



**Traverse City
Housing Commission**
a Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, March 22, 2019 at 8:00 A.M.

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



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**Traverse City
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a Public Housing Authority

MEETING AGENDA

March 22, 2019



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684
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TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, MARCH 22, 2019 AT 8:00 A.M.**

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

POSTED: MARCH 20, 2019

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

Reserved: Erik Falconer for Pine Street Development One LLC

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 22, 2019 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for February 2019 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for March 2019: Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for February 2019: Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meeting: March 19, 2019
- B. Governance Committee Meeting: March 14, 2019
- C. Executive & Finance Committee Meeting: March 8, 2019
- D. Governance Committee Meeting: February 21, 2019

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: March 2019
- B. Family Self-Sufficiency (FSS) Program Report: March 2019
- C. Resident Council Report: March 2019

VII OLD BUSINESS

- A. 2019 Consolidated Budget: Review of February 2019
- B. TCHC Policy Review Schedule: Review
- C. RAD: Memorandum on Resident Follow-up Discussions

VIII NEW BUSINESS

- A. Shared Drive Request from Pine Street Development One LLC: Action Requested
- B. Memorandum on Five-Year Plan Calendar of Events: Discussion
- C. Memorandum on Maintenance Services Agreement with ERHC: Discussion

IX CORRESPONDENCE

- A. March 12, 2019 Letter from HUD Regarding Micro-Purchase
- B. February 22, 2019 Letter from HUD Regarding FSS Program
- C. February 26, 2019 Article, "Is Housing in Your City Getting Unaffordable? Here's How You Can Help"

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, April 26, 2019 at 8:00 A.M.



**Traverse City
Housing Commission**
a Public Housing Authority

CONSENT AGENDA

February 22, 2019 Regular Meeting Minutes
Schedule of Disbursements for February 2019 for
Public Housing & HCV Section 8 Programs
Payment of Invoices for March 2019
Financial Statements for February 2019

DRAFT Meeting Minutes of the Traverse City Housing Commission
February 22, 2019

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Government Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City at 8:02 A.M.

I ROLL CALL

The following Commissioners were present: Andy Smits, Heather Lockwood, Roger Putman and Jim Friend. Commissioner Sarah Lucas reported a conflict.

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

Residents: Jo Simerson and Norma Loper.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

There were no general public comments.

Reserved: Erik Falconer of Pine Street Development One LLC presented a draft site plan of the “shared drive” proposed for the current Fire Lane on the north side of the TCHC property that has been requested by the City of Traverse City.

Note: President Smits suspended protocol and encouraged the Commission to ask questions. There was an extensive dialogue during this presentation.

IV CONSENT AGENDA

Commissioner Friend moved (Putman support) to approve the Consent Agenda as presented in the February 22, 2019 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

1. Meeting Minutes of the January 25, 2019 Regular Commission Meeting.
2. Schedule of Disbursements for January 2019 for Public Housing and Housing Choice Voucher Section 8 Programs.
3. Payment of Invoices for February 2019.
4. Financial Statements for January 2019.

V COMMITTEE REPORTS

- A. The meeting minutes from the February 15, 2019 Executive Committee meeting were presented and accepted.
- B. The meeting minutes from the February 21, 2019 Governance Committee meeting were not part of the Commission packet but were discussed and will be included in the March packet for the record.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director’s February 2019 Report was presented and accepted.
- B. The February 2019 Family Self-Sufficiency Report was presented and briefly discussed.
- C. The February 2019 Resident Council Reports were presented and accepted.

VII OLD BUSINESS

- A. The 2019 Consolidated Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented and reviewed.
- C. The updated TCHC Organizational Chart was presented.
- D. Staff presented a memo regarding the RAD Resident Follow-up Information.

VIII NEW BUSINESS

- A. The Commission discussed the Pine Street Development One LLC request for a “shared drive” at length. Commissioner Lockwood moved (Smits support) to not allow the Pine Street Development One LLC shared drive as proposed November 28, 2018 to go forward.

Roll Call

Smits	No
Putman	No
Friend	No
Lockwood	No
Lucas	Absent

The motion did not pass.

Next, Commissioner Smits moved (Putman support) to continue to entertain the request as tendered on November 28, 2019 for a “shared drive” and to charge the Executive and Finance Committee to work with staff to create a list of items to be presented to the board at the next scheduled meeting with a final decision by April 30, 2019.

Roll Call

Putman	Yes
Friend	Yes
Lockwood	Yes
Smits	Yes
Lucas	Absent

The motion unanimously approved.

IX CORRESPONDENCE

Three items of correspondence were presented and accepted.

X PUBLIC COMMENT

Jo Simerson gave general comments.

XI COMMISSIONER COMMENT

Commissioner Lockwood commended the Riverview Terrace Resident Council for providing tax preparation assistance to the residents.

Commissioner Smits reported that he received a phone call from an attorney regarding Orchardview Townhomes.

XII ADJOURNMENT

Commissioner Lockwood moved (Putman support) to adjourn. The motion was approved and President Andy Smits closed the meeting at 9:22 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2019 To: 02/28/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	EFT	Internal Revenue Service	2,993.39		71,560.13
02/01/2019	DEP			13,417.95	84,978.08
02/01/2019	DEP			919.60	85,897.68
02/04/2019	DEP			6,009.63	91,907.31
02/04/2019	DEP			8,074.00	99,981.31
02/04/2019	EFT	T Mobile		2,333.98	102,315.29
02/05/2019	EFT	U.S. Dept. of HUD		18,700.00	121,015.29
02/06/2019	EFT	U.S. Dept. of HUD		11,204.00	132,219.29
02/06/2019	DEP			9,508.34	141,727.63
02/12/2019	ADJST	Alisa Kroupa	1,278.55		140,449.08
02/12/2019	ADJST	Anthony Lentych	2,415.50		138,033.58
02/12/2019	ADJST	Michelle Reardon	1,431.16		136,602.42
02/12/2019	ADJST	Angela N. Szabo	950.90		135,651.52
02/12/2019	ADJST	Joseph Battaglia	258.30		135,393.22
02/12/2019	ADJST	Joseph Frawley	1,477.09		133,916.13
02/12/2019	ADJST	David Gourlay	975.92		132,940.21
02/12/2019	ADJST	Justin Sailors	400.73		132,539.48
02/12/2019	ADJST	Chemical Bank	156.52		132,382.96
02/12/2019	EFT	Principal Life Insurance Co.	656.16		131,726.80
02/12/2019	DEP			4,146.71	135,873.51
02/12/2019	DEP			331.85	136,205.36
02/13/2019	038535	City Of Traverse City	81.20		136,124.16
02/13/2019	038536	DTE ENERGY	34.80		136,089.36
02/13/2019	038537	R.W. Popp Excavating, Inc.	720.00		135,369.36
02/13/2019	038538	Mold Man	600.00		134,769.36
02/13/2019	038539	Kuhn Rogers PLC	1,619.44		133,149.92
02/13/2019	038540	City of Traverse City, Treasurer's	2,808.00		130,341.92
02/13/2019	038541	Republic Services #239	1,111.71		129,230.21
02/13/2019	038542	A T & T	23.49		129,206.72
02/13/2019	038543	Snap Printing	220.00		128,986.72
02/13/2019	038544	Aflac	217.10		128,769.62
02/13/2019	038545	Smith & Klaczkiwicz, PC	6,000.00		122,769.62
02/13/2019	038546	Elmer's	960.00		121,809.62
02/13/2019	038547	Neopost	140.00		121,669.62
02/13/2019	038548	CynergyComm.net,Inc	10.58		121,659.04
02/13/2019	038549	AmRent	150.00		121,509.04
02/13/2019	038550	Barton Carroll's Inc	1,566.00		119,943.04
02/13/2019	038551	City Of Traverse City	287.71		119,655.33
02/13/2019	038552	Great Lakes Business Systems, Inc.	237.30		119,418.03
02/13/2019	038553	McCardel Water Conditioning	24.00		119,394.03

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2019 To: 02/28/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/13/2019	038554	Grand Traverse County DPW	483.00		118,911.03
02/13/2019	038555	HDS, LLC	250.50		118,660.53
02/13/2019	038556	Thomas P. Licavoli	570.00		118,090.53
02/13/2019	038557	A T & T	414.26		117,676.27
02/13/2019	038558	Spectrum Business	3,471.64		114,204.63
02/13/2019	038559	Verizon Wireless	30.77		114,173.86
02/13/2019	038560	Byte Productions, LLC	30.00		114,143.86
02/13/2019	038561	Housing Authority Accounting	1,099.41		113,044.45
02/13/2019	038562	Engineered Protection Systems Inc	127.26		112,917.19
02/13/2019	038563	Joseph Frawley	128.51		112,788.68
02/13/2019	038564	David Gourlay	132.30		112,656.38
02/13/2019	038565	Kendall Electric Inc	5.55		112,650.83
02/13/2019	038566	Mcgough's	591.50		112,059.33
02/13/2019	038567	Wind, Water & Energy Conservation	1,063.98		110,995.35
02/13/2019	038568	Ace Hardware	183.41		110,811.94
02/13/2019	038569	Village Glen Apartments	1,032.00		109,779.94
02/13/2019	038570	Cindy Diver	263.00		109,516.94
02/15/2019	EFT	Internal Revenue Service	2,681.79		106,835.15
02/15/2019	038571	Angela Lassiter	12,712.05		94,123.10
02/15/2019	038572	Home Depot Credit Services	867.41		93,255.69
02/15/2019	038573	SAM'S CLUB	909.81		92,345.88
02/20/2019	EFT	State Of Michigan	939.20		91,406.68
02/20/2019	DEP			785.00	92,191.68
02/20/2019	DEP			247.75	92,439.43
02/26/2019	ADJST	Alisa Kroupa	1,147.69		91,291.74
02/26/2019	ADJST	Anthony Lentych	2,415.49		88,876.25
02/26/2019	ADJST	Michelle Reardon	1,431.14		87,445.11
02/26/2019	ADJST	Angela N. Szabo	950.89		86,494.22
02/26/2019	ADJST	Joseph Battaglia	298.90		86,195.32
02/26/2019	ADJST	Charles Edwards	1,170.43		85,024.89
02/26/2019	ADJST	Joseph Frawley	1,427.50		83,597.39
02/26/2019	ADJST	David Gourlay	1,072.96		82,524.43
02/26/2019	ADJST	Justin Sailors	375.52		82,148.91
02/26/2019	ADJST	Chemical Bank	183.57		81,965.34
02/26/2019	EFT	Principal Life Insurance Co.	747.76		81,217.58
02/27/2019	DEP			2,613.80	83,831.38
02/28/2019	ADJST	Chemical Bank		29.80	83,861.18

Total: 69,014.75 78,322.41 11

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2019 To: 02/28/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	ADJST	PNC Bank	74.05		86,385.23
02/01/2019	DEP	U.S. Dept. of HUD		8,052.00	94,437.23
02/01/2019	DEP	U.S. Dept. of HUD		92,973.00	187,410.23
02/01/2019	000226	TC Commons I LDHA, LLC	258.00		187,152.23
02/01/2019	000226	Jeana Aiken	562.00		186,590.23
02/01/2019	000226	Dustin Ansorge	1,248.00		185,342.23
02/01/2019	000226	Anthony Ansorge	796.00		184,546.23
02/01/2019	000226	Ayers Investment Properties LLC	728.00		183,818.23
02/01/2019	000226	B & R RENTALS, LLC	778.00		183,040.23
02/01/2019	000226	Bay Front Apartments	359.00		182,681.23
02/01/2019	000226	Bay Hill Housing LDHALP	7,123.00		175,558.23
02/01/2019	000226	Bay Hill II	7,962.00		167,596.23
02/01/2019	000226	Elizabeth Beckett	312.00		167,284.23
02/01/2019	000226	Bellaire Senior Apartments	351.00		166,933.23
02/01/2019	000226	Brookside Commons LDHA, LP	2,977.00		163,956.23
02/01/2019	000226	Brown Elder Apartments LLC	177.00		163,779.23
02/01/2019	000226	Irma Jean Brownley	535.00		163,244.23
02/01/2019	000226	Rebecca Carmien	288.00		162,956.23
02/01/2019	000226	Carson Square	5,648.00		157,308.23
02/01/2019	000226	Chris R. Frank	899.00		156,409.23
02/01/2019	000226	Central Lake Townhouses	395.00		156,014.23
02/01/2019	000226	Cherrywood Village Farms, Inc.	2,295.00		153,719.23
02/01/2019	000226	Douglas A. Chichester	615.00		153,104.23
02/01/2019	000226	Davis Investment Properties, LLC	671.00		152,433.23
02/01/2019	000226	Jack V. Dean	417.00		152,016.23
02/01/2019	000226	Ronald M. Dean	14.00		152,002.23
02/01/2019	000226	Zachary Duell	1,200.00		150,802.23
02/01/2019	000226	East Bay Properties	700.00		150,102.23
02/01/2019	000226	Shirley Farrell	827.00		149,275.23
02/01/2019	000226	Five P Enterprises, LLC	466.00		148,809.23
02/01/2019	000226	Rent Leelanau, LLC	668.00		148,141.23
02/01/2019	000226	Lisa Forbes	531.00		147,610.23
02/01/2019	000226	Mabel Foust	446.00		147,164.23
02/01/2019	000226	Michael Glowacki	707.00		146,457.23
02/01/2019	000226	David Grzesiek	395.00		146,062.23
02/01/2019	000226	Habitat for Humanity	340.00		145,722.23
02/01/2019	000226	Matthew Hamminga	1,200.00		144,522.23
02/01/2019	000226	Harbour Ridge Apts	1,187.00		143,335.23
02/01/2019	000226	Leonard Herman	524.00		142,811.23
02/01/2019	000226	Hillview Terrace	1,928.00		140,883.23

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2019 To: 02/28/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	000226	Josh Hollister	403.00		140,480.23
02/01/2019	000226	HomeStretch	3,420.00		137,060.23
02/01/2019	000226	Nancy Irish	572.00		136,488.23
02/01/2019	000226	Donna Kalchik	304.00		136,184.23
02/01/2019	000226	Kalkaska Woods Limited Partnership	311.00		135,873.23
02/01/2019	000226	Bruce W. Korson	427.00		135,446.23
02/01/2019	000226	Lake Pointe Acquisitions LLC.	307.00		135,139.23
02/01/2019	000226	Sidney Lammers	397.00		134,742.23
02/01/2019	000226	John J. Lewis	310.00		134,432.23
02/01/2019	000226	Don E. Lint	502.00		133,930.23
02/01/2019	000226	Maret Sabourin	514.00		133,416.23
02/01/2019	000226	Sue Martin	658.00		132,758.23
02/01/2019	000226	Meadowrun-Mancelona Rd 207 LHDA	525.00		132,233.23
02/01/2019	000226	Robert J. Mork	390.00		131,843.23
02/01/2019	000226	Kim Lien Thi Nguyen	974.00		130,869.23
02/01/2019	000226	Oak Park Apts	1,368.00		129,501.23
02/01/2019	000226	Oak Terrace Apts	720.00		128,781.23
02/01/2019	000226	Daniel G. Pohlman	1,076.00		127,705.23
02/01/2019	000226	Douglas L. Porter	418.00		127,287.23
02/01/2019	000226	Punta Gorda Housing Authority	936.38		126,350.85
02/01/2019	000226	Timothy Rice	340.00		126,010.85
02/01/2019	000226	Sabin Pond Apartments LLC	113.00		125,897.85
02/01/2019	000226	Eldon Schaub	384.00		125,513.85
02/01/2019	000226	Mike & Melissa Schichtel	776.00		124,737.85
02/01/2019	000226	Sherwin Rentals	1,212.00		123,525.85
02/01/2019	000226	Samuel Shore	986.00		122,539.85
02/01/2019	000226	Gerald Sieggreen	697.00		121,842.85
02/01/2019	000226	SILVER SHORES MHC	3,069.00		118,773.85
02/01/2019	000226	Douglas & Julia Slack	320.00		118,453.85
02/01/2019	000226	Mark & Cheryl Snyder	497.00		117,956.85
02/01/2019	000226	Ryan Storey	685.00		117,271.85
02/01/2019	000226	22955 Investments LLC	2,917.00		114,354.85
02/01/2019	000226	Traverse City Property Management	454.00		113,900.85
02/01/2019	000226	TCR Investments, LLC	818.00		113,082.85
02/01/2019	000226	Wendy Teagan	502.00		112,580.85
02/01/2019	000226	TEAMCO PROPERTIES	667.00		111,913.85
02/01/2019	000226	TOS Holdings, LLC	781.00		111,132.85
02/01/2019	000226	Tradewinds Terrace Apts	249.00		110,883.85
02/01/2019	000226	Village Apartments LDHA	542.00		110,341.85
02/01/2019	000226	Village Glen Apartments	10,207.00		100,134.85

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 02/01/2019 To: 02/28/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	000226	Village View Housing LHDA LP	1,175.00		98,959.85
02/01/2019	000226	Village Woods	804.00		98,155.85
02/01/2019	000226	Wagner Asset Group at Ninth Street,	732.00		97,423.85
02/01/2019	000226	Paul Wheelock	602.00		96,821.85
02/01/2019	000226	Susette Redman Wilson	1,000.00		95,821.85
02/01/2019	000226	Woda Boardman Lake LDHA.LP	1,767.00		94,054.85
02/01/2019	000226	Woodland Shores Properties, LLC	337.00		93,717.85
02/01/2019	000226	Woodmere Ridge Apartments LDHA	4,727.00		88,990.85
02/01/2019	000226	Wyatt Road Apartment Company	570.00		88,420.85
02/01/2019	000226	Theodore V. Zachman	887.00		87,533.85
02/01/2019	000226	Barb Zupin	500.00		87,033.85
02/04/2019	DEP			100.00	87,133.85
02/12/2019	DEP			80.00	87,213.85
02/13/2019	023112	Cherryland Electric Cooperative	307.00		86,906.85
02/13/2019	023113	City Of Traverse City	378.20		86,528.65
02/13/2019	023114	Consumers Energy	32.00		86,496.65
02/13/2019	023115	DTE ENERGY	868.80		85,627.85
02/13/2019	023116	Lisa L. Forbes	28.00		85,599.85
02/15/2019	EFT	U.S. Dept. of HUD		1,507.00	87,106.85
Total:			102,064.43	102,712.00	

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 03/01/2019 To: 03/19/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2019	EFT	Internal Revenue Service	3,125.93		80,735.25
03/01/2019	038574	City Of Traverse City	81.20		80,654.05
03/01/2019	038575	DTE ENERGY	34.80		80,619.25
03/01/2019	038576	Housing Authority Accounting	1,099.41		79,519.84
03/01/2019	038577	Byte Productions, LLC	30.00		79,489.84
03/01/2019	038578	Justin Sailors	25.48		79,464.36
03/01/2019	038579	Twin Bay Glass Inc.	469.43		78,994.93
03/01/2019	038580	Safety Net	859.00		78,135.93
03/01/2019	038581	City Of Traverse City	15,171.73		62,964.20
03/01/2019	038582	Integrated Payroll Services, Inc.	193.90		62,770.30
03/01/2019	038583	Anthony Lentych	1,200.00		61,570.30
03/01/2019	038584	Vision Service Plan	72.09		61,498.21
03/01/2019	038585	Walters & Hemming Inc	931.85		60,566.36
03/01/2019	038586	Environmental Pest Control	270.00		60,296.36
03/01/2019	038587	Mcgough's	293.75		60,002.61
03/01/2019	038588	DTE ENERGY	2,076.13		57,926.48
03/01/2019	038589	Priority Health	4,401.81		53,524.67
03/01/2019	038590	Nan McKay & Associates Inc	423.00		53,101.67
03/01/2019	038591	D & W Mechanical	211.95		52,889.72
03/01/2019	038592	Lucy Lynn	220.00		52,669.72
03/01/2019	038593		2,382.00		50,287.72
03/01/2019	038593	**VOID**	(2,382.00)		52,669.72
03/01/2019	038594	TC Millworks	1,272.00		51,397.72
03/01/2019	038595	Cardmember Service	2,382.00		49,015.72
03/04/2019	EFT	T Mobile		2,333.98	51,349.70
03/04/2019	EFT	U.S. Dept. of HUD		18,250.00	69,599.70
03/04/2019	DEP			24,837.87	94,437.57
03/05/2019	DEP			11,120.63	105,558.20
03/06/2019	038596	Spectrum Business	3,523.71		102,034.49
03/06/2019	038597	David Gourlay	74.08		101,960.41
03/06/2019	038598	McCardel Water Conditioning	8.00		101,952.41
03/06/2019	038599	Thomas P. Licavoli	1,670.00		100,282.41
03/06/2019	038600	A T & T	367.92		99,914.49
03/06/2019	038601	Ace Hardware	49.04		99,865.45
03/06/2019	038602	Spectrum Business	187.75		99,677.70
03/06/2019	038603	Save Carpet USA	1,702.00		97,975.70
03/06/2019	038604	Verizon Wireless	32.18		97,943.52
03/07/2019	DEP			6,732.13	104,675.65
03/07/2019	DEP			380.85	105,056.50
03/08/2019	DEP			697.00	105,753.50

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2019 To: 03/19/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/12/2019	ADJST	Alisa Kroupa	1,278.55		104,474.95
03/12/2019	ADJST	Anthony Lentych	2,415.49		102,059.46
03/12/2019	ADJST	Michelle Reardon	1,431.16		100,628.30
03/12/2019	ADJST	Angela N. Szabo	950.89		99,677.41
03/12/2019	ADJST	Joseph Battaglia	298.90		99,378.51
03/12/2019	ADJST	Charles Edwards	223.50		99,155.01
03/12/2019	ADJST	Joseph Frawley	1,615.89		97,539.12
03/12/2019	ADJST	David Gourlay	975.92		96,563.20
03/12/2019	ADJST	Justin Sailors	334.50		96,228.70
03/12/2019	ADJST	Chemical Bank	183.57		96,045.13
03/12/2019	EFT	Principal Life Insurance Co.	681.36		95,363.77
03/14/2019	EFT	U.S. Dept. of HUD		5,602.00	100,965.77
03/15/2019	EFT	Internal Revenue Service	2,887.64		98,078.13
03/15/2019	DEP			13,930.56	112,008.69
03/18/2019	DEP			273.25	112,281.94
03/19/2019	038605	SAM'S CLUB	491.21		111,790.73
03/19/2019	038606	Holiday Fleet	27.49		111,763.24
03/19/2019	038607	Home Depot Credit Services	385.95		111,377.29
03/19/2019	038608	DTE ENERGY	5,243.25		106,134.04
03/19/2019	038609	Wilmar	605.31		105,528.73
03/19/2019	038610	Kendall Electric Inc	208.49		105,320.24
03/19/2019	038611	Engineered Protection Systems Inc	208.80		105,111.44
03/19/2019	038612	R.W. Popp Excavating, Inc.	541.00		104,570.44
03/19/2019	038613	Grand Traverse County DPW	483.00		104,087.44
03/19/2019	038614	Great Lakes Business Systems, Inc.	183.26		103,904.18
03/19/2019	038615	City Of Traverse City	61.49		103,842.69
03/19/2019	038616	Grand Traverse County	56.07		103,786.62
03/19/2019	038617	USPS- Hasler	1,500.00		102,286.62
03/19/2019	038618	Elmer's	880.00		101,406.62
03/19/2019	038619	Kuhn Rogers PLC	799.50		100,607.12
03/19/2019	038620	Vision Service Plan	72.09		100,535.03
03/19/2019	038621	Aflac	217.10		100,317.93
03/19/2019	038622	CynergyComm.net,Inc	8.92		100,309.01
03/19/2019	038623	Joseph Frawley	275.83		100,033.18
03/19/2019	038624	TC Millworks	1,625.00		98,408.18
03/19/2019	038625	Traverse City Record Eagle	80.25		98,327.93
03/19/2019	038626	Integrated Payroll Services, Inc.	110.90		98,217.03
03/19/2019	038627	Thomas P. Licavoli	770.00		97,447.03
03/19/2019	038628	Republic Services #239	663.14		96,783.89
03/19/2019	038629	AmRent	203.55		96,580.34

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2019 To: 03/19/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/19/2019	038630	Staples Business Advantage	335.92		96,244.42
03/19/2019	038631	Environmental Pest Control	270.00		95,974.42
03/19/2019	038632	City Of Traverse City	13,621.01		82,353.41
03/19/2019	038633	A T & T	160.69		82,192.72
03/19/2019	038634	Save Carpet USA	3,852.00		78,340.72
03/19/2019	038635	Diana Hickman	100.00		78,240.72
03/19/2019	038636	Safety Net	863.11		77,377.61
03/19/2019	038637	D & W Mechanical	861.80		76,515.81
03/19/2019	038638	Ginop Sales, Inc.	747.25		75,768.56
		Total:	92,250.89	84,158.27	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2019 To: 03/19/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2019	EFT	U.S. Dept. of HUD		96,054.00	183,160.85
03/01/2019	EFT	U.S. Dept. of HUD			183,160.85
03/01/2019	ADJUST	PNC Bank	77.45		183,083.40
03/01/2019	000227	TC Commons I LDHA, LLC	258.00		182,825.40
03/01/2019	000227	Jeana Aiken	562.00		182,263.40
03/01/2019	000227	Dustin Ansoerge	1,250.00		181,013.40
03/01/2019	000227	Anthony Ansoerge	796.00		180,217.40
03/01/2019	000227	Ayers Investment Properties LLC	728.00		179,489.40
03/01/2019	000227	B & R RENTALS, LLC	778.00		178,711.40
03/01/2019	000227	Bay Front Apartments	359.00		178,352.40
03/01/2019	000227	Bay Hill Housing LDHALP	6,746.00		171,606.40
03/01/2019	000227	Bay Hill II	7,957.00		163,649.40
03/01/2019	000227	Elizabeth Beckett	312.00		163,337.40
03/01/2019	000227	Bellaire Senior Apartments	351.00		162,986.40
03/01/2019	000227	Brookside Commons LDHA, LP	2,977.00		160,009.40
03/01/2019	000227	Brown Elder Apartments LLC	177.00		159,832.40
03/01/2019	000227	Irma Jean Brownley	535.00		159,297.40
03/01/2019	000227	Rebecca Carmien	288.00		159,009.40
03/01/2019	000227	Carson Square	5,451.00		153,558.40
03/01/2019	000227	Chris R. Frank	926.00		152,632.40
03/01/2019	000227	Central Lake Townhouses	395.00		152,237.40
03/01/2019	000227	Cherrywood Village Farms, Inc.	2,295.00		149,942.40
03/01/2019	000227	Douglas A. Chichester	615.00		149,327.40
03/01/2019	000227	Davis Investment Properties, LLC	671.00		148,656.40
03/01/2019	000227	Jack V. Dean	417.00		148,239.40
03/01/2019	000227	Ronald M. Dean	14.00		148,225.40
03/01/2019	000227	Zachary Duell	1,200.00		147,025.40
03/01/2019	000227	East Bay Properties	584.00		146,441.40
03/01/2019	000227	Shirley Farrell	827.00		145,614.40
03/01/2019	000227	Five P Enterprises, LLC	466.00		145,148.40
03/01/2019	000227	Rent Leelanau, LLC	668.00		144,480.40
03/01/2019	000227	Lisa Forbes	531.00		143,949.40
03/01/2019	000227	Mabel Foust	446.00		143,503.40
03/01/2019	000227	Michael Glowacki	707.00		142,796.40
03/01/2019	000227	David Grzesiek	395.00		142,401.40
03/01/2019	000227	Habitat for Humanity	340.00		142,061.40
03/01/2019	000227	Matthew Hamminga	1,200.00		140,861.40
03/01/2019	000227	Harbour Ridge Apts	1,187.00		139,674.40
03/01/2019	000227	Leonard Herman	524.00		139,150.40
03/01/2019	000227	Hillview Terrace	1,961.00		137,189.40

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2019 To: 03/19/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2019	000227	Josh Hollister	403.00		136,786.40
03/01/2019	000227	HomeStretch	3,420.00		133,366.40
03/01/2019	000227	Nancy Irish	572.00		132,794.40
03/01/2019	000227	Donna Kalchik	304.00		132,490.40
03/01/2019	000227	Kalkaska Woods Limited Partnership	311.00		132,179.40
03/01/2019	000227	Bruce W. Korson	427.00		131,752.40
03/01/2019	000227	Lake Pointe Acquisitions LLC.	307.00		131,445.40
03/01/2019	000227	Sidney Lammers	397.00		131,048.40
03/01/2019	000227	John J. Lewis	310.00		130,738.40
03/01/2019	000227	Don E. Lint	502.00		130,236.40
03/01/2019	000227	Maret Sabourin	514.00		129,722.40
03/01/2019	000227	Sue Martin	658.00		129,064.40
03/01/2019	000227	Meadowrun-Mancelona Rd 207 LHDA	525.00		128,539.40
03/01/2019	000227	Robert J. Mork	390.00		128,149.40
03/01/2019	000227	Kim Lien Thi Nguyen	974.00		127,175.40
03/01/2019	000227	Oak Park Apts	1,368.00		125,807.40
03/01/2019	000227	Oak Terrace Apts	720.00		125,087.40
03/01/2019	000227	Daniel G. Pohlman	1,076.00		124,011.40
03/01/2019	000227	Douglas L. Porter	418.00		123,593.40
03/01/2019	000227	Punta Gorda Housing Authority	851.38		122,742.02
03/01/2019	000227	Timothy Rice	340.00		122,402.02
03/01/2019	000227	Sabin Pond Apartments LLC	113.00		122,289.02
03/01/2019	000227	Eldon Schaub	384.00		121,905.02
03/01/2019	000227	Mike & Melissa Schichtel	776.00		121,129.02
03/01/2019	000227	Sherwin Rentals	1,212.00		119,917.02
03/01/2019	000227	Samuel Shore	986.00		118,931.02
03/01/2019	000227	Gerald Sieggreen	697.00		118,234.02
03/01/2019	000227	SILVER SHORES MHC	3,069.00		115,165.02
03/01/2019	000227	Douglas & Julia Slack	320.00		114,845.02
03/01/2019	000227	Mark & Cheryl Snyder	497.00		114,348.02
03/01/2019	000227	Ryan Storey	360.00		113,988.02
03/01/2019	000227	22955 Investments LLC	2,917.00		111,071.02
03/01/2019	000227	Traverse City Property Management	454.00		110,617.02
03/01/2019	000227	TCR Investments, LLC	818.00		109,799.02
03/01/2019	000227	Wendy Teagan	502.00		109,297.02
03/01/2019	000227	TEAMCO PROPERTIES	667.00		108,630.02
03/01/2019	000227	TOS Holdings, LLC	781.00		107,849.02
03/01/2019	000227	Tradewinds Terrace Apts	249.00		107,600.02
03/01/2019	000227	Village Apartments LDHA	542.00		107,058.02
03/01/2019	000227	Village Glen Apartments	10,135.00		96,923.02

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 03/01/2019 To: 03/19/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2019	000227	Village View Housing LHDA LP	1,175.00		95,748.02
03/01/2019	000227	Village Woods	804.00		94,944.02
03/01/2019	000227	Wagner Asset Group at Ninth Street,	732.00		94,212.02
03/01/2019	000227	Paul Wheelock	602.00		93,610.02
03/01/2019	000227	Susette Redman Wilson	1,000.00		92,610.02
03/01/2019	000227	Woda Boardman Lake LDHA.LP	1,789.00		90,821.02
03/01/2019	000227	Woodland Shores Properties, LLC	337.00		90,484.02
03/01/2019	000227	Woodmere Ridge Apartments LDHA	4,327.00		86,157.02
03/01/2019	000227	Wyatt Road Apartment Company	570.00		85,587.02
03/01/2019	000227	Theodore V. Zachman	887.00		84,700.02
03/01/2019	000227	Barb Zupin	500.00		84,200.02
03/01/2019	023117	Traverse City Housing Commission	12,651.56		71,548.46
03/01/2019	023118	Chase Bank	989.32		70,559.14
03/05/2019	DEP			100.00	70,659.14
03/19/2019	023119	Cherryland Electric Cooperative	144.50		70,514.64
03/19/2019	023120	City Of Traverse City	189.10		70,325.54
03/19/2019	023121	Consumers Energy	34.20		70,291.34
03/19/2019	023122	DTE ENERGY	421.20		69,870.14
03/19/2019	023123	Lisa L. Forbes	14.00		69,856.14
Total:			113,404.71	96,154.00	

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2019**

	1 Month Ended	8 Months Ended		
	<u>February 28, 2019</u>	<u>February 28, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 0.00	\$ 550.00	\$ 0	\$ (550.00)
3603 - Number of Unit Months	(184.00)	(1,383.00)	0	1,383.00
3604 - Unit Months - Contra	184.00	1,383.00	0	(1,383.00)
Total Operating Reserve Income	<u>\$ 0.00</u>	<u>\$ 550.00</u>	<u>\$ 0</u>	<u>\$ (550.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 92,973.00	\$ 699,954.00	\$ 0	\$ (699,954.00)
3411 - Admin Fee Funding	9,559.00	68,613.00	0	(68,613.00)
Total HUD PHA GRANTS	<u>\$ 102,532.00</u>	<u>\$ 768,567.00</u>	<u>\$ 0</u>	<u>\$ (768,567.00)</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 102,532.00</u>	<u>\$ 769,117.00</u>	<u>\$ 0</u>	<u>\$ (769,117.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,043.29	\$ 27,568.90	\$ 40,790	\$ 13,221.10
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	17.55	454.65	500	45.35
4140 - Staff Training	0.00	81.00	2,700	2,619.00
4150 - Travel Expense	89.64	1,673.78	1,800	126.22
4170 - Accounting Fees	649.25	5,396.50	8,000	2,603.50
4171 - Auditing	1,800.00	1,800.00	3,000	1,200.00
4182 - Employee Benefits - Admin	213.02	9,613.07	17,195	7,581.93
4185 - Telephone	19.45	1,202.96	3,200	1,997.04
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	19.74	951.38	1,000	48.62
4190.3 - Admin. Service Contracts	52.50	4,065.89	10,200	6,134.11
4190.4 - Office Supplies	108.00	599.58	2,200	1,600.42
4190.5 - Other Sundry Expense	1,151.05	7,969.71	5,460	(2,509.71)
4190.6 - Advertising	0.00	99.92	0	(99.92)
Total Administration	<u>\$ 7,163.49</u>	<u>\$ 61,477.34</u>	<u>\$ 96,295</u>	<u>\$ 34,817.66</u>
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 275.04	\$ 0	\$ (275.04)
Total General Expense	<u>\$ 34.38</u>	<u>\$ 275.04</u>	<u>\$ 0</u>	<u>\$ (275.04)</u>
Total Routine Expense	<u>\$ 7,197.87</u>	<u>\$ 61,752.38</u>	<u>\$ 96,295</u>	<u>\$ 34,542.62</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2019**

	<u>1 Month Ended February 28, 2019</u>	<u>8 Months Ended February 28, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 96,031.00	\$ 694,300.00	\$ 0	\$ (694,300.00)
4715.3 - HAP - Non-Elderly Disabled	1,823.00	15,841.00	0	(15,841.00)
4715.4 - HAP - Utility Allowances	1,586.00	5,533.00	0	(5,533.00)
4715.5 - HAP - Fraud Recovery	(90.00)	(600.00)	0	600.00
4715.6 - HAP - Homeownership	1,159.00	9,552.00	0	(9,552.00)
4715.61 - HAP-Homeownership URP	28.00	112.00	0	(112.00)
4715.8 - HAP - Portable Paying Out	902.00	6,580.00	0	(6,580.00)
4715.9 - HAP - Portable Receiving	337.00	2,359.00	0	(2,359.00)
4719 - HAP - FSS Escrow	3,414.83	27,640.83	0	(27,640.83)
4719.1 - FSS Forfeitures	0.00	(7,838.97)	0	7,838.97
Total HAP Payments	\$ 105,190.83	\$ 753,478.86	\$ 0	\$ (753,478.86)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 112,388.70	\$ 815,231.24	\$ 96,295	\$ (718,936.24)
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ (9,856.70)	\$ (46,114.24)	\$ (96,295)	\$ (50,180.76)
Memo:				
Admin Operating Income/(Loss)	\$ 2,361.13	\$ 6,860.62	\$ (96,295)	\$ (103,155.62)
Analysis of Funding				
A.C. Received: February 28, 2019		8 Months Ended February 28, 2019		
3410 - HAP Funding		\$ 699,954.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		694,300.00		
4715.3 - HAP - Non-Elderly Disabled		15,841.00		
4715.4 - HAP - Utility Allowances		5,533.00		
4715.5 - HAP - Fraud Recovery		(600.00)		
4715.6 - HAP - Homeownership		9,552.00		
4715.61 - HAP-Homeownership URP		112.00		
4715.8 - HAP - Portable Paying Out		6,580.00		
4715.9 - HAP - Portable Receiving		2,359.00		
4719 - HAP - FSS Escrow		27,640.83		
4719.1 - FSS Forfeitures		(7,838.97)		
Total Funding Required		\$ 753,478.86		
Over/(Under) Funding		\$ (53,524.86)		
RNP as of: February 28, 2019		\$ (57,383.86)		
UNP as of: February 28, 2019		\$ 118,259.66		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2019**

	1 Month Ended	8 Months Ended		
	<u>February 28, 2019</u>	<u>February 28, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 11,204.00	\$ 33,612.00	\$ 0	\$ (33,612.00)
Total HUD PHA GRANTS	\$ 11,204.00	\$ 33,612.00	\$ 0	\$ (33,612.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 11,204.00	\$ 33,612.00	\$ 0	\$ (33,612.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,678.48	\$ 32,458.32	\$ 55,800	\$ 23,341.68
4182 - Employee Benefits - Admin	190.59	14,914.66	19,070	4,155.34
4190.1 - Publications	0.00	433.00	0	(433.00)
Total Administration	\$ 3,869.07	\$ 47,805.98	\$ 74,870	\$ 27,064.02
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 3,869.07	\$ 47,805.98	\$ 74,870	\$ 27,064.02

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2019**

	<u>1 Month Ended February 28, 2019</u>	<u>8 Months Ended February 28, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 3,869.07	\$ 47,805.98	\$ 74,870	\$ 27,064.02
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 7,334.93</u>	<u>\$ (14,193.98)</u>	<u>\$ (74,870)</u>	<u>\$ (60,676.02)</u>

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2019**

	1 Month Ended		8 Months Ended			
	<u>February 28, 2019</u>		<u>February 28, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	31,337.00	\$	255,410.00	\$ 435,000	\$ 179,590.00
3110.2 - Dwelling Rental-Proj. 2		5,481.00		44,006.00	0	(44,006.00)
3120 - Excess Utilities		119.00		1,135.18	0	(1,135.18)
3190 - Nondwelling Rental		7,570.35		60,173.26	71,900	11,726.74
Total Rental Income	\$	44,507.35	\$	360,724.44	\$ 506,900	\$ 146,175.56
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	18,700.00	\$	166,570.00	\$ 250,000	\$ 83,430.00
Total HUD PHA GRANTS	\$	18,700.00	\$	166,570.00	\$ 250,000	\$ 83,430.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	227.43	\$	1,761.99	\$ 2,500	\$ 738.01
3690 - Tenant Income		243.00		2,726.58	6,000	3,273.42
3690.1 - Non-Tenant Income		928.37		28,170.54	15,400	(12,770.54)
3690.2 - Tenant Income-Cable		2,200.00		18,288.00	29,200	10,912.00
3692 - Management Fee - TAHDC		0.00		4,118.97	0	(4,118.97)
Total Nonrental Income	\$	3,598.80	\$	55,066.08	\$ 53,100	\$ (1,966.08)
Total Operating Income	\$	66,806.15	\$	582,360.52	\$ 810,000	\$ 227,639.48
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,542.59	\$	86,422.22	\$ 136,780	\$ 50,357.78
4130 - Legal Expense		1,601.89		4,481.79	17,000	12,518.21
4140 - Staff Training		0.00		189.00	6,300	6,111.00
4150 - Travel Expense		171.17		4,242.06	4,200	(42.06)
4170 - Accounting Fees		450.16		4,276.28	7,000	2,723.72
4171 - Auditing		4,200.00		4,200.00	4,000	(200.00)
4182 - Employee Benefits - Admin		684.44		29,439.52	50,430	20,990.48
4185 - Telephone		459.65		5,414.31	7,500	2,085.69
4190.1 - Publications		0.00		423.00	800	377.00
4190.2 - Membership Dues and Fees		46.05		1,100.82	1,000	(100.82)
4190.3 - Admin. Service Contracts		359.80		10,472.14	23,800	13,327.86
4190.4 - Office Supplies		357.50		1,504.54	4,200	2,695.46
4190.5 - Other Sundry Expense		134.55		7,727.52	13,640	5,912.48
4190.6 - Advertising		0.00		275.00	1,500	1,225.00
Total Administration	\$	18,007.80	\$	160,168.20	\$ 278,150	\$ 117,981.80
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	3,016.38	\$	7,104.38	\$ 8,575	\$ 1,470.62
4230 - Cable TV-Tenants		3,471.64		26,741.88	37,460	10,718.12
Total Tenant Services	\$	6,488.02	\$	33,846.26	\$ 46,035	\$ 12,188.74

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2019

	1 Month Ended	8 Months Ended	BUDGET	*OVER/UNDER
	<u>February 28, 2019</u>	<u>February 28, 2019</u>		
Utilities				
4310 - Water	\$ 511.00	\$ 13,193.97	\$ 16,500	\$ 3,306.03
4320 - Electricity	188.06	66,607.20	150,000	83,392.80
4330 - Gas	0.00	9,745.12	15,500	5,754.88
Total Utilities	<u>\$ 699.06</u>	<u>\$ 89,546.29</u>	<u>\$ 182,000</u>	<u>\$ 92,453.71</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 10,141.25	\$ 85,861.37	\$ 97,540	\$ 11,678.63
4420 - Materials	841.15	22,921.39	25,000	2,078.61
4430.02 - Heating & Cooling Contracts	0.00	1,667.25	6,000	4,332.75
4430.03 - Snow Removal Contracts	2,255.00	3,045.00	4,000	955.00
4430.04 - Elevator Maintenance Contracts	0.00	22,524.29	9,600	(12,924.29)
4430.05 - Landscape & Grounds Contracts	0.00	12,613.79	10,000	(2,613.79)
4430.06 - Unit Turnaround Contracts	570.00	26,313.24	18,000	(8,313.24)
4430.07 - Electrical Contracts	0.00	246.34	1,000	753.66
4430.08 - Plumbing Contracts	0.00	3,779.12	1,000	(2,779.12)
4430.09 - Extermination Contracts	0.00	2,975.00	3,000	25.00
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	127.26	12,513.87	10,000	(2,513.87)
4430.12 - Misc. Contracts	1,063.98	4,245.25	10,000	5,754.75
4431 - Garbage Removal	1,111.71	5,776.18	10,500	4,723.82
4433 - Employee Benefits - Maint.	449.66	26,103.12	35,620	9,516.88
Total Ordinary Maint. & Oper	<u>\$ 16,560.01</u>	<u>\$ 230,585.21</u>	<u>\$ 243,460</u>	<u>\$ 12,874.79</u>
General Expense				
4510 - Insurance	\$ 2,680.18	\$ 21,412.08	\$ 30,600	\$ 9,187.92
4520 - Payment in Lieu of Taxes	2,041.67	16,071.69	23,000	6,928.31
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	0.00	0.00	5,000	5,000.00
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
Total General Expense	<u>\$ 4,721.85</u>	<u>\$ 37,483.77</u>	<u>\$ 89,600</u>	<u>\$ 52,116.23</u>
Total Routine Expense	<u>\$ 46,476.74</u>	<u>\$ 551,629.73</u>	<u>\$ 839,245</u>	<u>\$ 287,615.27</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.2 - Materials	\$ 397.96	\$ 397.96	\$ 0	\$ (397.96)
4610.3 - Contract Costs	600.00	2,898.75	10,000	7,101.25
Total Extraordinary Maintenance	<u>\$ 997.96</u>	<u>\$ 3,296.71</u>	<u>\$ 10,000</u>	<u>\$ 6,703.29</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 997.96</u>	<u>\$ 3,296.71</u>	<u>\$ 10,000</u>	<u>\$ 6,703.29</u>
Total Operating Expenses	<u>\$ 47,474.70</u>	<u>\$ 554,926.44</u>	<u>\$ 849,245</u>	<u>\$ 294,318.56</u>
Operating Income (Loss)	<u>\$ 19,331.45</u>	<u>\$ 27,434.08</u>	<u>\$ (39,245)</u>	<u>\$ (66,679.08)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 20,611.45	\$ 165,976.09	\$ 0	\$ (165,976.09)
Total Depreciation Expense	<u>\$ 20,611.45</u>	<u>\$ 165,976.09</u>	<u>\$ 0</u>	<u>\$ (165,976.09)</u>

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2019**

	1 Month Ended	8 Months Ended		
	<u>February 28, 2019</u>	<u>February 28, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
7520 - Replacement of Equipment	\$ 1,467.00	\$ 3,573.00	\$ 0	\$ (3,573.00)
7540 - Betterments and Additions	0.00	25,752.25	25,000	(752.25)
7590 - Operating Expenditures-Contra	<u>(1,467.00)</u>	<u>(29,325.25)</u>	<u>0</u>	<u>29,325.25</u>
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 25,000	\$ 25,000.00
Other Financial Items				
8010 - Operating Transfers In	<u>0.00</u>	<u>0.00</u>	<u>109,300</u>	<u>109,300.00</u>
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 109,300	\$ 109,300.00
HUD Net Income (Loss)	<u>\$ 17,864.45</u>	<u>\$ (1,891.17)</u>	<u>\$ (173,545)</u>	<u>\$ (171,653.83)</u>
GAAP Net Income (Loss)	<u>\$ (1,280.00)</u>	<u>\$ (138,542.01)</u>	<u>\$ 45,055</u>	<u>\$ 183,597.01</u>



**Traverse City
Housing Commission**
a Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meeting: March 19, 2019

Governance Committee Meeting: March 14, 2019

Executive & Finance Committee Meeting: March 8, 2019

Governance Committee Meeting: February 21, 2019

DRAFT

**Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
March 19, 2019**

A regular meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 9:06 A.M.

ROLL CALL

The following Commissioners were present: Andy Smits, President and Heather Lockwood, Vice President.

CORRESPONDENCE

A letter dated March 8, 2019 from Erik Falconer was submitted and discussed. It was noted that the Governance Committee recommended "approval" of the submitted site plan.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the February 16, 2019 were reviewed.
- B. The monthly financial report was briefly discussed.
- C. The March 22, 2019 Regular Meeting Agenda was discussed:
 - There will be a "reserved" Public Comment regarding the Shared Drive.
 - The documents presented by Pine Street Development One will be discussed under New Business.
 - Staff will prepare a report on the Shared Drive and the Commission will vote on whether or not to approve the Governance Committee's recommendation to accept the proposed site plan allowing for final details to be negotiated, and for city staff and the appropriate officials at HUD to approve the site plan.
 - Should the motion be approved, a Special Meeting may be called at some point in April to adopt a formal resolution on this matter. The meeting will be held at Riverview Terrace to allow residents an opportunity to easily participate in this process.

ADJOURNMENT

President Smits adjourned the meeting at 10:00 A.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

DRAFT

**Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
March 8, 2019**

A regular meeting of the Executive & Finance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 4:15 P.M.

ROLL CALL

The following Commissioners were present: Andy Smits, President and Heather Lockwood, Vice President. Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

A letter dated March 8, 2019 from Erik Falconer was briefly discussed.

AGENDA

The following Agenda items were discussed:

- A. Regarding the “shared drive”, staff was instructed to seek an expert opinion on the likelihood that TCHC could develop on the Fire Lane in the future. There was a discussion as to the ways TCHC can evaluate the proposal submitted by Pine Street Development One. A civil engineer or other third party professional may be employed by TCHC to assist.
- B. The RAD program was discussed and staff reviewed the parameters of a potential financing plan. Staff also shared all of the on-line documentation that will need to be completed and submitted later this summer.
 - Staff was encouraged to continue to seek a site to develop a “senior housing” project that can be part of the RAD conversion process.
 - This Committee will continue to advise staff on this process and will begin to meet regularly.

ADJOURNMENT

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

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

DRAFT

**Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
March 14, 2019**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Community Room of Riverview Terrace, 150 Pine Street, Traverse City, Michigan at 10:00 A.M. The meeting was scheduled a week earlier than the monthly meeting time in order for its work to be included in the March 2019 Commission Packet.

I ROLL CALL

The following Commissioners were present: Jim Friend, Roger Putman.

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

Residents: Ellen Corcoran, Norma Loper, and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

Draft minutes from the February 21, 2019 meeting of this committee and the agenda for this meeting were accepted by the committee.

III PUBLIC COMMENT

Reserved: Erik Falconer for Pine Street Development One LLC (PSDO) presented a letter in response to discussion with the TCHC Board on February 22, 2019 and new maps of the PSDO development site.

Note: The committee discussed these items and the proposal at length.

IV UPDATES

- A. The Policy Review Schedule was presented.
- B. The Shared Drive request is addressed in New Business.
- C. There is no update on the DDA "Riverwalk" Project.

V OLD BUSINESS

- A. There was no update on the Safety & Evacuation Plan.
- B. There was no update on the TCHC Lease.
- C. The next RAD resident meeting will be held March 21, 2019 at 4:00 P.M.
- D. It was announced that the probationary period for the Smoke-Free Property Policy is officially ending on March 31, 2019.

VI NEW BUSINESS

- A. The Housekeeping & Sanitary Standards Policy is being researched and drafted.
- B. The committee discussed the Pine Street Development One LLC presentation in detail. Commissioner Putman moved (Loper support) to submit a "favorable recommendation" of the Pine Street Development One LLC site plan to the TCHC Commission and to allow final negotiations to move forward.

The motion passed unanimously.

Commissioner Friend then moved (Corcoran support) that the following items must be included in the final negotiations of the PSDO proposal:

- The shared drive should be a private road;
- There should be discussion between TCHC and PSDO to determine a common intent regarding any proposed river walk;
- This recommendation is based on the site plan that was emailed to TCHC staff on March 14, 2019 and includes a 10 foot setback from the shared property line.
- Any approval by the TCHC of the proposal should have a timeline for development and should not run in perpetuity regardless of the development status.
- In the event that negotiations fail, this committee recommends that the Commission approve the 1st half of the shared drive only.

VII PUBLIC COMMENT

Jeff Turner made generally positive comments about the discussion.

VIII ADJOURNMENT

The meeting was adjourned by consensus at 11:38 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

DRAFT

**Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
February 21, 2019**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Community Room of Riverview Terrace, 150 Pine Street, Traverse City, Michigan at 10:00 A.M.

I ROLL CALL

The following Commissioners were present: Jim Friend and Roger Putman.
The following Committee Members were present: Ellen Corcoran and Norma Loper
Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.
Residents: Jo Simerson, Eric Hoover, and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

Committee member Putman moved (Loper second) to approve the agenda and accept the previous minutes of the previous meeting. The motion was unanimously approved.

III PUBLIC COMMENT

Reserved: Erik Falconer for Pine Street Development One LLC presented a draft design of the shared drive proposed on the north side of the TCHC property.

Note: The committee discussed this proposal at length.

IV UPDATES

- A. The Policy Review Schedule was presented.
- B. The Shared Drive was discussed under New Business.
- C. There is no update on the DDA "Riverwalk" Project.

V OLD BUSINESS

- A. There is no update on the Safety & Evacuation Plan.
- B. There is no update on the TCHC Lease. The meeting was canceled due to the office closing during the winter emergency.
- C. Staff provided a brief update on RAD and resident notification. The next resident meeting will be held March 21, 2019 at 4:00 P.M.
- D. The probationary period for the Smoke-Free Property Policy is ending soon. There will be a smoking cessation seminar offered in March.

VI NEW BUSINESS

- A. The Housekeeping & Sanitary Standards Policy is being researched and drafted.
- B. The committee discussed the Pine Street One LLC presentation and offers the following for the Board's initial consideration:
 - The developer should provide a complete design of the Riverview Terrace service entry and refuse removal area for the Board's review;
 - The developer should provide a site plan showing the proposed buildings and property split for the property in question;

- The parking proposed on “Site B” should be restricted to employees of the building and not offered as public parking;
- The developer should provide an “as is” drawing of both the TCHC property and the property in question. This drawing should depict existing conditions including buildings and topographical elevations;
- The developer should provide the square footage of the easement and the value of this concession should be determined; and
- The developer should provide several street level views of the proposed fire lane.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

The meeting was adjourned by consensus at 11:36 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary



**Traverse City
Housing Commission**
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: March 2019

Family Self-Sufficiency (FSS) Program Report: March 2019

Resident Council Report: March 2019

EXECUTIVE DIRECTOR'S REPORT: March 22, 2019

This report covers the work accomplished from February 22, 2019 until March 21, 2019. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: There is one unit open now and being prepped for a new resident at the beginning of the month. We have two units opening up – one on April 1st and one on May 1st.
2. Orchardview: There is one vacancy with a family scheduled to move in after April 1. We anticipate on additional unit to open after a court hearing on March 29.

Housing Choice Vouchers

1. We have 184 HCV filled at this time. No one is looking for housing at this time and we don't anticipate issuing any new vouchers the rest of this month.

Projects & Potential Projects

1. EAST BAY FLATS: This continues to consume a lot of time as we try to lease up additional units while we complete construction. This month we had an insurance inspection that required additional follow-up and a site visit from our investor. I prepared for and attended a Tax Review Board hearing regarding lingering property tax issue.
2. RAD: Conducted one Resident Meetings at Riverview Terrace. Also participated in one conference call with our assigned "RAD Transaction Readiness Manager" about our calendar of activities and upcoming tasks. Phone calls with Field Office to try and learn about more financing opportunities (depending upon their conversations with MSHDA).
3. Continued conversations and meetings with partners to implement Homeless Youth Housing – developing a work plan for East Bay Flats to ensure that the program is successful.
4. Meeting with a potential development team about a potential senior housing project on Eight Street (near Civic Center).
5. Conversations with property owner for potential workforce housing site on Munson Avenue.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Met with the leadership of the Riverview Terrace Resident Council to update monthly financials and the “re-launch” of the Free Table.
2. Continued to work on new Housekeeping & Sanitary Standards Policy.

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

1. Continued research for the white paper on the future of TCHC – still have not completed this task but suspect it will still be useful in our near future conversations.

Financial

1. Prepared monthly financial reports for February 2019.
2. Started the Fiscal Year 2020 Budget process.

General Management

1. Continued work on internal Policy Review.
2. Continued work on TCHC Lease Agreement.

Office IT

1. Working to get East Bay Flats up as a secondary work site (temporary leasing office).

TCHC

1. Attended one TCHC regular meeting (February) and prepared for another (March).
2. Prepared for one Executive Committee meeting.
3. Prepared for one Executive & Finance Committee meeting.
4. Prepared for one Governance Committee meeting.

ERHC

1. Prepared for and attended one ERHC regular meeting (March).
2. Drafted Maintenance Services Agreement with TCHC.
3. Coordinated staff activities to implement management contract (schedules, duties, etc.).
4. Phone Conversations and emails with Village staff about selection of new Commissioner.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing North (Rural Housing Partnership): Participated in one board of directors meeting and participated first “advocacy” committee meeting.
2. Community Economic Development Association of Michigan (CEDAM): Attended a bi-monthly board of directors meeting and the “going away” party for its Executive Director.
3. Leelanau County Housing Action Committee: Attended a monthly meeting and toured a potential site for workforce housing with an investor.
4. Benzie County: Attended a meeting to present the concept of forming a housing commission to help work on the affordable housing issue in and around the City of Frankfort.
5. Interviewed by Neighborworks Consultant in an evaluation of the Northwest Michigan Community Action Agency (NMCAA).
6. Meeting with Networks Northwest CEO.
7. Media: Nothing of note.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Several emails with TCHC attorney, Ward Kuhn on a variety of issues – including possible eviction in Leelanau County (on-going), property taxes, and the Shared Drive issue.
2. “SHARED DRIVE” / “RIVERWALK”: Brief meetings and calls with Erik Falconer about Shared Drive as he delivered a final version of the site plan for our consideration. Arranged materials to assist his visit to TCHC and Governance Committee meetings. Worked on Draft Report on final easement language. Spoke with Fire Marshall about development possibilities for Fire Lane.

Conversations with DDA about locations of bus stops on our street – DDA will recommend moving bus stop to our property.

3. Holiday/Vacation/Personal Time: One (1) personal day utilized for visits to hospital.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

March 22, 2019

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
22	22	100%	14	64%

Program Manager Update

I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are not issuing new vouchers at this time so enrollment for new participants has slowed. The PCC Committee will meet in April as well as the Family Support Team monthly meeting hosted by DHHS. This is an opportunity to learn more about services in the area and to obtain information that can be passed on to our FSS clients.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. I have been focusing on participants that are idle in their progress. We are meeting in person and over the phone to ensure their needs are being met and to determine if FSS program is right for them at this time. We have two (2) families with contracts expiring this year so I am working with them to ensure that they will complete their obligations and graduate the program successfully and on time.


FSS Grant

Last week, we were finally able to draw down the first month of our grant for this program. We are trying to seek some relief for January and February of 2019 since we continued to coordinate this program.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial review reports from RTRC for the month of February 2019. The financial reporting continues to be great. Once again, I received all the information in a timely manner and there have been no mistakes in accounting.

Also attached, are the handouts from the RTRC for March 2019. The monthly meeting was canceled due to a conflict with the funeral of resident Dan Binder. Additionally, RTRC President, Jo Simerson submitted a cover letter to be included this month.

ATTACHMENT: Letter from RTRC President
Financial Reports
Monthly Handouts
Miscellaneous

Riverview Terrace Resident Council

FY 2018-2019

	July	Sept	Oct	Nov	Dec	Jan	Feb	June
Restricted Balance Forward	\$ 65.86	\$ 985.05	\$ 945.06	\$ 905.07	\$ 865.08	\$ 810.09	\$ 770.10	\$ 730.11
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 39.99	\$ 39.99	\$ 39.99	\$ 54.99	\$ 39.99	\$ 39.99	\$ -
SUB TOTAL	\$ 1,730.85	\$ 945.06	\$ 905.07	\$ 865.08	\$ 810.09	\$ 770.10	\$ 730.11	\$ 730.11

Unrestricted Balance Forward	\$ 357.57	\$ 280.46	\$ 230.26	\$ 353.30	\$ 272.73	\$ 289.21	\$ 252.27	\$ 123.99
Income	\$ 81.90	\$ 40.25	\$ 150.00	\$ 40.00	\$ 68.98	\$ -	\$ 65.50	\$ -
Expenses	\$ 69.94	\$ 90.45	\$ 26.96	\$ 120.57	\$ 52.50	\$ 36.94	\$ 193.78	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 369.53	\$ 230.26	\$ 353.30	\$ 272.73	\$ 289.21	\$ 252.27	\$ 123.99	\$ 123.99

EOM TOTAL*	\$ 2,100.38	\$ 1,175.32	\$ 1,258.37	\$ 1,137.81	\$ 1,099.30	\$ 1,022.37	\$ 854.10	\$ 854.10
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* Equals Bank Statement

Total Savings* = \$ 5.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 959.10 Current as of February 28, 2019



74394 1 AV 0.383 124353-74394-304
RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

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Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,022.37	\$854.10
	Total		\$859.10

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Feb 01		Beginning Balance			\$5.00
Feb 28		Ending Balance			\$5.00

FREE CHECKING

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Feb 01		Beginning Balance			\$1,022.37
Feb 01	Feb 01	Draft 1164 Tracer 042000011309706 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$982.38
Feb 05	Feb 05	Withdrawal POS #903600076879 WM SUPERCENTER # Wal-Mart Super Center TRAVERSE CITY MI	(\$52.86)		\$929.52
Feb 09	Feb 09	Withdrawal POS #904000118602 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$30.22)		\$899.30
Feb 11	Feb 11	Withdrawal POS #904200284369 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$27.99)		\$871.31
Feb 15	Feb 15	Deposit		\$65.50	\$936.81
Feb 19	Feb 19	Withdrawal POS #905000160317 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$73.72)		\$863.09
Feb 25	Feb 25	Withdrawal Debit Card Business Debit 24055239056083312291617 WALMART.COM 8009666546 800-966-6546 AR 02/25/2019	(\$8.99)		\$854.10
Feb 28		Ending Balance			\$854.10

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1164	Feb 01	\$39.99						
		Total Checks Cleared	1		\$39.99			

The Asterisk (*) indicates a break in check sequence.

Dividend Summary

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
Total	\$0.00

RESIDENT COUNCIL REPORT FOR TCHC BOARD PACKET MARCH 2019

~ March Birthday Bash was a success with 22 Residents present.

~ The Disability Network had a Special Speaker that brought several doo-dads to help the disabled with their everyday lives. It was very interesting and fun too. There were 8 Present.

~ Our March Resident Council Meeting scheduled for the 15th was canceled because of one of our Residents Funeral. We will all miss him!

Respectfully Submitted
Jo Simerson ...President



**RIVIERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT MARCH 2019**

~ RESTRICTED FUNDS

Beginning Balance\$770.10

Expenses Phone \$39.99
Office Supplies + \$102.34
\$142.33

RESTRICTED FUNDS FINAL BALANCE \$627.77

~ UNRESTRICTED FUNDS

Beginning Balance \$252.27

Expenses (Birthday Bash/Spaghetti) - \$ 91.44
\$160.83
Donations + \$ 65.50
\$226.33

UNRESTRICTED FUNDS

FINAL BALANCE \$226.33

~ RESTRICTED / UNRESTRICTED FUNDS

FINAL COMBINED BALANCE \$854.10

~ PETTY CASH \$100.00

**RE: RIVERVIEW TERRACE RESIDENT COUNCIL MEETING
MARCH 15, 2019 CANCELATION**

On Tuesday, March 12, 2019, I received the following the text:

From Jo:

FYI: we are canceling the RC meeting on Friday cuz of Dans funeral

Norma's response:

I was going to ask you about that tomorrow. I am glad you decided to do.

So March 15, 2019 meeting was canceled.

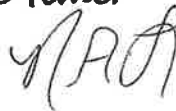
Norma Loper, Sec

A handwritten signature in cursive script, appearing to read 'NAL', is positioned below the typed name 'Norma Loper, Sec'.

CANCELED

The RTRC meeting was canceled, because of resident Dan Binder's funeral, which was scheduled for the same time.

Norma Loper, Sec.



**RIVERVIEW TERRACE RESIDENT COUNCIL
AGENDA MARCH 15, 2019**

Welcome and Call To Order:

Time:

Pledge of Allegiance:

Quorum:

Roll Call:

Introduction of Guest:

Secretary's report:

. Norma Loper, Sec.

Treasurer's report:

. Louis Kanan, Treas.

Old Business:

- A. February's Birthday Bash was held on Feb. 13 with 31 in attendance.
- B. Disability Network meeting was canceled in February.
- C. Raffle Basket
- D. NMCAA Tax Preparation went very well. We had 22 who participated.
- E. BATA was here on February 25, with Alan Vanderpaas. He gave us some information and made note of our complaints. 16 people were there.
- F. March Birthday Bash was held on March 13
- G. Disability Network for March was held on March 14

New Business:

- A. RAD meeting will be held March 21 @ 4:00pm.
- B. TFAP Food Distribution (free food) will be on March 25. As always bring your bags , please. Watch for flyers !
- C. Free table is back ! Please NO clothes or furniture !!

Public Comment:

Council Comment:

Motion to Adjourn:

Time:

Next Meeting:

April 15, 2019 @ 2:00pm

DRAFT

**RIVERVIEW TERRACE RESIDENT COUNCIL
MINUTES FEBRUARY 15, 2019**

Welcome ad Call to Order:

Time: 2:00pm

Pledgeof Allegiance:

Quorum: 9 (-)

Roll Call:

. Jo Simerson, Pres. (+) Laura Cole, Vice Pres. (+)

. Norma Loper, Sec. (+) Louis Kanan, Treas. (+)

Introduction of Guest: (-)

Secretary's report:

. Norma Loper, Sec. Stand as Read

Treasurer's report:

. Louis Kanan, Treas. Stand as Read

Old Business:

A. February Valentine Birthday Bash/ Spaghetti dinner was held on Feb.13.

1. Everyone enjoyed their Spaghetti with Garlic bread dinner.

2. We had 31 in attendance.

B. Disability Network meeting on Feb. 14 was canceled

C. Raffle Basket:

1. This is fo Kathy. She uses the funds for flowers for main lobby.

D. NMCAA Tax Prep. Feb. 18 between 9:00am-3:00pm.

New Business:

A. RAD meeting will be held on February 21. See notice downstairs.

B. Bata will be here on Feb. 25, @ 2:00 pm.

C. March Birthday Bash will be on the 13th of March at 3:00pm.

Public Comment: Samir, Jeff, Jo

Council Comment: Jo, Louis

Motion to Adjourn:

Time: 2:30pm

motion: Rose seconded: Laura Passed

Next Meeting:

March 15, 2019 @ 2:00pm

Respectively Submitted By,

Norma Loper, Sec.

**RIVERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT FEBRUARY 15, 2019**

***RESTRICTED FUNDS**

Beginning Balance	\$810.09
-Expenses	\$ 39.99

***RESTRICTED FUNDS FINAL BALANCE \$770.10**

***UNRESTRICTED FUNDS**

Beginning Balance	\$289.21
-Expenses	\$36.94
*Deposits	<u>0</u>
	\$252.27

***UNRESTRICTED FINAL BALANCE \$252.27**

***RESTRICTED / UNRESTRICTED**

COMBINED FINAL BALANCE \$1022.37

***PETTY CASH \$100.00**

*Donations from January Birthday Bash and from sale of Stamps was \$27.90 - which was deposited today (Feb. 15th, 2019). This will show up on next months (March) Financial Report.



**Traverse City
Housing Commission**
a Public Housing Authority

OLD BUSINESS

2019 Consolidated Budget: February 2019

TCHC Policy Review Schedule: Review

Memorandum on Resident Follow-up to RAD Application

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	FEBRUARY 2019 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 36,818.00	\$ 299,416.00	68.83%
Investment Interest	2,514.86	2,750.00	227.43	1,761.99	64.07%
Program Income: HCV	1,059,768.00	1,067,750.00	102,532.00	769,067.00	72.03%
Program Income: FSS	67,102.00	67,500.00	11,204.00	33,612.00	49.80%
Earned Income	159,523.99	196,700.00	11,060.72	114,612.53	58.27%
HUD Property Subsidy	243,751.00	250,000.00	18,700.00	166,569.50	66.63%
CFP / Draw on Surplus	59,990.87	220,000.00	-	-	0.00%
TOTAL OPERATING INCOME	\$ 2,024,326.72	\$ 2,239,700.00	\$ 180,542.15	\$ 1,385,039.02	61.84%
OPERATING EXPENSES					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 16,264.36	\$ 146,449.44	62.85%
Benefits	72,038.35	74,184.41	1,088.05	53,967.25	72.75%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	1,619.44	4,936.44	24.68%
Travel / Staff Training	9,548.23	17,500.00	260.80	6,185.83	35.35%
Accounting / Auditing	20,272.92	27,000.00	7,099.41	15,672.78	58.05%
General Office Expenses	60,625.25	72,500.00	2,742.68	42,514.82	58.64%
TOTAL OPERATING EXPENSES	\$ 376,711.69	\$ 442,684.41	\$ 29,074.74	\$ 269,726.56	60.93%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ 3,016.38	\$ 7,104.38	78.94%
Cable Television	38,953.19	38,960.00	3,471.64	26,741.88	68.64%
HAP	1,042,669.42	1,028,250.00	105,190.83	739,354.86	71.90%
TOTAL TENANT PROGS / SERVICES	\$ 1,087,959.45	\$ 1,076,210.00	\$ 111,678.85	\$ 773,201.12	71.84%
UTILITIES					
Water	\$ 15,395.02	\$ 15,500.00	\$ 511.00	\$ 13,193.97	85.12%
Electricity	130,384.39	150,000.00	188.06	66,607.20	44.40%
Gas	15,989.15	21,500.00	-	9,745.12	45.33%
TOTAL UTILITIES	\$ 161,768.56	\$ 187,000.00	\$ 699.06	\$ 89,546.29	47.89%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 10,141.25	\$ 85,861.37	67.75%
Maintenance Benefits	36,166.15	48,093.50	449.66	26,103.12	54.28%
Materials	23,143.74	37,500.00	841.15	22,921.39	61.12%
Contract / CFP Costs	176,147.34	195,000.00	5,127.95	95,699.33	49.08%
TOTAL ORDINARY MAINTENANCE	\$ 339,090.20	\$ 407,333.50	\$ 16,560.01	\$ 230,585.21	56.61%
GENERAL EXPENSE					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,680.18	\$ 21,412.08	67.97%
Payment in Lieu of Taxes	25,226.86	24,500.00	2,041.67	16,071.69	65.60%
Collection Losses	798.66	5,000.00	-	-	0.00%
Interest Expense / Other	29,143.21	33,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 84,374.40	\$ 94,000.00	\$ 4,721.85	\$ 37,483.77	39.88%
EXTRAORDINARY / CASUALTY	\$ 1,243.95	\$ 10,000.00	\$ 997.96	\$ 3,296.71	32.97%
TOTAL OPERATING EXPENSES	\$ 2,051,148.25	\$ 2,217,227.91	\$ 163,732.47	\$ 1,403,839.66	63.32%
NET OPERATING INCOME (LOSS)	\$ (26,821.53)	\$ 22,472.09	\$ 16,809.68	\$ (18,800.64)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (65,797.00)	\$ (20,000.00)	\$ (1,467.00)	\$ (29,325.25)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (92,618.53)	\$ 2,472.09	\$ 15,342.68	\$ (48,125.89)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<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	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
<u>EXTRAORDINARY / CASUALTY*</u>	
	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	
	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances.
	This category utilizes prior year(s) receipts of funding.
RESIDUAL RECEIPTS (DEFICIT)*	Final amounts to be determined by accountants.

* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT
END OF FEBRUARY 2019**

PUBLIC HOUSING

Chemical Bank	Checking	\$	90,747.05	
4Front Credit Union	Savings	\$	6,616.36	
TC State Bank	1051647	\$	163,949.03	
Huntington Bank	1388434863	\$	163,269.63	
TC State Bank	ICS Acct	\$	76,317.06	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	3.77	
Huntington Bank	1388405232	\$	26,842.53	
Chemical Bank	CD 806592	\$	52,691.36	Certificate of Deposit
SUB TOTAL		\$	580,436.79	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	87,070.70	
Chase Bank	135080088317	\$	45,615.51	Escrow Account
SUB TOTAL		\$	132,686.21	

OTHER

Reserves*/FSS/CFP		\$	492,816.71	Restricted
SUB TOTAL		\$	492,816.71	
TOTAL Cash & Cash Equivalents		\$	1,205,939.71	

* as of December 31, 2017

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	May/June 2017	June 2018	June 22, 2018
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Annual	March 25, 2016
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	April 2018	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	March 18, 2003	February 20, 2006	March 2018	March 23, 2018
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	May 2018	May 25, 2018
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	July 19, 2005	July 15, 2008	May 2018	May 25, 2018
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	Spring 2019	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
EIV Policy	April 17, 2006	June 30, 2012	March 2018	March 23, 2018
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	February 18, 2003	July 1, 2011	April 2019	


TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Housekeeping & Sanitary Standards Policy	NEW	None	April 2019	
Inventory Policy	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	August 2017	August 2020	August 25, 2017
Pest Control Policy	February 18, 2003	May 1, 2008	November 2018	November 30, 2018
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	September 2018	On-Going
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Spring 2018	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	NA	December 1, 2017
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
Tresspass Policy	Unknown	Unknown	TBD	
Vehicle Policy	August 2006	February 2011	February 2018	March 23, 2018

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Rental Assistance Demonstration (RAD) Resident Information

MESSAGE:

Yesterday, we held another monthly RAD meeting for residents. This month's meeting was scheduled at 4:00 P.M. instead of the usual 9:00 A.M. meeting in order to reach more residents.

The attached handout was distributed and discussed. Future meetings are always announced in the Riverview Terrace Monthly Newsletter.

Additionally, I had another conference call with our HUD assigned RAD Readiness Transaction Manager. I will be able to fully update everyone at the meeting about the progress so far.

ATTACHMENT: HUD Handout – Posted in Elevators since August 2018

BEFORE RAD

- ◆ Properties are typically **NOT** funded at 100% in Public Housing
- ◆ In Public Housing, PHAs **CANNOT** borrow money to perform necessary repairs
- ◆ The funding **FAILS** to keep up with deteriorating living conditions of properties
- ◆ Residents **CANNOT** choose to move without losing housing assistance

AFTER RAD

- ◆ Properties are placed on a more **STABLE** Section 8 funding platform
- ◆ PHAs **CAN** more easily borrow money and perform rehabilitation work
- ◆ The living conditions of residents are **IMPROVED!**
- ◆ Residents **MAY** receive a tenant-based voucher, or similar assistance, and move after one (1) year in PBV



**Traverse City
Housing Commission**
a Public Housing Authority

MONTHLY MEETINGS ON RAD!

3RD THURSDAY AT 9:00 A.M.
RIVERVIEW TERRACE COMMUNITY ROOM



**Traverse City
Housing Commission**
a Public Housing Authority

NEW BUSINESS

Memorandum on Shared Drive Request: Action Requested


Memorandum on Five-Year Plan Calendar of Events: Discussion

Memorandum on Maintenance Services Agreement with ERHC: Discussion

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Shared Drive Update

MESSAGE:

Last week, the property owners of Pine Street Development One LLC presented their final site plan to our Governance Committee. This site plan included all of the items that had been discussed in their meetings with Governance Committee and TCHC last month. After additional conversation the Governance Committee approved a motion to submit a “favorable recommendation” of the final Pine Street Development One LLC site plan to the TCHC Commission and to allow final negotiations to move forward. Accordingly, the Executive Committee approved this to be on the agenda under New Business. I invited their representatives to present to the Housing Commission again this morning. This will allow them to answer any and all questions directly.

According to our Asset/Physical Plant Management Addendum [attached], we will need to adopt the final easement language by way of resolution(s) at a future meeting (regular or special). During today’s meeting, however, the Executive Committee is encouraging the Commission to discuss a motion that accepts the site plan that has been submitted to TCHC and allows for the final negotiations on the language contained within the easement to commence. Essentially, we will be approving, or not approving, the utilization of the existing fire lane as “common” or “shared” drive for both properties based upon the submitted site plan. All details associated with that site plan will be codified in the final agreement or agreements, based upon the same site plan.

As a note of interest, Pine Street Development One has discovered that some of their deadlines may be earlier in April than previously known. In order to accommodate this, and assuming the motion to share the drive is approved, we may begin negotiations immediately. I have notified our attorney, Ward Kuhn, about this development and he is prepared to help represent our interests as early as next week.

ATTACHMENT: Preliminary Report from TCHC Staff
Final Site Plan from Pine Street Development One LLC
TCHC Asset/Physical Plant Management Addendum

SHARED DRIVE PROPOSAL – STAFF REPORT **DRAFT**

In accordance with the Traverse City Housing Commission (TCHC) Asset / Physical Plant Management Addendum, this report is the summary of all activities to date and a summary of all materials collected associated with the request to allow for physical improvements to TCHC's current Fire Lane in order for it to become a "common" or "shared" drive utilized by both property's tenants and/or residents. This report has been compiled by TCHC staff and is intended to be a resource to Commissioners tasked with making any and all decisions regarding this request. This report will provide no recommendations or guidance relating to the necessary final decisions that may need to be made in order to implement or accept any requests or suggestions from the City of Traverse City or from the owners of the property to the north of the Fire Lane.

BACKGROUND

On December 18, 2015, Russ Soyring the planning director for the City of Traverse City contacted TCHC staff to inquire about the possibility to share the Fire Lane located on TCHC property with the property directly to the north of Riverview Terrace. TCHC Staff suspects that the origination of this request was a result of City Staff and representatives of the Woda Group, who had submitted site plans to the City of a possible 9% LIHTC project located on this neighboring property, having a conversation about the footprint of their proposed structure. While it may be impossible to find out how, exactly, the request was initiated, it can be stated with all certainty that the request did not come from TCHC. Regardless of origin, City Staff approached us with the following information:

*"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, than driveways may be no closer than 100 feet from each other if they there is no alternative access.... 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."*

This request from City Staff encouraged a lot of meetings and conversations between the two property owners, Joe Sarafa and Erik Falconer, and TCHC Staff about this idea. The concept was never fully explored as the development projects proposed for the site were delayed, cancelled, or abandoned for a variety of reasons. Over time, Sarafa and Falconer maintained contact with TCHC Staff in order to "check in" on the possibility of creating the shared drive. Without an actual project to discuss, it was nearly impossible to negotiate this concept because different uses of the property would create different utilization rates for the shared drive. A municipal

parking deck, for example, would create a drastically different use pattern than an office/commercial building.

It should be noted here that both parties agree that a limiting factor to developing a site plan to truly “share” a common drive, was the City’s placement of underground utilities service boxes when the City buried the above ground power lines a few years earlier. This prevents us from carving out property from both parcels to create the space for the shared drive. Nearly all of the shared drive must be located on TCHC’s Fire Lane due to the placement of these utility boxes.

During this initial request period, TCHC created and adopted its Asset / Physical Plant Management Addendum in order to guide its decision making process when considering requests that had any kind of permanent (e.g., shared drive) or even temporary (e.g., construction easement) effect on its physical property. With the policy in full effect at the end of January 2016, our potential partners now had a ‘roadmap’ to working with TCHC on these issues.

CURRENT PROJECT

On November 26, 2018 Erik Falconer, now representing Pine Street Development One LLC (PSDO) submitted, in writing, a formal request for TCHC to consider sharing the Fire Lane as a shared drive. A new use for their property was on the table and their side was ready to negotiate. Falconer indicated to TCHC Staff that the property has been divided into two parcels, of which one has a project ready to proceed. It will be a four story/60 foot high commercial property with one tenant (the future owner of this parcel) utilizing two floors of the structure. It is will have 18 parking spots behind the building that will run along Front and Pine Streets. The second parcel is being considered for residential development but no plans are ready at this time. Sharing the Fire Lane would significantly affect the site plan of both properties and the developers want to finalize the site plan of each development parcel.

Erik Falconer made his first presentation to the TCHC Governance Committee at a regular meeting on February 21, 2019. His presentation included site plans that demonstrated how his property would utilize a common or shared drive to access the two different parcels. Additionally there were a number of “improvements” to the Fire Lane that would make the shared drive a bi-modal asset for both properties. After gathering considerable feedback, he made an additional presentation to the Traverse City Housing Commission the next morning, February 22, 2019 under “reserved” public comment.

At the March Governance Committee meeting, Falconer returned to present another version of the site plan based upon the feedback received at the two February meetings. After another lengthy discussion, the Governance Committee moved to recommend the site plan as acceptable for the basis of negotiations.

At its March 19, 2019 meeting, the TCHC Executive Committee, concurring with the Governance Committee, agreed that the item was ready for discussion at the next Regular Meeting of the Commission on March 22, 2019. Erik Falconer was invited to present his final site plan and the Commission was to entertain a motion to accept that site plan as the basis for final negotiations for two easement agreements. One easement for the “shared” or “common” drive and another easement to cover all “construction” issues during the development period. It was decided that the construction easement may not cover construction on the second parcel thereby making a third easement negotiation necessary but at a later date – regardless, TCHC would commit to signing a construction easement for the second development site once all the specifics were known.

Should TCHC wish to move forward, a simple motion with a roll call vote will be sufficient to accept the site plan as presented as the basis for all negotiations.

GOING FORWARD

In early March of 2019, TCHC staff requested an opinion from the City of Traverse City Fire Marshall about the possibility of the Fire Lane being suitable for future development. Fire Marshall Mike Sheets, citing international Fire Code, stated that it would be nearly impossible to make any improvements to the Fire Lane without violating the Fire Code. TCHC must provide this access for fire equipment to reach the building during a fire emergency and since Riverview Terrace is one of the largest buildings in the region we must accommodate the largest pieces of fire equipment, TCFD’s Ladder Truck, to reach the building and BOTH of its water hydrants. This feedback indicates that a “shared” drive might be the highest and best use for this part of TCHC’s property.

The final agreement (or agreements) that will be the result of any and all negotiations must be adopted by resolution at a Regular or a Special Meeting of the Commission. TCHC is ready to assist in meeting any and all deadlines in order for the project to proceed in a timely manner. The original date discussed in January was on or about April 15, 2019.

TCHC Staff has made an official inquiry to the HUD Field Office in Detroit if its staff needs to “approve” any easement language on the share drive. Their initial reaction was that it was not necessary for staff to approve but requested to see the site plan and all supporting materials. They also indicated that they would check with their legal department for an “official” response. The involvement of HUD could delay our final agreements significantly but it is doubtful that it would change any significant aspects of the overall agreement.

Additionally, TCHC staff has discussed this issue with TCHC attorney, Ward Kuhn, and he is prepared to assist us in the process as needed.

March 8, 2019

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

Dear Mr. Lentych,

It is my pleasure to provide the response of Pine Street Development One, LLC (PSDO) to questions that arose from the February 22, 2019 meeting of the Traverse City Housing Commission (TCHC). As discussed in that public meeting, the purpose of this response is to ensure that TCHC members have the information requested and needed to appropriately assess the proposal for a shared easement as requested by the City and formally submitted through my letter dated November 26, 2018.

To repeat the offer previously outlined, in a good faith effort to make this arrangement beneficial to TCHC, PSDO proposes the following framework for an easement that would improve the fire lane and provide access to both the parking area of TCHC as well as both halves of the recently split PSDO parcel, 309 W. Front Street and 305 W. Front Street:

- PSDO shall pay for the installation of the shared-access drive from Pine Street to service 150 Pine Street, 309 W. Front Street and 305 W. Front Street. This drive must also provide for the ability to clear plowed snow to the bottom of the hill to the west.
- PSDO shall pay for the installation of sidewalks immediately adjacent to the shared-access drive.
- PSDO shall pay to install a hardscape wall as well as landscaping/natural screening along the access drive in an effort to mitigate light disturbance from easement usage.
- PSDO may pay up to \$10,000 to TCHC should space in addition to the easement area be needed for prep and support during the construction of developments on 309 W. Front Street and 305 W. Front Street.

PSDO understands that TCHC is obligated to follow its *Asset/Physical Plant Management Addendum Policy* and that this policy is intended to help ensure that TCHC is successfully fulfilling its duties as a fiduciary for its mission. As such, I offer the following evidence for the TCHC's consideration, following the requirements as set forth by paragraph 3 of the above-referenced policy:

- A. This request was originally submitted in writing on November 26, 2018 and is further detailed in this communication. I sat before the TCHC at your February 22, 2019 meeting and answered questions of commission members. Additionally, I participated in the February 21, 2019 TCHC Governance Committee Meeting and discussed the proposal with members of the committee and residents of Riverview Terrace.
- B. The requestor is Pine Street Development One, LLC (PSDO). The only two members of PSDO are Erik Falconer and Joseph Sarafa. We have been owners of this parcel for nearly thirteen years. As of the date of this letter, we do not have a signed development agreement with any other entity, though we are working toward such agreements. Other beneficiaries of this agreement

include the City of Traverse City, nearby residents and the public, as the plan results in a safer street and sidewalks for pedestrians.

- C. Please see included the following professionally produced drawings and design documents:
- a. A drawing showing the complete design of the Riverview Terrace service entry area. This drawing illustrates the proposed easement plan with improvements, including sidewalks and landscaping, and clearly identifies the undisturbed inclusion of the existing loading area adjacent to Riverview Terrace building.
 - b. A site plan drawing showing the property split for the property in question.
 - c. An "as is" drawing of properties. Please find included the ALTA/NSPS Land Title Survey (showing the physical elements of the Pine Street parcel and TCHC parcel within and near the proposed easement)
 - d. We have calculated estimated area of the easement:
 - i. PSDO Area of Easement 4,050 SF (29%)
 - ii. TCHC Area of Easement Road 8,520 SF (62%)
 - iii. TCHC Area of Easement Sidewalk/Landscaping 1,240 SF (9%)
 - e. We have also calculated the estimated area that includes the loss of potential building square footage on the 309 W. Front Street parcel (at least five floors of above-ground construction over the easement area that would be permanently forsaken to the easement: 7' depth x 220' length x five floors = 7,700 SF) and incorporated this amount into the numbers above to more fully illustrate impact:
 - i. PSDO Area of Easement 11,750 SF (55%)
 - ii. TCHC Area of Easement Road 8,520 SF (40%)
 - iii. TCHC Area of Easement Sidewalk/Landscaping 1,240 SF (5%)
 - f. We have included several cross-section views of the proposed fire lane in the drawing referenced in a. above.

I truly appreciated the opportunity to receive feedback from your residents at last month's Governance Committee meeting and would be happy to make myself available again this month. Furthermore, I would be happy to provide any additional information you or your board might request ahead of the March 22, 2019 TCHC meeting.

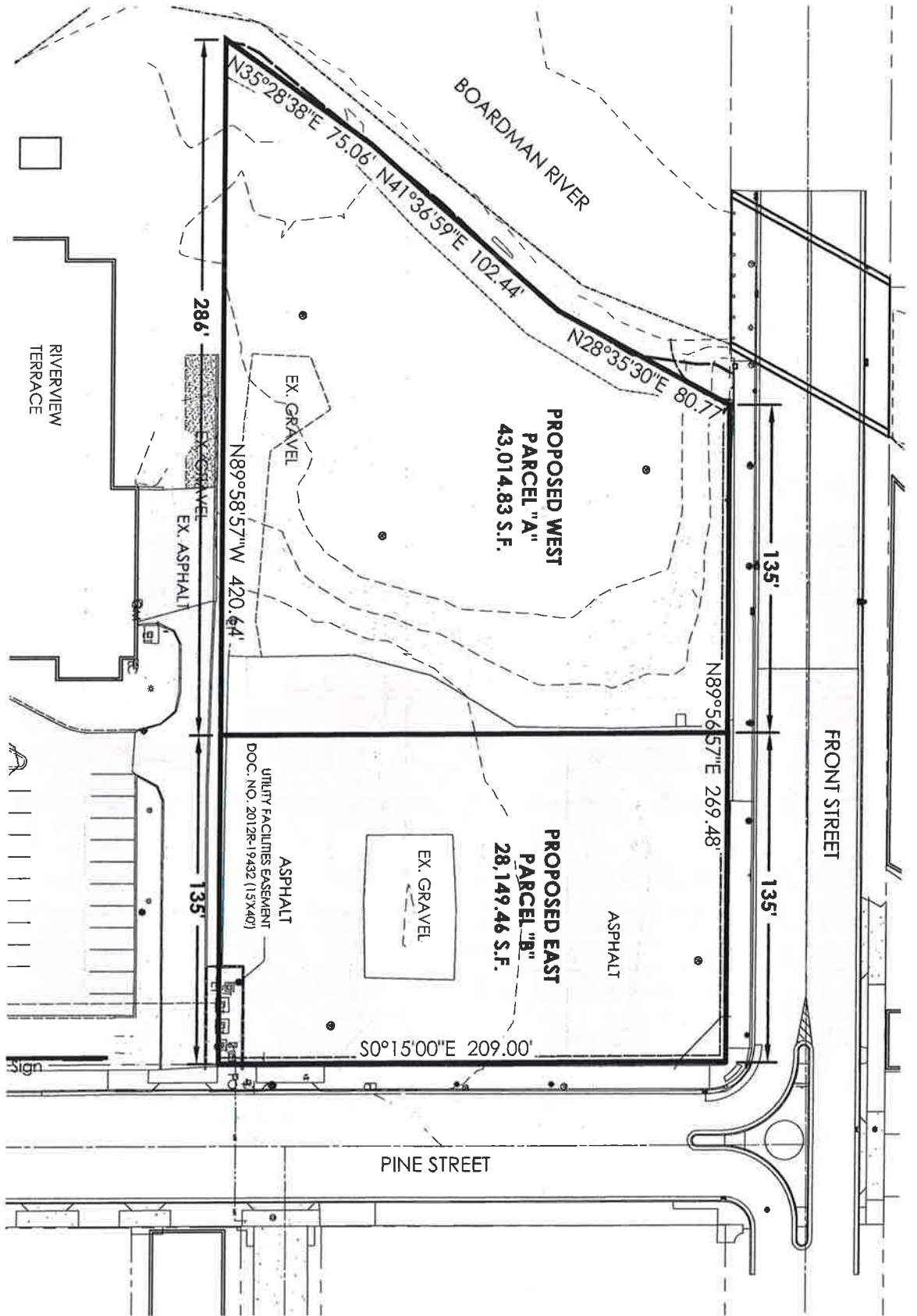
Regarding the *Asset/Physical Plant Management Addendum* policy paragraph 4, *Charges/Fees*, PSDO offers to pay for the improvement of the easement and fire lane and for benefits that accrue solely to the residents of Riverview Terrace, including the landscaping, screening, and sidewalk access to the riverside.

I appreciate your time and consideration of this request and look forward your board's approval and creating a mutually-beneficial utilization of the City's fire lane and our neighboring parcels.

Best regards,



Erik Falconer, Managing Member
Pine Street Development One, LLC



DATE	16225
BY	OF
PRELIMINARY	

Pine Street Development One, LLC

Proposed Land Division Exhibit

Part of Block 1 of the Original Plat of Traverse City
 City of Traverse City, Grand Traverse County, Michigan

Mansfield
 Land Use Consultants

830 Cottageview Dr., Ste. 201
 P.O. Box 4015
 Traverse City, MI 49685
 Phone: 231-946-9310
 www.maeps.com
 info@maeps.com

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Traverse City Housing Commission

Asset / Physical Plant Management Addendum


1. **Purpose.** It is the intent of this policy addendum to clarify how the Traverse City Housing Commission (TCHC) will address non-traditional and special request for changes or modification to real property owned by the Commission and third party uses of the property. This scope of this policy will only apply to projects that fall outside of the Commission's regular and on-going work on its Capital Improvement program.
2. **Limitations.** Per HUD policy, TCHC is not allowed to modify its physical plant without the explicit approval of the Regional Manager. To the extent that this level of approval applies to the requested project, TCHC cannot control the timing of such approvals, nor can it control the final decision itself.
3. **Procedure.** All requests to the Housing Commission that fall under this policy will not be considered unless the following procedures are addressed:
 - A. Requests for such projects shall be in writing.
 - B. Requestor(s) shall be identifiable as well as the known beneficiaries of the proposed project.
 - C. When appropriate, professionally produced drawings and/or design documents are required prior to any final discussions or decisions.
 - D. TCHC staff will be charged with producing the final presentation for the Housing Commission and all interested parties. Staff will refrain from recommending a final course of action to the Commission but is allowed to utilize third-party sourced materials for its final presentation.
 - E. Regardless of the impact of the proposed project, residents will be given the opportunity to provide comment on the project prior to its approval.
 - F. The Housing Commission will approve of the proposed project at one of its regularly scheduled monthly meetings.
 - G. The Housing Commission may delegate to staff the final negotiations and/or implementation of the approved project.
4. **Charges / Fees.** When possible, the TCHC will require and realize monies from the requesting entities. These charges and fees shall, at a minimum, reimburse the Housing Commission for its real costs for both consideration of the project (e.g., legal fees) and true cost of impact upon the overall asset owned by the Housing Commission (e.g., long-term loss of access to property). The Housing Commission may waive part or all of this section but will do so only by way of Commission Resolution.
5. **Final Approvals and Notifications.** In addition to the Regional Manager from HUD, the duly appointed Housing Commission will be notified of, and approve of, all projects and the major modifications to approved projects that fall under the scope of this policy prior to the commencement of any and all work. At the conclusion of the approved project, a brief "final report" will be created by TCHC staff and submitted to the Housing Commission.

Approved: January 22, 2016

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2020-2024 HUD Five-Year Capital Fund Program Plan

MESSAGE:

Please accept this memorandum as the official announcement that TCHC plans to submit to the U.S. Department of Housing and Urban Development (HUD) a new Five-Year Plan for the Capital Fund Program (CFP). Our Five-Year Plan CFP was last adopted in 2015 and expires this year.

This is the proposed schedule:


1. Preparation of a **Draft Plan**: On-going
2. Meeting with our **Resident Advisory Board (RAB)** for feedback to draft: April 4, 2019
3. Publication in Record-Eagle of **Public Notice** for Public Hearing: April 8, 2019
4. **Public Hearing**: May 24, 2019 at 8:00 AM (prior to Board Meeting)
5. **Adoption** of Five-Year Plan by Resolution: May 24, 2019

It is important to remember that the implementation of RAD will eliminate the need for Annual Plan and subsequent Annual Updates after the conversion because CFP funding will no longer be available to us. Essentially, we will be only utilizing the Five-Year Plan for one year if our current RAD calendar holds its course.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: ERHC-TCHC Maintenance Services Agreement

MESSAGE:

Attached you will find the first “draft” of Maintenance Services Agreement between TCHC and ERHC. We will introduce it today and take your questions and concerns. The plan will be to adopt the final version of the agreement by way of Resolution at our April meeting so that the current maintenance staff person can meet his “retirement” goal of May 1, 2019. The Elk Rapids Housing Commission is also beginning their own internal review this month.

Please note that we plan to fill the current maintenance position with our current maintenance staff plus some contracts for snow removal and lawn maintenance. We will be exploring all of those costs during the next several weeks so that there will more specific information before we adopt this agreement by resolution next month.

This proposal is a seventeen (17) month agreement in order to have the end of the agreement coincide with end of the overall management agreement – which will be at the end of ERHC’s Fiscal Year (September 30). This will help with their budgeting and planning in future fiscal years.

ATTACHMENT: Draft TCHC Maintenance Agreement

DRAFT TCHC MAINTENANCE SERVICES AGREEMENT

This Agreement is made between the ELK RAPIDS HOUSING COMMISSION (“ERHC”), a Michigan Public Housing Authority, whose address is 701 Chippewa Street, Elk Rapids, Michigan, 49629 and the TRAVERSE CITY HOUSING COMMISSION (“TCHC”), a Michigan Public Housing Authority, whose address is 150 Pine Street, Traverse City, Michigan, 49684.

The parties hereto agree to the following:

1. **TERM OF AGREEMENT.** This Agreement shall be effective as of May 1, 2019 and shall continue for a period of seventeen (17) months. This Agreement may be extended or renewed by written agreement signed by the parties. All provisions of this Agreement shall apply to all services and all periods of time in which TCHC renders maintenance services for ERHC.
2. **TERMINATING THE AGREEMENT.** Either party may terminate this Agreement by giving a thirty (30) day written notice of termination to the other party.
3. **SERVICES TO BE PERFORMED.** TCHC agrees to perform all maintenance services (including snow removal and lawn maintenance) necessary for the operation of ERHC’s public housing facilities located at 701 Chippewa Street, Elk Rapids, Michigan. TCHC’s performance shall be in accordance with applicable laws, regulations and HUD provisions. The responsibilities and duties of TCHC under this Agreement are similar to the duties and responsibilities of maintenance personnel for a public housing facility. TCHC shall, at its discretion, determine the amount of personnel necessary for rendering of these services. The estimate of service hours per month shall be as follows:
 - A. Maintenance Director, Dave Gourlay = TBD hours per month at approx. \$X.00 per hour
 - B. General Maintenance Worker = TBD hours per month at approx. \$X.00 per hour
 - C. Contract Services for Lawn Maintenance and Snow Removal = TBD
4. **PAYMENT.** In consideration for the services to be performed by TCHC, ERHC agrees to pay TCHC the sum of THIRTY FOUR THOUSAND (\$34,000.00) Dollars. Said amount shall be payable in monthly installments of \$2,000.00 per month. TCHC shall be solely responsible for any travel expenses related to rendering the services under this Agreement.
5. **EXPENSES.** ERHC will furnish all materials, equipment and supplies used to provide the services required by this Agreement. ERHC shall also be responsible for any and all expenses related to the operation and maintenance of its public housing facilities.

6. **INDEPENDENT CONTRACTOR STATUS.** The parties agree that TCHC is an independent contractor, and that neither TCHC nor its employees or personnel are, or shall be deemed to be, employees of ERHC. In its capacity as an independent contractor, TCHC agrees to and represents the following:
- A. TCHC has the right and does fully intend to perform services for ERHC during the term of this Agreement.
 - B. TCHC has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
 - C. TCHC has the right to perform the services required by this Agreement at any place or location and at such times as TCHC may determine.
 - D. TCHC has the right to use its employees to provide the services required by this Agreement.
 - E. The services required by this Agreement shall be performed by TCHC, or its employees or personnel.
 - F. Neither TCHC nor its employees or personnel shall be required by ERHC to devote fulltime to the performance of the services required by this Agreement.
 - G. TCHC does not receive the majority of its annual compensation from ERHC.
7. **EMPLOYEE BENEFITS.** TCHC understands that its employees and personnel are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of ERHC. TCHC will cover its employees and personnel with worker's compensation insurance. ERHC shall not be responsible for any unemployment compensation payments of behalf of TCHC or its employees and personnel.
8. **LIMITATIONS.** All responsibilities for operation of the ERHC Housing Commission, including any current or future liabilities, shall remain the sole responsibility of ERHC. There shall be no transfer of the responsibilities or liabilities of ERHC to TCHC.
9. **MISCELLANEOUS.**
- A. This is the entire Agreement between TCHC and ERHC.
 - B. This Agreement may be modified only by a writing signed by both parties.
 - C. This Agreement will be governed by the laws of the State of Michigan.
 - D. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be personally delivered or sent registered or

certified mail to the addresses specified above or such other address as one party may give the other from time to time.

- E. This Agreement does not create a partnership relationship. TCHC does not have authority to enter into contracts on ERHC's behalf.
- F. TCHC may not assign or subcontract any rights or obligations under this Agreement without ERHC's prior written approval.

With the signatures below, the Traverse City Housing Commission and the Elk Rapids Housing Commission verify that permissions to enter into this contract have been reviewed by each respective Housing Commission and adopted by way of Resolution.

Traverse City Housing Commission

By: _____

Tony Lentych

Its: **Executive Director**

_____ **Date**

Elk Rapids Housing Commission

By: _____

Myrna Howse

Its: **President**

_____ **Date**



**Traverse City
Housing Commission**
a Public Housing Authority

CORRESPONDENCE

March 12, 2019 Letter from HUD Regarding Micro-Purchase

February 22, 2019 Letter from HUD Regarding FSS Program

February 26, 2019 Article, "Is Housing in Your City Getting Unaffordable? Here's How You Can Help"



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

MAR 12 2019

Dear Executive Director:

I am writing to give you an update about the implementation of statutory changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance. By a June 20, 2018, Memorandum for Chief Financial Officers and Heads of Small Executive Agencies (M-18-18) (<https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>), OMB has implemented provisions of the National Defense Authorization Act (NDAA) for FY 2018 (Pub. L. No. 115-91 enacted on December 12, 2017). Specifically, section 806 of the NDAA raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 of NDAA raised the simplified acquisition threshold from \$100,000 to \$250,000 for all grant recipients (Nonfederal entities, as defined in 2 CFR 200.69 (e.g., PHAs)).

Pursuant to 2 CFR 200.67 and 200.88, these higher thresholds are typically not effective until implemented in the Federal Acquisition Regulation (FAR) and Uniform Guidance (2 CFR Part 200). In order to allow maximum flexibility for grant recipients, OMB granted an exception under its authority in 2 CFR 200.102 to allow all grant recipients, except where prohibited by statute (e.g., state law with lower simplified acquisition thresholds), to use these higher thresholds effective June 20, 2018. PIH is applying this exception to all grant recipients (e.g. PHAs), and grant recipients should document any change based on this exception in accordance with 2 CFR 200.318 in their general procurement standard procedures.

Should you have any questions on the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance, please send your inquiry to your local Field Office. Thank you for your continued commitment to providing housing to those most in need.

Sincerely,

Dominique Blom
General Deputy Assistant Secretary
for Public and Indian Housing





OFFICE OF THE REGIONAL ADMINISTRATOR

February 22, 2019

Anthony Lentych
Traverse City Housing Commission
150 Pine St.
Traverse City, Michigan 49684

Dear Director Lentych:

On behalf of the U.S. Department of Housing and Urban Development (HUD) Secretary Ben Carson, congratulations on your Family Self-Sufficiency grant award to the Traverse City Housing Commission in the amount of \$67,224. HUD awarded \$74 million to hundreds of public housing authorities across the country to continue helping public housing residents participating in the *Housing Choice Voucher Program* and/or reside in public housing to increase their earned income and reduce their dependency on public assistance and rental subsidies.

Over \$2.4 million was awarded to 12 public housing authorities across the State of Michigan. This funding will empower individuals and their families to get them on a path towards self-sufficiency and prosperity to realize their full potential.

These grants renew HUD's support of 689 public housing authorities across the country through the Department's *Family Self-Sufficiency (FSS) program*.

“ One of the most important things we can do as public servants is to help HUD-assisted families achieve their dreams.

Working with our local partners, HUD is connecting families to educational opportunities, job training, childcare and other resources that allow them to get higher paying jobs and ultimately, become self-sufficient.

- HUD Secretary Ben Carson ”





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Midwest Regional Office, Region V
Ralph Metcalfe Federal Building
77 West Jackson Blvd
Chicago, IL 60604-3507

The average household income of FSS participants nearly tripled during their time in the program, from \$10,000 at the time of entry to more than \$27,000 upon program completion.

If you have any follow-up questions or seek technical assistance, please know that we have an open door policy and you can reach out to Douglas C. Gordon, Michigan PIH Director at (313) 234-7463 or via email at Douglas.C.Gordon@hud.gov.

We look forward to working collaboratively with you.

Very truly yours,

A handwritten signature in blue ink that reads "Joseph P. Galvan".

Joseph P. Galvan
HUD Midwest Regional Administrator

Is Housing in Your City Getting Unaffordable? Here's How You Can Help

Dismayed by your city's lack of affordable housing? Want to help counter the damage of urban renewal? Consider volunteering at your local public housing agency.

February 26, 2019

by Christian MilNeil

At a time when inner cities are facing mounting pressure to preserve affordable housing, the nation's 1 million public housing apartments are at a critical turning point, with aging properties, a multi-billion dollar backlog of deferred maintenance, declining federal funds and pressures from private-sector developers who are salivating at the chance to buy them out.

And yet, for every shocking evening news story of public housing's moldy apartments or leaking roofs, there are thousands of quiet, unheralded successes: families staying together, scholarships won, down payments made and homelessness avoided. Public housing programs offer millions of people a life-saving quantum of stability and security amidst the rapidly-changing landscapes of our increasingly unaffordable cities.

Maybe you're feeling cynical about your city's NIMBYism and growing economic and racial divides, or maybe you think it's time for your city to make reparations for redlining and urban renewal. Maybe you just want to feel optimistic and make life a little better for your most vulnerable neighbors.

Consider volunteering for your local housing authority.

Public housing is an institution our cities need more than ever, and one that, more than ever, needs you.

To be sure, public housing has real issues that legitimately deserve more attention. But the best solution is not, as some have suggested, to sell public housing off to private developers and dismantle the institution. Public housing is an institution our cities need more than ever, and one that, more than ever, needs you.

For the past seven years, I've served as a commissioner for Portland Housing Authority in Maine. I signed up because I had a nagging question: I wanted to know why, in a city with a known housing shortage, our public housing agency was paying thousands of dollars a year to maintain a little-used parking lot in my neighborhood, instead of building more housing there.

This is a situation common in many cities across the nation: public housing agencies are extremely rich in inner-city real estate, with modernist properties that left plenty of empty land in lawns and parking lots. But, as I quickly learned when I joined the PHA's board, most public housing agencies are too preoccupied with other, more pressing problems to think about building new affordable homes.

The typical public housing apartment is more than 50 years old and has more than \$54,000 worth of deferred maintenance expenses, according to the National Association of Housing and Redevelopment Officials, a public housing trade organization. Congress regularly under-funds public housing's operational subsidies and capital programs, and federal budget sequestration in 2013 squeezed local housing budgets even further. Periodic government shutdowns have added yet more uncertainty. During this winter's shutdown, some agencies had to notify Section 8 tenants and landlords that their rental payments for the next month might not come.

Most public housing agencies simply haven't had the time, the staff or the financial resources to think about replacing parking lots with new buildings—it's been hard enough just to maintain the status quo. And yet, given the increasing uncertainty and volatility of federal finances, simply maintaining the status quo is an increasingly risky proposition.

HUD is offering public housing agencies one way out of these challenges through its new Rental Assistance Demonstration (RAD) program. RAD essentially cuts out the federal government's interest in public housing, and lets local agencies take fuller control of their properties.

Compared to the bleak future of the federal housing programs, RAD offers an alluring alternative. RAD conversions allow agencies to leverage private investment in publicly-owned properties, and agencies are already using the program to make much-needed renovations to thousands of public housing apartments nationwide.

Still, RAD conversions can be disruptive to tenants, and by inviting private capital to invest in these properties, the program could, potentially, dilute the public's ownership and ultimately make these buildings unaffordable to low-income tenants. To realize its potential and avoid its pitfalls, RAD absolutely requires more public oversight from local housing advocates and public housing commissioners.

Outside of the RAD program, some public housing agencies are hiring their own real estate development staff to leverage federal tax credits and compete with private-sector developers—with the crucial difference that the substantial developer fees for apartments built by public housing agencies can be re-invested in public housing, instead of paying dividends to private real estate investors.

That's what the Portland Housing Authority ended up doing with that parking lot in my neighborhood. In 2017, after four years of planning and with financing from the federal Low Income Housing Tax Credit program, we opened the doors to Bayside Anchor, a 45-unit

apartment building built to the energy-efficient passive house standards. It was the first new apartment building our agency had constructed since the 1970s.

Seeing that building go up was extremely gratifying, but its effect on our agency and the city at large went far beyond the new housing it provides. In part because of that project's success, the Portland Housing Authority has organized to hire two full-time staffers to work on a development pipeline with hundreds of potential new low- and middle-income apartments—including replacements for some of our agency's most worn-down properties.

Like many private-sector developers, our agency found that in order to build new apartment buildings within an affordable housing budget, we needed the city to increase building height and density limits in its dated zoning laws. As a result, our agency has become a very effective advocate for better housing and land-use policies at City Hall.

While a zoning change requested by a for-profit developer typically brings vocal concerns over gentrification, it's harder for NIMBYs to criticize a public affordable housing developer's zoning requests without laying bare their classist prejudices. To help legalize our agency's plans, Portland's City Council recently passed, with relatively little controversy, a comprehensive suite of zoning bonuses to benefit new affordable and mixed-income housing developments across the entire city.

Serving on a public housing board admittedly isn't for everyone—it's a significant time commitment, with monthly meetings that can last several hours. HUD requires agency boards to have at least two representatives who are public housing tenants or Section 8 housing voucher recipients, but agencies still need to work harder to make it easier for time-strapped volunteers to serve.

Nevertheless, if you're interested in the practical details of building a more welcoming and more egalitarian city, it's hard to beat the experience of public housing board service. I've had the chance to meet more of my neighbors, welcome new families to our neighborhood, and see better, more inclusive land use policies become a priority in our city government. And, in the coming years, I'm looking forward to seeing our agency rebuild its neighborhoods into even better places that give more families the chance to find safe and stable housing in our city.

In order to overcome its challenges and realize its potential, though, public housing needs better public leadership and oversight. It especially needs volunteer board members who can press agencies to invest in revitalization instead of giving up, tearing down, or selling out.

Public housing advocacy offers a powerful and relatively accessible platform from which anyone can make their city a better place. If you can spare the time to volunteer and put in the effort necessary to set the institution on a better course, the work will reward you with a refreshing sense of optimism for your city's future.

About the Author

Christian MilNeil has worked as an urban park ranger in Manhattan, as a backcountry hut caretaker in northern New Hampshire, and as the communications director for environmental nonprofits in Maine. He's currently a freelancer based in Portland, Maine, and blogs at the Vigorous North.

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