



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, April 22, 2016 at 8:00 A.M.

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



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

APRIL 22, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, APRIL 22, 2016 AT 8:00 A.M.**

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: APRIL 20, 2016

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

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

AGENDA

I CALL TO ORDER & ROLL CALL

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV CONSENT AGENDA

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

- A. *Consideration of Approval of March 25, 2016 Regular Meeting Minutes – Approval Recommended.*

- B. *Consideration of Approval of March 25, 2016 CONFIDENTIAL "Closed Session" Meeting Minutes – Approval Recommended.*
- C. *Consideration of Approval of Schedule of Disbursements for March 2016 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for April 2016 – Approval Recommended.*
- E. *Review & Acceptance of Financial Statements for March 2016 – Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: April 11, 2016
- B. Communication & Outreach Committee: April 20, 2016

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2016 Consolidated Budget: Review
- B. 2015 – 2020 Strategic Plan: Update
- C. TCHC Policy Review Schedule: Update
- D. Executive Director Annual Review: Acceptance of Final Report & Staff Memorandum

VIII NEW BUSINESS

- A. Adoption of 2016 HUD Income Limits – Resolution
- B. Adoption of 2016 Capital Fund Annual Plan – Resolution
- C. Deceased Resident Policy Review – Resolution
- D. Master Key Policy Review – Resolution

IX CORRESPONDENCE

- A. April 1, 2016 Letter from Otwell Mawby on Air Monitoring at Riverview Terrace
- B. April 19, 2016 Signed Memorandum of Understanding (MOU) for TCHC & RTRC

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, May 27, 2016 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

March 25, 2016 Regular Meeting Minutes

March 25, 2016 Closed Session Minutes – To Be Distributed at Meeting

Schedule of Disbursements for March 2016 for Public Housing

Schedule of Disbursements for March 2016 for HCV Section 8 Programs

Invoices for April 2016

Financial Statements for March 2016

DRAFT Meeting Minutes of the Traverse City Housing Commission

March 25, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Riverview Terrace Community Room, 150 Pine Street, Traverse City, Michigan at 8:03 a.m.

I ROLL CALL

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

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

Residents: Ellen Corcoran, Leslie Sladek

Consultant: Jen Seman

II APPROVAL OF AGENDA

Commissioner Serratelli requested that agenda be amended to accommodate Jen Seaman's report. Commissioner Serratelli moved (Simerson support) that the agenda be modified, that Old Business - Item A, Executive Director Annual Review, be moved to immediately after the Consent Agenda. The motion was unanimously approved. Commissioner Haas moved (Serratelli support) that the agenda be approved. The motion was unanimously approved.

III PUBLIC COMMENT

Riverview Terrace resident Ellen Corcoran made general comments.

IV CONSENT AGENDA

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

- A. Consideration of Approval of February 26, 2016 Regular session Minutes
- B. Consideration of Approval of Schedule of Disbursements for February 2016 for Public Housing and HCV, Section 8 Programs
- C. Review and approve payment of invoices for March 2016
- D. Review & Acceptance of Financial Statements for February 2016

**** CLOSED SESSION FOR OLD BUSINESS ITEM A**

Executive Director Tony Lentych was asked if he required a Closed Session for his Performance Review. After a brief review, he requested a Closed Session for the presentation of the Consultants Findings.

Commission Serratelli moved (Hass support) that President Smits suspend the Regular Meeting and reconvene the Commission in a Closed Session for this item. The motion was unanimously approved.

A Closed Session of the Traverse City Housing Commission was called at 8:16 a.m. Meeting Minutes were kept by Commissioner Serratelli.

Commissioner Smits reconvened the Regular Meeting at 9:10 a.m.

V COMMITTEE REPORTS

- A. Executive & Governance Committee: Meeting minutes of March 14, 2016 were reviewed.
- B. Governance Committee: Meeting minutes of March 15, 2016 were reviewed.
- C. Communication & Outreach Committee: Meeting minutes of March 23, 2016 were reviewed and it was noted that Commissioner Simerson should be a member of the committee.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director's Report: ED Lentych presented more information on a potential vehicle lease program.
- B. Family Self Sufficiency: Program Manager, Massa explained the SEMAP Indicators Report.

VII OLD BUSINESS

- B. 2016 Consolidated Budget was presented. There were no questions.
- C. 2015-2020 Strategic Plans: No update was given.
- D. TCHC Policy Review Schedule: Updates were discussed and will be part of New Business.

VIII NEW BUSINESS

- A. A resolution to adopt the Administrative Plan for the Housing Choice Voucher Program was presented. After reviewing the procedure for approving the document – including the public comment periods and presentation to the Resident Advisory Board, Commissioner Haas moved (Simerson support) to adopt the 2016 HCV Administrative Plan. The motion was unanimously approved.
- B. A resolution to adopt the Riverview Terrace Community Room Policy was presented. Commissioner Serratelli moved (Michael support) to adopt the Riverview Terrace Community Room Policy. After a brief introduction, there was a request to change language in Section E to “allow the Riverview Terrace Resident council to submit resolution for special use”. The motion was unanimously approved with the change.
- C. A draft Memorandum of Understanding between the TCHC and the Riverview Terrace Residents Council (RTRC) was presented for review. Commissioner Smit moved (Simerson support) that the MOU is accepted as an approved “first draft” and that the Executive Director is empowered to negotiate the final draft with representatives of the RTRC, to be executed by the parties within the next 60 days. Note: The Commissioners are not requesting to approve the MOU unless there are major changes from the approved draft. The motion was unanimously approved.

IX CORRESPONDENCE

Russ Soyering's Letter of February 23, 2016 was discussed. Additionally, it was noted that TCHC received a notice of a “dismissed complaint” from the Michigan Department of Civil Rights.

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

Commissioner Michael moved (Haas support) to adjourn. The motion was unanimously approved and President Smits adjourned the meeting at 9:54 a.m.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Andy Smits, President



Traverse City Housing Commission
A Public Housing Authority

**HOLD FOR
CLOSED SESSION MINUTES**

CONFIDENTIAL!

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2016 To: 03/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	ADJUST	Anthony Lentych	2,359.24		163,962.25
03/01/2016	ADJUST	Kari Massa	1,168.42		162,793.83
03/01/2016	ADJUST	JoAnn Turnbull	782.88		162,010.95
03/01/2016	ADJUST	Joseph Battaglia	277.17		161,733.78
03/01/2016	ADJUST	Gerald DaFoe	798.84		160,934.94
03/01/2016	ADJUST	David Gourlay	1,098.55		159,836.39
03/01/2016	ADJUST	Lisa J. Knickerbocker	750.36		159,086.03
03/01/2016	EFT	Principal	1,273.94		157,812.09
03/04/2016	EFT	IRS	2,513.63		163,557.55
03/08/2016	036255	Engineered Protection Systems Inc	202.71		163,354.84
03/08/2016	036256	Grand Traverse County DPW	1,449.00		161,905.84
03/08/2016	036257	Cardmember Service	380.30		161,525.54
03/08/2016	036258	CynergyComm.net, Inc	10.03		161,515.51
03/08/2016	036259	Elmer's	375.00		161,140.51
03/08/2016	036260	City Of Traverse City	178.70		160,961.81
03/08/2016	036261	SimplexGrinnell LP	961.52		160,000.29
03/08/2016	036262	Charter Communications	184.97		159,815.32
03/08/2016	036263	Thomas P. Licavoli	1,070.00		158,745.32
03/08/2016	036264	Kendall Electric Inc	210.69		158,534.63
03/08/2016	036265	Carlos Sanchez	167.40		158,367.23
03/08/2016	036266	DTE ENERGY	201.59		158,165.64
03/08/2016	036267	Charter Communications	3,001.51		155,164.13
03/08/2016	036268	A T & T	190.48		154,973.65
03/08/2016	036269	Verizon Wireless	95.08		154,878.57
03/08/2016	036270	Priority Health	530.61		154,347.96
03/08/2016	036271	Save Carpet USA	345.00		154,002.96
03/15/2016	ADJUST	Lisa J. Knickerbocker	939.52		153,063.44
03/15/2016	ADJUST	Anthony Lentych	2,359.24		150,704.20
03/15/2016	ADJUST	Kari Massa	1,168.43		149,535.77
03/15/2016	ADJUST	JoAnn Turnbull	782.87		148,752.90
03/15/2016	ADJUST	Joseph Battaglia	277.16		148,475.74
03/15/2016	ADJUST	Gerald DaFoe	767.03		147,708.71
03/15/2016	ADJUST	David Gourlay	1,067.90		146,640.81
03/15/2016	EFT	Principal	1,273.94		145,366.87
03/18/2016	EFT	IRS	2,566.19		202,762.89
03/18/2016	036272	David Gourlay	50.40		202,712.49
03/18/2016	036273	Sherwin Williams Co.	430.09		202,282.40
03/18/2016	036274	R.W. Popp Excavating, Inc.	574.40		201,708.00
03/18/2016	036275	Integrated Payroll Services, Inc.	98.90		201,609.10
03/18/2016	036276	Holiday Fleet	8.13		201,600.97

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2016 To: 03/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/18/2016	036277	Staples Business Advantage	92.52		201,508.45
03/18/2016	036278	Great Lakes Business Systems, Inc.	273.19		201,235.26
03/18/2016	036279	Grahm Motor & Generator Service	716.08		200,519.18
03/18/2016	036280	CBC Innovis, Inc.	50.05		200,469.13
03/18/2016	036281	Traverse City Record Eagle	90.67		200,378.46
03/18/2016	036282	Engineered Protection Systems Inc	202.71		200,175.75
03/18/2016	036283	City Of Traverse City	20.34		200,155.41
03/18/2016	036284	City Of Traverse City	275.26		199,880.15
03/18/2016	036285	Trugreen	360.00		199,520.15
03/18/2016	036285	**VOID** Trugreen	(360.00)		199,880.15
03/18/2016	036286	Thomas P. Licavoli	570.00		199,310.15
03/18/2016	036287	Gerald DaFoe	152.28		199,157.87
03/18/2016	036288	SAM'S CLUB	231.73		198,926.14
03/18/2016	036289	A T & T	102.11		198,824.03
03/18/2016	036290	City Of Traverse City	14,563.83		184,260.20
03/18/2016	036291	Home Depot Credit Services	1,001.25		183,258.95
03/18/2016	036292	Walters & Hemming Inc	104.11		183,154.84
03/18/2016	036293	Aflac	334.80		182,820.04
03/18/2016	036294	Northern Building Supply LLC	362.55		182,457.49
03/18/2016	036295	DTE ENERGY	1,083.81		181,373.68
03/18/2016	036296	Republic Services #239	423.26		180,950.42
03/18/2016	036297	Housing Authority Accounting	1,504.41		179,446.01
03/18/2016	036298	Ace Hardware	46.60		179,399.41
03/18/2016	036299	Allen Supply	286.58		179,112.83
03/18/2016	036300	Speedwrench, Inc.	362.50		178,750.33
03/18/2016	036301	John DeWeese	17.25		178,733.08
03/18/2016	036302	All American Investment Group	8,850.00		169,883.08
03/18/2016	036303	Alisha Clark	356.00		169,527.08
03/18/2016	036304	Deborah Chamberlin or the Estate of	263.00		169,264.08
03/18/2016	036305	JoAnn Turnbull	167.59		169,096.49
03/18/2016	036306	D & W Mechanical	808.25		168,288.24
03/18/2016	036307	City Of Traverse City	51.00		168,237.24
03/18/2016	036307	**VOID** City Of Traverse City	(51.00)		168,288.24
03/18/2016	036308	DTE ENERGY	53.00		168,235.24
03/18/2016	036308	**VOID** DTE ENERGY	(53.00)		168,288.24
03/18/2016	036310	Deborah Chamberlin	263.00		168,025.24
03/18/2016	036311	City Of Traverse City	51.00		167,974.24
03/18/2016	036312	DTE ENERGY	53.00		167,921.24
03/18/2016	036313	Nan McKay & Associates Inc	448.00		167,473.24
03/22/2016	036314	Priority Health	6,562.94		160,910.30

Check Register Summary Report

Chemical Bank

From: 03/01/2016 To: 03/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/22/2016	036315	Safety Net	599.00		160,311.30
03/22/2016	036316	Kuhn Rogers PLC	250.92		160,060.38
03/22/2016	036317	Mike Harmeson	1,200.00		158,860.38
03/25/2016	EFT	State of MI	1,124.52		157,769.06
03/28/2016	036318	Save Carpet USA	1,535.00		156,234.06
03/28/2016	036319	Mike Harmeson Paint LLC	1,200.00		155,034.06
03/29/2016	ADJST	Lisa J. Knickerbocker	931.29		154,102.77
03/29/2016	ADJST	Anthony Lentych	2,359.24		151,743.53
03/29/2016	ADJST	Kari Massa	1,168.41		150,575.12
03/29/2016	ADJST	JoAnn Turnbull	782.89		149,792.23
03/29/2016	ADJST	Joseph Battaglia	284.36		149,507.87
03/29/2016	ADJST	Gerald DaFoe	782.94		148,724.93
03/29/2016	ADJST	David Gourlay	975.94		147,748.99
03/29/2016	EFT	Principal	1,273.94		146,475.05
03/29/2016	036320	Advantage Elec	18,000.00		128,475.05
03/29/2016	036320	**VOID** Advantage Elec	(18,000.00)		146,475.05
03/29/2016	036321	Advantage Electric, LLC	949.29		145,525.76
03/29/2016	036323	CEDAM, Liv Hagerman	250.00		145,275.76
03/30/2016	036322	Advantage Electric, LLC	18,000.00		146,225.05
03/30/2016	036324	Grand Traverse Vending	800.00		145,425.05
Total:			108,100.23	0.00	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2016 To: 03/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	ADJUST		63.00		182,468.46
03/01/2016	000175	Sandra Aeschliman	189.00		182,279.46
03/01/2016	000175	Jeana Aiken	373.00		181,906.46
03/01/2016	000175	Jack Anderson	848.00		181,058.46
03/01/2016	000175	Ayers Investment Properties LLC	345.00		180,713.46
03/01/2016	000175	Brad Barnes	465.00		180,248.46
03/01/2016	000175	Bay Front Apartments	303.00		179,945.46
03/01/2016	000175	Bay Hill Apartments	627.00		179,318.46
03/01/2016	000175	Bay Hill Housing LDHALP	5,876.00		173,442.46
03/01/2016	000175	Bay Hill II Apartments	3,906.00		169,536.46
03/01/2016	000175	WODA Boardman Lake LHDALP	2,766.00		166,770.46
03/01/2016	000175	David & Mary Briggs	388.00		166,382.46
03/01/2016	000175	Brookside Commons	352.00		166,030.46
03/01/2016	000175	Irma Jean Brownley	345.00		165,685.46
03/01/2016	000175	Central Lake Townhouses	405.00		165,280.46
03/01/2016	000175	Cherrywood Village Farms, Inc.	2,210.00		163,070.46
03/01/2016	000175	Douglas A. Chichester	600.00		162,470.46
03/01/2016	000175	Jack V. Dean	422.00		162,048.46
03/01/2016	000175	Dmytro Cherkasov	1,079.00		160,969.46
03/01/2016	000175	Shirley Farrell	786.00		160,183.46
03/01/2016	000175	Rent Leelanau, LLC	1,483.00		158,700.46
03/01/2016	000175	Lisa Forbes	539.00		158,161.46
03/01/2016	000175	Steve Forbush	411.00		157,750.46
03/01/2016	000175	Dale E. French	90.00		157,660.46
03/01/2016	000175	French Quarter Apts.	72.00		157,588.46
03/01/2016	000175	G Rentals	735.00		156,853.46
03/01/2016	000175	Michael Glowacki	584.00		156,269.46
03/01/2016	000175	David Grzesiek	373.00		155,896.46
03/01/2016	000175	Habitat for Humanity	95.00		155,801.46
03/01/2016	000175	Harbour Ridge Apts	1,217.00		154,584.46
03/01/2016	000175	Heartwood Enterprises	781.00		153,803.46
03/01/2016	000175	Louis Herman	24.00		153,779.46
03/01/2016	000175	Susan Herman	458.00		153,321.46
03/01/2016	000175	Hillview Terrace	532.00		152,789.46
03/01/2016	000175	Josh Hollister	390.00		152,399.46
03/01/2016	000175	HomeStretch	3,104.00		149,295.46
03/01/2016	000175	Caroline Hupp	223.00		149,072.46
03/01/2016	000175	Joseph and Marion Fasel	215.00		148,857.46
03/01/2016	000175	Donna Kalchik	306.00		148,551.46
03/01/2016	000175	Darren LaCharite	1,024.00		147,527.46

Time: 12:16:35

Check Register Summary Report

PNC - Section 8

From: 03/01/2016 To: 03/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	000175	Sidney Lammers	710.00		146,817.46
03/01/2016	000175	Legendary Rentals, LLC	780.00		146,037.46
03/01/2016	000175	Jeffrey R. Lenten	643.00		145,394.46
03/01/2016	000175	John J. Lewis	872.00		144,522.46
03/01/2016	000175	Don E. Lint	393.00		144,129.46
03/01/2016	000175	Juan Maldonado	543.00		143,586.46
03/01/2016	000175	Mathews Trust	825.00		142,761.46
03/01/2016	000175	McLain Management	613.00		142,148.46
03/01/2016	000175	James & Tamela Moquin	509.00		141,639.46
03/01/2016	000175	Northwest Michigan Supportive	418.00		141,221.46
03/01/2016	000175	Oak Park Apts	1,950.00		139,271.46
03/01/2016	000175	Oak Terrace Apts	1,019.00		138,252.46
03/01/2016	000175	Gerald Oliver Revocable Trust	865.00		137,387.46
03/01/2016	000175	Daniel G. Pohlman	1,415.00		135,972.46
03/01/2016	000175	Douglas L. Porter	399.00		135,573.46
03/01/2016	000175	Phillip Putney	1,098.00		134,475.46
03/01/2016	000175	Thomas Raven	506.00		133,969.46
03/01/2016	000175	Adele M. Reiter	995.00		132,974.46
03/01/2016	000175	Timothy Rice	429.00		132,545.46
03/01/2016	000175	The Village at Rivers Edge Apartments	241.00		132,304.46
03/01/2016	000175	Robert F. Follett	833.00		131,471.46
03/01/2016	000175	Debra Rushton	116.00		131,355.46
03/01/2016	000175	Sabin Pond Apartments LLC	581.00		130,774.46
03/01/2016	000175	John Sarya	600.00		130,174.46
03/01/2016	000175	Eldon Schaub	389.00		129,785.46
03/01/2016	000175	Gerald Sieggreen	674.00		129,111.46
03/01/2016	000175	SILVER SHORES MHC	161.00		128,950.46
03/01/2016	000175	Douglas & Julia Slack	327.00		128,623.46
03/01/2016	000175	22955 Investments LLC	4,777.00		123,846.46
03/01/2016	000175	Carl Sumner	386.00		123,460.46
03/01/2016	000175	Traverse City Property Management	314.00		123,146.46
03/01/2016	000175	TCR Investments, LLC	942.00		122,204.46
03/01/2016	000175	Wendy Teagan	456.00		121,748.46
03/01/2016	000175	TOS Holdings, LLC	1,216.00		120,532.46
03/01/2016	000175	Tradewinds Terrace Apts	253.00		120,279.46
03/01/2016	000175	Village Glen Apartments	8,204.00		112,075.46
03/01/2016	000175	Catherine L. Wolfe	524.00		111,551.46
03/01/2016	000175	Woodmere Ridge Apartments LDHA	5,345.00		106,206.46
03/01/2016	000175	Theodore V. Zachman	795.00		105,411.46
03/01/2016	000175	Ann Zenner	443.00		104,968.46

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2016 To: 03/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2016	000175	Barb Zupin	1,513.00		103,455.46
03/17/2016	022873	Elizabeth Cirka	9.00		110,146.46
03/18/2016	022874	Chase Bank	1,064.00		109,082.46
03/18/2016	022875	Traverse City Housing Commission	421.94		108,660.52
03/18/2016	022876	Blarney Castle Oil Co.	58.00		108,602.52
03/18/2016	022877	Cherryland Electric Cooperative	133.00		108,469.52
03/18/2016	022878	City Of Traverse City	151.00		108,318.52
03/18/2016	022879	Consumers Energy	69.00		108,249.52
03/18/2016	022880	DTE ENERGY	337.00		107,912.52
03/18/2016	022881	Holttons LP Gas Fife Lake	46.00		107,866.52
03/30/2016	022882	Dustin Ansorge	1,025.00		106,866.52
Total:			82,389.94	0.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 04/01/2016 To: 04/20/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2016	EFT	IRS	2,533.58		149,621.02
04/12/2016	ADJST	Lisa J. Knickerbocker	931.29		148,689.73
04/12/2016	ADJST	Anthony Lentych	2,359.24		146,330.49
04/12/2016	ADJST	Kari Massa	1,168.43		145,162.06
04/12/2016	ADJST	JoAnn Turnbull	567.64		144,594.42
04/12/2016	ADJST	Joseph Battaglia	246.03		144,348.39
04/12/2016	ADJST	Gerald DaFoe	830.63		143,517.76
04/12/2016	ADJST	David Gourlay	1,037.25		142,480.51
04/13/2016	EFT	Principal Life Insurance Co.	1,524.94		140,955.57
04/13/2016	036325	City Of Traverse City	12.00		140,943.57
04/13/2016	036326	DTE ENERGY	8.00		140,935.57
04/13/2016	036327	CynergyComm.net,Inc	6.54		140,929.03
04/13/2016	036328	Guardian Medical Monitoring	14.95		140,914.08
04/13/2016	036329	City Of Traverse City	211.75		140,702.33
04/13/2016	036330	Integrated Payroll Services, Inc.	151.35		140,550.98
04/13/2016	036331	Environmental Pest Control	540.00		140,010.98
04/13/2016	036332	Walters & Hemming Inc	203.58		139,807.40
04/13/2016	036333	Great Lakes Business Systems, Inc.	93.23		139,714.17
04/13/2016	036334	Wilmar	1,007.37		138,706.80
04/13/2016	036335	Housing Authority Accounting	1,099.41		137,607.39
04/13/2016	036336	Sherwin Williams Co.	381.40		137,225.99
04/13/2016	036337	A T & T	297.74		136,928.25
04/13/2016	036338	Sondee, Racine & Doren, P.L.C.	48.00		136,880.25
04/13/2016	036339	Holiday Fleet	6.89		136,873.36
04/13/2016	036340	Gerald DaFoe	109.08		136,764.28
04/13/2016	036341	Ace Hardware	14.95		136,749.33
04/13/2016	036342	Traverse City Coatings	649.80		136,099.53
04/13/2016	036343	Charter Communications	3,001.51		133,098.02
04/13/2016	036344	Grand Traverse Cty. Treasurer	44.94		133,053.08
04/13/2016	036345	Northern Building Supply LLC	173.35		132,879.73
04/13/2016	036346	Dolly's Best Inc.	1,800.00		131,079.73
04/13/2016	036347	Verizon Wireless	100.64		130,979.09
04/13/2016	036348	Cardmember Service	2,988.14		127,990.95
04/13/2016	036349	CBC Innovis, Inc.	28.60		127,962.35
04/13/2016	036350	City Of Traverse City	14,112.49		113,849.86
04/13/2016	036351	Republic Services #239	387.26		113,462.60
04/13/2016	036352	Housing Data Systems	100.25		113,362.35
04/13/2016	036353	Kuhn Rogers PLC	114.00		113,248.35
04/13/2016	036354	Charter Communications	184.97		113,063.38
04/13/2016	036355	Mailfinance	149.85		112,913.53

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Chemical Bank

From: 04/01/2016 To: 04/20/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
04/13/2016	036356	Home Depot Credit Services	441.02		112,472.51
04/13/2016	036357	DTE ENERGY	33.46		112,439.05
04/13/2016	036358	John DeWeese	16.56		112,422.49
04/13/2016	036359	Allen Supply	22.00		112,400.49
04/13/2016	036360	South Cedar Chimney Sweep	1,005.00		111,395.49
04/13/2016	036361	McGough's	110.00		111,285.49
04/13/2016	036362	Save Carpet USA	596.00		110,689.49
04/13/2016	036363	David Gourlay	103.14		110,586.35
04/13/2016	036364	4 Front Credit Union	1.00		110,585.35
04/13/2016	036365	City Of Traverse City	275.26		110,310.09
04/13/2016	036365	**VOID** City Of Traverse City	(275.26)		110,585.35
04/13/2016	036366	Mike Harmeson Paint LLC	2,200.00		108,385.35
04/13/2016	036366	**VOID** Mike Harmeson Paint LLC	(2,200.00)		110,585.35
04/13/2016	036367	Michigan Officeways, Inc.	129.99		110,455.36
04/13/2016	036367	**VOID** Michigan Officeways, Inc.	(129.99)		110,585.35
04/13/2016	036369	City Of Traverse City	275.26		110,310.09
04/13/2016	036370	Mike Harmeson Paint LLC	2,200.00		108,110.09
04/13/2016	036371	Michigan Officeways, Inc.	129.99		107,980.10
04/14/2016	036372	Traverse City Coatings	649.80		107,330.30
04/15/2016	EFT	IRS	2,541.21		104,789.09
04/20/2016		Safety Net	599.00		104,190.09
04/20/2016		Elmer's	300.00		103,890.09
04/20/2016		DTE ENERGY	1,436.33		102,453.76
04/20/2016		Anthony Lentych	91.58		102,362.18
04/20/2016		Thomas P. Licavoli	1,750.00		100,612.18
04/20/2016		R.W. Popp Excavating, Inc.	120.00		100,492.18
04/20/2016		SAM'S CLUB	499.90		99,992.28
04/20/2016		Northwest Lock, Inc.	12.00		99,980.28
Total:			52,174.32	0.00	

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Check Register Summary Report

PNC - Section 8

From: 04/01/2016 To: 04/20/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2016	000176	Sandra Aeschliman	189.00		202,887.52
04/01/2016	000176	Jeana Aiken	373.00		202,514.52
04/01/2016	000176	Jack Anderson	848.00		201,666.52
04/01/2016	000176	Dustin Ansoerge	1,135.00		200,531.52
04/01/2016	000176	Ayers Investment Properties LLC	345.00		200,186.52
04/01/2016	000176	Brad Barnes	465.00		199,721.52
04/01/2016	000176	Bay Front Apartments	303.00		199,418.52
04/01/2016	000176	Bay Hill Housing LDHALP	5,670.00		193,748.52
04/01/2016	000176	Bay Hill II Apartments	3,906.00		189,842.52
04/01/2016	000176	WODA Boardman Lake LHDALP	2,644.00		187,198.52
04/01/2016	000176	David & Mary Briggs	388.00		186,810.52
04/01/2016	000176	Brookside Commons	1,028.00		185,782.52
04/01/2016	000176	Irma Jean Brownley	345.00		185,437.52
04/01/2016	000176	Carson Square	2,015.00		183,422.52
04/01/2016	000176	Central Lake Townhouses	405.00		183,017.52
04/01/2016	000176	Cherrywood Village Farms, Inc.	2,202.00		180,815.52
04/01/2016	000176	Douglas A. Chichester	600.00		180,215.52
04/01/2016	000176	Jack V. Dean	422.00		179,793.52
04/01/2016	000176	Dmytro Cherkasov	1,079.00		178,714.52
04/01/2016	000176	Shirley Farrell	786.00		177,928.52
04/01/2016	000176	Rent Leelanau, LLC	1,483.00		176,445.52
04/01/2016	000176	Lisa Forbes	539.00		175,906.52
04/01/2016	000176	Steve Forbush	411.00		175,495.52
04/01/2016	000176	Dale E. French	90.00		175,405.52
04/01/2016	000176	French Quarter Apts.	72.00		175,333.52
04/01/2016	000176	G Rentals	735.00		174,598.52
04/01/2016	000176	Michael Glowacki	584.00		174,014.52
04/01/2016	000176	David Grzesiek	373.00		173,641.52
04/01/2016	000176	Habitat for Humanity	95.00		173,546.52
04/01/2016	000176	Harbour Ridge Apts	1,217.00		172,329.52
04/01/2016	000176	Heartwood Enterprises	781.00		171,548.52
04/01/2016	000176	Louis Herman	24.00		171,524.52
04/01/2016	000176	Susan Herman	458.00		171,066.52
04/01/2016	000176	Hillview Terrace	532.00		170,534.52
04/01/2016	000176	HomeStretch	3,104.00		167,430.52
04/01/2016	000176	Caroline Hupp	223.00		167,207.52
04/01/2016	000176	Joseph and Marion Fasel	215.00		166,992.52
04/01/2016	000176	Donna Kalchik	306.00		166,686.52
04/01/2016	000176	Darren LaCharite	512.00		166,174.52
04/01/2016	000176	Sidney Lammers	710.00		165,464.52

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2016 To: 04/20/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2016	000176	Legendary Rentals, LLC	918.00		164,546.52
04/01/2016	000176	Jeffrey R. Lenten	421.00		164,125.52
04/01/2016	000176	John J. Lewis	872.00		163,253.52
04/01/2016	000176	Don E. Lint	393.00		162,860.52
04/01/2016	000176	Juan Maldonado	543.00		162,317.52
04/01/2016	000176	Mathews Trust	825.00		161,492.52
04/01/2016	000176	McLain Management	613.00		160,879.52
04/01/2016	000176	James & Tamela Moquin	509.00		160,370.52
04/01/2016	000176	Northwest Michigan Supportive	418.00		159,952.52
04/01/2016	000176	Oak Park Apts	1,950.00		158,002.52
04/01/2016	000176	Oak Terrace Apts	1,015.00		156,987.52
04/01/2016	000176	Gerald Oliver Revocable Trust	861.00		156,126.52
04/01/2016	000176	Daniel G. Pohlman	1,415.00		154,711.52
04/01/2016	000176	Douglas L. Porter	399.00		154,312.52
04/01/2016	000176	Phillip Putney	1,098.00		153,214.52
04/01/2016	000176	Thomas Raven	506.00		152,708.52
04/01/2016	000176	Adele M. Reiter	995.00		151,713.52
04/01/2016	000176	Timothy Rice	429.00		151,284.52
04/01/2016	000176	Robert F. Follett	833.00		150,451.52
04/01/2016	000176	Debra Rushton	116.00		150,335.52
04/01/2016	000176	Sabin Pond Apartments LLC	839.00		149,496.52
04/01/2016	000176	John Sarya	600.00		148,896.52
04/01/2016	000176	Eldon Schaub	389.00		148,507.52
04/01/2016	000176	Gerald Sieggreen	670.00		147,837.52
04/01/2016	000176	SILVER SHORES MHC	161.00		147,676.52
04/01/2016	000176	Douglas & Julia Slack	327.00		147,349.52
04/01/2016	000176	22955 Investments LLC	4,317.00		143,032.52
04/01/2016	000176	Carl Sumner	386.00		142,646.52
04/01/2016	000176	Traverse City Property Management	314.00		142,332.52
04/01/2016	000176	TCR Investments, LLC	942.00		141,390.52
04/01/2016	000176	Wendy Teagan	456.00		140,934.52
04/01/2016	000176	TOS Holdings, LLC	1,003.00		139,931.52
04/01/2016	000176	Tradewinds Terrace Apts	253.00		139,678.52
04/01/2016	000176	Village Glen Apartments	8,270.00		131,408.52
04/01/2016	000176	Catherine L. Wolfe	524.00		130,884.52
04/01/2016	000176	Woodmere Ridge Apartments LDHA	5,491.00		125,393.52
04/01/2016	000176	Theodore V. Zachman	795.00		124,598.52
04/01/2016	000176	Ann Zenner	443.00		124,155.52
04/01/2016	000176	Barb Zupin	1,538.00		122,617.52
04/13/2016	022883	Blarney Castle Oil Co.	58.00		122,559.52

Date: 04/20/2016
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Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2016 To: 04/20/2016

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/13/2016	022884	Cherryland Electric Cooperative	92.00		122,467.52
04/13/2016	022885	City Of Traverse City	151.00		122,316.52
04/13/2016	022886	Consumers Energy	69.00		122,247.52
04/13/2016	022887	DTE ENERGY	382.00		121,865.52
04/13/2016	022888	Josh Hollister	390.00		121,475.52
04/13/2016	022889	Holttons LP Gas Fife Lake	46.00		121,429.52
04/13/2016	022890	Chase Bank	761.00		120,668.52
Total:			82,408.00	0.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2016

Units	1 Month Ended	9 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>March 31, 2016</u>	<u>March 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,734.00	\$ 279,832.16	\$ 303,750	\$ 405,000	125,167.84
3110.2 - Dwelling Rental-Proj. 2	4,963.00	43,299.00	0	0	(43,299.00)
3120 - Excess Utilities	96.00	718.00	750	1,000	282.00
3190 - Nondwelling Rental	7,248.59	45,255.00	38,625	51,500	6,245.00
Total Rental Income	<u>43,041.59</u>	<u>369,104.16</u>	<u>343,125</u>	<u>457,500</u>	<u>88,395.84</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	22,083.00	194,847.00	180,000	240,000	45,153.00
Total HUD PHA Grants	<u>22,083.00</u>	<u>194,847.00</u>	<u>180,000</u>	<u>240,000</u>	<u>45,153.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	249.59	2,024.79	2,700	3,600	1,575.21
3690 - Tenant Income	421.85	3,553.24	3,750	5,000	1,446.76
3690.1 - Non-Tenant Income	909.88	28,738.74	21,000	28,000	(738.74)
3690.2 - Tenant Income-Cable	2,475.00	22,332.00	19,613	26,150	3,818.00
Total Nonrental Income	<u>4,056.32</u>	<u>56,648.77</u>	<u>47,063</u>	<u>62,750</u>	<u>6,101.23</u>
Total Operating Income	<u>69,180.91</u>	<u>620,599.93</u>	<u>570,188</u>	<u>760,250</u>	<u>139,650.07</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	14,028.69	77,683.71	98,393	131,190	53,506.29
4120 - Compensated Absences	0.00	0.00	1,125	1,500	1,500.00
4130 - Legal Expense	250.92	5,394.02	7,125	9,500	4,105.98
4140 - Staff Training	117.18	3,645.46	5,625	7,500	3,854.54
4150 - Travel Expense	192.17	1,469.48	5,625	7,500	6,030.52
4170 - Accounting Fees	855.16	4,996.44	4,875	6,500	1,503.56
4171 - Auditing	0.00	4,025.00	2,175	2,900	(1,125.00)
4182 - Employee Benefits - Admin	3,955.72	34,000.23	41,137	54,850	20,849.77
4185 - Telephone	493.54	4,903.72	4,313	5,750	846.28
4190.1 - Publications	7.50	7.50	375	500	492.50
4190.2 - Membership Dues and Fees	125.00	1,072.50	563	750	(322.50)
4190.3 - Admin. Service Contracts	940.30	25,652.36	14,625	19,500	(6,152.36)
4190.4 - Office Supplies	201.96	3,699.59	1,875	2,500	(1,199.59)
4190.5 - Other Sundry Expense	137.98	18,065.51	11,250	15,000	(3,065.51)
4190.6 - Advertising	90.67	1,181.29	563	750	(431.29)
Total Administration	<u>21,396.79</u>	<u>185,796.81</u>	<u>199,644</u>	<u>266,190</u>	<u>80,393.19</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	1,128.59	7,050.24	11,250	15,000	7,949.76
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	3,001.51	26,235.45	24,375	32,500	6,264.55
Total Tenant Services	<u>4,130.10</u>	<u>33,285.69</u>	<u>35,625</u>	<u>47,500</u>	<u>14,214.31</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2016

Units	1 Month Ended	9 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>March 31, 2016</u>	<u>March 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	2,150.40	12,406.40	12,375	16,500	4,093.60
4320 - Electricity	14,061.47	93,593.21	112,500	150,000	56,406.79
4330 - Gas	<u>1,285.40</u>	<u>7,160.35</u>	<u>16,500</u>	<u>22,000</u>	<u>14,839.65</u>
Total Utilities	<u>17,497.27</u>	<u>113,159.96</u>	<u>141,375</u>	<u>188,500</u>	<u>75,340.04</u>
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	8,938.60	59,204.62	60,503	80,670	21,465.38
4420 - Materials	2,367.36	13,651.31	15,000	20,000	6,348.69
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	808.25	6,550.60	8,625	11,500	4,949.40
4430.03 - Snow Removal Contracts	949.40	3,265.40	3,000	4,000	734.60
4430.04 - Elevator Maintenance Contracts	0.00	14,439.03	6,375	8,500	(5,939.03)
4430.05 - Landscape & Grounds Contracts	0.00	5,513.75	8,250	11,000	5,486.25
4430.06 - Unit Turnaround Contracts	5,920.00	20,791.80	13,500	18,000	(2,791.80)
4430.07 - Electrical Contracts	0.00	3,787.75	3,750	5,000	1,212.25
4430.08 - Plumbing Contracts	0.00	1,730.41	1,125	1,500	(230.41)
4430.09 - Extermination Contracts	0.00	2,675.00	2,625	3,500	825.00
4430.10 - Janitorial Contracts	0.00	4,032.53	900	1,200	(2,832.53)
4430.11 - Routine Maintenance Contracts	767.92	6,371.21	7,875	10,500	4,128.79
4430.12 - Misc. Contracts	1,082.88	14,391.14	11,250	15,000	608.86
4431 - Garbage Removal	423.26	4,686.30	4,350	5,800	1,113.70
4433 - Employee Benefits - Maint.	<u>2,438.54</u>	<u>28,720.24</u>	<u>24,420</u>	<u>32,560</u>	<u>3,839.76</u>
Total Ordinary Maint. & Oper.	<u>23,696.21</u>	<u>189,811.09</u>	<u>171,548</u>	<u>228,730</u>	<u>38,918.91</u>
General Expense					
4510 - Insurance	2,361.34	21,246.32	19,575	26,100	4,853.68
4520 - Payment in Lieu of Taxes	1,780.00	16,020.00	16,313	21,750	5,730.00
4570 - Collection Losses	0.00	0.00	1,013	1,350	1,350.00
4586 - Interest Expense-CFFP	0.00	0.00	25,200	33,600	33,600.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	<u>0.00</u>	<u>0.00</u>	<u>375</u>	<u>500</u>	<u>500.00</u>
Total General Expense	<u>4,141.34</u>	<u>37,266.32</u>	<u>62,476</u>	<u>83,300</u>	<u>46,033.68</u>
Total Routine Expense	<u>70,861.71</u>	<u>559,319.87</u>	<u>610,665</u>	<u>814,220</u>	<u>254,900.13</u>
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	<u>0.00</u>	<u>7,436.36</u>	<u>9,375</u>	<u>12,500</u>	<u>5,063.64</u>
Total Extraordinary Maint.	<u>0.00</u>	<u>7,436.36</u>	<u>9,375</u>	<u>12,500</u>	<u>5,063.64</u>
Casualty Losses-Not Cap.					
4620.2 - Contract Costs	<u>716.08</u>	<u>716.08</u>	<u>0</u>	<u>0</u>	<u>(716.08)</u>
Total Casualty Losses	<u>716.08</u>	<u>716.08</u>	<u>0</u>	<u>0</u>	<u>(716.08)</u>
Total Non-Routine Expense	<u>716.08</u>	<u>8,152.44</u>	<u>9,375</u>	<u>12,500</u>	<u>4,347.56</u>
Total Operating Expenses	<u>71,577.79</u>	<u>567,472.31</u>	<u>620,040</u>	<u>826,720</u>	<u>259,247.69</u>
Operating Income (Loss)	<u>(2,396.88)</u>	<u>53,127.62</u>	<u>(49,852)</u>	<u>(66,470)</u>	<u>(119,597.62)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2016

Units	1 Month Ended	9 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>March 31, 2016</u>	<u>March 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	242,195.31	0	0	(242,195.31)
4810 - Loan Fee Amortization Exp.-CFFP	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Depreciation Expense	26,910.59	242,195.31	0	0	(242,195.31)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	0.00	10,228.71	0	0	(10,228.71)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	0.00	44,168.00	0	0	(44,168.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	<u>0.00</u>	<u>(54,396.71)</u>	<u>0</u>	<u>0</u>	<u>54,396.71</u>
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (29,307.47)</u>	<u>\$ (189,067.69)</u>	<u>\$ (49,852)</u>	<u>\$ (66,470)</u>	<u>\$ 122,598</u>
HUD Net Income (Loss)	<u>\$ (2,396.88)</u>	<u>\$ (1,269.09)</u>	<u>\$ (49,852)</u>	<u>\$ (66,470)</u>	<u>\$ (65,201)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2016

Units	1 Month Ended		9 Months Ended				
208	<u>March 31, 2016</u>	<u>PUM</u>	<u>March 31, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 58.00	0.35	\$ 1,191.00	0.82	\$ 0	0.00	\$ (1,191.00)
3603 - Number of Unit Months	166.00	(1.00)	1,455.00	(1.00)	0	0.00	1,455.00
3604 - Unit Months - Contra	<u>(166.00)</u>	1.00	<u>(1,455.00)</u>	1.00	<u>0</u>	0.00	<u>(1,455.00)</u>
Total Oper. Reserve Income	58.00	0.35	1,191.00	0.82	0	0.00	(1,191.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	82,055.00	494.31	731,136.00	502.50	0	0.00	(731,136.00)
3411 - Admin Fee Funding	<u>7,146.00</u>	43.05	<u>64,312.00</u>	44.20	<u>0</u>	0.00	<u>(64,312.00)</u>
Total HUD PHA Grants	89,201.00	537.36	795,448.00	546.70	0	0.00	(795,448.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>89,259.00</u>	537.70	<u>796,639.00</u>	547.52	<u>0</u>	0.00	<u>(796,639.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	3,934.60	23.70	22,020.90	15.13	44,170	0.00	22,149.10
4130 - Legal Expense	0.00	0.00	57.60	0.04	0	0.00	(57.60)
4140 - Staff Training	50.22	0.30	395.77	0.27	2,250	0.00	1,854.23
4150 - Travel Expense	45.66	0.28	498.57	0.34	3,000	0.00	2,501.43
4170 - Accounting Fees	649.25	3.91	6,180.75	4.25	8,130	0.00	1,949.25
4171 - Auditing	0.00	0.00	1,725.00	1.19	2,400	0.00	675.00
4182 - Employee Benefits - Admin	1,250.68	7.53	11,300.81	7.77	0	0.00	(11,300.81)
4185 - Telephone	89.13	0.54	745.00	0.51	1,400	0.00	655.00
4190.1 - Publications	7.50	0.05	7.50	0.01	800	0.00	792.50
4190.2 - Membership Dues and Fees	125.00	0.75	505.00	0.35	450	0.00	(55.00)
4190.3 - Admin. Service Contracts	146.27	0.88	8,283.49	5.69	3,160	0.00	(5,123.49)
4190.4 - Office Supplies	86.56	0.52	1,091.99	0.75	1,935	0.00	843.01
4190.5 - Other Sundry Expense	63.00	0.38	3,320.76	2.28	5,250	0.00	1,929.24
4190.6 - Advertising	<u>0.00</u>	0.00	<u>448.13</u>	0.31	<u>0</u>	0.00	<u>(448.13)</u>
Total Administration	6,447.87	38.84	56,581.27	38.89	72,945	0.00	16,363.73
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	6,447.87	38.84	56,581.27	38.89	72,945	0.00	16,363.73

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2016

Units 208	1 Month Ended March 31, 2016	PUM	9 Months Ended March 31, 2016	PUM	BUDGET	PUM	*OVER/UNDER
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	75,274.00	453.46	648,358.00	445.61	0	0.00	(648,358.00)
4715.2 - HAP-Vacant Unit	0.00	0.00	5,707.00	3.92	0	0.00	(5,707.00)
4715.3 - HAP - Non-Elderly Disabled	3,907.00	23.54	34,524.00	23.73	0	0.00	(34,524.00)
4715.4 - HAP - Utility Allowances	794.00	4.78	8,444.52	5.80	0	0.00	(8,444.52)
4715.5 - HAP - Fraud Recovery	(58.00)	(0.35)	(1,191.00)	(0.82)	0	0.00	1,191.00
4715.6 - HAP - Homeownership	857.00	5.16	7,906.00	5.43	0	0.00	(7,906.00)
4715.9 - HAP - Portable Receiving	0.00	0.00	161.00	0.11	0	0.00	(161.00)
4719 - HAP - FSS Escrow	1,064.00	6.41	14,780.69	10.16	0	0.00	(14,780.69)
Total HAP Payments	81,838.00	493.00	718,690.21	493.95	0	0.00	(718,690.21)
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
7520 - Replacement of Equipment	0.00	0.00	2,259.78	1.55	0	0.00	(2,259.78)
7590 - Operating Expenditures-Contra	0.00	0.00	(2,259.78)	(1.55)	0	0.00	2,259.78
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	\$ 973.13	5.86	\$ 21,367.52	14.69	\$ (72,945)	0.00	\$ (94,312.52)

Analysis of HAP Funding-Voucher

A.C. Received: MAR. 31, 2016

HAP Funding

9 Months Ended

March 31, 2016

\$ 731,136.00

A.C. Spent

HAP - Occupied Units	648,358.00
HAP-Vacant Unit	5,707.00
HAP - Non-Elderly Disabled	34,524.00
HAP - Utility Allowances	8,444.52
HAP - Homeownership	7,906.00
HAP - Fraud Recovery	(1,191.00)
HAP - FSS Escrow	14,780.69

Total Funding Required

718,529.21

Over/(Under) Funding-current fiscal year

\$ 12,606.79

HAP Reserve-prior fiscal years

\$ (0.18)

Cumulative Over (Under) Funding-HAP (NRA)

\$ 12,606.61

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

\$ 4,550.65

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2016**

Units	1 Month Ended		9 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>March 31, 2016</u>	<u>PUM</u>	<u>March 31, 2016</u>	<u>PUM</u>			
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,580.83</u>	0.00	<u>49,947.99</u>	0.00	<u>0</u>	0.00	<u>(49,947.99)</u>
Total HUD PHA Grants	5,580.83	0.00	49,947.99	0.00	0	0.00	(49,947.99)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,580.83</u>	0.00	<u>49,947.99</u>	0.00	<u>0</u>	0.00	<u>(49,947.99)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	6,299.98	0.00	40,537.90	0.00	60,660	0.00	20,122.10
4182 - Employee Benefits - Admin	<u>1,226.05</u>	0.00	<u>13,620.17</u>	0.00	<u>0</u>	0.00	<u>(13,620.17)</u>
Total Administration	7,526.03	0.00	54,158.07	0.00	60,660	0.00	6,501.93
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	7,526.03	0.00	54,158.07	0.00	60,660	0.00	6,501.93

Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2016

Units	1 Month Ended		9 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>March 31, 2016</u>	<u>PUM</u>	<u>March 31, 2016</u>	<u>PUM</u>			
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Up Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ (1,945.20)</u>	0.00	<u>\$ (4,210.08)</u>	0.00	<u>\$ (60,660)</u>	0.00	<u>\$ (56,449.92)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: April 11, 2016

Communication & Outreach Committee: April 20, 2016

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee April 11, 2016

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 4:50 p.m.

ROLL CALL

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

CORRESPONDENCE

- A. The April 1, 2016 Otwell- Mawby letter was discussed. After testing three locations in the building, there is zero evidence of asbestos in the air of Riverview Terrace.

AGENDA

- A. The Agenda for the April Commission meeting was reviewed and approved:
 - The return to the Government Center was noted.
 - There was a conversation on producing the Closed Session Minutes.
 - A rationale for the updates to the Deceased Resident's Policy was discussed.
- B. There was a lengthy conversation on the Judge's ruling on the Pine Street development next to Riverview Terrace. The Executive Director was encouraged to attend the April 13th meeting of the City Commission that will determine if an appeal will go forward or not. TCHC encourages an appeal if for no other reason, the process for development must be clear to all parties. If appropriate, the Executive Director was instructed to also write a letter to the City Commission on this subject.
- C. Resident Council: The MOU will be discussed at the council meeting later in the week.
- D. There was preliminary conversation on several HR issues including health care costs, a social security payment issue from 20 years ago and a review of the Executive Director's response to annual review (draft memorandum).

ADJOURNMENT

President Smits adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Kay Serratelli &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Communication & Outreach Committee April 20, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Haas and Simerson at 8:35 a.m.

ROLL CALL

The following Commissioners were present: Brian Haas and Jo Simerson.

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

Other: Aric Browning.

AGENDA

- A. The minutes of the previous meeting in March were reviewed and the agenda was approved.
- B. The Purpose of the Communication & Outreach Committee was reviewed for new members. All members will be on the lookout for potential new members.
- C. Old Business:
 - Massa reviewed options on a photographer. There was a discussion on a photo-journalism story to be a part of 50 year Celebration.
 - Massa will contact SafetyNet to start conversation on our web presence. Haas and Massa will discuss this project in more detail and report back next month.
- D. New Business:
 - There was more conversation on TCHC's 50th Anniversary. Haas met with the city manager to help gauge involvement and there was a willingness to be a part of the celebration. Media options were discussed as well as integrating the photographer's thoughts. Browning will discuss with contacts and television media outlets and report back. Haas will check with print media outlets too.
 - The media opportunity on the stump carving in August was also discussed and more information will be discussed next month.
- E. Other: Simerson will check with Riverview Terrace residents about participation in some of the media components discussed during the meeting.

ADJOURNMENT

The Committee adjourned the meeting at 9:35 a.m.

Respectfully submitted,

Kari Massa, Program Manager & Tony Lentych, Executive Director



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

April 22, 2016

BUILDINGS/OCCUPANCY:

The City of Traverse City Assessor's office contact me and asked me for occupancy rates for the last three years. We worked through some calculations and thought I would share with you the results. For the three-year time period of April 1, 2013 – April 30, 2016 we have had all property occupancy rate over 99% [Orchardview is 99.8% and Riverview Terrace is 99.29%]. We can actually improve on that in some ways going forward but it is a functionally 100% occupancy rate.

Riverview Terrace – We had one (1) unit open this month along with a move in.

Orchardview – We have two (2) units open at this time and have families ready to move on or before the end of the month.

FINANCIAL:

We are beginning the Fiscal Year 2017 Budget and plan to have a draft in May. We have received information on health insurance recently and will be able to factor that into the budget analysis.

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

- Office IT: Camera issue still on hold.
- Uptown Development: We have not submitted our final bill to the developers yet because we are waiting to see what everything looks like early this spring. This will include snow removal fees.
- Orchardview Phase II: No change in status.
- Housing Development: No change in status.
- Advocacy: PILOT Workshop planned for early June 2016. Working with Housing Solutions Network on this as key topic for 2016. Submitted sponsorship request to Michigan Housing Council and a meeting with Chuck Korn about participation.
- Office Management: Working with HR staff from the City of Traverse City to conduct employee reviews in May/June.
- Strategic Planning: Nothing to update.

ACTIVITIES:

Meeting and conversations with CooLED Inc. about "test" LED bulbs installed in certain areas of Riverview Terrace.

Meeting with Affordable Housing Consultant, Wayne Workman.

Meeting with Executive Director of Northwest Michigan Supportive Housing about local issues and to be briefed on their future plans.

Conversations with Cecil McNally of Goodwill Industries to discuss University of Michigan "Road Scholar" visit to Traverse City in May.

Held several meetings with Riverview Terrace Residents regarding general issues in our community and issues concerning the Riverview Terrace Resident Council.

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

Lunch Meeting with ASTI Engineering to discuss regional housing issues.

Meeting with Homestretch Board Chair, Geoff Strait.

Discussions with our Attorney, Ward Kuhn about changes to our internal Policies.

Participate in a several CEDAM Committee Meetings/Discussions: QAP, Public Policy.

Attended Carson Square Ribbon Cutting ceremony.

Attended several meeting of the City of Traverse City Commission that covered topics of concern to TCHC including meeting to discuss appeal of Judge's ruling on RiverWest project and the Safe Harbor land purchase.

MEDIA:

Participated in a Traverse City Business News roundtable discussion on Affordable Housing for the May issue. Mentioned in Record-Eagle Story on April 5 regarding City of Traverse City Commission Meeting.

PERSONAL:

Nothing to report.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

April 22, 2016

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) is reporting 23 current participants with 72% of families having an established escrow account. This count is correct now with a graduating family!

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

Program Manager Update

The 2016 FSS Grant application was submitted and received by Grants.gov.

I have scheduled a total of 14 potential FSS participants for review and contract signing should they choose to be part of the program. These clients include Project Based Housing clients who are in need of supportive services. I spoke to the supportive staff at Carson Square regarding my use of their conference room to conduct FSS meetings with Carson clients. This will allow the supportive staff to sit in on the meetings and assist the client when needed.

Status of Participants

Another family has graduated from the FSS program!

This graduation is a very exciting one as the clients have already been approved to purchase a home of their own. They have worked very hard to become self-sufficient and hurdled road blocks with loss of employment and frustration. The adults, both obtaining employment have been promoted recently, which increased their income. The increase put them at an income where they are able to survive without housing assistance.

They called me last week to inform me of their pending home purchase saying "We've been with you a very long time...we felt you would be proud and excited for us!" Indeed, we are.

SEMAP Indicators Report

As of March 31, 2016

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



Download in Excel Print Page View Entire Report

Current SEMAP Indicator Information

Most Recent SEMAP Indicator Information

**Indicator 9:
Annual
Reexaminations**

**Indicator 10:
Correct Tenant
Rent
Calculations**

**Indicator 11:
Precontract
HQS
Inspections**

**Indicator 12:
Continuing
HQS
Inspections**

**Indicator 13:
Lease-Up**

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

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

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

Number of Mandatory Slots (#)	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
22	23	105	13	72

[+] Families enrolled in Voucher FSS Program


[+] Families completing FSS Contract

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

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Kari Massa, Program Manager 
SUBJECT: FSS Graduation

MESSAGE:

As mentioned in the Monthly FSS Report, we have an FSS Program Graduate this month!

Participant No. V05070 has increased household income and is no longer receiving rental assistance from the TCHC. This initiates an automatic graduation from the Family Self Sufficiency program, and the participant is entitled to the escrow balance (with interest) in the program account.

Escrow amount to be paid is \$3,168.22.

Therefore, I respectfully request a motion to disburse \$3,168.22 of funds to FSS Participant No. V05070.



TRAVERSE CITY HOUSING COMMISSION

April 20, 2016

Spring has sprung and the Grill and tables are out by the river for the enjoyment of Residents welcoming warmer days. Our first outdoor picnic will be planned for June

Our Council through the MOU (Memorandum of Understanding) is now the recognized voice of the Residents. Council meetings and activities have enjoyed increased participation. We thank the Board and Tony for their cooperation in making this all possible and now that the wheel of cooperation has been invented it is our responsibility to keep it rolling smoothly.

Our Easter Dinner was a huge success (thanks to Betty) and the donations and In-Kind of hams made it a plus to our funds. With the input of funds we were able to purchase a small freezer to store donations to be used for future meals.

We are applying for a Grant from the Rotary Club of Traverse Bay Sunrise Foundation for Recreational equipment.

We are looking to educate our neighbors and Traverse City about Riverview Terrace and the benefits Public Housing and our Residents give to this community. Hoping to help with the planned anniversary party.

Priscilla Townsend, President, Riverview Terrace Resident Council



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2016 Consolidated Budget: Review

TCHC Policy Review Schedule: Update

Executive Director Annual Review:
Acceptance of Final Report & Staff Memorandum

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	MARCH 2016 ACTUAL*	FY 2016 YTD*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 43,041.59	\$ 354,922.09	87.64%
Investment Interest	3,115.76	3,600.00	249.59	2,024.79	56.24%
Program Income: HCV	801,679.00	925,000.00	89,259.00	796,639.00	86.12%
Program Income: FSS	66,127.50	66,000.00	5,580.83	49,947.99	75.68%
Earned Income	118,755.80	146,500.00	3,806.73	68,806.05	46.97%
HUD Property Subsidy	250,531.00	240,000.00	22,083.00	194,847.00	81.19%
CFP / Draw on Surplus	216,024.34	55,000.00	-	106,712.10	194.02%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 164,020.74	\$ 1,573,899.02	85.49%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 24,263.27	\$ 140,242.51	64.18%
Benefits	43,703.38	90,000.00	6,432.45	58,921.21	65.47%
Compensated Absences	(1,805.55)	(1,500.00)	-	-	0.00%
Legal	6,913.00	9,500.00	250.92	5,451.62	57.39%
Travel / Staff Training	7,862.47	15,000.00	405.23	6,073.53	40.49%
Accounting / Auditing	20,345.52	21,000.00	1,504.41	16,927.19	80.61%
General Office Expenses	86,997.61	72,000.00	2,514.41	68,902.09	95.70%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 35,370.69	\$ 296,518.15	69.85%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 1,128.59	\$ 7,050.24	56.40%
Cable Television	33,037.34	33,000.00	3,001.51	26,235.45	79.50%
HAP	854,465.00	840,000.00	81,838.00	718,690.21	85.56%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 85,968.10	\$ 751,975.90	84.92%
<u>UTILITIES</u>					
Water	\$ 17,181.40	\$ 16,500.00	\$ 2,150.40	\$ 12,406.40	75.19%
Electricity	148,299.11	150,000.00	14,061.47	93,593.21	62.40%
Gas	16,715.50	15,500.00	1,285.40	7,160.35	46.20%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 17,497.27	\$ 113,159.96	62.18%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 8,938.60	\$ 59,204.62	69.65%
Maintenance Benefits	31,533.44	32,500.00	2,438.54	28,720.24	88.37%
Materials	13,328.43	20,000.00	2,367.36	13,651.31	68.26%
Contract / CFP Costs	292,289.06	80,000.00	9,951.71	149,234.55	186.54%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 23,696.21	\$ 250,810.72	115.32%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 2,361.34	\$ 21,246.32	90.03%
Payment in Lieu of Taxes	22,213.09	18,000.00	1,780.00	16,020.00	89.00%
Collection Losses	3,511.15	1,350.00	-	-	0.00%
Interest Expense / Other ¹	37,087.94	25,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 4,141.34	\$ 37,266.32	54.84%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 10,675.17	\$ 12,500.00	\$ 716.08	\$ 8,152.44	65.22%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 167,389.69	\$ 1,457,883.49	81.45%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ (3,368.95)	\$ 116,015.53	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (24,805.70)	\$ (25,000.00)	\$ (18,949.29)	\$ (157,296.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ (22,318.24)	\$ (41,280.47)	

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

* Accountant Reviewed

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

PUBLIC HOUSING

Chemical Bank	Checking	\$	143,267.13	
Members Credit Union	Savings	\$	6,597.22	
Chemical Bank	520011210	\$	101,060.57	
Traverse City State Bank	1051647	\$	161,385.26	
Traverse City State Bank	53691	\$	42,469.55	
First Merit Bank	4535723359	\$	162,352.60	
Traverse City State Bank	ICS Acct	\$	75,389.71	
Bank of Holland	1075909	\$	25,146.72	
Chemical Bank	9426	\$	17,531.99	
First Merit Bank	4532078534	\$	26,834.79	
Members Credit Union	CD 16525-S100	\$	30,830.14	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,194.69	Certificate of Deposit
SUB TOTAL		\$	844,060.37	

HOUSING CHOICE VOUCHER

PNC Bank	Checking	\$	106,866.52	
Chase Bank	135080088317	\$	67,360.25	Escrow Account
SUB TOTAL		\$	174,226.77	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	

TOTAL Cash & Cash Equivalents **\$ 1,572,684.14**

* as of June 30, 2015

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 17, 2014	June 2016	
ACOP (Admission & Continued Occupancy Policy)	?	September 20, 2005	TBD	
ADMIN (Administrative Plan HCV)	January 1, 2005	Annual	March 2016	March 25, 2016
Asset / Physical Plant Management Addendum	January 22, 2016	NA	NA	January 22, 2016
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	September 11, 1996	None	TBD	
Community Room Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	NA	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	Unknown	Unknown	May 2016	
Freedom of Information Policy	June 16, 2015	NA	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	May 2016	
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	July 15, 2008	April 2016	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	August 6, 2002	None	May 2016	
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	TBD	

TCHC Policy Review Schedule

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

January 22, 2016




Traverse City Housing Commission
A Public Housing Authority

**HOLD FOR
HR CONSULTANT'S REPORT**

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Plan for Employee Review and Office Management Improvements

MESSAGE:

After the presentation of findings from our Human Resources Consultant Jen Seman on my annual performance review, it became clear that a more comprehensive response to general staff issues, which became identifiable during this process, was necessary. It is clear from the consultant's in-person interviews with staff that I need to do much more in terms of employee management than I have during my first year. It is my intention to utilize the information gathered during this process to be more proactive in year two of my tenure to address staff issues and trends that may not lead to the most desirable outcomes for our operations. To this end, I am suggesting that the following steps be followed in the short term in order to produce a high-performing work team in the future.

1. Finalize Human Resources collaboration with the City of Traverse City and establish plan of action for HR review/audit.
2. Conduct Annual Performance Reviews for all employees before the end of May. This includes establishing and accepting of 2016 work goals and job descriptions.
3. Incorporate all salary adjustments and hourly increases into annual budget and implement upon the approval of the budget (effective date of July 1, 2016).
4. During the first quarter of FY 2017, we will conduct a series of team building exercises that will begin with an assessment and a review of basic team principles. We will engage the services of professional third party facilitator that will guide us through the process and assist the entire staff with the implementation of team and individual goals.
5. Approval of new TCHC Personnel Policy by September 30, 2016.
6. Results of this process, both the establishment of the goals and the progress made to achieve the goals, will be incorporated into TCHC's Incentive-Based Compensation Plan.

Ideally, we should be able to reward our team for all improvements made by December 2016 with the intent to repeat the establishment of goals during the first quarter of the 2017 calendar year.



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Adoption of 2016 HUD Income Limits – Resolution

Adoption of 2016 Capital Fund Annual Plan – Resolution


Deceased Resident Policy Review – Resolution

Master Key Policy Review – Resolution

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2016 HUD Income Limits for HCV and Public Housing [ATTACHED]

MESSAGE:

On an annual basis, U.S. Department of Housing and Urban Development (HUD) reviews the area median income and establishes the income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs. Income limit areas are based on the FY 2016 Fair Market Rent areas. Extremely Low Income Limits are defined as the greater of 60% of the Very Low Income Limits or the poverty guidelines, which has resulted in some of the Extremely Low Income Limits to equal the Very Low Income Limits in our areas.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD INCOME LIMITS

April 22, 2016

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to adopt income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs; and

WHEREAS, the HUD Fiscal Year (FY) 2016 Fair Market Rents are now published (attached) for our region; and

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

NOW, THEREFORE, Be It Resolved by the Traverse City Housing Commission as follows:

The Fair Market Rents established by HUD are adopted for purposes of setting income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs for the TCHC FY 2017 beginning May 1, 2016.

2016 INCOME LIMITS FOR SECTION 8 HCV AND PUBLIC HOUSING PROGRAMS


COUNTY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Antrim	11,770.00	15,930.00	20,090.00	24,250.00	28,410.00	31,450.00	33,650.00	35,800.00	ELI
	19,000.00	21,700.00	24,400.00	27,100.00	29,300.00	31,450.00	33,650.00	35,800.00	VLI
	30,350.00	34,700.00	39,050.00	43,350.00	46,850.00	50,300.00	53,800.00	57,250.00	LI
Benzie	12,150.00	15,930.00	20,090.00	24,250.00	28,410.00	32,570.00	35,750.00	38,050.00	ELI
	20,200.00	23,050.00	25,950.00	28,800.00	31,150.00	33,450.00	35,750.00	38,050.00	VLI
	32,300.00	36,900.00	41,500.00	46,100.00	49,800.00	53,500.00	57,200.00	60,900.00	LI
Grand Traverse	13,300.00	15,930.00	20,090.00	24,250.00	28,410.00	32,570.00	36,730.00	40,890.00	ELI
	22,100.00	25,250.00	28,400.00	31,550.00	34,100.00	36,600.00	39,150.00	41,650.00	VLI
	35,350.00	40,400.00	45,450.00	50,500.00	54,550.00	58,600.00	62,650.00	66,700.00	LI
Kalkaska	11,770.00	15,930.00	20,090.00	24,250.00	28,410.00	31,450.00	33,650.00	35,800.00	ELI
	19,000.00	21,700.00	24,400.00	27,100.00	29,300.00	31,450.00	33,650.00	35,800.00	VLI
	30,350.00	34,700.00	39,050.00	43,350.00	46,850.00	50,300.00	53,800.00	57,250.00	LI
Leelanau	14,550.00	16,600.00	20,090.00	24,250.00	28,410.00	32,570.00	36,730.00	40,890.00	ELI
	24,200.00	27,650.00	31,100.00	34,550.00	37,350.00	40,100.00	42,850.00	45,650.00	VLI
	38,750.00	44,250.00	49,800.00	55,300.00	59,750.00	64,150.00	68,600.00	73,000.00	LI
Wexford	11,770.00	15,930.00	20,090.00	24,250.00	28,410.00	31,450.00	33,650.00	35,800.00	ELI
	19,000.00	21,700.00	24,400.00	27,100.00	29,300.00	31,450.00	33,650.00	35,800.00	VLI
	30,350.00	34,700.00	39,050.00	43,350.00	46,850.00	50,300.00	53,800.00	57,250.00	LI

Effective May 1, 2016

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2016 HUD Annual Plan Update to the Five-Year Capital Fund Program Plan

MESSAGE:

Attached to this memorandum you will find our planned submission to the U.S. Department of Housing and Urban Development (HUD) for the required Annual Update to the Five-Year Capital Fund Program (CFP). Our Five-Year CFP was adopted one year ago this month and this represents our first annual update to that plan. We have followed all of the protocols for submission including public announcement, RAB review, and a public hearing – all of which were utilized to receive valuable input to our Annual Plan update.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD CFP ANNUAL PLAN

April 22, 2016

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to submit Annual Updates to the Five-Year Capital Fund Program (CFP) Plan; and

WHEREAS, the TCHC adopt its Five Year Capital Fund Program Plan in 2015 for the period ending in 2019; and

WHEREAS, the TCHC received input from its Resident Advisory Board (RAB) on March 15, 2016 and a general Public Hearing was held on March 28, 2016; and

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

NOW, THEREFORE, Be It Resolved by the Traverse City Housing Commission as follows:

The 2016 HUD Annual Plan for the Capital Fund Program is adopted and shall submitted to HUD with all required authorizations and approvals from this body.

2016 Capital Fund

Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Traverse City Housing Commission MI080 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Number(s) C3084 dated 2/8/2008

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$134,527.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number MI28P08050116
PHA Tax Identification Number (TIN): On File 38-2130251 DUNS Number: On File 160216198

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

- The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
- The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
- The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
- For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
- Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
- Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
- The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
- The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
- Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): ☐ Yes ☒ No
- The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
- If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements.
For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
- CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development

By _____ Date: _____

Title _____

PHA (Executive Director or authorized agent)

By Anthony Lutz Date: 3-9-16

Title _____

EXECUTIVE DIRECTOR

Previous versions obsolete

form HUD-52840-A OMB Approval No. 2577-0157 (exp. 01/31)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No. M128PO8050116 Replacement Housing Factor Grant No: Date of CFP:		FFY of Grant: 2016 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹	Expended	
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)						
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment—Nonependable	81,973					
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary				FFY of Grant: 2016	
PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No: MD28P0805116 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	52,554			
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	134,527			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>Carlynn Leisner</i>		Date 3.9.16	Signature of Public Housing Director		
		Date			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary

PHA Name/Number	Locality (City/County & State)				
Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY _____ 2016	Work Statement for Year 3 FFY _____ 2017	<input checked="" type="checkbox"/> Original 5-Year Plan Work Statement for Year 4 FFY _____ 2018	<input type="checkbox"/> Revision No: Work Statement for Year 5 FFY _____ 2019
B. Physical Improvements Subtotal	129,399	129,399	129,399		
C. Management Improvements					
D. PHA-Wide Non-dwelling Structures and Equipment					
E. Administration					
F. Other					
G. Operations					
H. Demolition					
I. Development					
J. Capital Fund Financing - Debt Service	52,554	52,554			
K. Total CFP Funds		76,845			
L. Total Non-CFP Funds					
M. Grand Total					

U.S. Department of Housing and Urban Development

Office of Public and Indian Affairs

OMB No. 2577-0226

Expires 4/30/2001

**Work
Statement for
Year 1 FFY**

Work Statement for Year 2015
 FPY

Work Statement for Year 2011

Work Statement for Year: 2016

~~Page 7 of 6~~

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 4/30/2001

Work Statement for Year 2017

WORK
Statement for
Year 1 FFY

FFY _____

Developmental Needs of _____

1



WORK STATEMENT FOR
FIVE

car: 2018

10

1

Work Statement for Year: <u>2017</u>					Work Statement for Year: <u>2018</u>				
Statement for Year 1 FFY		Development Number/Name General Description of Major Work Categories		Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories		Quantity	Estimated Cost
See	Debt Service Payment		\$52,554		Debt Service Payment		\$52,554		
Annual	Bathroom Rehabilitation Orchardview		\$16,000		Resurface Riverview Parking Lot		\$15,000		
Statement	Window & Siding Replacement Orchardview		\$40,000		Led Site Lighting Orchardview		\$ 4,120		
	Replace Community Room Floor Riverview		\$20,845		Window & Siding Replacement Orchardview		\$43,155		
					Community Rm Tables & Chairs Riverview		\$14,570		

51

OMB No. 2577-0226
Expires 4/30/2001

OMB No. 2577-0226

[illegible]



CFP – 5 Year Action Plan

Significant Amendment/Modification

The following criteria will be used to determine a significant amendment or modification to the CFP 5 Year Action Plan:

- Any change to admissions policy, organization of the waiting lists
- Additions of non-emergency work items when dollar amount exceed 10% of the Capital Fund Budget or the amount of replacement reserve funds that exceed 10% of the annual Capital Fund Budget
- Proposed demolition
- Disposition
- Homeownership Program
- RAD conversion
- Capital Fund Financing
- Development
- Mixed Financed Proposal

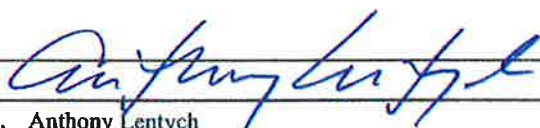
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Department Housing & Urban Development.			7. Federal Program Name/Description: 2016 Capital Fund CFDA Number, if applicable:		
8. Federal Action Number, if known: MI28P08050116			9. Award Amount, if known: \$ 134,527.00		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: Anthony Lentych Title: Executive Director Telephone No.: 231-922-4915 Date: 3.9.16		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	



PHA Certification of Compliance with PHA Plans and Related Regulations

In Compliance with 24 CFR Part 905, the Traverse City Housing Commission has scheduled a public hearing for review of the 2016 Annual Plan and update of the Housing Choice Voucher Administrative Plan.

- The Resident Advisory Board will be meeting March 15, 2016.
- The Traverse City Housing Board of Commissioners will be discussing the 2016 Annual Plan and update of the Housing Choice Voucher Administrative Plan at the March 25th Board Meeting, which is open to the public.
- There is a second public hearing scheduled on Monday, March 28, 2016.

At the conclusion of the hearings, the Traverse City Housing Commission will submit a statement certifying the public hearing had been conducted.


Anthony Lentych, Executive Director

March 9, 2016

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0167 (Exp. 01/31/2017)

Applicant Name

Traverse City Housing Commission

Program/Activity Receiving Federal Grant Funding

Public Housing and Section 8 Housing Choice Voucher Programs

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

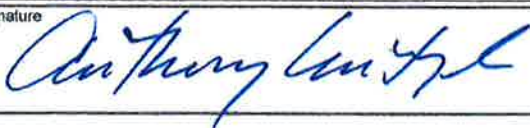
Name of Authorized Official

Anthony Lentych

Title

Executive Director

Signature



Date (mm/dd/yyyy)

3.9.16

Previous edition is obsolete

form HUD 50071 (01/14)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

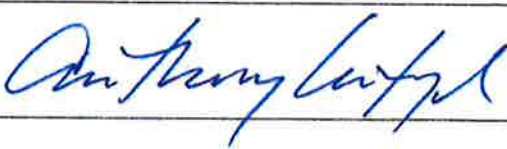
The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Traverse City Housing Commission

MI080

PHA Name

PHA Number/HA Code


I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Anthony Lentych
Title	Executive Director
Signature	
Date	3.9.2014

form HUD-50077-CR (1/2009)
OMB Approval No. 2577-0226

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Deceased Resident Policy Update

MESSAGE:

Attached you will find the updated Deceased Resident Policy and the policy updated in 2006. We have kept much of the policy the same but we have added clarifying language in some sections AND we have added a section on “notification to the public”. This new section makes it clear that TCHC staff can and should inform the public when certain conditions are met.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE DECEASED RESIDENT POLICY

April 22, 2016

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

WHEREAS, the Deceased Resident Policy was last reviewed in 2006 and was in need of a review and update; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the Deceased Resident Policy; and

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

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

The Deceased Resident Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

Deceased Resident Policy

1. **Purpose.** The intent of this policy is to protect the interests of the deceased resident, the relatives of the deceased resident, the Traverse City Housing Commission and its employees. In the absence of formal procedures as pertaining to the securing of an apartment of a deceased tenant, as determined by Michigan State Law or the Probate Court system, this policy has been created to provide TCHC Staff with defined responsibilities in the event of a resident death.
2. **Procedure.** In the event of a death of a resident, the following procedures will apply:
 - A. Upon notice of a resident death, the apartment will be secured immediately by a TCHC staff member by changing the lock to prevent unauthorized access to the apartment.
 - B. Upon securing the apartment, the Executive Director, or staff member authorized by the Executive Director, will attempt to contact the next of kin and/or the person designated by the resident on the Resident's Sponsor Statement. The person contacted will be advised that the unit is secured and that they must contact the TCHC office in order to gain access to the apartment to remove the deceased resident's personal belongings.
 - C. If the apartment has not been entered within 48 hours, a TCHC staff member, together with an impartial observer, shall enter the apartment for the sole purpose of removing and discarding all perishable food items from the apartment's refrigerator, sink, stove top, counter tops, table tops, or other items in plain view.
 - D. Any and all monies owed to the estate of the deceased resident (e.g., security deposit, prepaid rent) will be remitted to the next of kin or the executor of the estate. A pro rata refund of any rent will be calculated from the date that all personal belongings are removed from the premises, either by staff or by family members, and all unit keys/entry fobs for the building and apartment are returned to the TCHC Office.
 - E. TCHC is not responsible for funeral arrangements or for the settlement of unpaid hospital and transportation expenses.
3. **Notification to the Public.** The Executive Director, or staff member authorized by the Executive Director, is allowed to inform members of the public about the death of a resident if an official inquiry is made to the TCHC Office, and once the death is a matter of public record by way of a death certificate filed with the County Clerk or publication of a death notice or obituary.

Adopted: April 5, 1988

Revised: March 21, 2006

Revised: April 22, 2016

TRAVERSE CITY HOUSING COMMISSION DECEASED RESIDENT POLICY

The Deceased Resident Policy was adopted by the Traverse City Housing Commission Board on the 21st day of March, 2006. The intent of this policy is to protect the interests of the deceased resident, the relatives of the deceased resident and the Traverse City Housing Commission and its employees. In the absence of formal procedures as pertaining to the securing of an apartment of a deceased tenant, as determined by Michigan State Law or the Probate Court system, this policy has been created to provide Management with defined responsibilities in the event of a resident death.


In the event of a resident death, the following procedures will apply:

1. Upon notice of a resident death, the apartment will be secured immediately by a TCHC staff member by changing the lock to prevent unauthorized access to the apartment.
2. Upon securing the apartment, the Executive Director or other authorized staff member will attempt to contact the next of kin and/or the person designated by the resident on the Resident's Sponsor Statement. The person contacted will be advised of the securing of the unit and informed that they must contact the TCHC office in order to gain access to the apartment to remove the deceased resident's personal belongings.
3. If the apartment has not been entered within 48 hours, a TCHC member, together with an impartial observer, shall enter the apartment for the sole purpose of removing all spoilable food items from the apartments refrigerator.
4. Any monies owed to the estate of the deceased resident (i.e., security deposit, prepaid rent, etc.) will be remitted to the next of kin or the executor of the estate. Pro-ration of any unused rent will be calculated from the date that all personal belongings, including clothing, furniture, etc., are removed from the premises and all keys/entry cards for the building/apartment are returned to the TCHC.
5. Management **is not** responsible for funeral arrangements, and settlement of unpaid hospital and transportation expenses.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Master Key Policy Update

MESSAGE:

Attached you will find the updated Master Key Policy and the policy last updated in 2008. We have clarified a few items including the language in the acknowledgement form. Additionally, it allows for all new Executive Directors to review the issuance of Master Keys without the need to change or review the policy.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE MASTER KEY POLICY

April 22, 2016

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

WHEREAS, the Master Key Policy was last reviewed in 2008 and was in need of a review and update; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the Master Key Policy; and

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

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

The Master Key Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

Master Key Policies & Procedures

1. **Purpose.** The Traverse City Housing Commission (TCHC) provides master keys to employees for the performance of their normal job duties. This Policy is designed to describe all terms and conditions for the use of master keys.
2. **Policy.** The following are the policies that guide and clarify the use of TCHC issued master keys:
 - A. Issuance and use of a TCHC Master Key is a privilege that TCHC may withdraw at any time, with or without cause. Upon an employee's termination of employment at TCHC, all keys must be returned to the Executive Director immediately.
 - B. In addition to financial responsibility and liability for actions in violation of this policy, the employee may also face additional disciplinary action, up to and possibly including, termination of employment.
 - C. This policy will remain in effect as long as employee has a master key or until a new policy has been issued and which clearly indicates that it is intended to be a replacement or update of this policy.
3. **Procedure.** The following are the procedures that apply to master keys that help to maintain TCHC properties:
 - A. All interior and exterior locks to all Commission properties shall be keyed to a master system.
 - B. The Executive Director shall be responsible for determining which employees may be issued master keys (and keys to all other systems) and shall maintain a list of authorized personnel and the level of access authorized. All keys issued shall remain the property of the TCHC. The Executive Director shall be responsible for retrieval of keys upon termination of employment.
 - C. Employees shall be responsible for all keys issued while employed with the TCHC:
 - 1) Employees shall know the whereabouts of all keys at all times.
 - 2) Employees shall immediately report the loss or theft of keys to the Executive Director. Loss or theft of a master key shall be considered an emergency. Employees who fail to report the immediate loss or theft of master keys are subject to disciplinary measures, up to and including termination, civil and/or criminal charges.
 - 3) Employees may be charged for the cost of re-keying the property or building in the event of loss or theft of keys.
 - D. Employees shall not use a master key to enter a dwelling unit of a resident of any TCHC property unless the resident is first given at least 48-hours written notice, except in the case of an emergency. Where such an emergency exists, the employee shall leave a note stating the date, time and name of person entering the dwelling unit and the purpose of the entry.
 - E. Commissioners shall not be issued master keys.
 - F. Master key duplication is forbidden without expressed consent from the current Executive Director. Master keys are intended for the exclusive use by employees and shall not be loaned,

given, or otherwise made available to unauthorized parties without the expressed prior consent of the Executive Director.

G. Master keys may be temporarily given to persons aiding in the event of an emergency but must have the permission of the current Executive Director.

H. Master keys shall be delivered to police, fire, and rescue personnel.

I. Keys shall not be issued to contractors of the TCHC without notification and/or permission of the current Executive Director:

1) Contractors who are issued keys shall execute a statement including, but not limited to, the following:

a) Contractor shall acknowledge that the key(s) issued are for the exclusive use of the contractor and shall not be loaned, given or otherwise made available without the permission of the Executive Director.

b) Contractor shall acknowledge that duplication of keys is prohibited.

c) Contractor shall acknowledge that the use of the issued key is limited to performance of the services specified in the contract.

d) Contractor agrees to verify that all areas for which keys are issued are secured prior to leaving the area.

e) Contractor shall immediately notify the Executive Director in the case of loss or theft of keys.

f) Contractor shall agree to pay a re-keying charge in the event of the loss or theft of key(s).

2) Contractors shall return all keys upon completion of work or at the end of the work day, whichever is earlier. Contractors shall not remove master keys from TCHC property.

3) The Employee issuing a key to the contractor shall be responsible for ensuring its return.

4. **Acknowledgement & Agreement**. Each employee issued a master key shall be required to read and sign this policy prior to the acceptance of the master key.

Adopted: July 18, 2006

Revised: July 15, 2008

Revised: April 22, 2016

Traverse City Housing Commission

Master Key Acknowledgment & Agreement Form

I, NAME OF EMPLOYEE, hereby acknowledge that I have received a TCHC Master Key. I have been provided with and read the TCHC Master Key Policies & Procedures document, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences up to and including the confiscation of my key(s) and/or my termination.

Signature of Employee

Date

Printed Name

Signature of Executive Director

Date

Printed Name

Traverse City Housing Commission Master Key Policy

Purpose

The Traverse City Housing Commission (TCHC) provides master keys to employees for the performance of their normal job duties. This Policy is designed to describe the conditions for the use of master keys.

Policies and Procedures

1. All interior and exterior locks to all Commission properties shall be keyed to a master system.
2. The Executive Director shall be responsible for determining which employees may be issued master keys (and keys to all other systems) and shall maintain a list of authorized personnel and the level of access authorized. All keys issued shall remain the property of the TCHC. The Executive Director shall be responsible for retrieval of keys upon termination of employment.
3. Each employee issued a master key shall be required to read and sign this policy prior to deliver of the master key.
4. Employees shall be responsible for all keys issued while employed with the TCHC.
 - a. Employees shall know the whereabouts of all keys at all times.
 - b. Employees shall immediately report the loss or theft of keys to the Executive Director. Loss or theft of a master key shall be considered an emergency. Employees who fail to report the immediate loss or theft of master keys are subject to disciplinary measures, up to and including discharge, civil and/or criminal charges.
 - c. Employees may be charged for the cost of re-keying the property or building in the event of loss or theft of keys.
5. Employees shall not use a master key to enter a dwelling unit of a resident of any TCHC property unless the resident is first given at least 48-hours written notice, except in the case of an emergency. Where such an emergency exists, the employee shall leave a note stating the date, time and name of person entering the dwelling unit and the purpose of the entry.
6. **Commissioners shall not be issued master keys.**

7. Master key duplication is expressly forbidden without express consent from the Executive Director. Master keys are intended exclusive for the employees own use and shall not be loaned, given, or otherwise made available to unauthorized parties without the express prior consent of the Executive Director.
8. **Master keys may be temporarily loaned to persons aiding in the event of an emergency, and must be reported to the Executive Director.**
9. Master keys shall be delivered to police, fire and rescue personnel.
10. Keys shall not be issued to contractors of the TCHC without the express prior consent of the current Executive Director.
 - a. Contractors who are issued keys shall execute a statement including, but not limited to, the following:
 - i. **Contractor shall acknowledge that the key(s) issued are for the exclusive use of the contractor and shall not be loaned, given or otherwise made available without the express prior consent of the Executive Director.**
 - ii. **Contractor shall acknowledge that duplication of keys is prohibited.**
 - iii. Contractor shall acknowledge that the use of the issued key is limited to performance of the services specified in the contract.
 - iv. Contractor agrees to verify that all areas for which keys are issued are secured prior to leaving the area.
 - v. Contractor shall immediately notify the Executive Director in the case of loss or theft of keys.
 - vi. Contractor shall agree to pay a re-keying charge in the event of the loss or theft of key(s).
 - b. Contractors shall return all keys upon completion of work or at the end of the workday, whichever is earlier. Contractors shall not remove mater keys from the premises.
 - c. The Employee issuing a key to the contractor shall be responsible for ensuring its return.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

April 1, 2016 Letter from Otwell Mawby on Air Monitoring at Riverview Terrace

April 19, 2016 Signed Memorandum of Understanding between Traverse City Housing Commission
and Riverview Terrace Residents Council (RTRC)



April 1, 2016

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

**RE: AIR MONITORING AND DUST SAMPLING REPORT
RIVERVIEW TERRACE
APARTMENTS 908 & 305
150 PINE STREET
TRAVWERSE CITY, MICHIGAN
OTWELL MAWBY PROJECT NUMBER: 16-055**

Dear Mr. Lentych:

Per your request, on March 21 and 25, 2016, Otwell Mawby, P.C. (Otwell Mawby) provided baseline air sampling in apartments 908 and 305 and the adjoining commons areas. A total of 6 air samples were collected. Otwell Mawby also performed dust sampling for asbestos in apartment 908. Both of these apartments are located in the Riverview Terrace building located at 150 Pine Street in Traverse City, Michigan. This report summarizes the results of the air and dust sampling activities.

Air Sample Collection Protocol

Otwell Mawby conducted baseline area air sampling in the bedrooms and kitchens in units 908 and 305. Additional air samples were also collected outside the apartment units in the 9th floor elevator lobby and 3rd floor Community Room. The media utilized for collection of each of the samples were 25 mm phase contrast microscopy (PCM) cassettes. Prior to sample collection, each pump was calibrated with a rotameter to the desired airflow rate. The air samples were analyzed by Otwell Mawby using PCM (NIOSH 7400 method). Otwell Mawby is a member of the American Industrial Hygiene Association (AIHA) proficiency analytical testing (PAT) rounds for PCM (laboratory #178671).

Summary of Air Sample Analytical Results

The results of the 6 air samples revealed results below the Environmental Protection Agency's (EPA) recommended level of 0.010 fibers per cubic centimeter (f/cc) for airborne asbestos fibers when utilizing PCM analysis. Detailed results of the baseline area air samples are attached in Appendix A.

Dust Sample Collection Protocol

One dust sample was collected from the top of the entertainment center in the living room in Apartment 908 on March 21, 2016. The dust sample was analyzed by Environmental Enterprise Group (EEG) of Russellville, Arkansas using Polarized Light Microscopy (PLM). EEG is accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) for the analysis of asbestos in bulk samples using PLM (NVLAP Lab Code 101587-0).

Summary of Dust Sample Analytical Results

Please note that asbestos was not detected in the dust sample by the EEG laboratory. The EEG Bulk Asbestos Report is attached in Appendix B.

If you have any questions regarding this report, please feel free to contact the undersigned at (231) 946-5200. We appreciate the opportunity to provide these services and thank you for your confidence in Otwell Mawby.

Sincerely,

OTWELL MAWBY, P.C.



Bob Peters
Project Manager

Attachments – Appendix A, PCM Air Sample Results
Appendix B, EEG Bulk Asbestos Report

Appendix A

PCM Air Sample Results



PCM AIR RESULTS

Prepared by: Otwell Mawby, P.C.
231-946-5200/Fax: 231-946-5216

Page 1

Client: Traverse City Housing Commission Collected By: Nathan Dale Project Location: Residence, 150 Pine St, Apt. 908, Traverse City, MI			OMPC Project: 16-055 Client Job #:				
Sample Code (Below)	Date Collected	Description and Location	Volume	Density (f/mm2)	Detection Limit (f/cc)	Results (f/cc)	8 Hour TWA (f/cc)
AR1	03/21/16	Apartment 908, Living Room	1,200		0.0041	0.0041	
AR2	03/21/16	Apartment 908, Bedroom	1,200		0.0041	<0.0041	
AR3	03/21/16	Lobby, East Hallway	1,200		0.0041	<0.0041	
FB1	03/21/16	Field Blank		0.00			
FB2	03/21/16	Field Blank		0.00			

Otwell Mawby Sample Codes: FB=Field Blank, PS=Personnel, EX=Excursion Limit, BS=Baseline, BK=Background, AR=Area, CL=Final Clearance
METHOD: NIOSH 7400 Revision 2
PAT#178671

Analyst
March 21, 2016
Date



PCM AIR RESULTS
Prepared by: Otwell Mawby, P.C.
231-946-5200/Fax: 231-946-5216

Page 1

Client: Traverse City Housing Commission Collected By: Nathan Dale Project Location: 150 Pine Street, Apartment 305			OMPC Project: 16-055 Client Job #:				
Sample Code (Below)	Date Collected	Description and Location	Volume	Density (f/mm2)	Detection Limit (f/cc)	Results (f/cc)	8 Hour TWA (f/cc)
AR1	03/25/16	Community Room, 3 rd Floor	1,200		0.0041	<0.0041	
AR2	03/25/16	Apartment 305, Living Room	1,200		0.0041	<0.0041	
AR3	03/25/16	Apartment 305, Bedroom	1,200		0.0041	<0.0041	
FB1				0.00			
FB2				0.00			

Otwell Mawby Sample Codes: FB=Field Blank, PS=Personnel, EX=Excursion Limit, BS=Baseline, BK=Background, AR=Area, CL=Final Clearance
METHOD: NIOSH 7400 Revision 2
PAT#178671

Analyst
March 26, 2016
Date

Appendix B

EEG Bulk Asbestos Report

Client: Otwell Mawby PC
Client Project: 16-055
Methodology: EPA-600/R-93/116
Sample(s) Taken From: 150 Pine
Received: 3/22/2016 Shipped Via: FedEx

Job Number: 00326- B2016-0147
Sampled By: Bob Peters

Date Sampled: 3/21/2016
Reported: 3/22/2016

Bulk Asbestos Report

Sample #	Client Sample ID:	Layered	Analysis	This material contains approximately	
1	D1	No	None Detected	Cellulose 30%	Synthetic Fiber 10%
				Calcite 10%	Quartz 1%
Sample Description: White / Gray Dust Living Room Entertainment Center				Particulate Matter 49%	

Current information listed above applies to the standards or procedures identified and the samples actually tested. The methodology(s) listed in this report is the only methodology(s) used. The methodology listed in this report is a deviation from NVLAP's specific scope of accreditation (EPA-600/M-4-82-020 method). Each percentage reported above is a visual estimation of total composition, unless otherwise noted in this report. Asbestos detection limit is less than 1 percent. Test measurements are traceable to Standard Reference Material 1866a and 1867. The results are valid only for the materials tested. The information listed above is for the exclusive use of the client listed above. Sample results shall not be reproduced in any form or fashion for advertising or other purposes in connection with EEG's name or signature without consent from EEG. Sample results shall not be used by the client to claim product endorsement by NVLAP or any agency of the U.S. Government. Samples not consumed in analysis will be retained for a maximum of 30 days. Samples may be returned to the client upon request. Accredited by the National Voluntary Laboratory Accreditation Program for the specific scope of Accreditation under NVLAP code 101587-0.



NVLAP LAB CODE 101587-0

Respectfully Submitted,

EEG, Inc

Megan R Hatchew
Analyst

NVLAP Signatory

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM OF UNDERSTANDING

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

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

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

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

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

(a) Funding duly elected resident councils.

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

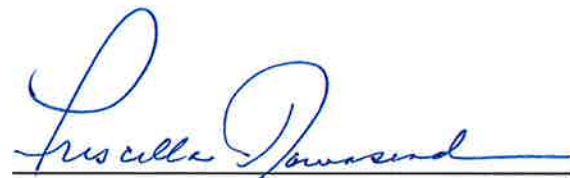
5. The Resident Council will provide a proposed budget in advance of disbursement and will report financial activity to the TCHC Executive Director in a timely manner which

includes both monthly and annual financial reports in accordance with 24 C.F.R. 964.150:

- (3) Funding provided by a HA to a duly elected resident council may be made only under a written agreement between the HA and a resident council, which includes a resident council budget and assurance that all resident council expenditures will not contravene provisions of law and will promote serviceability, efficiency, economy and stability in the operation of the local development. The agreement must require the local resident council to account to the HA for the use of the funds and permit the HA to inspect and audit the resident council's financial records related to the agreement.
6. TCHC agrees to provide an "office" to the Resident Council on the third floor of the building. Located within the Community Room of Riverview Terrace, this office has an estimated value for rent of \$300.00 per month and is intended for the sole purpose of Riverview Terrace resident business as directed through the duly adopted by-laws. Additional office support will be provided from time to time and in a case by case manner that may include but will not be limited to the following: assistance with the purchase of, or donation of, office supplies and office equipment; the provision of office furniture; and assistance, when appropriate, in communication with all building residents through newsletters, memorandums, or building-wide fliers.
7. This MOU will be in effect for three years from the date of execution but may be terminated by either party with sixty (60) days written notice.

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


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


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

DATE: April 19, 2016

DATE: 4-19-2016