137,301.66
03/01/2016	000175	John Sarya	600.00		136,701.66
03/01/2016	000175	Eldon Schaub	389.00		136,312.66
03/01/2016	000175	Gerald Sieggreen	674.00		135,638.66
03/01/2016	000175	SILVER SHORES MHC	161.00		135,477.66
03/01/2016	000175	Douglas & Julia Slack	327.00		135,150.66
03/01/2016	000175	22955 Investments LLC	4,777.00		130,373.66
03/01/2016	000175	Carl Sumner	386.00		129,987.66
03/01/2016	000175	Traverse City Property Management	314.00		129,673.66
03/01/2016	000175	TCR Investments, LLC	942.00		128,731.66
03/01/2016	000175	Wendy Teagan	456.00		128,275.66
03/01/2016	000175	TOS Holdings, LLC	1,216.00		127,059.66
03/01/2016	000175	Tradewinds Terrace Apts	253.00		126,806.66
03/01/2016	000175	Village Glen Apartments	8,204.00		118,602.66
03/01/2016	000175	Catherine L. Wolfe	524.00		118,078.66
03/01/2016	000175	Woodmere Ridge Apartments LDHA	5,345.00		112,733.66
03/01/2016	000175	Theodore V. Zachman	795.00		111,938.66

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2016 To: 03/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	000175	Ann Zenner	443.00		111,495.66
03/01/2016	000175	Barb Zupin	1,513.00		109,982.66
03/07/2016	DEP			100.00	110,082.66
03/17/2016	022873	Elizabeth Cirka	9.00		110,073.66
03/18/2016	022874	Chase Bank	1,064.00		109,009.66
03/18/2016	022875	Traverse City Housing Commission	421.94		108,587.72
03/18/2016	022876	Blarney Castle Oil Co.	58.00		108,529.72
03/18/2016	022877	Cherryland Electric Cooperative	133.00		108,396.72
03/18/2016	022878	City Of Traverse City	151.00		108,245.72
03/18/2016	022879	Consumers Energy	69.00		108,176.72
03/18/2016	022880	DTE ENERGY	337.00		107,839.72
03/18/2016	022881	Holttons LP Gas Fife Lake	46.00		107,793.72
Total:			81,301.94	89,301.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 29, 2016

Units	1 Month Ended	8 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>February 29, 2016</u>	<u>February 29, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 31,017.50	\$ 249,098.16	\$ 270,000	\$ 405,000	155,901.84
3110.2 - Dwelling Rental-Proj. 2	5,716.00	38,336.00	0	0	(38,336.00)
3120 - Excess Utilities	96.00	622.00	667	1,000	378.00
3190 - Nondwelling Rental	<u>4,798.59</u>	<u>38,006.41</u>	<u>34,333</u>	<u>51,500</u>	<u>13,493.59</u>
Total Rental Income	<u>41,628.09</u>	<u>326,062.57</u>	<u>305,000</u>	<u>457,500</u>	<u>131,437.43</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	<u>21,338.00</u>	<u>172,764.00</u>	<u>160,000</u>	<u>240,000</u>	<u>67,236.00</u>
Total HUD PHA Grants	<u>21,338.00</u>	<u>172,764.00</u>	<u>160,000</u>	<u>240,000</u>	<u>67,236.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	190.39	1,775.20	2,400	3,600	1,824.80
3690 - Tenant Income	509.00	3,131.39	3,333	5,000	1,868.61
3690.1 - Non-Tenant Income	4,297.30	27,828.86	18,667	28,000	171.14
3690.2 - Tenant Income-Cable	<u>2,482.00</u>	<u>19,857.00</u>	<u>17,433</u>	<u>26,150</u>	<u>6,293.00</u>
Total Nonrental Income	<u>7,478.69</u>	<u>52,592.45</u>	<u>41,833</u>	<u>62,750</u>	<u>10,157.55</u>
Total Operating Income	<u>70,444.78</u>	<u>551,419.02</u>	<u>506,833</u>	<u>760,250</u>	<u>208,830.98</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	8,356.59	63,655.02	87,460	131,190	67,534.98
4120 - Compensated Absences	0.00	0.00	1,000	1,500	1,500.00
4130 - Legal Expense	1,871.00	5,143.10	6,333	9,500	4,356.90
4140 - Staff Training	0.00	3,528.28	5,000	7,500	3,971.72
4150 - Travel Expense	387.67	1,277.31	5,000	7,500	6,222.69
4170 - Accounting Fees	585.16	4,141.28	4,333	6,500	2,358.72
4171 - Auditing	0.00	4,025.00	1,933	2,900	(1,125.00)
4182 - Employee Benefits - Admin	2,763.44	30,044.51	36,567	54,850	24,805.49
4185 - Telephone	570.34	4,410.18	3,833	5,750	1,339.82
4190.1 - Publications	0.00	0.00	333	500	500.00
4190.2 - Membership Dues and Fees	0.00	947.50	500	750	(197.50)
4190.3 - Admin. Service Contracts	3,617.71	24,712.06	13,000	19,500	(5,212.06)
4190.4 - Office Supplies	177.84	3,497.63	1,667	2,500	(997.63)
4190.5 - Other Sundry Expense	1,208.61	17,927.53	10,000	15,000	(2,927.53)
4190.6 - Advertising	<u>0.00</u>	<u>1,090.62</u>	<u>500</u>	<u>750</u>	<u>(340.62)</u>
Total Administration	<u>19,538.36</u>	<u>164,400.02</u>	<u>177,459</u>	<u>266,190</u>	<u>101,789.98</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	650.11	5,921.65	10,000	15,000	9,078.35
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	<u>3,001.51</u>	<u>23,233.94</u>	<u>21,667</u>	<u>32,500</u>	<u>9,266.06</u>
Total Tenant Services	<u>3,651.62</u>	<u>29,155.59</u>	<u>31,667</u>	<u>47,500</u>	<u>18,344.41</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 29, 2016

Units	1 Month Ended	8 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>February 29, 2016</u>	<u>February 29, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	691.50	10,256.00	11,000	16,500	6,244.00
4320 - Electricity	14,659.91	79,531.74	100,000	150,000	70,468.26
4330 - Gas	<u>1,654.24</u>	<u>5,874.95</u>	<u>14,667</u>	<u>22,000</u>	<u>16,125.05</u>
Total Utilities	17,005.65	95,662.69	125,667	188,500	92,837.31
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	5,972.02	50,266.02	53,780	80,670	30,403.98
4420 - Materials	1,513.34	11,283.95	13,333	20,000	8,716.05
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	1,122.15	5,742.35	7,667	11,500	5,757.65
4430.03 - Snow Removal Contracts	1,974.00	2,316.00	2,667	4,000	1,684.00
4430.04 - Elevator Maintenance Contracts	976.20	14,439.03	5,667	8,500	(5,939.03)
4430.05 - Landscape & Grounds Contracts	200.00	5,513.75	7,333	11,000	5,486.25
4430.06 - Unit Turnaround Contracts	770.00	14,871.80	12,000	18,000	3,128.20
4430.07 - Electrical Contracts	654.48	3,787.75	3,333	5,000	1,212.25
4430.08 - Plumbing Contracts	150.00	1,730.41	1,000	1,500	(230.41)
4430.09 - Extermination Contracts	270.00	2,675.00	2,333	3,500	825.00
4430.10 - Janitorial Contracts	0.00	4,032.53	800	1,200	(2,832.53)
4430.11 - Routine Maintenance Contracts	123.54	5,603.29	7,000	10,500	4,896.71
4430.12 - Misc. Contracts	240.75	13,308.26	10,000	15,000	1,691.74
4431 - Garbage Removal	1,269.59	4,263.04	3,867	5,800	1,536.96
4433 - Employee Benefits - Maint.	<u>2,356.74</u>	<u>26,281.70</u>	<u>21,707</u>	<u>32,560</u>	<u>6,278.30</u>
Total Ordinary Maint. & Oper.	17,592.81	166,114.88	152,487	228,730	62,615.12
General Expense					
4510 - Insurance	2,361.34	18,884.98	17,400	26,100	7,215.02
4520 - Payment in Lieu of Taxes	1,780.00	14,240.00	14,500	21,750	7,510.00
4570 - Collection Losses	0.00	0.00	900	1,350	1,350.00
4586 - Interest Expense-CFFP	0.00	0.00	22,400	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>333</u>	<u>500</u>	<u>500.00</u>
Total General Expense	4,141.34	33,124.98	55,533	83,300	50,175.02
Total Routine Expense	61,929.78	488,458.16	542,813	814,220	325,761.84
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	<u>2,487.96</u>	<u>7,436.36</u>	<u>8,333</u>	<u>12,500</u>	<u>5,063.64</u>
Total Extraordinary Maint.	2,487.96	7,436.36	8,333	12,500	5,063.64
Casualty Losses-Not Cap.					
Total Casualty Losses	0.00	0.00	0	0	0.00
Total Non-Routine Expense	2,487.96	7,436.36	8,333	12,500	5,063.64
Total Operating Expenses	<u>64,417.74</u>	<u>495,894.52</u>	<u>551,146</u>	<u>826,720</u>	<u>330,825.48</u>
Operating Income (Loss)	<u>6,027.04</u>	<u>55,524.50</u>	<u>(44,313)</u>	<u>(66,470)</u>	<u>(121,994.50)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 29, 2016

Units	1 Month Ended	8 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>February 29, 2016</u>	<u>February 29, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	215,284.72	0	0	(215,284.72)
4810 - Loan Fee Amortization Exp.-CFFP	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Depreciation Expense	26,910.59	215,284.72	0	0	(215,284.72)
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	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	2,957.90	10,228.71	0	0	(10,228.71)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	1,535.00	44,168.00	0	0	(44,168.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	<u>(4,492.90)</u>	<u>(54,396.71)</u>	<u>0</u>	<u>0</u>	<u>54,396.71</u>
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (20,883.55)</u>	<u>\$ (159,760.22)</u>	<u>\$ (44,313)</u>	<u>\$ (66,470)</u>	<u>\$ 93,290</u>
HUD Net Income (Loss)	<u>\$ 1,534.14</u>	<u>\$ 1,127.79</u>	<u>\$ (44,313)</u>	<u>\$ (66,470)</u>	<u>\$ (67,598)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 8 Months Ended February 29, 2016

Units	1 Month Ended		8 Months Ended				
208	<u>February 29, 2016</u>	<u>PUM</u>	<u>February 29, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 75.00	0.44	\$ 1,133.00	0.88	\$ 0	0.00	\$ (1,133.00)
3603 - Number of Unit Months	169.00	(1.00)	1,289.00	(1.00)	0	0.00	1,289.00
3604 - Unit Months - Contra	<u>(169.00)</u>	1.00	<u>(1,289.00)</u>	1.00	<u>0</u>	0.00	<u>(1,289.00)</u>
Total Oper. Reserve Income	75.00	0.44	1,133.00	0.88	0	0.00	(1,133.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	78,991.00	467.40	649,081.00	503.55	0	0.00	(649,081.00)
3411 - Admin Fee Funding	<u>7,146.00</u>	42.28	<u>57,166.00</u>	44.35	<u>0</u>	0.00	<u>(57,166.00)</u>
Total HUD PHA Grants	86,137.00	509.69	706,247.00	547.90	0	0.00	(706,247.00)
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>86,212.00</u>	510.13	<u>707,380.00</u>	548.78	<u>0</u>	0.00	<u>(707,380.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,336.15	13.82	18,086.30	14.03	44,170	0.00	26,083.70
4130 - Legal Expense	0.00	0.00	57.60	0.04	0	0.00	(57.60)
4140 - Staff Training	0.00	0.00	345.55	0.27	2,250	0.00	1,904.45
4150 - Travel Expense	83.76	0.50	452.91	0.35	3,000	0.00	2,547.09
4170 - Accounting Fees	784.25	4.64	5,531.50	4.29	8,130	0.00	2,598.50
4171 - Auditing	0.00	0.00	1,725.00	1.34	2,400	0.00	675.00
4182 - Employee Benefits - Admin	924.52	5.47	10,050.13	7.80	0	0.00	(10,050.13)
4185 - Telephone	113.68	0.67	655.87	0.51	1,400	0.00	744.13
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	0.29	450	0.00	70.00
4190.3 - Admin. Service Contracts	1,695.45	10.03	8,137.22	6.31	3,160	0.00	(4,977.22)
4190.4 - Office Supplies	328.49	1.94	1,005.43	0.78	1,935	0.00	929.57
4190.5 - Other Sundry Expense	293.60	1.74	3,257.76	2.53	5,250	0.00	1,992.24
4190.6 - Advertising	<u>0.00</u>	0.00	<u>448.13</u>	0.35	<u>0</u>	0.00	<u>(448.13)</u>
Total Administration	6,559.90	38.82	50,133.40	38.89	72,945	0.00	22,811.60
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	6,559.90	38.82	50,133.40	38.89	72,945	0.00	22,811.60

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 8 Months Ended February 29, 2016

Units 208	1 Month Ended February 29, 2016		8 Months Ended February 29, 2016		BUDGET	PUM	*OVER/UNDER
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	75,868.00	448.92	573,084.00	444.60	0	0.00	(573,084.00)
4715.2 - HAP-Vacant Unit	0.00	0.00	5,707.00	4.43	0	0.00	(5,707.00)
4715.3 - HAP - Non-Elderly Disabled	3,907.00	23.12	30,617.00	23.75	0	0.00	(30,617.00)
4715.4 - HAP - Utility Allowances	1,267.00	7.50	7,650.52	5.94	0	0.00	(7,650.52)
4715.5 - HAP - Fraud Recovery	(75.00)	(0.44)	(1,133.00)	(0.88)	0	0.00	1,133.00
4715.6 - HAP - Homeownership	857.00	5.07	7,049.00	5.47	0	0.00	(7,049.00)
4715.9 - HAP - Portable Receiving	0.00	0.00	161.00	0.12	0	0.00	(161.00)
4719 - HAP - FSS Escrow	1,101.00	6.51	13,716.69	10.64	0	0.00	(13,716.69)
Total HAP Payments	<u>82,925.00</u>	<u>490.68</u>	<u>636,852.21</u>	<u>494.07</u>	<u>0</u>	<u>0.00</u>	<u>(636,852.21)</u>
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	<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>
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	1.75	0	0.00	(2,259.78)
7590 - Operating Expenditures-Contra	0.00	0.00	(2,259.78)	(1.75)	0	0.00	2,259.78
Total Capital Expenditures	<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>
GAAP Net Income (Loss)	<u>\$ (3,272.90)</u>	<u>(19.37)</u>	<u>\$ 20,394.39</u>	<u>15.82</u>	<u>\$ (72,945)</u>	<u>0.00</u>	<u>\$ (93,339.39)</u>

Analysis of HAP Funding-Voucher

A.C. Received: FEB. 29, 2016

HAP Funding

8 Months Ended

February 29, 2016

\$ 649,081.00

A.C. Spent

HAP - Occupied Units	573,084.00
HAP-Vacant Unit	5,707.00
HAP - Non-Elderly Disabled	30,617.00
HAP - Utility Allowances	7,650.52
HAP - Homeownership	7,049.00
HAP - Fraud Recovery	(1,133.00)
HAP - FSS Escrow	<u>13,716.69</u>

Total Funding Required

636,691.21

Over/(Under) Funding-current fiscal year

\$ 12,389.79

HAP Reserve-prior fiscal years

\$ (19,039.12)

Cumulative Over (Under) Funding-HAP (NRA)

\$ (6,649.33)

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

\$ 5,739.72

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 8 Months Ended February 29, 2016**

Units	1 Month Ended		8 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>February 29, 2016</u>	<u>PUM</u>	<u>February 29, 2016</u>	<u>PUM</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>11,161.66</u>	0.00	<u>44,367.16</u>	0.00	<u>0</u>	0.00	<u>(44,367.16)</u>
Total HUD PHA Grants	11,161.66	0.00	44,367.16	0.00	0	0.00	(44,367.16)
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>11,161.66</u>	0.00	<u>44,367.16</u>	0.00	<u>0</u>	0.00	<u>(44,367.16)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,175.49	0.00	34,237.92	0.00	60,660	0.00	26,422.08
4182 - Employee Benefits - Admin	<u>1,076.91</u>	0.00	<u>12,394.12</u>	0.00	<u>0</u>	0.00	<u>(12,394.12)</u>
Total Administration	5,252.40	0.00	46,632.04	0.00	60,660	0.00	14,027.96
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,252.40	0.00	46,632.04	0.00	60,660	0.00	14,027.96

Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 8 Months Ended February 29, 2016

Units	1 Month Ended		8 Months Ended				
	<u>February 29, 2016</u>	<u>PUM</u>	<u>February 29, 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>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<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>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<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>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<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>\$ 5,909.26</u>	0.00	<u>\$ (2,264.88)</u>	0.00	<u>\$ (60,660)</u>	0.00	<u>\$ (58,395.12)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: March 14, 2016

Governance Committee: March 15, 2016

Communication & Outreach Committee: March 23, 2016

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee March 14, 2016

An Executive & Governance Committee Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at 5:00 p.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli, and Andrew Smits.
Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

- A. The February 23, 2016 letter from City Planning Director Russ Soyring regarding City's view on importance of sharing driveways was discussed.

AGENDA

- A. The Agenda for the March Commission meeting was reviewed and approved:
 - The Riverview Terrace location was noted (Government Center is closed for the Good Friday Holiday).
 - The regular Agenda includes a proposed revision to the Riverview Terrace Community Room Policy, with both current and proposed documents to be provided. The draft document will be reviewed/discussed at the Governance Committee meeting on March 15. The resulting document will be included in Board Packet for discussion and approval.
- B. Resident Council: Lentych provided a draft Memorandum of Understanding to present to the Riverview Terrace Resident Council. There was a discussion and improvements, specifically, using the direct language from 24 C.F.R. 964 which speaks to Resident Councils, to the MOU will be made and presented in the Board Packet.
- C. Executive Director Performance Review Process: Consultant Jen Seman will be in attendance to present Summary of Interviews she conducted. Kay Serratelli to work out details for proper details and logistics of discussion (could involve Closed Session).
- D. There was a discussion and review of the Lentych/Smits Letter to the Editor in March 14 issue of Northern Express, which is in response to the Grant Parsons Editorial dated March 5. Smits will formulate a summary of this issue to share with other Board members.

ADJOURNMENT

President Smits adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Kay Serratelli &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Governance Committee

March 15, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Serratelli at 10:03 a.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli.

Staff: Tony Lentych, Executive Director and Kari Massa, Program Manager.

Residents: Ellen Corcoran.

AGENDA

- A. The Purpose of the Governance Committee was explored and a monthly meeting schedule was established. The Policy Review List will serve as a guiding document for future agendas.
- B. The Riverview Terrace Community Room Policy, the current version and a draft version was provided. After a lengthy discussion and review, another draft version will be prepared and shared with committee members BEFORE being included in the Commission Packet for approval.
- C. There was a review and discussion of the "Draft" 2016 Housing Choice Voucher Program Administrative Plan. A memorandum of significant changes to the previous version was distributed and discussed. The plan was approved to go before the Commission later this month.

ADJOURNMENT

The Committee adjourned the meeting at 11:20 a.m.

Respectfully submitted,

Kari Massa, Program Manager &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Communication & Outreach Committee

March 23, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Haas at 8:33 a.m.

ROLL CALL

The following Commissioners were present: Brian Haas.

Staff: Tony Lentych, Executive Director and Kari Massa, Program Manager.

Other: Aric Browning was absent due to a last minute obligation.

AGENDA

- A. The Purpose of the Communication & Outreach Committee was reviewed. TCHC Strategic Plan was also reviewed and Goal No 4: "Increase community engagement in, and understanding of, our work" will be a large part of the committee's work plan going forward.
- B. The goal of creating a "next generation" website was reviewed and will be a launching point for the committee. Photographers and website designers will be contacted and recommended for potential projects at the next meeting.
- C. A plan for the celebration or acknowledgement of TCHC's 50th Anniversary will be in place soon.
- D. It was decided to meet monthly and engage more people in the committee.

ADJOURNMENT

The Committee adjourned the meeting at 9:49 a.m.

Respectfully submitted,

Kari Massa, Program Manager &
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

March 25, 2016

BUILDINGS/OCCUPANCY:

Riverview Terrace – We had one (1) unit open this month – It will be filled before the end of the month. Finalized a date for the completion of the “carved stump” along river – artist will be on site in August.

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:

We are beginning the Fiscal Year 2017 Budget and plan to have a draft in April.

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. This will include snow removal fees.
- Orchardview Phase II: No change in status.
- Housing Development: No change in status.
- Advocacy: PILOT Workshop planned for early June 2016. Working with Housing Solutions Network on this as key topic for 2016. Submitted sponsorship request to Michigan Housing Council and a meeting with Chuck Korn about participation.
- Office Management: Meeting with City of Traverse City to finalize scope of service for Human Resources management. May end of being two contracts (one for the end of FY 2015 and one for the entire FY 2016).
- Strategic Planning: Working on incorporating the work of the Communication Committee's into overall plan.

ACTIVITIES:

Meeting with Enterprise Fleet Management about the possibility of that entity managing our vehicle instead of us owning it outright (preliminary sales pitch). Could be an area of collaboration with the City of Traverse City.

Attended a Federal Home Loan Bank of Indianapolis resource workshop in Gaylord. Workshop reviewed all of their funding opportunities for Affordable Housing. Connected with potential sponsor financial institutions too.

Meeting with Brickways and Northwest Michigan Community Action Agency on a property to be developed by Brickways in Garfield Township. Several agencies in attendance.

Participated in Housing Solutions Network monthly meeting at Networks Northwest – this meeting was specific to the planning of the Fall's Housing Summit.

Conversation with Donald Valentino of CooLED Inc. to install some "test" light fixtures in certain areas of Riverview Terrace.

Lunch with Cecil McNally of Goodwill Industries to discuss general issues in affordable housing.

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. Presented to the RTRC Monthly Meeting.

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

Lunch with Homestretch Board Chair, Geoff Strait.

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

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

Discussions with our Attorney, Ward Kuhn about a pending legal matter before the State of Michigan Civil Rights Commission.

Participate in a special CEDAM Board of Directors Meeting.

Meeting with Goodwill Industries to discuss Carson Square.

MEDIA:

Conversations with Traverse City Business News about upcoming feature. Responded to Op-Ed Column in the Northern Express.

PERSONAL:

Nothing to report.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

March 25, 2016

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) is reporting 23 current participants with 71% of families having an established escrow account. This count is incorrect and has been addressed for correction after the next PIC update. Actual number of participants is 24.

This places the program in the “High Performer” category.

Program Manager Update

February was a slow month for enrollment as we only had one addition to the program. There have been no new voucher participants added which limits any additions to the FSS program. We anticipate a briefing will be scheduled by the end of May.

The next Program Coordinating Committee meeting is set for April 12, 2016 and will involve setting a new meeting schedule.

The new NOFA for the FSS Program is out and must be submitted by April 20, 2016.

Status of Participants

Current participants are moving forward with their goals and have been giving updates as needed.

SEMAP Indicators Report**As of February 29, 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**

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
80% or more	30% or more	30% or more	30% or more	30% or more	10
60%-79%	30% or more	30% or more	30% or more	30% or more	8
80% or more	Less than 30%	Less than 30%	Less than 30%	Less than 30%	5
Less than 60%	30% or more	30% or more	30% or more	30% or more	5
60%-79%	Less than 30%	Less than 30%	Less than 30%	Less than 30%	3
Less than 60%	Less than 30%	Less than 30%	Less than 30%	Less than 30%	0

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

Indicator 14: Family Self-Sufficiency Enrollment	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 14: Family Self-Sufficiency Enrollment
22	23	105	12	71

[+] 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.



March 21, 2016

MEMORANDUM TO TCHC

RE: Riverview Resident Council

The month of March was a quiet month as we shake off the winter doldrums.

All Residents are looking forward to spring and summer activities starting with our Easter Dinner Saturday. Our Director Tony attended our monthly Council meeting and filled the Residents in on the many projects pending at this time. Our meeting was well attended and all Residents appreciated Tony's input and as usual he always makes the time to include Residents.

Other than the apprehension as to what will happen at 305 River West and how it is going to affect us at Riverview all seems upbeat in our neighborhood.

We are glad for the participation of our Residents in the activities of the Governance and Residential advisory committees and will make sure Residents are made aware of these sessions and that their participation is welcomed.

The Diabetic training classes have finished and were well attended and helpful to those dealing with this condition. Planning for future self-help programs is ongoing. We are pleased the Residents are visiting their Association Office armed with complaints and suggestions to make Riverview neighborhood a more accepting and pleasant place to live. A Happy and Blessed Holy Week and Easter to our Board Members.

Priscilla Townsend, President Riverview Resident Council.



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

Executive Director Annual Review: Jen Seman Report

[NOTE: Possible Closed Session]

2016 Consolidated Budget: Review

2015 – 2020 Strategic Plan: Update

TCHC Policy Review Schedule: Update

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	FEBRUARY 2016 ACTUAL*	FY 2016 YTD*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 41,628.09	\$ 311,880.50	77.01%
Investment Interest	3,115.76	3,600.00	190.39	1,775.20	49.31%
Program Income: HCV	801,679.00	925,000.00	86,212.00	707,380.00	76.47%
Program Income: FSS	66,127.50	66,000.00	11,161.66	44,367.48	67.22%
Earned Income	118,755.80	146,500.00	7,288.30	64,999.32	44.37%
HUD Property Subsidy	250,531.00	240,000.00	21,338.00	172,764.00	71.99%
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	\$ 167,818.44	\$ 1,390,558.07	75.53%
OPERATING EXPENSES					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 14,868.23	\$ 115,979.24	53.08%
Benefits	43,703.38	90,000.00	4,782.87	52,506.76	58.34%
Compensated Absences	(1,805.55)	(1,500.00)	-	-	0.00%
Legal	6,913.00	9,500.00	1,871.00	5,200.70	54.74%
Travel / Staff Training	7,862.47	15,000.00	471.43	5,668.30	37.79%
Accounting / Auditing	20,345.52	21,000.00	1,369.41	15,422.78	73.44%
General Office Expenses	86,997.61	72,000.00	7,987.72	66,387.68	92.21%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 31,350.66	\$ 261,165.46	61.52%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 650.11	\$ 5,921.65	47.37%
Cable Television	33,037.34	33,000.00	3,001.51	23,233.94	70.41%
HAP	854,465.00	840,000.00	82,925.00	636,852.21	75.82%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 86,576.62	\$ 666,007.80	75.21%
UTILITIES					
Water	\$ 17,181.40	\$ 16,500.00	\$ 691.50	\$ 10,256.00	62.16%
Electricity	148,299.11	150,000.00	14,659.91	79,531.74	53.02%
Gas	16,715.50	15,500.00	1,654.24	5,874.95	37.90%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 17,005.65	\$ 95,662.69	52.56%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 5,972.02	\$ 50,266.02	59.14%
Maintenance Benefits	31,533.44	32,500.00	2,356.74	26,281.70	80.87%
Materials	13,328.43	20,000.00	1,513.34	11,283.95	56.42%
Contract / CFP Costs	292,289.06	80,000.00	7,750.71	139,282.84	174.10%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 17,592.81	\$ 227,114.51	104.42%
GENERAL EXPENSE					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 2,361.34	\$ 18,884.98	80.02%
Payment in Lieu of Taxes	22,213.09	18,000.00	1,780.00	14,240.00	79.11%
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	\$ 33,124.98	48.75%
EXTRAORDINARY / CASUALTY	\$ 10,675.17	\$ 12,500.00	\$ 2,487.96	\$ 7,436.36	59.49%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 159,155.04	\$ 1,290,511.80	72.10%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 8,663.40	\$ 100,046.27	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (24,805.70)	\$ (25,000.00)	\$ -	\$ (63,042.22)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 8,663.40	\$ 37,004.05	

* 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.
RESIDUAL RECEIPTS (DEFICIT)*	This category utilizes prior year(s) receipts of funding. Final amounts to be determined by accountants.

* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT
END OF JANUARY 2016**

PUBLIC HOUSING

Chemical Bank	Checking	\$	149,546.75	
Members Credit Union	Savings	\$	6,596.68	
Chemical Bank	520011210	\$	101,060.57	
Traverse City State Bank	1051647	\$	161,316.91	
Traverse City State Bank	53691	\$	42,470.94	
First Merit Bank	4535723359	\$	162,325.79	
Traverse City State Bank	ICS Acct	\$	75,373.71	
Bank of Holland	1075909	\$	25,141.40	
Chemical Bank	9426	\$	17,528.28	
First Merit Bank	4532078534	\$	26,833.74	
Members Credit Union	CD 16525-S100	\$	30,741.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,194.69	Certificate of Deposit
SUB TOTAL		\$	850,131.07	

HOUSING CHOICE VOUCHER

PNC Bank	Checking	\$	93,330.46	
Chase Bank	135080088317	\$	66,295.69	Escrow Account
SUB TOTAL		\$	159,626.15	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	
TOTAL Cash & Cash Equivalents		\$	1,564,154.22	

* as of June 30, 2015

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	March 2016	March 25, 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	February 2006	November 5, 2012	March 2016	March 25, 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	April 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	February 26, 2016
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	Unknown	Unknown	May 2016	
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	May 2016	
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	Unknown	Unknown	April 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	January 22, 2016
Transfer Policy	Unknown	Unknown	TBD
Travel Policy	Unknown	Unknown	TBD
Trespass Policy	Unknown	Unknown	TBD
Vehicle Policy	Unknown	Unknown	April 2016
Social Media Policy	NEW	NA	Summer 2016



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Administrative Plan for Housing Choice Voucher Program – Resolution


Riverview Terrace Community Room Policy – Resolution

Resident Council Memorandum of Understanding

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Adopt the 2016 Housing Choice Voucher Administrative Plan

MESSAGE:

As we discussed last month, TCHC has published a request for public comment on our 2016 Housing Choice Voucher Administrative Plan. Attached you will find the memorandum that summarizes the changes to our Admin Plan over the most recent version, all of which were discussed in some detail at the Governance Committee meeting this month.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE 2016 HCV ADMINISTRATIVE PLAN

March 25, 2016

WHEREAS, the Traverse City Housing Commission recognizes the need to update and change its Housing Choice Voucher Administrative Plan in order to improve upon its operations in this area; and

WHEREAS, the necessary changes were appropriately published and announced to the general public and feedback was sought from our community through our Resident Advisory Board; and

WHEREAS, the Traverse City Housing Commission itself has reviewed the proposed changes to the 2016 Housing Choice Voucher Administrative Plan and believes that it reflects the necessary changes to improve operations; 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 2016 Housing Choice Voucher Administrative Plan as presented to the Traverse City Housing Commission is hereby adopted with immediate effect.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2016

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Review of 2016 Housing Choice Voucher Administrative Plan Changes

MESSAGE:

Below you will find the significant changes included in this year's Housing Choice Voucher Administrative Plan. All other changes are minor updates and corrections.

Chapter 1-I.C PHA Mission has been updated with our current Mission Policy and our Strategic Vision.

Chapter 3-III.C Criminal Activity
Change in evidence of criminal activity to include:

- Any conviction for drug-related or violent criminal activity within the past 5 years.
- Any arrests for drug related or violent criminal activity within the past 5 years
- Any record of eviction from public or privately owned housing as a result of criminal activity withn the past 5 years

Note: We are no longer denying applicants for misdemeanor offenses or evictions for non payment of rent.

Chapter 4-II.F TCHC reserves the right to purge the waiting list by removing (deleting) all applications that were not selected during the 24 month period that began on the date the waiting list was closed. *(TCHC will no longer update the "Wait List annually)*


Chapter 4-III.C A local preference is assigned when the aplicant is living, working (or has been hired to work) in the Grand Traverse, Leelanau, Benzie, Kalkaska, Antrim or Wexford Counties, (within 50 miles of the TCHC office) at 150 Pine Street, Traverse City.

The entire plan is available for review in the Traverse City Housing Commission Office.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Riverview Terrace Community Room Policy Update

MESSAGE:

After collaboration and input from residents of Riverview Terrace, it was decided that we need to update our Community Room Policy. Attached you will find the new policy and the policy it will replace. We think this both simplifies and clarifies many of the issues surround the successful use and enjoyment of this common area in Riverview Terrace.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE COMMUNITY ROOM POLICY

March 25, 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 Community Room 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 Community Room Policy and believes that it will enhance the common enjoyment of this space; 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 Community Room Policy as presented to the Traverse City Housing Commission is hereby adopted with immediate effect.

RIVERVIEW TERRACE COMMUNITY ROOM AGREEMENT

Having been given a copy of the Community Room Policy, I understand fully and agree to the following rules regarding the use of the Community Room at Riverview Terrace:

1. Accept full responsibility for set-up and clean-up of the area to include returning the room to its original setting.
2. Accept full responsibility for the conduct of participants, guests, relatives who are attending this event, including children.
3. Accept full and complete responsibility for any damages and liabilities incurred as a result of the event sponsored or the conduct of attendees.
4. Understand and will comply with maintaining security by keeping the front door to the facility locked.
5. Allow no alcoholic beverages and no smoking in the Community Room.

My failure to comply with these rules will result in either a one-year suspension or permanent suspension of privileges to use the community room, in accordance with the Community Room Policy.

Signature

Apt. Number

Date

I, _____, request the use the Community Room on this day
Print Name

_____ from the hours of _____ to _____
Date of Event AM / PM AM / PM

The room will be used for the following purpose: _____

This function will be ☐ OPENED ☐ CLOSED to the residents of Riverview Terrace.

Office Use Only:

☐ APPROVED ☐ NOT APPROVED ☐ NEED MORE INFORMATION

TCHC Representative

Date

Traverse City Housing Commission

Riverview Terrace Community Room Policy

The Riverview Terrace Community Room, located on the eastern most end of the third floor – an area that does not include the television/library area, was initially constructed by the Traverse City Housing Commission to be an extension of the resident’s living room. Accordingly, all residents have an equal right to use the community room.

The intended purpose of the Riverview Terrace Community Room is to promote health, education, welfare, recreation, and/or employment activities. To that end, the following criteria will be used for activities in the community room:

A. Riverview Terrace Functions

This is defined as any activity such as, but not limited to: birthday parties, resident dinners, ice cream socials, sing-alongs, entertainment, resident meetings; that would use the facility for all residents as a group. There will be no charge for Riverview Terrace Functions but the following restrictions apply:

A request must be made “**72-Hour**” in advance by the resident desiring to use the community room in order to avoid scheduling conflicts. In the event that the activity is undertaken by group of residents, one resident shall assume responsibility for making the necessary arrangements for cleaning and for any damages that might occur. In addition, that designated resident will sign the Community Room Request Form as stipulated by the Housing Commission.

B. Individual Resident Functions

This is defined as any activity requested by a resident or resident’s family not for the exclusive use of the total tenant body. There will be no charge for Individual Resident Functions but the following restrictions apply:

A request must be made “**Seven (7) Days**” in advance in order to avoid scheduling conflicts. Please understand that any and all Riverview Terrace Functions take priority over Individual Resident Functions. If more than one resident is making a request, one resident must be designated to assume responsibility to make the necessary arrangements for cleaning and for any damages that may occur. In addition, that designated resident will sign the Community Room Request Form as stipulated by the Housing Commission.

C. Education, Training, and Informational Functions

The Traverse City Housing Commission reserves the right to schedule and provide any and all activities that are appropriate for the benefit of Riverview Terrace residents. “Health Fairs” and “Life Skills Trainings” would be examples of this kind of functions.

D. Riverview Terrace Functions Open to the Public

In keeping with our building's security protocols, the front entrance of Riverview Terrace will be closed and locked at all times with the exception of a request by vote of the Riverview Terrace Resident Council to unlock the front door and allow any and all visitors open access to the Community Room for a specific Riverview Terrace Function (Item A). All such requests must be approved by the Executive Director of the Traverse City Housing Commission. When appropriate, and on a case by case basis, the Executive Director may request a minimal fee to cover the costs of a maintenance or staff person to supervise the front entrance area during the time period of the Riverview Terrace Function.

E. Political Groups, Campaigns, Election, and Ballot Issues

As it has always been, it is the policy of the Traverse City Housing Commission to deny any and all political candidates, political representatives, persons associated with campaigns and election issues the use of the Community Room if a request is received directly from such persons. The Traverse City Housing Commission will, however, allow the Riverview Terrace Resident Council to submit a request for a special use under the Riverview Terrace Functions section of the policy (specifically under Item A or Item D of this policy). A "meet your representative" gathering or a "candidate's forum" would be examples of allowable Riverview Terrace Resident Functions under this special use. Please note, the Traverse City Housing Commission will not support or endorse any candidate, campaign, or any type of political issue or allow for the appearance thereof. As a result, any and all types of political campaign materials for any candidate or issue may not be used in any common area of Riverview Terrace for a period of time that is longer than the Resident Function itself. This means that any decorative materials or signage may be used during a function (including wayfinding signage) but not prior to, or after the event. Announcement or invitation materials must be produced by the Riverview Terrace Resident Council and be approved by the Executive Director of the Traverse City Housing Commission in advance.

A Note about the Peaceful Enjoyment of Riverview Terrace

It is the responsibility of the Traverse City Housing Commission to ensure the peaceful enjoyment of Riverview Terrace for all of its residents. Therefore the personal conduct of all residents shall be of a nature that will not disturb his or her neighbor's peaceful enjoyment of the community whether in a Community Room Function or not. All residents and guests of residents who are on Riverview Terrace property shall refrain from illegal and other activity, which may impair the physical or social environment of the Riverview Terrace community. Please note that smoking and alcohol use are not permitted in any common areas or the community room of Riverview Terrace.

With that in mind, the Resident who submits a request to use the Riverview Terrace Community Room is accepting complete and full responsibility for the following:

1. The set-up and clean-up of the entire area to include returning the Community Room to its original setting.
2. The conduct of participants, guests, or relatives who are attending the event, including children.
3. Damages and liabilities incurred as a result of the event or from the conduct of attendees.
4. Maintaining building security by keeping the front door to the facility locked at all times.
5. Not allowing alcoholic beverages or smoking in the Community Room.

Your failure to help ensure the peaceful enjoyment of the Riverview Terrace will result in loss of privilege to use the Community Room for a period of at least one year from the date of the occurrence.

A Note about Outside Organizations

Any and all outside organizations using the Riverview Terrace Community Room will only be allowed because the planned activity serves the Riverview Terrace resident community overall. These activities should be centered on the promotion of health, education, welfare, recreation, employment and/or services for our residents. If appropriate, and on a case by case basis, the following additional items may be required of an outside organization utilizing the Riverview Terrace Community Room:

1. Formal written agreement regarding the specific service or services to be provided.
2. Formal arrangements/instruction for set-up and clean-up to ensure that the Community Room is returned to its original setting.
3. Proof of personal liability insurance of not less than the minimum limits required by the TCHC and the U.S. Department of Housing and Urban Development (HUD) of \$300,000.00.
4. Formal acknowledgement that the organization is responsible for any and all damages as a result of the conduct of participating individuals or in the event of any and all damages while the activity is scheduled and the damage is a result and/or consequence of the activity.
5. Formal assignment one (1) member of the organization to be responsible for the Community Room and supervise its clean up.
6. A reasonable fee may be charged. Reasonable fees will be determined based upon comparable fair market rent in the Traverse City area. Fees will be determined and approved by the Traverse City Housing Commission Executive Director.

Please remember, the Traverse City Housing Commission reserves the right to reject, refuse, waive and/or stipulate additional conditions as necessary. Additional general information may also be requested at the discretion of the Executive Director in order to ensure the outside organization or its planned activity is truly compatible with this policy.

Adopted: February, 2006

Revised: August 21, 2012

Revised: November 5, 2012

Proposed: March 25, 2016

COMMUNITY ROOM POLICY [OLD FROM 2012]

The Community Room was initially constructed to be an extension of the resident's living room. Accordingly, all residents have equal rights to use the community room.

The intended purpose, besides an extension of the residents living quarters, is to promote health, education, welfare, recreation and/or employment activities. With the above in mind, the following criteria will be used for activities in the community room.

A. Inside Resident Functions

This is defined as any activity such as, but not limited to: birthday parties, resident dinners, ice cream socials, sing alongs, entertainment, resident meetings; that would use of the facility for all residents as a group. The use of the room shall be free of charge, (it is implied that the residents are already paying for the operations of the community room through their rent).

The following restrictions apply: A "72" hour notice shall be required from a resident desiring to use the community room in order to avoid scheduling conflicts. In the event that the activity is undertaken by a resident or group of residents, one individual shall assume responsibility for making the necessary arrangements for cleaning and for any damages that might occur. In addition, the designated individual will sign the community room request form as stipulated by the Housing Commission.

B. Individual Resident Requests

This is defined as any activity requested by a resident or residents family not for the exclusive use of the total tenant body. If multiple residents request use of the community room for the same function, no more than two (2) residents shall be designated as responsible for returning the room back to its original condition. The use of the community or television room shall be free of charge provided that the requesting resident/residents identify an individual who will assume responsibility to make the necessary arrangements for cleaning and for any damages that may occur. A request must be made seven (7) days in advance to avoid scheduling conflicts. Any and all resident functions take priority over individual resident requests.

C. Open to the Public

The front entrance will be closed and locked at all times with the exception of a request by a group of residents and agreed to upon majority affirmative vote of residents attending a regularly scheduled Riverview News and Views (RN&V)

meeting to unlock the front door and allow any and all visitors open access to the building. All requests will be presented to the Executive Director who shall bring the matter before a regularly scheduled RN&V meeting and those residents present shall determine by majority vote if the front door should be unlocked.

D. Education, Training and Informational Sessions

The Traverse City Housing Commission (TCHC) reserves the right to provide and schedule activities they feel appropriate for the benefit of the residents,

E. Political Groups/Campaigns, Election and Ballot Issues

It is the policy of the TCHC to deny any political candidates, political representatives, campaigns and election issues the use of the community room if requested. However, the TCHC will respect the right to request the room by a group of persons upon affirmative action taken at a regularly scheduled RN & V meeting.

In addition, the TCHC does not support or endorse any candidate, campaign or any type of political issue. As a result, the TCHC will not allow any type of political campaign materials for any candidate or issue in any common areas.

F. Enjoyment of the Premises

In view of the TCHC's responsibility to provide decent, safe and sanitary housing and to allow peaceful enjoyment of the community for all residents, the conduct of the residents shall be of a nature that will not disturb his or her neighbor's peaceful enjoyment of the community. The resident(s) and other persons who are on the premises with his or her consent shall refrain from illegal and other activity, which impairs the physical or social environment of the community.

Smoking and alcohol use are not permitted in any common areas or the community room of Riverview Terrace. Failure to abide by this requirement will result in loss of privilege to use the Community Room for a period of one year from the date of the occurrence.

G. Outside Organizations

This is defined as any organization, which is organized by persons other than the residents of Riverview Terrace, for the purpose of serving the community at large in promoting health, education, welfare, recreation, employment and/or other activities. The following criteria is applicable:

- (1) The Riverview Terrace residents will be required to vote to determine whether the requesting organization will be permitted to use the community room.

- (2) If the resident vote rejects the requesting organization they may re-apply at the next regular meeting of the RN&V. Reconsideration is not permissible after the second rejection.
- (3) At no time shall the TCHC allow an individual candidate running for office, any individual(s) and political group(s) representing political candidates or issues to use the community room. Consequently, any political brochures, signs, etc., shall not be allowed to be distributed or left in any common areas by any individual(s) or political group(s) whereby representing a specific political candidate and/or issues. It is the policy of the TCHC not to use any authority or influence either directly or indirectly for the purposes of interfering with or affecting the result of any political office or election issue.
- (4) If the majority resident vote approves the organizations use of the community room, the following criteria applies:
 - a. A formal written agreement must be executed which will be in effect for one (1) year period or time beginning July 1 and ending June 30.
 - b. A minimum of ten (10) days notice is required for any scheduled activity.
 - c. Arrangements for setup and clean up is required to ensure that the community room is placed back to its original setting.
 - d. The organization must provide proof of personal liability insurance of not less than the minimum limits required by the TCHC and the U.S. Department of Housing and Urban Development (DHUD) of \$300,000.00.
 - e. No alcoholic beverages or smoking are allowed on the premises. Failure to abide by this requirement will result in the permanent loss of privilege to use the community room.
 - f. The organization is responsible for any and all damages as a result of the conduct of participating individuals or in the event of any and all damages while the activity is scheduled and the damage is a result and/or consequence of the activity.
 - g. Assign one (1) member of the organization to be responsible for the facility and supervise clean up.
 - h. If more than 50% of the active group membership consists of residents, no fee shall be charged. However, if less than 50% of the active group membership is residents, a reasonable fee will be charged.
 - i. The TCHC reserves the right to reject, refuse, waive and/or stipulate additional conditions.
- (5) The residents at a regularly scheduled RN & V meeting shall vote all community room usage by outside organizations.

Reasonable fees will be determined based upon comparable fair market rent in the Traverse City area. Fees shall be determined and approved by the Traverse City Housing Commission Board.

COMMUNITY ROOM AGREEMENT

I, having been given a copy of the Community Room Policy understand fully and agree to the following rules regarding the use of the Community Room at Riverview Terrace.

1. **Accept full responsibility for set-up and clean-up of the area to include returning the room to its original setting.**
2. **Accept full responsibility for the conduct of participants, guests, relatives who are attending this event, including children.**
3. **Accept full and complete responsibility for any damages and liabilities incurred as a result of the event sponsored or the conduct of attendees.**
4. **Understand and will comply with maintaining security by keeping the front door to the facility locked.**
5. **Allow no alcoholic beverages and no smoking in the community room.**

Failure to comply with these rules will result in either a one year suspension or permanent suspension of privileges to use the community room, in accordance with the Community Room Policy.

I request to use the Community Room on _____
from the hours of _____ **am/pm** to _____ **am/pm**. The room will be used
for the following purpose: _____

The function will be **OPENED** **CLOSED**
to the residents of Riverview Terrace.

Signature

Apt. Number

Date

Office Use Only:

APPROVED

NOT APPROVED


TCHC Representative

Date

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resident Council Memorandum of Understanding

MESSAGE:

Attached you find a draft version of a Memorandum of Understanding (MOU) to be presented to the Riverview Terrace Resident Council (RTRC). There is no action required by the Commission other than to support this as a starting point for the conversation. After review, I will present this MOU to the RTRC for feedback and additional negotiations. If you wish, you can request that the MOU come back to the Commission for ratification at the April meeting.

It is my plan to have a fully executed MOU in place by the end of May 2016.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM OF UNDERSTANDING

WHEREAS, the Traverse City Housing Commission (TCHC) has owned and successfully operated the Riverview Terrace housing development for nearly forty years and has worked diligently to provide an enjoyable and peaceful environment for its residents; and

WHEREAS, the currently established and duly elected Riverview Terrace Resident Council (Resident Council) is a formally recognized nonprofit entity in good standing with the State of Michigan (ID No. 71656F) and the Internal Revenue Service that was established to encourage resident involvement in creating a positive living environment; and

WHEREAS, TCHC and Resident Council desire to enter into a collaborative relationship to support the tenants of the Riverview Terrace in accordance with the understanding of the implementation of the provisions of 24 C.F.R. 964; and

NOW, THEREFORE, it is hereby agreed by and between TCHC and the Resident Council as follows:

1. Upon execution of this MOU, TCHC will formally recognize the Resident Council and consider it to be the voice of the majority of residents.
2. TCHC will, when appropriate, communicate through the Resident Council President on issues regarding the resident's overall enjoyment of Riverview Terrace.
3. The Resident Council will, when appropriate, communicate through the Executive Director on issues regarding the resident's overall enjoyment of Riverview Terrace.
4. TCHC will disperse Tenant Participation Funds to the Residents Council in a timely manner and in accordance with 24 C.F.R. 964.150:

(a) Funding duly elected resident councils.

(1) The Housing Authority shall provide funds it receives for this purpose to the duly elected resident council at each development... as provided by 24 CFR part 990, to permit HAs to fund \$25 per unit per year for units represented by duly elected resident councils for resident services.... Of this amount, \$15 per unit per year would be provided to fund tenant participation activities under subpart B of this part for duly elected resident councils... and \$10 per unit per year would be used by the HA to pay for costs incurred in carrying out tenant participation activities under subpart B of this part.... This will guarantee the resources necessary to create a bona fide partnership among the duly elected resident councils, the HA and HUD.

5. The Resident Council will report financial activity to the TCHC Executive Director in a timely manner which includes both monthly and annual financial reports in accordance with 24 C.F.R. 964.150:

(3) Funding provided by a HA to a duly elected resident council may be made only under a written agreement between the HA and a resident council, which includes a resident council budget and assurance that all resident council expenditures will not contravene provisions of law and will promote serviceability, efficiency, economy and stability in the operation of the local development. The agreement must require the local resident council to account to the HA for the use of the funds and permit the HA to inspect and audit the resident council's financial records related to the agreement.

6. TCHC agrees to provide an "office" to the Resident Council on the third floor of the building. Located within the Community Room of Riverview Terrace, this office has an estimated value for rent of \$300.00 per month and is intended for the sole purpose of Riverview Terrace resident business as directed through the recorded by-laws. Additional office support will be provided from time to time and in a case by case manner that may include but will not be limited to the following: assistance with the purchase of, or donation of, office supplies and office equipment; the provision of office furniture; and assistance, when appropriate, in communication with all building residents through newsletters, memorandums, or building-wide fliers.
7. This MOU will be in effect for three years from the date of execution but may be terminated by either party with sixty (60) days written notice.

We, the undersigned, have read and agree with this MOU:

Tony Lentych, for the
Traverse City Housing Commission, its
Executive Director

Priscilla Townsend, for the
Riverview Terrace Resident Council, its
President

DATE: _____

DATE: _____



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

February 23, 2016 Letter from Russ Soyring, City of Traverse City

February 23, 2016 Letter from State of Michigan Department of Civil Rights

March 18, 2016 Letter from HUD on FSS Closeout for FY 2014

The City of Traverse City

Planning Department

Governmental Center
400 Boardman Ave
Traverse City MI 49684
(231) 922-4778
www.traversecitymi.gov



February 23, 2016

Tony Lentych, Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City MI 49684

RECEIVED

FEB 29 2016

Traverse City
Housing Commission

Re: Minimizing driveways on public streets

Dear Tony:

The City has, for many years, tried to limit driveways, especially in our downtown where pedestrian travel is frequent. Our goal is to minimize conflict points so we can make walking safer and more enjoyable. Our zoning code dictates that driveways must come from the alley if there is an alley. If there is no alley, then driveways may be no closer than 100 feet from each other if there is no alternative access. The City Engineer however can reduce the distance requirement between driveways if safety will not be compromised along other standards.

If driveways can be shared by adjacent property owners, we always encourage the sharing of a driveway to reduce the number of conflict points. Sharing driveways also helps to preserve on-street public parking which in turn also makes the sidewalks safer when there is a barrier of parked cars between pedestrians and moving vehicles.

Sincerely,

Russell A. Soyring, AICP
Director of Planning



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CIVIL RIGHTS
DETROIT

DR. AGUSTIN V. ARBULU
DIRECTOR

February 23, 2016

Mr. R. Edward Kuhn
Attorney at Law
412 South Union Street
Traverse City, MI 49684

Re : MDCR #: 468408
Complaining Party: Amanda Leonard
Responding Party: Traverse City Housing Commission

Dear Mr. Kuhn:

The enclosed letter or document concerning the above named parties has been sent to you for information and/or review.

If you have any questions, please contact me.

Sincerely,

Amy MacDonald
Civil Rights Investigator
phone: (313) 456-6873
fax: (313) 456-3773
email: MacdonaldA@michigan.gov

Enclosures

STATE OF MICHIGAN
DEPARTMENT OF CIVIL RIGHTS

CADILLAC PLACE, SUITE 3-600
3054 WEST GRAND BOULEVARD
DETROIT, MI, 48202

NOTICE OF DISPOSITION AND ORDER OF DISMISSAL

MDCR #: 468408

Claimant:

Amanda Leonard
10224 East Carter Centre
Unit A
Traverse City, MI 49684

Respondent:

Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

REASON FOR DISMISSAL:

This complaint alleges that the respondent discriminated against the claimant in violation of civil rights laws.

The investigation of this complaint included a review of all information obtained during the investigation. Based upon all the evidence in the file, e.g. any applicable statements of witnesses, analysis of comparatives and review of documents, the department determined that there is insufficient evidence to proceed.

It is therefore ordered that this complaint is dismissed.

Date Dismissed : February 23, 2016

Date Mailed :

MAR 04 2016

/s/ Lori Vinson/Director, Civil Rights Operations

RULES OF CIVIL RIGHTS COMMISSION AND DEPARTMENT RELATING TO RECONSIDERATION AND APPEAL

- Rule 7. (1) A claimant may request of the department a reconsideration of its refusal to issue a charge. The request shall be in writing, state specifically, the grounds upon which it is based, and be filed within 30 days after the date of mailing of the notice of disposition of which reconsideration is requested. It shall be filed at any office of the department by personal delivery or by mail.*
- (2) The department may authorize a hearing on the request for reconsideration at such time and place, and before such hearing commissioner or commissioners or hearing referee or referees as it or the director may determine, and notice thereof shall be given to all parties to the proceedings.*
- Rule 18. Any party claiming to be aggrieved by a final order of the commission or the department, including without limitation a refusal to issue a charge, may appeal to the circuit court of the State of Michigan having jurisdiction provided by law within 30 days of the date of service of an appealable order.*



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-6160

MAR 18 2016

Mr. Anthony Lentych
Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, Michigan 49684

RECEIVED

MAR 21 2016

Traverse City
Housing Commission

Dear Mr. Lentych:

SUBJECT: Closeout FY 2014 Family Self-Sufficiency Program

Grant Number: MI080FSH338A014
Grant Award: \$66,411.00

This office has received the Final Federal Financial Report (SF-425) (enclosed) for the subject program. The document has been reviewed and is subject to approval upon verification in your next fiscal audit. The PHA is required to alert their auditor to this requirement.

If you have any questions or need additional information, please contact Patricia Hairston, Public Housing Revitalization Specialist, at (313) 234-7464.

Sincerely,

Douglas C. Gordon
Director
Office of Public Housing

Enclosure